

AMA SCHOOLS
Nursery, Primary and Secondary
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RULES AND REGULATIONS FOR STUDENTS/PUPILS

1.0.0 ATTENDANCE AND PUNCTUALITY

- 1.0.1 School gate is opened by 7.00am every day. School activities resume at 7.45am each day with an Assembly.
- 1.0.2 By 8.20am, the school gate is locked and all pupils/students that are not in school by then will not be allowed entry into the school for that day.
- 1.0.3 Pupils/Students are expected to be in school before this time possibly by 7.30am.
- 1.0.4 Every pupil/student is expected to sign the attendance register at the gate as they make their way into the school in the morning and on their way out in the afternoon. Any pupil/student who does not sign at the gate will be severely punished.
- 1.0.5 Lateness will not be tolerated and late comers will be punished adequately.
- 1.0.6 Attendance at school should be regular except in cases of illness which should be adequately reported to the school authority.
- 1.0.7 In case of other need or reasons to be absent from school, proper permission should be sought from the school authority and an authorization received before the pupil/student can proceed to be absent from school.
- 1.0.8 Any pupil/student who is absent from school without permission from the school authority will face disciplinary actions.
- 1.0.9 Pupils/Students who stay away from school for more than four weeks without permission to do so will be regarded as having left the school.
- 1.1.0 School closes by 3.30pm. All pupils/students are expected to sign the attendance register at the gate on their way out. Refusal to do so will attract severe punishment.

2.0.0 SCHOOL ASSEMBLIES

- 2.0.1 By 7.40am, the bell is rung for the school assembly and all pupils/students are expected to heed the bell, as it is the voice of the school authority. Assembly proper starts by 7.45am.
- 2.0.2 Attendance at the school assembly is compulsory. Pupils/Students should be punctual at all school assemblies.
- 2.0.3 Every pupil/student is expected to participate in all the activities that go on at the Assembly.
- 2.0.4 All pupils/Students must know the National Anthem, the National Pledge and the School Anthem which must be recited every school day at the school assembly.
- 2.0.5 Pupils/Students are expected to comport themselves properly during assemblies.

3.0.0 SCHOOL UNIFORM AND DRESSING

- 3.0.1 All pupils/students should come to school in the approved school uniforms and worn in the following order:

MONDAY	-	SCHOOL UNIFORM	(1 st Pair)
TUESDAY	-	SCHOOL UNIFORM	(2 nd Pair)
WEDNESDAY	-	SPORT WEAR	
THURSDAY	-	SCHOOL UNIFORM	(Washed 1 st Pair)
FRIDAY	-	SCHOOL UNIFORM	(Washed 2 nd Pair)
- 3.0.2 The approved footwear is black shoes with low heels. On Wednesdays white canvass shoes.
- 3.0.3 The approved belt colour for boys in the secondary school is black.
- 3.0.4 The approved socks colour is black but White on Wednesdays.
- 3.0.5 Pupils/Students should be neat and properly dressed at all times both within and outside the school premises.

- 3.0.6 Any appearance considered dirty, irresponsible or immoral will not be allowed.
- 3.0.7 Pupils/Students should pull off their school uniforms immediately they get home and should not roam the streets after school hours in their school uniforms.
- 3.0.8 Perming of hair, use of eye shadow, use of beads, painting of finger nails or any kind of make-up, etc would not be allowed in the school.
- 3.0.9 Pupils/Students should not wear rings, chains, armulets, bangles or jewelleryes of any kind to school except pin down ear rings for girls only.
- 3.1.0 No pupil/student should grow beards or moustache. It is not allowed. All male students will have their hair cut every week while female students will have new hair style every week as called by the school. Defaulters will be sent home till they comply.

4.0.0 **CLASSROOMS, LABORATORIES, WORKSHOPS AND LIBRARIES**

- 4.0.1 Pupils/students should maintain orderly behaviours in and outside the classrooms, laboratories and libraries.
- 4.0.2 On no account should any pupil/student go into the library except during free periods, Library hours or sent there by a teacher as punishment.
- 4.0.3 Proper care must be taken of all school furniture and other school properties. Any pupil/student who damages/loses any school property or a colleague's property shall have it replaced within a time specified by the school authority.
- 4.0.4 There shall be no loitering about during lesson hours.
- 4.0.5 Eating in the classroom during lessons is strictly prohibited.
- 4.0.6 Pupils/Students should maintain perfect silence when a teacher is not around. Time should be gainfully spent in reading during such periods.
- 4.0.7 On no account should books be taken out of the library without the express permission of the librarian.
- 4.0.8 Pupils/Students should handle with care, materials, equipment in the special rooms; Library, Laboratories, Workshops etc.
- 4.0.9 Pupils/Students should ensure that their classroom seats are not arranged in a manner that they touch the wall.
- 4.1.0 Classrooms, workshops, libraries and laboratories should always be kept tidy

5.0.0 **USE OF THE TOILET**

- 5.0.1 Pupils/Students should ensure that they use the toilet earmarked for their gender. And on no account should a pupil/student use any other part of the school compound in lieu of the toilet.
- 5.0.2 All toilet doors must be shut during and after use.
- 5.0.3 Pupils/Students are enjoined to ensure that they flush the toilet immediately after use.
- 5.0.4 No two pupils/students shall enter into the same toilet wall for use at the same time.
- 5.0.5 Pupils/Students should ensure that they do not write on either the toilet walls or doors.
- 5.0.6 Use of other forms of paper other than tissue papers, rags, cellophanes etc in the toilet is strictly prohibited.
- 5.0.7 All pupils/students are also expected to wash their hands in the wash-hand basins close to the toilets after every use of the toilet.

6.0.0 **EXAMINATION/TESTS**

- 6.0.1 All pupils/students are expected to apply themselves diligently to their studies and endeavour to pass all internal/external examinations.
- 6.0.2 In all tests/examinations, all pupils/students are expected to attain a fifty percent mark to be considered as having passed the test/examination.
- 6.0.3 Only candidates whose names appear on the school attendance register and who have seventy five percent attendance will be allowed to sit any examination.
- 6.0.4 Examination malpractice of any form is strictly forbidden.
- 6.0.5 Any attempt to cheat during any examination or test will attract serious disciplinary measures.

- 6.0.6 Borrowing, lending, chatting, or exchanging of any material during examinations/tests is not allowed and will be considered an examination malpractice if caught. Hence, all pupils/students are advised to come into any examination hall or test situation with all the necessary writing materials.
- 6.0.7 Any pupil/student who comes thirty minutes late into the examination or test will not be allowed to write the examination or test.

7.0.0 CO-CURRICULAR ACTIVITIES

- 7.0.1 It is mandatory for pupils/students to belong to at least one subject association, religious society and recreation club among the existing ones in the school
- 7.0.2 Pupils/Students should be actively involved and regular at all meetings of the club or association to which they belong. Subject co-curricular activities take place on Wednesdays while religious co-curricular activities take place on Fridays.
- 7.0.3 Subject Associations in the school include the following:
 - ❖ JETS Club
 - ❖ Press Club
 - ❖ Young Farmers Club
 - ❖ Egbe Akomolede Yoruba
 - ❖ Literary and Debating Society (Compulsory for All Pupils/Students)
 - ❖ Dramatic Society
 - ❖ Home Makers Club
- 7.0.4 Recreation Clubs include:
 - Taekwondo
 - Boys Scout
 - Girls Guide
 - KAI Club
 - Red Cross
- 7.0.5 Religious Societies include:
 - ❖ Christian Students Fellowship
 - ❖ Muslim Students Society

8.0.0 GENERAL BEHAVIOUR/CONDUCT

- 8.0.1 Due respect must be given to all members of staff (both teaching and non-teaching), the prefects, members of the Students' Representative council and the School Police.
- 8.0.2 Pupils/Students must be polite in their dealings with their colleagues and other members of the public.
- 8.0.3 Hard drugs, cigarettes and alcohol are strictly forbidden among pupils/students.
- 8.0.4 Truancy is completely forbidden. Persistent truancy may lead to suspension and ultimately dismissal.
- 8.0.5 Stealing is completely forbidden. This may also lead to suspension or ultimately dismissal.
- 8.0.6 Fighting and bullying are serious offences with severe disciplinary consequence.
- 8.0.7 Use of abusive, derogatory and foul language is not allowed. Pupils/Students reported for any of these will be severely dealt with.
- 8.0.8 Pupils/Students are expected to be provided with the recommended textbooks and other writing materials. Pupils/Students without these may be asked to stay away from school until they can provide the necessary materials to facilitate teaching their active participation in school activities.
- 8.0.9 All pupils/Students are expected to appear in neat and low regular trimmed hair cut (for boys) and well plaited hair style as prescribed or announced by the school authority (for girls). Any child who refuses to adhere may be asked to stay away from school till he/she can comply. However, pre-school girls are allowed to plait responsible hair styles of their choice.
- 8.1.0 The school does not tolerate torn, patched or folding uniforms (as a result of constant non-ironing). Pupils/Students who put on such uniforms may be asked to stay away from school until they can replace the uniform.
- 8.1.1 Pupils/Students are not expected to come to school with alcoholic drinks or consume them. Pupils/Students found wanting may be suspended or expelled from school.
- 8.1.2 Pupils/Students are not expected to come to school with phones. All communications by parents/guardians with their wards during school hours should be channelled through the school phone numbers. Any child found with a phone will not only forfeit the phone but will also face serious disciplinary action.
- 8.1.3 Pupils/Students are not allowed to bring radios, cassette recorders and the likes to school. Consequences as in item 8.1.2 will be applied.
- 8.1.4 All home works and assignments must be done, completed and submitted at the appropriate time. Failure to do so will attract severe punishments.
- 8.1.5 Pupils/Students should be found in the kitchen and the dining hall only during breaks.
- 8.1.6 Pupils/Students should express themselves in English at all times. Use of Vernacular and Pidgin English is prohibited.
- 8.1.7 Pupils/Students who wish to mark their Eirthday in school are not allowed to bring and distribute edible things like cakes, biscuits, food, drinks etc in the school.