

PREFACE

Dear students,

You are welcome to Handmaids Girls College (HAGCO) Obudu, a Catholic school founded by the Handmaids of the Holy Child Jesus (HHCJ) South-Eastern Province. The purpose of this institution is to educate the girl - child and to empower her to develop fully her potentials. Thus the education we offer the girl-child is holistic, and the training enables her to develop her intellectual ability while building her up in good moral standing as well as spiritual, physical and social development. Since the school cannot achieve this goal alone, we therefore need the co-operation of the child herself and the parents. She will practice the act of self giving through her readiness and willingness to study hard in order to be useful to others in the community within and outside the school. This will help to curb self-centeredness and selfishness as she is educated in acts of charity and service to the poor, hence - our ***Motto: Love and Service.***

As a Catholic School we believe in providing an opportunity for sound moral and intellectual development of the youth especially the girl child for successful careers, for self-actualization and service to humanity. Generally, life consists of many elements contributing to a positive living. This handbook contains the school's rules and regulations. It seeks to provide you with a comprehensive guide to the school policies, services and organization that HAGCO offers you. Read it, keep it handy for reference and if misplaced, you might have to purchase another copy.

It is very important for us that your stay be as comfortable and experiential as possible. It is our unspoken goal to exceed your expectations. We take great pride in providing our students with the highest levels of professional services. We will challenge and guide you to think and discover your unique talents. Capitalize on every opportunity and do all that lies within your power to make your school a better place to live and learn.

Although academic work remains the bedrock of our school programme, much learning takes place outside the classroom. Your years here will prepare you for life

but they will also be a time of great personal growth, challenges and real happiness. The knowledge and friends you get and make at HAGCO will be indispensable to you for life.

The entire Handmaids Community hopes that your experiences in HAGCO proves worthwhile for your entire life.

Sr. Anthonia Eze.

Principal.

1. MOTTO

The motto of HAGCO is ***Love and Service***

2. ADMISSION

1. HAGCO is a Catholic Boarding School for young girls who have attained the age of 10, completed primary six and have written the first school leaving certificate examinations, passed the entrance examination and interview conducted by the school (HAGCO). A candidate loses her chance of admission if she fails to report to school or pay the required fees as at when due. No student will be admitted into any class other than class one (JSS 1 or SS 1).
2. By right of admission, students are strictly bound to adhere strictly to the school rules or be adequately disciplined if they default.

3. IDENTITY CARD (ID)

Every student must pay and get a copy of the school ID for use in and outside the school.

4. FEES

The following are fees payable to the school.

- ❖ Boarding

- ❖ Tuition
- ❖ Uniforms
- ❖ Books
- ❖ Examination
- ❖ Development
- ❖ Sports
- ❖ Computer
- ❖ Practicals
- ❖ Library
- ❖ Caution etc.

5. DEPOSITS

Money is paid to the Bursary Department for the student's pocket allowance and for First Aid should the need arise.

6. PAYMENTS

1. All compulsory payments should be made to the designated school bank account before the day of resumption.
2. All prescribed fees should be paid promptly as stipulated, any student found owing will not be allowed into the school.
3. All students shall offer proof of payment of fees (bank teller) before being allowed into the school.
4. For convenience sake, payments can be made online within days/weeks prior to resumption.

Designated banks for payment:

BANK: First Bank
ACCOUNT NAME: Handmaid Girls College Obudu
ACCOUNT NUMBER: 2031807380

BANK: Eco Bank
ACCOUNT NAME: Handmaids Project
ACCOUNT NUMBER: 0983030000

7. VISITING

1. HAGCO management allows visiting on the second Sunday of every month from 9:00am to 5:00pm. From 6:00pm no visitor is allowed into the school environment. Students who stay on with their visitor(s) after 6:00pm will be asked to go home with them for one (1) week.
2. On visiting Sundays, students shall follow the normal timetable until their parents/guardians come to see them.
3. Students who go out uninvited to see visitors shall be disciplined.
4. Visitors are not allowed into the hostel.
5. Visitors shall obtain Principals approval before seeing a student.
6. Students shall be polite, kind and welcoming to visitors.
7. Parents/Guardians are permitted to bring snacks to their children only on visiting days.
8. Reception of Parents/Guardians on visiting day shall be under the trees in the school compound or canopy. Any other place is not allowed.

8. GENERAL RULES AND CONDUCT

1. All students are subject to the same disciplinary measures and they shall make efforts to form and foster good habits and avoid bad ones.
2. As soon as you get up in the morning, kneel down beside your bed and make the sign of the cross praising and thanking God for waking you up once more with new life.
3. Before retiring for the night, kneel down and thank God for the life you were granted to live during the day and commit your sleep and life into His hands.
4. Be neat, smart and always in the right uniform.
5. Be always time conscious. Use your time profitably and wisely.
6. ***“Punctuality is the soul of business”***. Therefore, make it a rule to be always on time for classes or any other school exercise. When finished with any activity leave the place immediately for the next one.
7. Greet and address people politely using the appropriate title: “Sister”, “Sir”, “Madam”, “Father”, etc.
8. Be always ready to serve rather than to be served. Be kind and considerate in dealing with every person.
9. Participate fully, dutifully, actively, punctually and have a cheerful disposition in all school activities such as:

- ✓ Prayers and religious services.
 - ✓ Dinning and cleaning up.
 - ✓ Morning assembly and class work.
 - ✓ Studies and Labour.
 - ✓ Games, sports and club.
 - ✓ Socialization.
10. Be good willed, take initiatives and make consultations.
 11. As a student you must be able and willing to sing the National pledge and the School's anthem.
 12. Have due regard and respect for all members of staff and help them when necessary.
 13. The kitchen area is out of bounds to all students except the refectorian or any students with official permission.
 14. The sick bay is only for the treatment of the sick. When you are there, observe silence and order. Obey the nurse and respect her as a medical staff of the school.

9. CLASSROOM RULES OF CONDUCT AND DISCIPLINARY MEASURES.

1. Teaching of students by staff is done in the classrooms and not in the teacher's private rooms. Any student found in a staff house unauthorized shall be suspended for two (2) weeks.
2. Stand up when a teacher enters into the class and greet him/her properly. Failure to do so, the whole class will be asked to kneel down and greet before normal lessons.
3. Students should not litter the classroom. They should always put their refuse in the waste basket. If the classroom is untidy, the class prefect as well as those responsible for this will be punished.
4. Students shall not bang their lockers or drag their seat and lockers. They shall always lift them up to avoid noise and damage. Any student who drags or bangs her seat and locker shall be punished instantly. Noise making in class is strictly prohibited.
5. Students shall not turn round in their seats to see who is passing along the corridor while a lesson is going on as this may attract punishment.
6. No student should laugh at another's mistakes because it discourages students from participation in class.

7. Students should not have a brush with their teacher. If it happens by accident, the student should apologize and say, "I am very sorry Sister/Sir/Madam."
8. If a student meets her teacher on the doorway she should allow the teacher to enter or leave first.
9. Students should always run towards their teachers, staff or administrator to offer assistance should they be carrying anything in their hands.
10. The class prefect of any class reserves the right to list the names of noise makers in the class during and after lesson and should report them to the subject teacher or inform such persons to the study supervisor for appropriate disciplinary action.
11. When a teacher's period is up, only the class prefect reserves the right to remind him/her should another teacher be outside waiting. Any other student who does that will be punished.
12. When the bell rings for break or dismissal, students should not take it as a signal to become disorderly or make noise. Students are expected to line up and walk out in an orderly manner and not run out of the class to avoid collision with another person or cause any damage.
13. No student should sleep in the classroom before and after lesson. Students who are sick should restrict themselves to the infirmary.
14. Any student who has the need to see the nurse/doctor while a lesson is going on shall take permission from the class teacher.
15. Students shall not loiter within the school premises during and after lesson. They must obey the school bell and show good sense of duty. Any student found loitering around will be punished appropriately.
16. Lost items in the class shall be reported to the class prefect who shall search for the lost item and also notify the right authority.
17. Any uniform worn in the classroom other than the official prescribed school uniform for a particular activity will be confiscated and will attract punishment.
18. Students shall have their hair cut regularly and always comb and keep it clean. Likewise, their finger and toe nails should always be cut and kept clean. The teeth should always be brushed and kept clean.
19. Any student who fails to dress properly and moves about shabbily shall be penalized immediately.

20. Any student who fails to return on the resumption day shall be asked to stay at home for one more week. The Principal may grant written request for late resumption.
21. The official working hours on resumption date is between 8:00am and 5:00pm after which no student is allowed into the school.
22. Any student who isn't picked by her parent/guardian on vacation day will be surcharged for additional days spent in the school.
23. No student is permitted to eat after light out. Meals should be taken in the refectory. Any student caught eating in the dormitory after light out shall face disciplinary action.
24. Students who are found in another dormitory other than theirs shall face disciplinary action. The dormitories should be locked at the right time. Any student who refuses to come out when others are coming out will be locked in and held accountable for any missing item in the dormitory.
25. Every student of HAGCO shall attend all the common prayer session of the school including the Holy Mass and must learn to participate fully, actively and concentrate in the prayers.
26. Any student who goes out of HAGCO premises without official permission from the Principal or any authorized officer shall be expelled.
27. Any student who is caught in any form of examination malpractice shall not be promoted to the next class or shall leave the school.
28. Quarreling and fighting are prohibited in the school. Appropriate disciplinary action will be taken against anyone who engages in these acts.
29. Any student who indulges in truancy or is nonchalant towards the academic, moral and social programmes of the school shall be asked to withdraw.
30. Noise making during class or prep hours shall attract punishment.
31. Any form of inscription on the wall, body or mutilation of any existing inscription or writing made by the school management by any student will attract suspension and payment for damages.
32. Jumping across the fence out of the school premises is highly prohibited. Any student caught doing this shall be suspended as determined by the school authority.
33. Any student who fights a staff shall be expelled from the school.

10. EXAMINATION

1. 15 minutes before any examination, students should prepare and settle down in their respective exam halls.
2. Any student who comes into the exam hall 30 minutes after commencement shall not be allowed to take the exam.
3. Any student caught copying answers from another student shall be suspended from the exam and her paper cancelled. Any other form of exam malpractice shall be penalized by immediate expulsion.
4. Any staff and student proven to collude in carrying out any types of exam malpractice shall be dismissed without trial.

11. ASSESSMENT OF STUDENT PROGRESS

Students' progress is continuously assessed. The results from such assessments are cumulative. Students' performances in the continuous assessment together with performance at terminal examinations are used to determine whether or not the student shall be promoted to the next class at the end of the session.

During each term three periodic tests are conducted. Each carries ten percent (10%). The terminal exam carries seventy percent (70%).

The pass mark is 60% in the eight core subjects including English and mathematics, otherwise promotion to the next class will not take place. Assessment is made not only in the area of intellectual ability but also in attitudinal (affective) and psychomotor (manipulative skills) areas of learning.

12. CO-CURRICULAR ACTIVITIES

Many co-curricular activities are organized in the school in order to help achieve holistic training as well as produce well – balance students. These activities can be grouped under Games, Sports and Clubs.

- **Games and Sports (outdoor and indoor)**

The following recreational activities are undertaken in the school. Athletics, football, hand ball, scrabble, volley ball, badminton, snake and ladder.

- **Clubs**

Drama and music club	Jet club
Information tec. Club	Home makers club
Speech and debate club	Culture and creative club

- **Societies**
 - Legion of Mary
 - Divine Mercy

13. DINNING HALL ETIQUETTE AND PROHIBITIONS

1. Every student shall be punctual for all meals unless she is excused for medical or other reasons approved by those in authority.
2. Students shall report promptly and be in a line to enter the dining hall and pray with the rest of the students before sitting down to eat.
3. Use your cutlery properly at all meals and take good care and preserve them.
4. No student is allowed to use her fingers to eat.
5. Do not clean your cutlery with your tongue.
6. Do not talk in the dining hall unless when permission is given to do so.
7. Always have your handkerchief with you and make proper and timely use of it to avoid embarrassment.
8. Food must be shared equally among all students and no student may eat another student's share of food. Any student found eating another student's share of food will be disciplined.
9. The head of the table shall always ensure that her table is kept clean and tidy after meal.
10. Plates and cutlery shall be at the proper places.
11. Observe good table etiquette and do not talk while you have food in your mouth. Make sure that where you eat is tidy and the table is not scattered with pieces of food etc.
12. While in the dining hall no student should go outside the hall for any reason.
13. No student should leave the dining hall without praying after meal.
14. Obey all table rules as directed by the table prefect.

14. HOSTEL ETIQUETTE AND PROHIBITIONS

1. The hostel is a very respectable place for relaxation and interaction with each other. Silence shall be strictly maintained at the proper time. Loud talking is not allowed. Noise making is prohibited in the hostel.
2. Privacy for students and their property shall be strictly observed. Any student who violates another's privacy shall be seriously punished.
3. Students shall keep their corners properly clean and tidy always. Beds shall always be properly made after rising with white bed sheet, white pillow case and bed covers.
4. Every student must use her mosquito net at night or will be punished.
5. Sleeping in pairs on one bed is strictly not allowed. Offenders shall be severely punished.
6. Eating, washing, ironing, reading, singing, talking and playing are strictly out of place in the hostel.
7. All hostels shall be locked after the bell for any activity.
8. Students who are sick and need to be in bed shall stay in the clinic.
9. Any sick student shall report in time to any of the resident nurses or hostel mistress for immediate medical attention. Students shall help one another in this aspect.
10. Any type of gadgets: electrical, electronic, radio, cassettes, pressing iron, heater etc. found in the dormitory shall be confiscated and the offender severely punished. This may include expulsion.
11. At 10:15pm when the lights are out, every student must be in bed. Bed checks shall be conducted from time to time. If there is need for students to study beyond 10:00pm, the school authority may give the permission and determine the time to stop.
12. When not in use, the hostel shall be locked up and the keys deposited with the matron.
13. Students will take turns to clean the hostel especially on Sundays.

15. PROSPECTUS

A. SCHOOL AND HOUSE WEARS (SUPPLIED BY THE SCHOOL).

- 1 pair of cream-coloured blouse
- 1 pair of navy blue skirt
- 1 pair of blue check uniform

- 1 pair of handmaids uniform
- 1 pair of black sandals
- 2 pairs of white stockings
- A navy blue beret
- Flat shoe

16. BEDDINGS (TO BE PROVIDED BY THE PARENTS)

- 1 pillow and 2 pillow cases
- 2 white bed sheets
- 1 blanket
- 2 night gowns
- 3 yards of sky blue material for bed cover.
- Black socks
- Slippers

17. GAMES/SPORT WEARS SUPPLIED BY THE SCHOOL.

A pair of white canvas.

A pair of white socks or more.

Sport wear.

18. TOILET/BATHROOM MATERIALS (TO BE PROVIDED BY THE PARENTS)

- A pair of bathroom slippers
- 6 tablets of bathing soap
- 1 soap dish
- 1 comb, 1 mirror and hair brush
- 1 tooth brush and 2 tooth pastes
- 2 towels
- 1 body sponge
- 1 metal bucket
- Enough body cream
- Roll-On (anti-perspirant or spray)
- Powder
- 6 pants or more
- 3 white petticoats

- 1 wrapper.

DINNING IMPLEMENTS

To be provided by the School.

19. COLLEGE DRESSING CODE:

All students must be dressed in their school uniforms at all times while in or going to or from school. This portrays dignity and seriousness of purpose with which we treat our educational formation. They will be expected to wear their approved uniforms. All school uniforms must be bought in the school, for purposes of uniformity. All students must wear low cut as there would be no time for plaiting of hair in the school.

20. OTHER REQUIREMENTS

- 1 raincoat or umbrella
- 1 torch light (with batteries)
- 1 travelling bag.
- 1 small plastic bucket with cover.
- School bag

Names of students shall be clearly written on their clothing and belongings. Abbreviation of names is not allowed.

22. SPIRITUAL LIFE REQUIREMENTS

- 1 pair of Rosary beads.
- 1 Catholic hymn book.
- 1 common prayer book
- Photocopy of baptismal card and birth certificate.

23. REMARKABLE SCHOOL EVENTS

The feast of the Annunciation is celebrated on March 25th every year. Other days observed by the school are:

- Ascension Thursday
- Assumption – 15th August

- All Saints – 1st November
- Christmas – 25th December.

TIME TABLE FOR DAILY SCHOOL ACTIVITIES:

S/N	ACTIVITIES	DAYS	TIME
1	Rising	Daily	5:00am
2	Morning prayer	Monday-Friday	6:15am
3	Morning prayer	Saturday-Sunday	7:45
4	Mass	Sunday	6:00am or 12 noon
5	Mass	Daily	6:15am
6	Lunch	Daily	2:40pm
7	Siesta	Mon, Tue, Thurs & Fri	300 – 4:00pm
8	Evening lesson	Monday, Wed. & Friday	4:00 - 5:30
9	Bible sharing	Saturday	4:00 - 5:30pm
10	Evening Prayer	Monday-Saturday	6:00 - 7:00pm
11	Supper	Daily	7:00pm
12	Night Prep	Monday-Friday	8:00 - 10:00pm
13	Social Night	3 rd Saturday	7:00 - 10:00pm
14	Night Prayer	Daily	9:45pm
15	Light out	Daily	10:15pm
16	Laundry days	Wednesday	3:00 - 4:00
		Saturday	11:00 - 1:00pm
17	Ironing days	Wednesdays	5:00 - 6:00pm
18	Hostel Inspection	Every Saturday of the month	10:00am
19	Angelus	Everyday	12:00noon

TIME TABLE FOR GAMES/CO-CURRICULAR ACTIVITIES

DAYS	ACTIVITIES	TIME
Tuesday	Sports	4:30 - 5:30pm
Wednesday	Choir practice	4:30 - 5:30
Friday	All clubs	1:00 - 1:50
Saturday	Bible sharing	4:10 - 5:30pm
	Choir Practice	9:00 - 10:00pm
Sunday	Socialization	5:00 - 6:00pm
	T.V. Programmes	8:00 - 10:00pm

NOTE:

THE GOLDEN RULES FOR PARENTS:

1. Fees must be paid promptly and as stipulated.
2. Visit their ward only on second Sunday of every month (Do not come with snacks of any kind).
3. No provision of any kind for the children.
4. Pocket money must be paid directly into the school account which will be disbursed to the child as the need arises.

N/B: On no account should a child keep any money while in the school.

TOILETRIES

1 pack of tissue (6 in number).

1 big morning fresh

1 big Harpic

1 big Hypo or Jik

Izal