

## OFFENCES AND CONSEQUENCES

This policy is part of the comprehensive policy embodied in **QJS** Parent Handbook as reviewed by the Disciplinary Committee in March 2024. Our goal is to instill qualities such as common courtesy, manners, respect for others, self-discipline, sense of responsibility and accountability. Ignorance of the contents herein will **NOT** be accepted as excuses.

Abiding by this policy ensures the smooth running of the day-to-day Teaching and Learning processes at **QJS** and guarantees highest levels of student's safety at all times.

S/N	Offences	Consequences
1.	Remaining in class after school with no teacher present and without permission	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Charge with reported missing item(s)</li> <li>• 2 points</li> </ul>
2.	Improper dressing: Incorrect uniform, walking barefooted, torn/dirty uniforms or uniforms with loose buttons, incongruous color of uniforms to school specifications, shirts and blouses without school badge, shoes and socks different from those specified in the school Prospectus, wearing of rings, bangles, anklets and chains etc. Long and colored hair extension. Hair with beads Hair dye and Nail polish Wrong haircut	<ul style="list-style-type: none"> <li>• Verbal warning and/or</li> <li>• Sweeping a classroom for 1 week</li> <li>• Confiscation of items</li> <li>• 5 points</li> </ul>
3.	Misbehaviour on assemblies: Talking/playing while assembly is on	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• 3 points</li> </ul>
4.	Chewing of gum	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Confiscation of item</li> <li>• 2 points</li> </ul>
5.	Lateness to school/repeated occurrence	<ul style="list-style-type: none"> <li>• Kneeling and/or</li> <li>• Washing the school's dustbin</li> <li>• Letter of commitment</li> <li>• 5 points.</li> </ul>
6.	Leaving class without permission	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• 2 points</li> </ul>
7.	Ignoring staff instructions	<ul style="list-style-type: none"> <li>• 5 points</li> </ul>
8.	Inciting/ urging others to break school rules/demonstrate against school rules	<ul style="list-style-type: none"> <li>• 2 weeks suspension</li> <li>• 10 points</li> </ul>
9.	Conniving/concealing/covering for others in actions leading to harm	<ul style="list-style-type: none"> <li>• 1 week suspension</li> <li>• 5 points</li> </ul>
10.	Stealing/extortion (items recovered/returned undamaged and or replaced)	<ul style="list-style-type: none"> <li>• 2 weeks Suspension (1st time)</li> <li>• Return of stolen/extorted items (if any)</li> <li>• Expulsion (2nd time)</li> </ul>
11.	Loitering/Sneaking out of Class	<ul style="list-style-type: none"> <li>• Letter of bond of good conduct with parents present</li> <li>• 2 points</li> </ul>
12.	Disrespect/physical assault on prefects	<ul style="list-style-type: none"> <li>• 3 days suspension</li> <li>• 5 points</li> </ul>

13.	Vulgar/abusive language in class	<ul style="list-style-type: none"> <li>• 3 days suspension if persistent</li> <li>• 3 points</li> </ul>
14.	Littering school premises	<ul style="list-style-type: none"> <li>• Pick litters all around the school compound</li> <li>• 2 points.</li> </ul>
15.	Using lockers during lessons	<ul style="list-style-type: none"> <li>• Verbal warning</li> </ul>
16.	Physical assault on a member of staff	<ul style="list-style-type: none"> <li>• 2 weeks suspension +</li> <li>• Expulsion depending on the circumstances leading to attack</li> <li>• 5 points.</li> </ul>
17.	Repeated act of disrespect towards staff	<ul style="list-style-type: none"> <li>• Scrubbing the toilet for 2 weeks</li> <li>• For a subsequent offence - dismissal</li> </ul>

18.	Undone assignments/default in submitting assignments according to schedules	<ul style="list-style-type: none"> <li>• After school detention to complete assignments +</li> <li>• 3 points</li> </ul>
19	Restlessness in class/wandering aimlessly/disturbing other learners/noise making.	<ul style="list-style-type: none"> <li>• Detention if it persists +</li> <li>• 3 points</li> </ul>
20.	Painting of lips/nails/keeping long finger nails (multi-colour, lip shine and lip gloss)	<ul style="list-style-type: none"> <li>• Cleaning the windows for 1 week</li> <li>• + 5 points.</li> </ul>
21.	Banging/dragging of chairs/tables in the classroom resulting to breakage.	<ul style="list-style-type: none"> <li>• Verbal warning +</li> <li>• Billed with cost of replacement.</li> </ul>
22.	Misplaced exercise books/incomplete notes or having unserious “Red notes”...	<ul style="list-style-type: none"> <li>• Detentions every day until all notes are completed.</li> <li>• For students on remedial studies, detention shall take place after remedial classes +</li> <li>• 3 points.</li> </ul>
23.	Graffiti: Destruction of school property, unauthorized drawings, writing, painting on school walls etc.	<ul style="list-style-type: none"> <li>• Billed with the cost of repainting +</li> <li>• Expulsion</li> </ul>
24.	Reckless disruptive behaviour especially on school transport	<ul style="list-style-type: none"> <li>• Detention</li> <li>• 2 points</li> </ul>
25.	Damage to school properties: Chairs, lockers, tables, chalkboard, laboratory equipment etc.	<ul style="list-style-type: none"> <li>• Concerned students will be surcharged for the cost of replacement.</li> </ul>
26.	Cultism/possession of dangerous weapons e.g., bottles, axe, dagger, metal of any type, wood or any materials that pose a danger.	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
27.	Missing classes deliberately/absconding from remedial classes without permission.	<ul style="list-style-type: none"> <li>• Verbal warning +</li> <li>• Detention +</li> <li>• 3 points</li> </ul>
28.	General nonchalance to studies/school activities	<ul style="list-style-type: none"> <li>• Verbal warning +</li> <li>• Detention +</li> <li>• Withdrawal if no improvement+</li> <li>• 3 points</li> </ul>

29.	Possession of electronic devices: Mobile phones, Discman, Mp3, Mp4, Radio sets, Walkman, PlayStation, iPods etc.	<ul style="list-style-type: none"> <li>• Confiscation of item</li> </ul>
30.	Use of disrespectful/offensive/profane language against other learners and teachers.	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
31.	Fighting in school	<ul style="list-style-type: none"> <li>• 1 week suspension +</li> <li>• Letter of bond of good conduct with parents present +</li> <li>• 5 points.</li> </ul>
32.	Immoral acts	<ul style="list-style-type: none"> <li>• Dismissal</li> </ul>
33.	Examination misconducts/malpractice in any form e.g., Giraffing , taking handwritten materials or textbooks to the examination hall, copying/dubbing from another student, exchange of answer scripts among students etc.	<ul style="list-style-type: none"> <li>• Cancellation/failure of subject(s)+</li> <li>• 10 points</li> </ul>
34.	Bullying of learners or any similar act and causing harm to them	<ul style="list-style-type: none"> <li>• 2 weeks suspension and paying the medical bill of the affected student +</li> <li>• 5 points</li> </ul>
35.	Inappropriate haircut, hair dye, wearing jewelry and cosmetics	<ul style="list-style-type: none"> <li>• Confiscation of items +</li> <li>• 3 points</li> </ul>
36.	Deliberate damage to others' properties or to school properties.	<ul style="list-style-type: none"> <li>• Billed with the cost of replacement.</li> </ul>
37.	Failing to tell the truth and/or falsely accusing others	<ul style="list-style-type: none"> <li>• 5 points</li> </ul>
38.	Sickness pretense	<ul style="list-style-type: none"> <li>• 1 week suspension +</li> <li>• 5 points</li> </ul>
39.	Use of "pidgin" English or vernacular as medium of conversation with exception in Yoruba class.	<ul style="list-style-type: none"> <li>• Verbal warning +</li> <li>• 2 points</li> </ul>
40.	Misuse of fire extinguisher/school safety equipment.	<ul style="list-style-type: none"> <li>• Billed with the cost of replacement</li> </ul>
41.	Truancy	<ul style="list-style-type: none"> <li>• Letter of bond of good conduct with parents present</li> <li>• Withdrawal if it persists.</li> </ul>
42.	Dangerous behaviours that could jeopardize the safety of others and/or negatively influence the behaviour of others	<ul style="list-style-type: none"> <li>• Detention +</li> <li>• 3 points</li> </ul>
43.	Falsification: tampering with school records-results and mark books, notice boards and performance reports. Altering figures on school fee receipts etc.	<ul style="list-style-type: none"> <li>• 2 weeks suspension +</li> <li>• 10 points.</li> </ul>
44.	Verbal aggression toward a member of staff	<ul style="list-style-type: none"> <li>• Letter of good conduct +</li> <li>• 5 points</li> </ul>
45.	Writing or using offensive or discriminating words against a student	<ul style="list-style-type: none"> <li>• Letter of good conduct +</li> <li>• 5 points.</li> </ul>
46.	Writing and/or using offensive or discriminating words against school staff	<ul style="list-style-type: none"> <li>• Expulsion.</li> </ul>
47.	Smoking or encouraging smoking	<ul style="list-style-type: none"> <li>• Expulsion.</li> </ul>

48.	Possession of drugs, alcohol, tobacco, or any dangerous substance.	<ul style="list-style-type: none"> <li>• Expulsion.</li> </ul>
49.	Physical aggression toward a student	<ul style="list-style-type: none"> <li>• 2 weeks suspension +</li> <li>• 10 points.</li> </ul>
50.	Physical aggression toward a member of staff	<ul style="list-style-type: none"> <li>• Expulsion.</li> </ul>

*These rules can be applied before and after school, as well as during the school day.*

### **Others Rules**

#### **51. Absence from School/ Emergency Permission**

(a) Learner absent from school for up to a week should inform the school in writing through their parents, why they would be absent. In case of ill-health, such letters must be accompanied with a medical report.

(b) Learners suffering from contagious diseases must stay away from school and seek medical attention. Such returning pupil/student should produce a fitness certificate from a physician. Learners suffering from the following diseases must observe the prescribed period of quarantine before returning to school:

- *Chicken pox – till scabs fall off*
- *Cholera – till the child is completely well*
- *Measles – 1 week after the rash disappears*
- *Mumps – About 3 weeks, until the swelling has subsided*
- *Whooping Cough – 3 weeks after recovery*
- *Jaundice – 3 weeks after recovery*

#### **52. Unauthorized Materials:**

Citing no. 2 & 29 above, these additional items are classified as unauthorized materials in QJS: Computer games, Films, Magazines - such as Ovation and the likes. The school will confiscate these items if found on anyone.

### **Promoting Good Behaviour**

- 1 Improved behavior patterns as evident on a monitoring report (Conduct book).  
**Assembly recognition/applaud.**
- 2 Doing in-school volunteer work such as assisting in monitoring school entrances, break times, practical at laboratory, school farm etc.  
**Assembly recognition/applaud.**
- 3 Providing academic tutoring/mentoring and support to other students  
**Assembly recognition/applaud.**
4. Assisting and making efforts to prevent bullying.  
**Assembly recognition/applaud.**
- 5 No complaints received from any teacher within a term.  
**Assembly recognition/ applaud/Gift.**
6. Making useful presentations and contributions in school events and assemblies.  
**Assembly recognition/applaud/Gift.**
7. Assisting in and/or making decorative material, educational resources, posters, etc.  
**Assembly recognition/ applaud/Gift.**

## **Explanation of Sanctions**

### **After School Detention**

This is used to correct minor breaches of discipline, academic lapses on the part of learners e.g. uniform, homework, and class disruption. Learners are referred for this sanction by subject teachers, class teacher or teacher's on duty. It begins immediately after the normal closing hours till the child is picked or the school bus is ready.

### **Alert/Warning Letter**

This letter is sent home by school management at the request of teacher(s) and accumulation of breaches of discipline in the Conduct book to bring some difficulty to the notice of parents/guardians. It may be for persistent non completion of homework or for constantly forgetting equipment/other school requirements and most importantly, for re-occurring/persistent behavioural misconducts.

### **Conduct Book**

This is used to monitor classroom activities on a daily basis. Teachers make remarks on all-academic and behavioural activities that takes place during lessons and outside lessons. Learners whose name(s) appears in the Conduct book are noted for appropriate follow up actions and same is documented.

### **Point System**

The point system is meant to serve as deterrent to learners from misbehaving such that in addition to the sanctions, points are deducted for behavioural misdemeanor and the likes. Accumulation of points above 20 means that such a learner cannot be considered for prefectship, ambassadorial positions or be asked to represent the school in external events.

### **Record Slip**

This is filled out by the class teacher/subject teacher. It gives the date, learner's name, an indication of the type of misconduct/poor study habits and other relevant details. A copy will be brought home by the learner and must be signed by the parent. The learner returns it the next day to the teacher. A copy is made and kept in the pupil/student file.

### **Withdrawal of Privileges**

Learners who have received a Record Slip or who have been suspended will not be allowed on School trips for the remainder of that school year.

### **Call to parents to visit school**

This will happen if the Program Directors efforts fail to bring an improvement in the learner's behaviour/study habits. It is a consultation between parents, School Manager/Program Directors to see if by their combined efforts the learner can be helped to improve his/her behaviour.

### **Disciplinary Register**

This contains records of all disciplinary issues/matters that occurs in school. It give details of the offences and actions taken by the school concerning such matters.

### **Suspension**

Serious or continual breaches of the school's code of behaviour may result in a learner being suspended. Suspension may also be applied for a single serious breach of school discipline e.g.

- a) Gross insolence – blatant defiance
- b) Unruly, disruptive or violent behaviour
- c) Smoking on the premises – or any other substance abuse or promotion of same.

**Expulsion**

Used as last resort. The School Management will only resort to expulsion (permanent exclusion) in the most serious cases of indiscipline and usually after every effort at rehabilitation has failed and every other sanction has been exhausted.

***A breach of common sense is a breach of school rules.***

***Thank you!***