



*Motto: Either the best or Nothing.*

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## **CODE OF CONDUCT**

At Evergreen Schools, our principles of child-centered learning, track record of excellence, strong moral, and atmosphere of mutual respect, define the culture that guides every member of the Evergreen family. It is therefore expected that every member of this family will behave in an exemplary manner by adhering to the rules and maintaining mutual respect.

Below is a summary of our guiding principles (to which parents and pupils are expected to comply):

### **BEHAVIOUR MANAGEMENT**

- At Evergreen schools we believe that every pupil has a right to learn in a safe structured and disciplined environment. No child has the right to disrupt the learning process of others. Our behavior management procedures seek to reflect this and always ensure that children take responsibility for their own learning and conduct.

We expect every parent to play a part in ensuring that our pupils grow up to become positive members of the society.

### **DISCIPLINARY MEASURES**

- Pupils are expected to be at their best behavior at all times. Evergreen School reserves the right to discipline, suspend or expel any pupil in the event of misbehavior, at any time and at the school's discretion.

### **BULLYING POLICY**

- Bullying is an action or repeated number of actions causing physical/emotional harm to people or relationships. This behavior could be intentional or unintentional.

Bullying can include: name calling, taunting, mocking, kicking, hitting, extortion, sending offensive or inappropriate messages/photos/videos e.t.c.

All acts of bullying (physical, emotional, verbal and cyber) are considered taboo in Evergreen Schools. If a child is involved in the act of bullying, the following disciplinary steps will be enforced:

### **Disciplinary measures (Bullying)**

- The first time a pupil is reported to be involved in the act of bullying, the child will proceed on suspension (the duration is at the School's discretion).
- If after the suspension, the child still gets involved in the act, the child will be expelled from school.

### **INDECENT TOUCH/IMMORAL ACT**

- Indecent touch/immoral act refers to inappropriate touching/ contact that makes a child uneasy, afraid, sad, ashamed and embarrassed.

Every child is expected to respect the space of others. If a pupil is reported to touch another pupil indecently, the following disciplinary steps will be enforced:

### **Disciplinary measures (Indecent touch/Immoral act)**

- The first time a pupil is reported to touch another child indecently or be involved in an immoral act, the child will proceed on suspension (the duration is at the School's discretion).
- If after the suspension, the child still gets involved in the act, the child will be expelled from school.

### **STEALING**

- Stealing is the act of taking another person's property without permission either secretly or by extortion.

Pupils are expected to ask and receive permission from the owners before taking what doesn't belong to them.

If a child is reported to be involved in the act of stealing, the following disciplinary steps will be enforced:

### **Disciplinary measures (Stealing)**

- The first time a pupil is reported to be involved in the act of stealing, the child will proceed on suspension (the duration is at the School's discretion).
- If after the suspension, the child still gets involved in the act, the child will be expelled from school.

## **EXAMINATION MALPRACTICE POLICY**

- Examination malpractice is any form of deliberate cheating on examinations which provides one or more candidate with an unfair advantage.

Pupils are expected to study and take their exams confidently without cheating otherwise, the following disciplinary steps will be enforced:

### **Disciplinary measures (Examination Malpractice)**

- The first time a pupil is reported to be involved in the act of examination malpractice, the child will proceed on suspension (the duration is at the School's discretion).
- If after the suspension, the child still gets involved in the act, the child will be expelled from school.

## **PROHIBITED ITEMS**

- Mobile phones, Ipods, Ipad, electronic games, smart watches and other electronic devices are prohibited. If and When these items are required in school for educational purposes, parents will be notified.

## **PAYMENT OF SCHOOL FEES**

- School fees should be paid on or before the first day of term.
- **School fees payments are not refundable whether or not the child completes the term.**
- **The school fees for the term must be paid whether or not the child completes the term.**
- Payments through cash are not allowed.
- **When fees are not paid, the School reserves the right to exclude pupils from School/Learning activities without notice.**

## **PUPILS APPEARANCE**

- Parents shall ensure pupils appear in the correct uniform, smartly and neatly dressed in conformity with published rules. **Boys shall appear in evenly low cut hair: no punks, no patterns, no lines, no Mohawks or any distracting hairstyle. Girls shall appear in combed low cut or braided hair with simple styles made with natural hair. The use of colorful decorative hair ornaments and hair extensions are not acceptable.**
- No make-up is permitted including nail varnish and lip gloss.
- Pupils are not allowed to appear in any way that will cause distractions to other pupils.
- If your child's appearance does not conform to stipulated mode of dressing/appearance, your child will not be allowed into class.

## **PUNCTUALITY**

- Punctuality and strict adherence to time is a virtue we strongly uphold and work hard to inculcate in our children at Evergreen Schools. Therefore, parents shall ensure pupils arrive on time for school.
- The school starts at 7:30am with assembly. Hence, pupils are expected in school before 7:30am.
- **The school gate shall be shut by 8.00am and no pupil will be let in. Pupils that are brought to school beyond 8am will be turned back at the gate by the security personnel.**

## **PICK-UP TIME**

- The pick-up time is as stated below:

### **Pre-school**

**/Nursery:** Monday – Friday 2:00pm

**Primary:** Monday – Wednesday 3:00pm

Thursday – Friday 2:00pm

**Entension classes:** Monday – Thursday 5:00pm

**(Grade 5 & 6)** Friday – 2:00pm

- **Parents are expected to pick up their child(ren) after school, on time. The school gives a grace period of 1 hour after dismissal. Any child left in the school after 5:30pm will be picked-up from the security post at no risk to the school.**

## **CUSTODY CARD: COMPULSORY FOR PICK-UP**

- The custody card is a security document. **The parent/guardian must show up with the custody card to pick his/her child(ren).** If someone else is coming to pick up the child, **the parent/guardian should notify the school before closing time via both phone calls and text message and also ensure the person comes with the custody card.**

## **HEALTH/DRUG ADMINISTRATION POLICY**

- In the event of an emergency/illness in school, the child's parent shall be contacted and their permission sought before first aid is administered. If a sick child's parents are not reachable, the school shall proceed to administer first aid and if the child's condition worsens, the child shall be taken to the hospital (Niger Foundation Hospital) by the School and the responsibility for the bills shall be borne by the sick child's parents.
- Drugs are not administered in the school, however, if it becomes imperative, the school will only accept/administer drugs if:
  - It is prescribed by a medical doctor.
  - It is dated (showing the manufacturing date and expiring date).
  - It is labeled and provided in the original container as dispensed by the pharmacist with clear instructions for administration.
  - The parent has filled and signed the consent form and undertakes to accept whatever risk associated with the administration of the drug.
- Kindly note that the school cannot use force if a child refuses to take the medication.

## **BIRTHDAYS**

Students are welcome to celebrate their birthdays in school with their friends. Parents should kindly note the following:

- Birthdays are marked only on Fridays.
- The time frame for birthday celebration is 10am – 10:30am.
- The school should be notified in good time of up- coming birthday celebrations.
- Cooked food is not allowed during birthday celebrations.
- The only juice allowed during birthday celebrations is Ribenna.
- Photography/video coverage during birthday celebration is not allowed.
- Pupils are encouraged to donate a book to the school on their birthdays.

## **PHOTOGRAPHY/VIDEO COVERAGE DURING SCHOOL ACTIVITIES**

It is also important to note that we take photographs or videos of children when they are involved in school activities (or in preparation for school activities). These pictures and videos could be used by the school for display, to promote the work of Evergreen School in media, on the website and on any other authorized third party platform. By attending our events you are consenting to being photographed or filmed. **If you do not wish to have you or your child's image used, please write the Head of School.**

## **PROMOTION POLICY**

A pupil is eligible for promotion, after satisfactorily meeting the promotion criteria. An eligible pupil must finish the school year with an average score that is not less than 50% in literacy and numeracy. The school reserves the right to advise a pupil to repeat a class, if the pupil's average score in literacy and numeracy is less than 50%.

## **RE-ADMISSION POLICY**

Kindly note that if a pupil stays out of school for a period and comes back to be re-admitted into the school, the accumulated termly fees would be paid. However, if the absence lasts for a session, the entrance fee would be paid.

## **EXTENSION CLASSES**

In preparation for entrance examination into highly competitive secondary schools, we commence our extension classes from grade 4 third term. The classes are mandatory for every child and it comes at a fee to the parents.

## **FIRST SCHOOL LEAVING CERTIFICATE/STATE COMMON ENTRANCE**

Ministry of Education has made it mandatory that no child will write First School Leaving Certificate and State Common Entrance from grade 5, it must be from grade 6.

## **EVERGREEN FINISHING SCHOOL PROGRAM**

- Evergreen School Pupils in grade 6 and those leaving for secondary school from grade 5; participate in the mandatory **Evergreen Finishing School Program (EFSP) at a fee to the parent.**

**GRADUATION CEREMONY**

- We cannot over emphasize the role age and maturity play in a child’s educational development. As an institution, it has been our practice and firm policy since inception to graduate and celebrate only pupils leaving from **grade 6** to secondary school. **We therefore wish to affirm our policy beforehand that our end of year graduation ceremony is only for grade 6 pupils; hence Evergreen Schools does not graduate/celebrate grade 5 pupils. However, it is still at the discretion of parents to decide the class from which their ward(s) leaves for secondary school.**

We appreciate your participation in this partnership. Kindly sign acknowledgment of the above in the space provided below.

I.....  
have read and understood this document and do sign in agreement.

Child’s Name: ..... Child’s Class: .....

Parent’s Contact: .....

Parent's signature: ..... Date: .....

Child's signature (Grade school): ..... Date: .....

Signing this policy means you have read and understood the entire school policy.