

**Holy Cross International College**

**Yaoundé**

*Education for life and leadership*

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**COLLEGE  
HAND BOOK**

**ACADEMIC YEAR  
2015/2016**

**HOLY CROSS INTERNATIONAL COLLEGE-YAOUNDE**

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Name of Student .....

Class .....

Date of Birth .....

Place of Birth .....

Father's Name .....

Office Address .....

Father's Phone Number .....

Father's Email Address .....

Mother's Name .....

Office Addresss .....

Mother's Phone Number .....

Mother's Email address .....

**DECLARATION**

I, ..... have read the rules and regulations of the school printed in this college guide and I promise to abide by them.

Signature of Student

\_\_\_\_\_

**Contents**

**WEEK-END PROGRAM**

Periods	Saturday	Period	Sunday
5:30 – 5:45	Rising/Prayers	5:30 – 6:00	Rising/Prayers
5:45 – 6:00	Personal hygiene	6:00 – 7:00	Cleaning
6:00 – 7:00	Cleaning of dormitories	7:00 – 8:00	Personal hygiene
7:00 – 8:00	General Labour	8:00 – 8:30	Breakfast
8:00 – 8:40	Personal hygiene	8:30 – 9:00	Mass Preparations
8:40 – 9:00	Breakfast	9:00 – 11:30	Holy Mass
9:00 – 11:30	Preps/Re-enforcement lessons	11:30 – 12:00	Student-Parent Dialogue
12:00 – 13:00	Conference	12:00 – 13:00	Dormitory Meetings
13:00 – 13:30	Lunch	13:00 – 13:30	Lunch
13:30 – 15:00	Ironing	13:30 – 14:00	Ironing
15:00 – 17:30	Sports	14:00 – 17:00	Sports
17:00 – 17:50	Personal Hygiene	17:00 – 18:00	Personal Hygiene
18:00 – 18:30	Mass Rehearsals/Prayers	18:00 – 18:30	Supper
18:30 – 19:00	Supper	18:30 – 19:00	Preparations for preps
19:30 – 22:00	Preps/Socials/Projections	19:00 – 19:30	Preps
22:30	Lights Out	22:00	Lights out

# COLLEGE HORARIUM

Time	Monday	Tuesday	Wednesday	Thursday	Friday
5:00 - 6:00	Rising / Chores				
6:00 - 6:30	Personal hygiene				
6:30 - 7:00	Prayers	Prayers	Prayers	Prayers	Prayers
7:00 - 7:20	Assembly	Assembly	Assembly	Assembly	Assembly
7:30 - 9:00	Two periods of lessons				
9:00 - 9:20	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9:20 - 12:20	Four Periods of lessons	Three Periods of lessons			
12:20 - 12:30	Break	Break	Break	Break	Break
12:30 - 14:00	Two periods of lessons	Three periods of lessons			
14:00 - 14:30	Lunch	Lunch	Lunch	Lunch	Lunch
14:30-16:00	Siesta/Practicals	Siesta	Siesta/Practicals	Siesta/Practicals	LAUNDRY
16:00-17:30	Afternoon Preps	Afternoon Preps	Clubs	Afternoon Preps	
18:00-18:20	Prayers	Prayers	Prayers	Prayers	Prayers
18:20 - 18:50	Supper	Supper	Supper	Supper	Supper
19:00 - 21:30	Preps F1-F3	Preps F1-F3	Preps F1 - F3	Preps F1-F3	Preps
19:00-22:00	Preps F4 - U6				
22:30	Lights out				

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## COLLEGE ANTHEM

The future of a successful society  
Is based on the formation of consciences  
For this reason,  
discipline is absolutely necessary

Discipline of heart, and discipline of will  
Not imposed by fear but by obedience  
With team spirit and self discipline  
With order and academic excellence

This is the voice of Holy Cross College  
These are the students of Holy Cross College  
Acquiring knowledge for the education of leaders  
Leaders who will guide us with the fear of God

Where there is war we strive for peace  
Where there is sorrow we strive for joy  
And where there is sickness, we strive for healing  
To enable our flag to fly high and far

### **A WORD FROM THE PROPRIETOR**

We at Holy Cross International College hereby take this opportunity to welcome you to our community as a parent, Student, staff member, auxiliary worker or visitor. We look

Sunday 3/4/2016	Reopening for the Third Term Check-in of students 1pm – 5pm
Monday 4/4/2016	Start of Classes for the Third Term
Friday 8/4/2016	1pm: General Staff Meeting for the Third Term
Saturday 16/4/2016	Interview Into Form 1 for the 2016/2017 year
Sunday 24/4/2016	Baptism and First Holy Communion Birthday Celebration for Children born in April
Monday 25 <sup>th</sup> – Thursday 28 <sup>th</sup> April.	Mock B for Form 5 and Upper Sixth
Sunday 1/5/2016	Labour Day
Monday 2/5/2016	Start of GCE Practical Examinations
Wednesday 4/5/2016	Deadline for the Submission of Promotion Exams
Monday 9 <sup>th</sup> – Thursday 12 <sup>th</sup> May 2016	Promotion Examination End of Classes (F1-F4 & L6)
Friday 13/5/2016	Interclass Sports Competition
Monday 16/5/2016	Deadline for Submission of Promotion Exams Results
Wednesday 18/5/2016	10:am: Class Council for the Third Term
Friday 20/5/2016	National Day Celebration
Saturday 21/5/2016	Graduation, Prize Award, Distribution of students' academic Records, Closing for the Third Term for F1 – F4 & L6
Monday 23 <sup>rd</sup> – Saturday 28 <sup>th</sup> May.	Intensive Revision and Preparations for the GCE Written Sessions
Monday 30 <sup>th</sup> May 2016	Start of GCE Examination Written Session
Friday 17/6/2016	End of GCE Examination End of Year Staff Party

Saturday 13/2/2016	Lenten Recollection for Students/ Penitential Service
Saturday 20/2/2016	Lenten Recollection for Staff / Penitential Service
Sunday 21/2/2016	International Day of the Mother Tongue
Sunday 28/2/2016	February Birth Day Celebration
Monday 7 <sup>th</sup> – Thursday 10 <sup>th</sup> March	Second Term Examination
Monday 7 <sup>th</sup> – Wednesday 16 <sup>th</sup> March	Mock Examination for Form 5 and Upper Sixth
Tuesday 8/3/2016	Women’s’ Day
Friday 11/3/2016	National Day of Arts Inter-Class Sports Competition
Monday 14/3/2016	Common Wealth Day
Tuesday 15/3/2016	Open Door Day
Wednesday 16/3/16	10:am: Class Council/General Staff Meet- ing
Friday 18/3/2016	8:am: Proclamation of Results, Distribution of Students’ Academic Records & Closing for the Second Term
Sunday 20/3/2016	Palm Sunday
Wednesday 23/3/2016	Deadline for the submission of mock re- sults
Monday 21/3/2016	Start of Holiday Classes for Form 5 and Upper Sixth
Friday 25/3/2016	Good Friday: No Classes
Saturday 26/3/2016	Proclamation of Mock Results
Sunday 27/3/2016	Easter Sunday

forward to knowing you and working together on school and community endeavors.

The wealth of experience that each of us offer would promote a learning community that is challenging, nurturing and focused on academic excellence. As a veritable partner to growth and Innovation at HCIC, we advocate diversity and international understanding, Christian living Moral rectitude, discipline, and leadership as accomplishment of our vision. We hold these as the key to making a positive and extraordinary community for everyone.

God bless and protect you!

### **ABOUT HOLY CROSS INTERNATIONAL COLLEGE**

HCIC is a Co-education boarding Anglo-Saxon Catholic-styled College located on more than 16 hectares of Land along the Yaoundé-Akonolinga Trans-African highway 5km from Nkoabang junction.

The college combines traditional and biblical family norms with contemporary classical values in learning to curb “value clash” and the ever-existing generation gap between the “ancient” and ‘modern’ standards. This as such, schools students with the competence of contemporary leadership from diverse socio-cultural backgrounds.

### **The Vision of HCIC**

The vision of Holy Cross International College is to provide a broad-based Anglo-Saxon education focused on adequate multi-faceted knowledge, academic excellence, wisdom, global citizenship service, and multifunctional leadership

## The Mission of HCIC

The mission of Holy Cross International College is to ensure that all its students:

- acquire broad-based knowledge,
- inculcate the spirit of hard work, discipline and moral rectitude,
- demonstrate analytical skills,
- achieve genuine high academic performance,
- Induce in children the urge of leadership and
- overcome personae-social challenges as global citizens for future stewardship via broad-based flourishing curricula.

### HCIC Beliefs

Holy Cross international college believes that:

- A highly stimulating learning environment is not stimulating enough if the learner does not take advantage of it.
- Intrinsic and extrinsic motivation can propel anyone to outstanding performance.
- You is what you know; cognitive, knowledge affective and the psych-motor skills
- Critical thinking, ingenuity and originality engenders potentials
- Curiosity to problem solving is the seed of improvement

Saturday 2/1/2016	Resumption of Resident Staff
Sunday 3/1/2016	Reopening for all Students Check-in 1pm – 5pm
Monday 4/1/2016	Start of Classes
Friday 8/1/2016	1pm: Beginning of Term General Staff Meeting
Friday 22/1/2016	Deadline for submission of questions for Jan. Evaluation
Monday 25 <sup>th</sup> - Wednesday 27 <sup>th</sup> Jan.	January Evaluation
Sunday 31/1/2016	January Birth Day Celebration
Monday 1/2/2016	Deadline for Submission of Results of January Evaluation.
Monday 1 <sup>st</sup> – Friday 5 <sup>th</sup> February 2016	Bilingualism Week
<del>THIRD TERM</del> Friday 5/2/2016	Proclamation of Results of the January Evaluation 1pm: February Staff Meeting/Class Councils
Saturday 6/2/2016	<b>P.T.A Annual General Meeting beginning with Holy Mass at 9:am. Visiting / “Loco Parentis” Meeting</b>
Monday 7 <sup>th</sup> – Wednesday 10 <sup>th</sup> Feb.	Youth Week Activities
Wednesday 10/2/2016	Ash Wednesday: The beginning of Lent
Thursday 11/2/2016	Youth Day Celebration

Monday 7 <sup>th</sup> – Thursday 10 <sup>th</sup> Dec.	First Term Examination for F1 – F4, Lower Sixth
Wednesday 9/12/15	Latest day for Submission of Pre-Mock Results
Friday 11/12/2015	Proclamation of Pre-Mock Examination Results Meeting of Teachers of Form 5 and Up- per Sixth
Saturday 12/12/2015	Lunching of Proprietor’s Cup Competi- tion in Football, handball, Volley Ball, Basket Ball and Tennis
Monday 14/12/15	Penitential Service Latest Date for Submission of First Term Results
Wednesday 16/12/15	10:am: Class Council for the First Term 1pm: Proprietors Cup Finals 6pm: Lighting of the Christmas Tree End of Term Gala
Friday 18/12/15	8:am Proclamation of Results Distribution of Students’ Academic Rec- ord Closing for the First Term

- Wisdom is the application of knowledge
- Human behavior and society are the outcome of its educational systems
- Learning is a shared responsibility of the student, parents, and teachers.
- The holistic student is the one who develops spiritu-ally, intellectually, physically, socially and emotional-ly.

### **HCIC Objectives**

All stakeholders and partners must ensure that;

- Achievement is indexed on hard work, participation, innovation, accountability and self-discipline.
- They provide an enabling environment for students of all capacities so that learners can attain their full potential;
- Students develop analytical, investigative, corroborative and argumentative perception and appreciation of facts.
- Virtue and excellence are rewarded and vice and indolence discouraged.
- Students develop a framework of knowledge and skills needed for a broad-based understanding of the world.
- Learners engage in meaningful and productive service
- Students score pass grade in all tests, exams and evaluations.

- Cultural, racial and religious differences are respected
- HCIC Code of conduct is observed: virtue, discipline, moral rectitude, excellence, service and leadership.
- Students appreciate the good value of money and control extravagance

### THE ACADEMIC POLICY OF HCIC

This involves laid down measures that facilitate the attainment of the goal of Holy Cross International College; Elements as the annual academic calendar, admission procedures, Grade placement transfer from other Schools and induction.

### Annual Academic Calendar

The academic year runs from early September to June with two holiday intervals. The academic year at HCIC is

Saturday 3/10/2015	Lunching of Inter-Dormitory sports Dormitory Inspection
Mon 5/10/2015	World Teachers' Day Celebration
Wednesday 7/10/15	Deadline for the submission of Sept Evaluation Results
Friday 9/10/2015	1pm: October Staff meeting/Class Council Publication of Results
Saturday 10/10/15	Visiting / "Loco Parentis" Meeting
Thursday 15/10/205	International Day of Hand washing with soap
Friday 16/10/2015	National Guidance and Counselling Day
Sunday 25/10/2015	Birth Day Celebration for students born in October
Wednesday 28/10/15	Deadline for submission of question for October Evaluation
Sunday 1/11/2015	Feast of All Saints
Monday 2/11/2015	Start of GCE Registration Meeting with Parents of the Examination classes
Wednes 4 <sup>th</sup> – Friday 6 <sup>th</sup> Nov. 2015	October Evaluation
Wednesday 11/11/15	Latest Date for submission of Results of Oct. Evaluation
Friday 13/11/2015	1pm: November Staff Meeting/Class Council Proclamation of Results of October Evaluation
Saturday <b>SECOND TERM</b>	Visiting / "Loco Parentis" Meeting
Wednesday 18/11/15	Deadline for the Submission of Pre-Mock Examination Questions.
Thursday 19/11/15	National Philosophy Day
Monday 23 <sup>rd</sup> – Saturday 28 <sup>th</sup> Nov.	Pre-Mock Examination for Form 5 and Upper Sixth
Sunday 29/11/15	November Birth Day Celebrations First Sunday of Advent

<b>DATE/PERIOD</b>	<b>ACTIVITY</b>
Monday 30/8/2015	Administrative Staff meeting with the Proprietor
Tuesday 1/9/2015	Resumption of Service for Resident Staff
Wednesday & Thur 2 <sup>nd</sup> -3 <sup>rd</sup> Sept 2015	Two days Training Seminar for Resident staff
Friday 4/9/2015	Pedagogic Seminar for all Staff
Saturday 5/9/2015	Reopening for all Members of Student Government
Sunday 6/9/2015	Reopening for all students and check-in from 1 – 5pm
Monday 7/9/2015	Orientation of students on college internal rules and regulations
Tuesday 8/9/2015	Effective resumption of lessons for all classes International Literacy Day
Wednesday 9/9/15	1pm: General staff meeting
Saturday 12/9/2015	Orientation of Form 4 and Lower Sixth Student's Welcome Gala
Sunday 13/9/2015	Celebration of Opening Mass and College Feast (Exhalation of the Holy Cross 14/9/2015)
Sunday 27/9/2015	September Birth Day Celebration
Wednesday 25/9/15	Deadline for the submission of question for September and publication of Evaluation Time Table.
Wednesday 30 <sup>th</sup> – Friday 2 <sup>nd</sup> Oct. 15	September Evaluation Form 1 to Upper Sixth

divided into three terms; the First Term, (15 or 16 weeks) the Second Term (12 weeks) and the Third Term (08 weeks) = 36 weeks. The regulation of the Ministry of Secondary Education of Cameroon determines the re-opening, closing, resumption dates for each year and terms respectively.

### **Admission Requirements**

Admission into all classes always begin in the month of March and shall be sought and confirmed through the verification to previous results, Entrance test and the payment of School fees; the following documents must be submitted to the Secretariat.

A file jacket comprising:

- a photocopy of birth certificate
- 04 passport size photograph (not more than 3 months old)
- a copy of medical certificate of fitness or otherwise
- Vaccination certificates of Typhoid, meningitis, and Yellow fever
- copy of previous results Booklets, Amplitude Test Grades
- A completed HCIC Registration Form.
- Result slip of HCIC Entrance Tests.

### **STUDIES AND EVALUATION**

The success of every school and its students depend largely on the curriculum, the teaching staff and

the pedagogic implementation of instructional units.

### **Our Curriculum**

Our curriculum opens and enables students to keep as employment and options for further study as possible. We meet the requirement of the national curriculum. Nevertheless, HCIC curriculum gives an opportunity for students to acquire conventional skills in US and UK orientations.

Special subjects as Science, social studies, Art, Music, drama, Computer Science, Citizenship are offered to prepare students for contemporary life.

Though out students time at school, courses on citizenship are tough in the domains of careers, socialization, health education, projects and leadership.

Emphasis is also placed on Sex education; relationships, adulthood, parenthood, values, behavioral management, growth and development, abstinence, STDs and AIDS.

The fosters and encourages creativity, sensitivity, analytical skills and critical thinking . in doing so the cultural horizons of the individual are widened and enriched for aesthetics and in self confidence.

Computer studies; word Processing, Excel, Page Maker, Spread-sheet data base, power point and other computer software programs are taught weekly prior to evaluations.

### **SUBJECTS OFFERED**

### **EVALUATION**

Three types of evaluation are used to assess the work

## **CALENDAR OF ACTIVITIES 2015/2016**

### **FIRST TERM**

child.

4. Accept responsibility to have my child immunized against contagious diseases and to keep the child at home until the child is cured from such disease or until danger of infection has passed.
5. Give the school power to decide on emergency medical care and to accept the implications thereof if parents cannot be contacted immediately.
6. Acknowledge that any equipment or property of the student is brought onto the school grounds at his/her own risk
7. Accept all school rules/guidelines and regulations as well as the disciplinary sanctions.
8. Parents / Guardians are not allowed to visit their children without permission from the college authority.
9. The schools is authorized to search the content of gifts or parcels destined to students.
10. Fees paid to the School are non-refundable and non-transferable.

and evaluation of learners at HCIC. These are;

- Diagnostic Evaluation
- Formative Evaluation and
- Summative Evaluation.

### 1. Diagnostic Evaluation

These are held after the first three weeks of study in each term. This evaluation is the prime Evaluation of the term. It helps in the identification of the particular and

<b>FIRST CYCLE</b>	<b>SECOND CYCLE</b>
<b>Accounting</b>	<b>SCIENCES</b>
<b>Biology</b>	
<b>Chemistry</b>	
<b>Commerce</b>	
<b>Economics</b>	
<b>English Language</b>	
<b>Literature</b>	
<b>Food and Nutrition</b>	
<b>French Language</b>	
<b>Geography</b>	
<b>History</b>	<b>ARTS</b>
<b>Human Biology</b>	
<b>Mathematics</b>	
<b>Add. Mathematics</b>	
<b>Physics</b>	
<b>Religious Studies</b>	
<b>Logic</b>	
<b>ICT/Computer Science</b>	
<b>Citizenship</b>	
<b>Special subjects</b>	
<b>Arts</b>	<b>Economics</b>
<b>Manual Labour</b>	
<b>Music</b>	
<b>Theatre</b>	
<b>Physical Education</b>	
	<b>Literature</b>
	<b>French Language</b>
	<b>Geography</b>
	<b>History</b>
	<b>Philosophy</b>
	<b>ICT / Computer Science</b>

individual weaknesses and need of the learner. The outcome of the Post-evaluation council proposes corrective measures to each case of unsatisfactory performance. This evaluation paves the way for intense work aimed at inculcating desired skills.

Here, assignments/homework must be completed by learners themselves so that teachers can monitor student understanding and work habits

## **2. Formative Evaluation**

This is the mid-term evaluation that trains students in the appropriate skills; techniques, presentations, formats, practical and styles of particular subjects.

## **3. Summative Evaluation**

End-of-Term examinations and, certificate Examinations (Five & U6), are administered thrice a year as a summative evaluation of learning, knowledge and skills. These exams are compulsory and students are expected to take them at regularly scheduled times set of the Examination timetable

## **HEALTH**

The school operates medical facilities monitored by a trained nurse who runs the infirmary. There is also a school doctor who attends to major health issues. Consultation is done by a competent practitioner who makes the necessary health-related decisions. Severe cases are referred to Fouda clinic. Students with peculiar health problems such as asthma, bronchitis, pneumonia, sickle cell etc, must inform the school administration of their condition. All sick students must not be left in the Dormitory but referred to the col-

teacher shall first of all attempt to discuss with the student dean of studies and the principal).

- Disciplinary probation, suspension or expulsion
- A student who has been sanctioned more than once is subject to additional more severe disciplinary sanctions.
- Decision of student progress record is determined by a class council and remarks/warnings made accordingly
- Poor academic performance will be sanctioned.

## **UNDERTAKING BY PARENT/GUARDIAN**

1. The parent / guardian declare that he/she is the legal parent/guardian of the child and entitled to sign the undertaking and that he/she is personally responsible for all aspects of the undertaking.
2. Undertake to pay on time the annual schools fees as agreed upon with the school. I Accept that failure to meet agreed payment arrangement may lead to my child being sent home
3. Accept responsibility for all damages caused by my

- Exclusion from classes or separation from the school and
- A parental conference at the end of the suspension before re-admittance to class.

#### 4. Expulsion

At the recommendation of the Principal or Disciplinary council, a student is expelled. A student will be subject to expulsion for any conduct either at or away from school which is of such a nature as to jeopardize the good name of the school, or which is detrimental to the common good, or harmful or offensive to any member of the school community.

Following the second suspension, any serious infraction of the rules e.g. selling stolen books, tampering with electrical connections, distribution of drugs, vandalism, stealing, violence, harassment, blatant disrespect, or wanton disregard of school rules will ordinarily result in the dismissal of a student.

#### ACADEMIC SANCTIONS

Academic misconducts include: Cheating, plagiarism, forgery, falsification, aiding academic dishonesty, theft, unauthorized access to, manipulation or tampering with laboratory equipment, experiments, computer programs etc

Sanctions may be one or more of the following:

- Oral reprimand.
- Written reprimand
- An assignment to repeat the work or an alternative
- An academic dishonesty, professional judgment may lead to sanctions as severe as giving a student a failing grade in the course/subject (before such a sanction, the

lege nurse.

#### **COLLEGE CULTURE**

The school has its own set of values such as order, self-discipline and team spirit which make our students stand out among the many from different schools. These values shape the attitude of students, enhance their sense of judgment and build their personality. They also facilitate teaching and learning.

#### **SOCIAL LIFE**

Socializing is an integral part of youth formation and cannot be neglected. Students are encouraged to socialize, through dancing, singing, debates, quizzes, drama etc.

These also enhance their solidarity, build their talents and their self esteem.

#### **VISITING**

For some tangible reasons, a parent or guardian may visit the school. Upon arrival, he/she should report to the security at the gate where directions to the rightful quarters will be given. Students attending to visitors without the expressed permission of the authority will be sanctioned. Visiting days are once a month. Dates shall be specified by the school each term. Parents and guardians are advised to respect this schedule. Visitors leave the school campus latest 5 pm.

#### **DISCIPLINE**

“Manners maketh a man” says Plato. Therefore right will always remain right and wrong, wrong. Discipline and respect for success, which comes not from watching things happen, or wondering why they happen, but by making things happen.

The school rules and regulations embody our code of conduct by which each student must abide, failure of which will attract the accompanying disciplinary sanctions.

No bullying, No Beating-up of students, No insults to be thrown on students.

Students must be treated at all times with Love. Corrections are given politely.

## **SCHOOL RULES, GUIDELINES AND REGULATIONS**

The school rules aim to:

- Ensure that students and staff work in a safe and pleasant atmosphere.
- Enable students develop self discipline through an awareness of their responsibility to others

The disciplinary system of the school has as objective:

- To preserve in all parts of the school, a standard of behavior that ensures safety, mutual courtesy and a good learning atmosphere.
- To prepare the students for adult life by placing them in a situation where acceptance or their responsibilities is insisted upon and where their rights are respected.

measures include:

### 1. Warning

A written or oral warning is issued where the conduct of a student is questionable and or is inappropriate and that further misconduct will result in more severe disciplinary action.

### 2. Probation. (This takes place in school)

Probation indicates that a student’s attitude, behavior or academic achievement is threatening his continuance at Holy Cross International College. Any student who has been suspended or whose daily behaviour is chronically poor or any student who has violated school regulations concerning the use of drugs/alcohol will be placed un disciplinary probation. This involves;

- Parental notification and possibly a conference with parents.
- There may be a simultaneous sanction such as detention or suspension
- Depending on the violation, the student may be placed on probation for a particular period.
- Any serious violation of school rules by the student on disciplinary probation may result in the student’s expulsion from school.

### 3. Suspension

Suspension is a temporal separation of a student from the school and is the first before expulsion. It will be assigned for a varying number of days and will include the following;

- Immediate parental contact by the college administration

Students found guilty of the following offences will appear before the Disciplinary Council. Corrective measure may range for written warnings, suspension or dismissal.

1. Wanton destruction of college property.
2. Theft
3. Distortion mutilation, forgery of information on registers, notice boards, Report cards and all official documents.
4. Immoral acts, love affairs, harassment.
5. Threatening of authorities, prefects and teachers.
6. Breaking bounds visiting of restricted zones.
7. Smoking, drinking alcohol, possession and consumption of narcotics and other drugs.
8. Practicing magic, incantations, occultism.
9. Instigation and or participation in strikes.
10. Poor comportment on feast days and other occasions
11. Going out of school without permission.
12. Being absent from class tests or supervised assignments without justification.
13. Cheating during examinations and tests.
14. Disrespect of authority.(Recalcitrance, insubordination)
15. Staying away from prayers.
16. Absence from punishment.
17. Possession and circulation of pornographic materials.
18. Assault, fighting, vandalism, brutality.
19. Repetition of minor offence thrice.
20. Writing on walls, desks, door, windows etc.

#### **D. Disciplinary Sanctions**

The school has a number of corrective measures which can be imposed for unacceptable behavior. These

#### **A – Student Conduct:**

All students are expected and required to obey school rules and regulations as defined by the behavior policy statement. Any violation to the rules and regulations is subject to disciplinary sanctions.

1. Students shall not commit an act of scholastic dishonesty. (e.g Cheating)
2. Students shall not be in possession, use or circulation of drugs or narcotics on or off campus.
3. Students shall not engage in conducts that endanger the health or safety of any person on campus.
4. Students shall not incite lawless actions (Riots, strikes, etc) orally or in writing.
5. Students shall not act singly or in concert with others, to obstruct / disrupt or interfere with any teaching , educational, administrative, disciplinary services.
6. Students shall not engage in the unauthorized use of property, equipment, supplies, buildings, facilities without permission
7. Vandalism – students shall not destroy or take unauthorized possession of any property, equipment, supplies, buildings and other facilities of the college.
8. Smoking in and around the school is forbidden.
9. Students shall not alter or facilitate the altering of official records of the school or submit false information or omit requested information that is required or related to an application for admission, or any official record of the school.
10. Students will abide to the dress code as defined by the behavior policy statement.
11. Students cannot leave the school campus without permission from the principal.
12. Students will not communicate with visitors without ex-

pressed permission from the competent authority.

13. Valuables should not be brought to school. e.g. mobile phones music players, expensive jewelries, etc.

### **B. Class Code of Conduct:**

1. Students must bring all appropriate materials for all lessons.
2. Students should arrive punctually for all classes and settle down to work quickly, quietly and diligently.
3. Students must obey instructions from staff at all times
4. Litter must be deposited in the bins provided
5. No eating or drinking in class or any part of the school except in refectory and canteen

### **C. Dormitory Code of Conduct**

1. Students are not to leave the dormitory without permission from the dormitory master.
2. Boys are not allowed in or around the girls dormitory, while girls are not allowed in or around the boys dormitory
3. Students are not allowed in private quarters or staff residents.
4. All students must be prompt for all meals, devotions and other boarding activities
5. School meals are compulsory and all students must be present in the refectory for all meals.
6. All dormitory residents are to be considerate of the needs of others
7. Sweet drinks and alcoholic drinks are not allowed.
8. Smoking, possession of stimulants, tobacco, narcotics, stimulants or suppressants or any harmful substance is forbidden from the college premises.
9. Students must keep their bed spaces tidy at all times

1. There is an organized club system in the school. Each student must belong to and participate actively in at least one school club.
2. All students must participate in the Saturday recreation
3. Food and snacks are not allowed during recreation
4. Films, music and games for recreation shall be provided only by the school.
5. Students who mutilate and or misplace any recreational material shall replace them

## **MAJOR AND MINOR OFFENCES**

### **Minor offences**

1. Coming late to class
2. Poor dressing, unkempt hair, carrying of bangles, rings, necklaces, painting of nails and lips.
3. Failure to attend and or participate in the morning assembly and disturbing during assembly.
4. Disturbing during classes.
5. Going out of class without permission.
6. Failure to wear the proper school uniform.
7. Direct and indirect provocation.
8. Studying after light out.
9. Failure to go to the refectory.

### **Major Offences**

### **Chapel Rules**

1. Students begin and end each day with prayers
2. All students must attend all prayer sessions on time.
3. Silence must be strictly observed during prayers
4. All students must follow the movements of the choir (clapping, swinging, or dancing) and do the same even if they do not know the song.
5. Students must bring along their Bibles for prayers
6. Students must not come to the chapel in shorts, loin cloth or slippers.
7. Students will respect their refectory sitting positions during prayers.

### **Playing ground Rules**

1. The school has wonderful playgrounds for a variety of sporting activities.
2. The students must appear in their complete sport attire for sports.
3. Sports is compulsory except for those with approved medical reasons.
4. Punctuality must be respected.
5. No food or drinks are allowed in the playgrounds.
6. Quarrelling, provocation, insults fighting and unruly behavior are prohibited. Therefore the spirit of sportsmanship and fair play must be adopted.

### **Recreation**

10. Damaged property will be replaced by the students responsible for them.
11. All clothing and other possession must be clearly marked
12. No use of another student's possessions without their permission
13. Students must make up their beds at all times.
14. No money should be kept in the dormitory
15. Students must not take food from the refectory to the dormitory.
16. Respect one another's property.

### **GENERAL RULES**

1. Students must be present on the re-opening during all school activities and closing days. Late coming will be sanctioned.
2. Classes begin at 7:30a.m and end at 2p.m
3. Assemblies shall be held on Mondays, Wednesdays and Fridays are obligatory for all students and teachers on campus.
4. Students shall not bring or wear indecent clothes on campus. Tight fitting clothes, sleeveless tops, shorts etc are not allowed out of the dormitory.
5. Students must participate in all activities on the school horarium except permitted to be absent by the authorities of the college.
6. Gambling, lending and borrowing of money or other valuable items are strictly prohibited.
7. All unorthodox and unacceptable behavior are strictly

proscribed.

8. Students shall not communicate with strangers or visitors without permission.

**9. Students must bow or curtsy to greet seniors, parents, teachers and visitors.**

10. Students should not interrupt staff, parents, visitors or seniors when they are talking or performing a duty.

11. Students shall not bring the following items to school: Electrical appliances, dangerous objects, biscuits, snacks, canned drinks, bottled water, plain clothes, high heel shoes.

12. Parents must endeavor to attend the PTA meetings. There will be a “***loco Parentis meetings***” (meeting between the students, class master, and parents) each term on a visiting day. Parents and class teachers are encouraged to attend.

13. Staff houses are out of bounds to all students.

14. Siesta is obligatory. Students found loitering at this time will be sanctioned.

15. Fees and deposits are non refundable and non-transferable in case of dismissal or otherwise.

16. No student is entitled to a substitute for any meal he/she does not eat. The college is not responsible for students on special diet. Eating school food is compulsory.

17. Pidgin English is forbidden. Students are encouraged to speak ONLY English.

18. No personnel or student is allowed to run errands for

## **Classroom Rules**

1. Students must attend regular classes from Monday to Friday and extra classes on Saturdays.

2. Assignments are compulsory and must be submitted according to instructions given by the teacher.

3. No food, plates or snacks are allowed in the classroom.

4. At the beginning of the year, every class must elect a class prefect in the presence of their class master.

5. Class meetings shall be held once every month and shall be presided by class masters on issues concerning the class.

6. Students should practice greeting teachers by standing before and after each lesson.

7. Each student must arrange his or her books inside the locker and take care of them.

8. Students must be in their daily wear for classes.

9. Classrooms must be cleaned by students every day.

10. Noise making is prohibited during lessons.

11. Students must take down notes neatly and orderly as the master has put them on the board.

12. Notebooks shall be controlled regularly by subject masters.

mitories at 10p.m, prior to lights out at 10:30p.m

6. No student is allowed to make noise in the dormitory at any given time.

7.No student is authorized to leave the dormitory without putting on the *campus wear*.

8. All students' beds must be neatly made up every morning.

9. No student is authorized to eat any food or take any snacks to the dormitory. Only water is authorized

10. No students is permitted to lie on the bed of another students

11. Electronic appliances are not allowed in dormitories.

### **Refectory Rules**

1. Every student shall be assigned to a table.

2. All students must respect the time set for meals.

3. Roll call shall be conducted for each table at refectory hours.

4. All food is eaten in the refectory.

5. Each table captain is responsible for arranging food to be taken to any of their table members who are in the sick bay.

6. Table captains must inform the refectory master of table members not present at a meal

the other without the expressed permission of the competent authority.

19. All sick cases must be reported immediately to the nurse.

20. Prefects must be obeyed. No student has the right to give corporal punishment or inordinate punishment to another no matter the provocation.

21. Dormitories are out of bounds for visitors.

22. No student should keep money in the dormitory. All money should be handed to the school banking accountant.

23. Uniforms, books and other properties must be boldly identified.

24. Any student caught writing on the walls, desks college property and tables will be sanctioned.

25. Any student who destroys any school property or any other thing belonging to another student will pay for it.

26. Students must respect the rules in the dormitory, refectory and classroom and must respect all teachers.

27. Students should not litter the school environment.

28. Students must always be in their daily wear for classes.

29. Conferences are organized for students on topics such as:

- Leadership
- Behavior change

- Moral values
- Building self confidence/self discipline

30. All students must be present during orientation where there will be presentation of staff and explanation of school rules and regulations.

31. School canteen will be opened twice a day 12:20 – 12:30 and 5– 6pm. Students are not allowed to take chewable to class.

### **Permission and information**

Each student has an exit card in the office of the Discipline Master. No student leaves the school without an exit card.

2. Students must apply for permission if need arises.
3. Parents should ask their children for a signed and dated exit card each time they see them at home. Students who do not respect the time stated on the exit card will be sanctioned.
4. Parents and guardians, who for one reason or another, may want their children at home must express it in writing to the Principal. No parent should request for a child before and after exams.
5. Every student must attend religious and civic functions in which the college is involved.
6. Birthday celebrations in the school are not allowed. The school will organized a general birthday celebration on every last Sunday of the month for all students born within that month.
7. Mobile phones and other electronic devices are not allowed on the school campus.

8. The only entrance to and exit from the college is through the school gate. All other routes are forbidden.

### **Withdrawal of a student**

1. Before voluntary withdrawal of a student, a month's notice in writing must be given to the Principal by the guardian or parent. No transfer certificate will be issued until all dues are cleared.
2. Any student who stays away from school for one month consecutively shall be considered as being withdrawn.
3. Any student who voluntarily withdraws or is dismissed from HCIC shall not be re-admitted.
4. Any student who leaves the campus without permission shall be considered as having withdrawn.

### **Dormitory Rules**

1. Each dormitory shall hold a meeting every Sunday with their master/ mistress.
2. Everybody must wake up at the same time: that is, 5:00 a.m.
3. All dormitories will be locked by the dormitory master or mistress at 6:30 a.m.
4. All students are expected to have finished their morning duties before the above time. Dormitories shall only be opened again at 2:30p.m for siesta, until 4 p.m. and thereafter closed again for afternoon preps or sports.
5. Roll call shall be conducted every evening in the dor-