



## **HOSTEL RULES AND SANCTIONS OF THE REGENT COLLEGE**

### **Rationale:**

This policy is designed to promote a school community where everyone feels happy, respected, valued, safe and secure. To achieve these objectives, a high standard of moral behaviour is expected from our sixth form students.

It is hoped that all students who have chosen to extend their education in The Regent College, Abuja will conduct themselves appropriately and have positive work ethics.

Any breach of this Code of conduct may also result in disciplinary actions and loss of various Sixth Form privileges/or expulsion from the boarding house.

### **Our Core Values**

Central to this behaviour policy are our core values namely: Respect, Responsibility and Resilience.

### **Admission to the Hostel**

Apart from meeting the entry requirement for the chosen programme (Foundation/AS/A levels), all intended boarders must show a high level of commitment to learning as well as have a good behaviour record from secondary school. If a student fails in any of these criteria, **he may not be admissible into the boarding house.**

If the student fails to meet the agreed academic, behaviour, attendance or punctuality targets, he/she will lose the right to their place in the boarding house.

On every resumption day, students are expected to surrender their luggage for routine checks before entry to the hostel. It is for our collective interest and safety.

### **Behaviour Expectations**

As young adults, students are expected to set a model of good behaviour. The following are some of our expectations:

1. Students must sign in/out of the hostel for each school day.
2. Students are expected to be in school on or before 8:25am (Monday – Friday) if they have a first period class.
3. Each student must ensure that his or her parent/guardian signs the movement register on resumption and closure of school.

4. No student is expected to stay back in the hostel during school hours if they have a class. Attendance rules must be strictly adhered to.
5. Students who feel “unwell” in anyway should report to the houseparent on duty who will assist the student to the school clinic or make arrangements for the student to go home for further medical attention. No student can sign themselves out as being “unwell”.
6. The head of medical team or nurses must be aware of any medication, including over-the-counter drugs, in students possession.
7. Students must be responsible for their own belongings, and they should clearly label all clothing, materials, books and suitcases.
8. You are to keep your tuck/provision/valuable items/allowance in a locked box. It is also advisable to maintain an ATM card instead of cash. Theft is, however, considered to be a serious offence and will be dealt with accordingly.
9. Students should not bring expensive items like costly jewelries and electronic gadgets to school. The school cannot accept responsibility for highly valuable items that are not recommended for use in the hostel.
10. The entrance door to the hostel will be locked at exactly 10:00pm.
11. Lights out at 11:00pm must be strictly adhered to by all boarders. The common room is not a sleeping area. Boarders are to sleep in their respective rooms at night.
12. Lights out is what it is. Loitering and use of the kitchenette for cooking after lights out is not allowed. The TV in the common room must also be turned off after lights out.
13. On weekends (specifically Friday and Saturday nights), students are allowed to socialise after dinner till 9:00pm. The appropriate area where students can hang around include the bleachers (seating area) and sports ground only.
14. Students are not allowed to hang around and chat in front of the Principal’s apartment, El-Kanemi & Oduduwa hostels or security posts. These are residential areas that require a high level of decorum.
15. Sixth-form boarders are also not expected to be seen in the secondary school’s academic block, administrative block or their hostels. Hanging around these areas is prohibited.
16. Sixth form boarders are not allowed to interact with secondary school boarders, except during joint sport activities.

17. Secondary school boarders are not permitted in the hostel. Sixth form day students are also not allowed.
18. Any form of gambling is not acceptable.
19. Student must **always** keep to the stipulated dress code of plain light blue, pink, white, black or grey tops (no stripes and polka dots). Navy blue and black bottoms only. Only shoes and sandals are acceptable. Stilettoes and slippers are not allowed. Also, a dress code of black top on black bottom is prohibited.
20. Kindly note that any boarder who is not appropriately dressed will not be allowed into the college during school hours.
21. The only area where students can eat and drink is the dining hall.
22. Students using either school or their own equipment (laptops) are permitted to use this for educational purposes only in all study rooms. Students should not bring in game consoles and other unnecessary electronic equipment to study rooms.
23. Any information placed in the digital world through social media is hard to control. Students should avoid leaving digital footprints that may impact negatively on the image of the school.
24. The TV in the common room must always be on channels showing educative and edifying programmes. Sexually explicit programmes are unacceptable. Connection of external devices to the TV is not allowed. Any student found doing this will be held responsible for any damage that results from this action.
25. All forms of noise or loud sound from TVs/radios must be avoided. It must not constitute any form of disturbance to anyone in the hostel or the neighbourhood. If substantiated complaint is made, the student(s) involved will be queried.
26. Students must ensure that the beddings and materials in their respective rooms are neatly arranged before leaving the hostel for school. Litter should be disposed off in refuse bins.
27. Students must not litter the bathroom and the laundry room with their clothes. Dirty clothes must be kept in your laundry bag/basket.
28. Washing and ironing of personal clothing is the sole responsibility of each student in the boarding house. If there is any challenge in the process, the attention of the house parent should be drawn to it.

29. Boarders must always ensure they turn off lights and electrical appliances if they are the last to leave the room.
30. A male student must not enter the female hostel, neither should a female student be seen in the male hostel. Any boarder seen in the wrong part of the hostel will be severely sanctioned.
31. No boarder is expected to be in possession of alcohol, drugs, cigarettes, cannabis, pornographic materials, or unedifying items. They must not smoke, or be caught smoking, or with any other illegal substances. To be in the company of any student breaking this rule will also be considered a grievous offence.
32. Vandalism will not be tolerated, and any form of damaging, or defacing of school's property will be regarded as a very serious offence.
33. Use of adhesive or any other substance capable of peeling off bits of paint from the wall is highly prohibited.
34. Students are not allowed to move hostel furniture arbitrarily. They should be left where ever they were placed. This is to avoid damage and ensure order. You will be surcharged for mishandling and willful damage of any school property.
35. Students should immediately report any damage and explain the circumstances.
36. Breakfast time (Mondays – Fridays) is 7:30am. The kitchen staff will pack up and stop serving breakfast at exactly 8:20am.
37. Every student is expected to leave the hostel latest 7:20pm for dinner and subsequently prep at the appropriate time (8:00pm).
38. Prep session is sacrosanct. The TV must be turned off during this period.
39. Collection of items or food at the school gate is not allowed after 8:00pm. Any delivery that does not reach the school on or before 8:00pm shall not be entertained.
40. Fighting and use of offensive/foul languages are serious offences, and will therefore, attract severe punishment.
41. It should be noted that house-parents have authorized access to any room, if need be.
42. Random checks may also be carried out in the hostel whenever the houseparent deems it necessary.

43. It is an offence to refuse opening the door when the house parent knocks. It is highly disrespectful and will not be condoned.
44. Rudeness to house-parents and hostel staff members will not be tolerated.
45. Leaving or entering the room through the window will attract severe sanctions.
46. Students must endeavour to adopt a civilised approach in addressing any dissatisfaction.
47. Cheating, in any form is unacceptable. It is detrimental to learning. Students must not copy the work of others, or allow their work to be copied for any aspect of their study. Plagiarism is considered a serious offence.
48. In the event of a fire, you will hear a distinctive alarm. You must make your way to the muster point for a roll call. The evacuation must be prompt and orderly. Drills will be conducted to perfect this process. In this regard, burning of incense in the hostel is not allowed.
49. Boarders are allowed to bring their own bicycles or use the ones provided by the school, but they are responsible for their protective gear in both cases.
50. Students are advised to wear protective gear/helmet while cycling. College boarders are expected to take responsibility for their safety while cycling. The bicycles are not for racing purpose but to aid mobility.
51. Plans for weekend activities must be communicated to the house parents/hostel managers on or before Thursday mornings so that necessary arrangements can be made. Outings are not allowed on weekends preceding any test/examination.
52. A parent/Guardian who wishes to pick his/her child on unofficial exeat weekends or holidays must inform the school at least 24 hours earlier and wait for approval. The Parent/guardian should write to: [admin@trc.regentschoolabuja.com](mailto:admin@trc.regentschoolabuja.com) and copy [dr.sayo@trc.regentschoolabuja.com](mailto:dr.sayo@trc.regentschoolabuja.com) and [ikonoh.w@trc.regentschoolabuja.com](mailto:ikonoh.w@trc.regentschoolabuja.com) in the mail. However, **weekly boarders** are allowed to go home on Friday evening and return on Sunday. They must sign out properly.
53. All boarders MUST vacate the hostel during exeat weekends, and at the end of the term/session.
54. Parents/guardians are not allowed to drive as far as the hostel area to pick students except during official exeat weekends, closing and resumption of school.

55. A barber/stylist will only come in at weekends to render this service on request. Alternatively for boarders who have personal barbers/stylists, their parents can officially request for exeat.
56. House meetings shall hold every fort-night or as the need arises.
57. All boarders must vacate the college environment and return to the hostel immediately after school (5:00pm), except there is an official activity beyond this time.
58. The acceptable language for communication in the hostel is English language. The use of indigenous language or pidgin is prohibited.

### **SUMMARY OF OFFENCES**

1. Lateness to classes
2. Truancy/Avoidance of classes
3. Defaulting in homework
4. Disorderly behaviour in study rooms/common rooms/hostel/dining hall
5. Loitering after school/being in restricted areas
6. Inappropriate and abusive language
7. Failure to wear school's recommended uniform
8. Wearing of unacceptable jewelry
9. Rudeness to staff
10. Stealing and taking items without permission
11. Intimidation
12. Racial taunts and racism
13. Graffiti
14. Willful damage/defacing school property
15. Cheating or any form of examination malpractice
16. Internet misuse and mobile threats
17. Smoking
18. Possession and use of illicit drugs
19. Possession and drinking of alcohol
20. Two students sleeping on the same bed
21. Sexual misdemeanor: Both wanted and unwanted sexual contact/sexually abusive comment
22. Possession of weapons (knives etc)/pornographic films/images
23. Acts of violence
24. Use of fireworks in the hostel and school premises.

## **POSSIBLE SANCTIONS**

The principal, house parents and disciplinary committee are to determine the appropriateness and application of each disciplinary action in the most effective manner.

Sanctions could come in any of these forms:

- ✓ Verbal reprimand
- ✓ Warning letter
- ✓ Cleaning the environment/emptying bins
- ✓ Doing research on a given topic and presentation of same
- ✓ Referral to the Guidance counsellor/leadership team
- ✓ Referral to the Principal
- ✓ Confiscation of contraband
- ✓ Surcharging
- ✓ Calling of parents
- ✓ Exclusion
- ✓ Suspension
- ✓ Expulsion

**I have read the above and agree to fulfil its requirements**

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Student's Name

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Parent's Name

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Signature and Date

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Signature and Date