

STUDENTS' HANDBOOK

SCHOOL ANTHEM

Kingsfield College a Unique School
Established in knowledge
Built on a solid foundation,
For the human race
Value of life for the total man,
A plan for the better tomorrow
To set a pace in all endeavours
For our generation.

High integrity is here
With good performance drive
Partnership with good purpose
Citadel of hard work and excellence
Here we are Gallant Youths
Taking gallant stride
Arsenal of excellence
May God Almighty help us

THE COLLEGE PRAYER

Dear God, We pray that you make this college an institution of good repute not only in name, but in deed and in truth. All students shall pass through the college let the college shall also pass through them so that they can be good ambassadors of both their parents and the Nation at large.

VISION:

To be an international educational institution.

MISSION:

To be an international educational institution most admired for its academic excellence, students' performance and staff integrity.

VALUES:

- Trust
- Integrity
- Diligence
- Partnership
- Performance
- Professionalism
- Competence



KINGSFIELD COLLEGE

DAY & BOARDING

ARSENAL OF EXCELLENCE



NATIONAL ANTHEM

Arise, O Compatriots,
Nigeria's call obey,
To serve our fatherland,
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.

O God of creation,
Direct our noble cause
Guide though our leaders right
Help our youth 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 PLEDGE

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

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GENERAL INFORMATION ABOUT THE SCHOOL

Kingsfield College is a private co-educational and post primary institution established in 2006. The school obtained Government Approval in 2007; and for the West African Examination Council (WAEC) and National Examination Council (NECO) in 2008.

The school was certified by the Cambridge International Examination (CIE) in 2009 for the International General Certificate for Secondary Education (IGCSE). The school is conceived as an international centre of learning of distinction, combining academic excellence with morals and the fear of God. We are driven by our values which guide our action towards achieving our vision.

These values are:

- Ingenuity
- Trust
- Integrity
- Diligence
- Partnership
- Performance
- Professionalism
- Competence

THE MISSION

The mission of the school is “to be an international educational institution most admired for its academic excellence, student performance and staff integrity”.



MOTTO: “Arsenal of Excellence”

1. KINGSFIELD COLLEGE BEHAVIOUR POLICY

We believe in the importance of high personal standards and seek to encourage students of all ages to make responsible decisions about how to behave. We expect our students to promote moral values through their positive behaviour and promote the public face of Kingsfield College.

A. INTRODUCTION

I. The College ’ s Mission and values are primarily for the intellectual, social and cultural development of its students. The College also aims at inculcating good character as an integral part of education.

A student’s acceptance of admission offer to the College implies that the student has accepted to abide by the rules and regulations that may from time to time be made for its good administration.

ii. A letter of undertaking ensuring good behaviour must be signed by the student and his/her parent/guardian during registration.

iii. Every student of the College is required to maintain a high standard of personal integrity. The College views any act of indiscipline as a serious offence.

iv. It is the responsibility of each student not only to acquaint himself/herself with these rules and regulations but also to uphold them at all times and with special regard to the College’s motto: “Arsenal of Excellence”.

B. AIMS

- i. To develop a whole school behaviour policy, supported and followed by every member of the community.
- ii. To encourage good behaviour rather than to simply punish bad behaviour, by providing a range of rewards for students of all ages and abilities.
- iii. To make clear to students the distinction between minor and serious misconduct and the range of sanctions that will follow.
- iv. To treat problems when they occur in a manner that encourages firmness and fairness with the hope of achieving an improvement in behaviour.

C. GUIDELINES FOR BEHAVIOUR

- i. Any student who displays any form of disrespect that borders on contempt, to any member of staff of the college, while the latter is performing his/her official assignment will be subjected to disciplinary action.
- ii. Any student who writes an insulting letter to any member of staff or student of the College will be subjected to disciplinary action.

D. LINE OF COMMUNICATION

- i. For academic matters, students should communicate with the appropriate Year Tutor.
- ii. For personal issues, the approved line of communication is through the Counsellor.

2. RIGHTS AND RESPONSIBILITIES

STUDENT: Rights & Responsibilities

Students have a right to:

- i. Be treated fairly and with respect.
- ii. Be valued as individuals and have their unique learning styles recognised and catered for so that they can learn and maximize their potential.
- iii. Expect a learning program that meets their individual needs.
- iv. Participate fully in the school 's educational programme.
- v. Have a safe, secure environment that is free from intimidation, bullying and harassment.
- vi. Be provided with exemplary role models by all staff of the College.
- vii. Be regularly informed of their progress.
- viii. Be involved in the decision making process of the College
- ix. Access the college network services with written parental permission.

Students have a responsibility to:

- i. Respect the rights of fellow students, staff and members of the College.
- ii. Behave in a positive manner that contributes to the learning of fellow students, does not disrupt the learning of students and enables teachers to teach in an atmosphere of cooperation.
- iii. Take responsibility for their learning and use the resources and teachers of the College to facilitate and support their learning.

- iv. Respect and not interfere with the Computer hardware, software, systems and networks provided by the College in any manner including the introduction of viruses.
- v. Observe copyright laws and licence agreements; the loading of computer games is not permitted.
- vi. Use the computer network to only transmit material which is not in violation of any state, federal or international law (including anything pornographic, obscene, threatening or harassing).
- vii. Maintain and use their network file storage area responsibly and not interfere with or trespass in others' folders work or files.

TEACHERS: Rights & Responsibilities

Teachers have a right to:

- i. Expect student to follow reasonable instructions given by teachers in the performance of their duties.
- ii. Expect that they will be able to teach in an orderly and cooperative environment.
- iii. Expect students to be punctual and regular in attendance to school and classes and take all the required equipment to participate.
- iv. Use discretion in the application of rules and consequences and be fair and consistent in their application.
- v. Be informed, within Privacy requirements, about matters relating to students that will affect the teaching and learning program for that student.
- vi. Receive respect and support from the school community.

vii. Expect that students observe all classroom and College rules and expectations as documented in the Student Code of Conduct.

Teachers have a responsibility to:

- i. Fairly, reasonably and consistently, implement the engagement policy.
- ii. Use positive reinforcement and encouragement to build self-esteem.
- iii. Build positive relationships with students.
- iv. Know how students learn and how to teach them effectively.
- v. Know the content they teach.
- vi. Know their students.
- vii. Plan and assess for effective learning.
- viii. Create and maintain safe and challenging learning environments.
- ix. Implement the anti-bullying and harassment policy.
- x. Access specialist welfare and referral services when required.
- xi. Use a range of teaching strategies and resources to engage students in effective learning.
- xii. Regular monitoring of student progress, attendance, participation and welfare.
- xiii. Treat all members of the college community with respect, fairness and dignity.
- xiv. Keep parents and guardians informed on student progress and learning.

PARENTS/GUARDIANS: Rights & Responsibilities

Parents / Guardians have a right to:

- i. Expect that their children will be educated in a secure environment in which care, courtesy and respect for the rights of others are encouraged.
- ii. Expect communication and participation in their child's education and learning.
- iii. Expect a positive and supportive approach to their child's learning.

Parents / Guardians have a responsibility to:

- i. Promote positive educational outcomes for their children by taking an active interest in their child's educational progress and by modelling positive behaviours.
- ii. Ensure their child's regular attendance.
- iii. Engage in regular and constructive communication with school staff regarding their child's learning.
- iv. Support the school in maintaining a safe and respectful learning environment for all students.
- v. Build positive relationships with members of the school community.
- vi. Ensure students have the appropriate learning materials and uniform.
- vii. Promote respectful relationships.

3. GENERAL EXPECTATIONS REGARDING STUDENT'S BEHAVIOUR

Below are some of the expectations which support the Values, Mission and Motto of the College:



- I. Every student is expected to be able to sing/recite the National Anthem, the National Pledge and the Kingsfield College School Song.
- ii. All legitimate instructions given by members of staff and student representatives must be carried out willingly and promptly. Any disrespect to the members of staff or school prefects and captains is deemed a disrespect to the school authority.
- iii. All students are expected to resume at school by 7:40am. Lessons commence at 8:00am. Latecomers after 9:00am will not be allowed into the school premises.
- iv. Every student is expected to take personal responsibility for the cleanliness of their classroom and other parts of the school compound. Any student found littering the school will be punished.
- v. School ends at 3:15pm. Boarders are expected to return to the hostels while the day students leave the school premises. No day student is expected to be found within the school premises after 5:00pm unless there is a reasonable excuse from the parents.
- vi. Students must remain within the school bounds during the day. Students may only leave the campus with a signed permission from the Principal.
- vii. It is unacceptable to use any form of abusive or intolerant language on any other person.
- viii. Property should be respected at all times, whether it belongs to the school, staff or fellow students.



- ix. Behaviour towards other students should be respectful and appropriate.
- x. Students must be punctual for registration, lessons, and every other school activity.
- xi. Silence must be observed in all classrooms, corridors, and libraries at all times.
- xii. Classrooms or laboratories should only be entered with the permission of the teacher. Students should wait quietly outside until invited to enter.
- xiii. The Boarding House is out of bounds during school hours. Day students are prohibited from entering into the Boarding House.
- xiv. Staff should be addressed by their appropriate title e.g. 'Mr. Iyang' or 'Mrs. Owoyemi'. Visitors should be addressed by their title as 'Sir' or "Ma'am".
- xv. Food and drink may only be consumed in designated eating areas.
- xvi. Students are not expected to bring mobile phones, personal music players, personal computer game players or any other unauthorised electronic devices to school. Such items will be confiscated and not returned. Such materials will be donated to recognized charities.

4. UNIFORM AND PRESENTATION

- i. All students must wear their full school, house wear or PE uniform in a smart and tidy manner. Shorts and trousers should be properly pulled up, that is, no sagging.

- ii. Black leather laced shoes must be worn with black socks. No boots, sandals or sneakers are allowed.
- iii. Girls may wear one pair of simple ear studs. No other jewelry must be worn.
- iv. No makeup is permitted, including nail polish and lip gloss.
- v. Watchstraps should be simple and plain.
- vi. No hair colouring is allowed.
- vii. Girls' hair should be neatly plaited at all times.
- viii. No hair extensions are permitted. No beads or colourful rubber bands are allowed.
- ix. Modest dress is required for all occasions when uniform is not worn.
- x. No thin straps or low neckline dress is permitted.
- xi. Boys are expected to be on simple low cut at all times. Unorthodox haircuts (blow outs, jheri curls, etc.) will not be tolerated. Male students are also expected to be clean shaven at all times.
- xii. Slim-fitting of trousers is prohibited.
- xiii. Students must keep their nails short and trimmed at all times.
- xiv. Any form of unauthorised clothing item e.g. sweater, hoodies, bandana, sportswear, etc, will not be tolerated. These items will be confiscated and donated to a recognised charity home.
- xv. Any student whose dress code does not conform with the school dress code will be sent back home.



5. CLUBS/SOCIETIES

Every student is expected to belong to at least two clubs: one for recreation and the other for academics. Attendance and active participation at club meetings are compulsory.

6. PROMOTION

Except for exceptional cases, no student will be allowed to repeat a class twice. Every Junior student is expected to achieve an aggregate score of 50% in all subjects offered while Senior students are expected to achieve a minimum of five credits including English Language, Mathematics and their core subjects in order to be promoted.

7. RULES AND REGULATIONS GOVERNING THE CONDUCT OF EXAMINATIONS

I. Every student shall:

- Be admitted into the Examination Hall only on the production of the school identity card.
- Have the full responsibility of ensuring that before the commencement of any examination or test, nothing incriminating is found in his/her possession or other materials he/she legitimately brought into Examination Hall.
- Conduct himself/herself in an orderly manner and obey all the instructions of the invigilator/examiner.
- Not be engaged in or attempt any other manner of examination malpractice. See section below for types of exam malpractice.



- Bring with them to the examination hall their own pens, rulers, erasers and pencils and any material which may be permitted by the regulations. Students are warned in their own interest to ensure that subject notes, textbooks, jotters, bags or any other unauthorized materials or aids are not brought into the examination hall.
- ii. The invigilators are free to search each student appropriately before he/she is allowed into the examination hall.
- iii. Students are **NOT ALLOWED** to be in possession of mobile phones, smart wristwatches, or programmed calculator in the examination hall.
- iv. Communication of any kind between students is strictly forbidden during the examination. Any student found to be giving or receiving irregular assistance shall face disciplinary action.
- v. Silence must be observed in the examination hall. The only permissible way of attracting the attention of the invigilator is for the candidate to raise his/her hand.

8. EXAMINATION MISCONDUCT: TYPES

- Possession of question paper before examination, test or attempt to do so.
- Swapping of/or an attempt to steal answer before or during examination/test.
- Bringing to examination hall, unauthorized pieces of paper.

- “Tattooing”: inscription of answers, hints or code thereof on any part of the student’s body/dress, or in any other manner whatsoever.
- Assaulting/manhandling of any invigilator/or attendant.
- Seeking or soliciting any assistance whatsoever from any other student or any other unauthorized person in the examination hall.
- Any action of any student in and around the examination hall, which is inimical to or subversive of the integrity of the College’s examination process, such as the offences listed above, shall constitute examination misconduct .

9. PROCEDURE FOR HANDLING CASES OF EXAMINATION MISCONDUCT

Examination misconduct shall continue to be processed by the disciplinary committee

- i. In any case of examination misconduct by candidates, the chief invigilator shall require the candidate concerned to write and sign a statement on the incidence and allow the candidate to proceed with the examination.
- ii. The chief invigilator shall write his own statement and report the case of examination misconduct to the Vice Principal Academics.
- iii. On receiving the report, the Vice Principal Academics shall set up a committee of not less than three members to investigate the case. The report of this committee shall then be forwarded directly to the Disciplinary Committee, with the Principal receiving a copy.

iv. The Disciplinary Committee will investigate and report to the Principal their findings and recommendations.

10. COUNSELLING

The counseling unit is made available to cater for the psychological, vocational, academic, and emotional needs of every student. It is expedient that every student makes use of the golden opportunity when need be.

Every student should feel free to approach the Counsellor over any issue disturbing him/her. The Counsellor should be seen as a friend and confidant.

11. CASES OF ANTI-SOCIAL BEHAVIOUR

The College has empowered the Principal for student discipline. There is also the Student Disciplinary Committee which advises the Principal on issues concerning students' discipline.

Kingsfield College community is meant for students whose behaviour is considerate, decent and who respect the rights of others.

Any acts which tend to negate these are regarded as being antisocial and are punishable. Examples of such offences and the minimum punishment are tabulated below:

S/ N	CONDUCTS	CONSEQUENCES	OTHERS
1.	Homework/class work not done. Unexplained late submission of homework. Unexplained incomplete homework/class work.	The student scores no mark Student completes the homework/class work in school during recess or lunch time.	Report to Academic Head SMS to parents If homework is not done for two consecutive times, a letter is sent home.

2.	<p>Lack of equipment in class.</p> <p>Books, P.E kits and writing materials (Regularly)</p>	<p>The student must present the equipment to the teacher concerned the next day.</p> <p>A consistent offender will be detained during recess to update his/her homework</p>	<p>Any lost item must be replaced.</p> <p>In case of lost books, he/she must buy a new one.</p> <p>If behaviour persists, report to Year Tutor/Academic Coordinator.</p> <p>SMS sent to parent</p>
3.	<p>Use of inappropriate Language including swearing and verbal abuse.</p>	<p>Incident slip for file, Detention / service labour.</p>	<p>SMS to parent and / letter.</p>
4.	<p>Vandalism/Graffiti</p> <p>Destruction or defacing of school property or any other students' property</p>	<p>Parents are informed by Principal and will be required to pay for replacement / automatic suspension.</p> <p>Service labour</p> <p>Incident slip</p>	<p>SMS to parent and / letter.</p>
5.	<p>Inappropriate uniform presentation, (Blazers, hairstyle, jewelry, cleanliness top button undone, school shoes, socks, Sunday / housewears and P.E Kits).</p>	<p>The student would be isolated.</p> <p>Student will be required to present him/herself in full uniform as often as appropriate to Year Tutor, Academic Coordinator, or Principal weekly.</p>	<p>Parents are contacted and asked to collect the student. Isolation of the student until parent arrives.</p> <p>SMS to parent &/ letter</p>

6.	Disruptive behaviour	<p>A detention supervised by the teacher concerned.</p> <p>Incident slip issued.</p> <p>If the student persists, he/she is placed on weekly report and parents are informed.</p>	<p>Continuous disruptive behaviour may lead to suspension or expulsion.</p> <p>SMS to parent and / letter.</p>
7.	Use of personal electronic gadgets e.g mobile phones, mp3 players, portable game consoles	<p>Item will be confiscated and will not be returned until end of session.</p> <p>Incident slip</p>	<p>Confiscated electronic gadgets will be put in a safe.</p> <p>SMS to parent.</p>
8.	Misuse of internet/intranet and social network.	<p>Depending on the nature of the misdemeanor, the student may be suspended. On return, student access to internet / intranet will be limited and/or closely monitored.</p> <p>Weekly report</p>	<p>Parents and student meet with the Vice Principal and / or Principal.</p>
9.	<p>Lateness</p> <p>(a) to lessons</p> <p>(b) to school</p> <p>(c) going home (after 5:00pm)</p>	<p>Incident slip</p> <p>Student may be placed on report to School Coordinator, Year Tutor</p> <p>Detention</p>	<p>SMS to parent and / or letter</p>

10.	Truancy	Student will be required to complete the work missed during recess and at other periods, do service labour and an incident slip is filled.	Parents will be informed and meet with Principal, Chairperson Disciplinary Committee or School Counsellor
11.	Dropping litter	The student will be required to pick up litter around school. Persistent offending will result in service labour.	SMS to parent
12.	Chewing gum in school	The student is asked to remove the gum and put it in the bin.	Persistent offenders will be dealt with under Section 17
13.	Inappropriate display of affection.	Depending on the nature of the display, students will be given service labour, but in extreme cases may be suspended or expelled. Student isolated Incident slip/statement	Parents and student meet with the Head Disciplinary Committee, School Counsellor and Principal SMS to parent
14.	Examination malpractice/ misconduct e.g. cheating	The student's exam paper will be cancelled. In case of external exams, the student may be excluded from subsequent or even all exams. Incident slip/statement In extreme cases (e.g. assault on invigilators), the student will be outrightly suspended or expelled	SMS to parent

15.	Serious breaches of discipline. (a) Fighting (b) Bullying (c) Smoking (d) Theft (e) Possession or use of alcohol or other drugs. (f) Assault (g) Possession of dangerous weapons, sharp knives and the use of any other articles as a weapon or weapons.	Student isolated and writes a statement. Incident slip Suspension/Expulsion	Persistent offending may lead to expulsion SMS to parent Student(s) meet with the Head of Disciplinary Committee, School Counsellor and the Principal.
16.	Defiant refusal	Removed from class Incident slip/statement Service Labour.	The student may be suspended or expelled depending on how serious it is.

Note:

- * Students on service labour will not be allowed into class for a specified period of time at the discretion of the Principal or Vice Principal
- * Students on suspension will not be allowed into the school premises.
- * The period of suspension is determined by the School Management and Principal of the campus which the student belongs.
- * Two suspensions in a session may lead to expulsion.
- * Records of indiscipline shall remain in the student's file and may be referred to in future.
- * Records of incident slip written by teacher, houseparent and students statements are kept in students file.

Please refer to the Boarders Handbook if your child is a boarder for specifics as it relates to boarding.



DECLARATION

I hereby declare that I understand all information written in the school students' Codes of Conduct and I promise to abide by them and be of my best behaviour as a student of **KINGSFIELD COLLEGE**. I agree that all rules/regulations and their corresponding penalties stated herein shall be applicable to me as a student of the college if violated.

Please sign and return this form to show that you have received and read the Code of Conduct.

Name of Student: _____

Class: _____

Signature of Student: _____

Date: _____

Name of Parent: _____

Signature of Parent: _____

Date: _____

