



PHOEBESTAR
ROYALTY SCHOOLS

...Nurturing kingship

THE SCHOOL HANDBOOK

TABLE OF CONTENTS

Foreword

CHAPTER ONE

- 1.1 Background History of Phoebestar Royalty Schools
- 1.2 Vision and Mission of Phoebestar
- 1.3 Phoebestar Royalty Schools Operational Structure (Organogram)
- 1.4 Solemn Commitment of Phoebestar to Education Services Provision
- 1.5 Phoebestar's Core Values and Moral Ethics
- 1.6 School Admission Policies Across All Categories
- 1.7 Phoebestar Academic Grading System
- 1.8 Good Standing Requirements
- 1.9 Mandatory Graduation Requirements

CHAPTER TWO

- 2.1 Code of Conducts of Phoebestar Royalty Schools
- 2.2 The School Disciplinary System
- 2.3 Summary of Various Offences and the Corresponding Penalties
- 2.4 Procedures for Handling Suspension/Expulsion Penalties

CHAPTER THREE

3.1 Ideal Dress Code and General Appearance versus Corresponding Penalties for Violations

3.2 Environmental Management Codes of Conduct

3.3 Eating and Drinking

3.4 Examination Conduct

3.5 Examination Misconduct and Corresponding Penalties

CHAPTER FOUR

4.0 Phoebestar Royalty Schools Subsidiary Services and Empowerment

CHAPTER FIVE

5.0 Students' Character Management and Development

Appendix

- Parents' Code of Honour
- National Anthem
- Phoebestar Royalty School Anthem

Foreword

The making of a king (world leaders)

In any facet of life, the spirit of leadership taps into the core truths of authentic indoctrination of the step-by-step approaches to follow that will in turn bequeath success.

The key ingredients that activate the potential to lead can be gotten through potent and practical teachings that will remove internal barriers thereby releasing the motivated individual into the leadership role that God has already ordained.

Kings, hitherto had been princes before their ordinations and reign. During the processes of nurturing the prince on his way to enthronement, there would have been certain fundamental key practices that the kingmakers must put in place, which of a necessity, the prince must adhere to, and unwittingly assume to be a part and parcel of him. Until these practices are not only imbibed by the prince, but as well, become "characteristic" of him, right from a tender age up till adulthood or at least mature youthfulness can he be presented as a possible heir to the throne?

The indoctrination given to the princes during the formative years are essential, not for those years, but for the forthcoming years in which he is expected to take over as the ruler of a kingdom and this will form the bedrock upon which his successful rulership as a king will be measured.

There is a king in every child, a king within, waiting to be unleashed to reign in his unique terrain which has been specially ordained by God as according to each individual child.

This is a season of explosion of the reigns of kings across several endeavors of life, all stemming from Phoebestar Royalty Schools.

Dcns. Oluwatoyin Fanu

Osogbo

October 2023

CHAPTER ONE

1.1 BACKGROUND HISTORY OF PHOEBESTAR ROYALTY SCHOOLS

Phoebestar Royalty Schools is an ultra-modern nursery, primary and secondary school located in a serene environment in Osogbo, Osun State, Nigeria. Founded in 2014, the school commenced operations with a compliment of 48 pupils in the nursery and primary school, and 20 in the high school. The school launched the boarding house facility in September 2016.

1.2a VISION

The vision of the school is to offer an all-round development that will cater for the educational, emotional, intellectual and spiritual needs of students; nurturing them to compete stardom and making them able to compete effectively in the global settings.

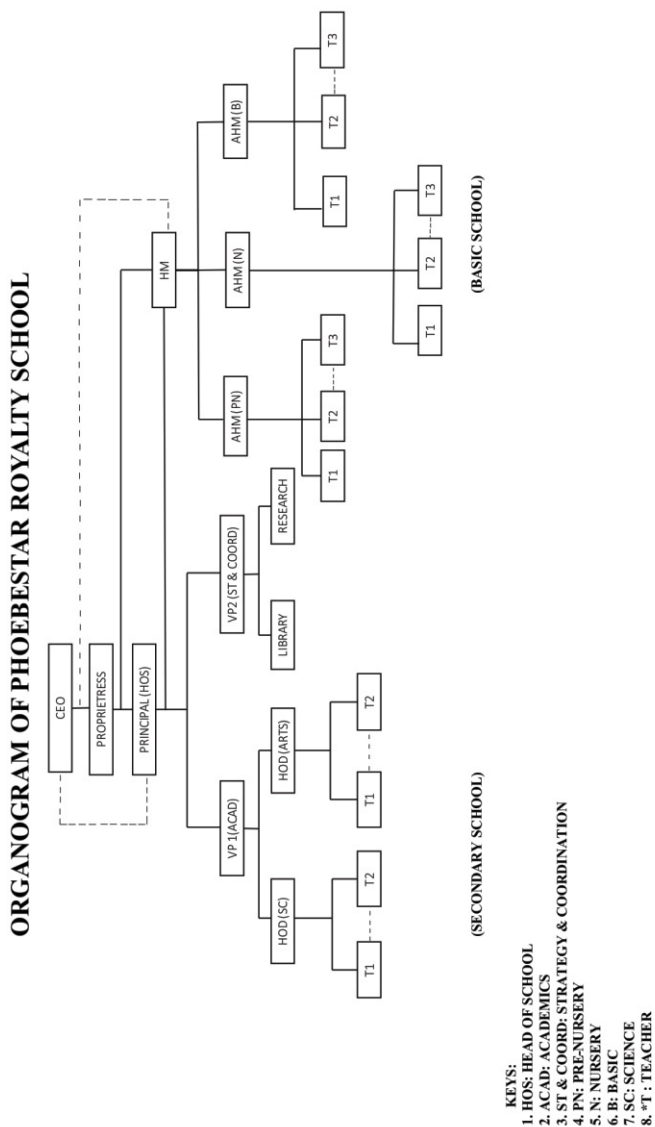
1.2b MISSION

"To provide qualitative education in a world class environment driven by contemporary technology for global competitiveness"

We are committed to raising men and women who will someday occupy positions of leadership in our nation Nigeria, and indeed the world. To realize the above, the school has striven to achieve a balanced blend of both the Nigerian and British Curriculum.

Upon commencement of the school's operations, a staff strength that are young, innovative and adventurous in discovering new teaching methodologies and approaches were brought on board.

1.3 PHOEBESTAR ROYALTY SCHOOLS OPERATIONAL STRUCTURE (ORGANOGRAM)



1.4 SOLEMN COMMITMENT OF PHOEBESTAR TO EDUCATION SERVICES PROVISION

We guarantee adequate brooding and nurturing of children to greatness, excellence and creativity.

1.5 CORE VALUES AND MORAL ETHICS

The core values of Phoebestar Royalty School with an acronym SECRET is stated as follows:

S-Self esteem

E-Excellence

C-Commitment

R-Relationship

E-Effectiveness

T-Trust

SELF ESTEEM - The school in its quest for all-round excellence has devised strategic means for its students in which, upon assuming studentship, they glide through a Self-esteem continuum of low or moderate to high, thus efficiently propelling them to be the future champions they will be modelled to be.

EXCELLENCE - The ability to excel maximally in not just the academic domain but in all totality of the complete whole is our sole drive. We passionately pursue this using the 8 keys of excellence character education, channeling our wards to a positive future, completeness of creativity, teamwork, confidence, motivation, leadership and valuable life principles.

COMMITMENT - Together with our team, we unrelentingly work towards raising leaders who will give staunch dedication to their academic and ultimately their life pursuits; thereby causing them to be goal achievers in the long run.

RELATIONSHIP - Relationship is instrumental in the course of an individual's pursuit of vision and purpose. This we bring to bear for our wards in showcasing the essence of keeping positive relationships stemming from imbibing the know-how of accepting and celebrating, people's differences, giving people time, developing good communication skills among several other approaches.

EFFECTIVENESS - There is a test that comes with having the capability of producing a desired result. We make our students know that presenting an effective idea or proposal must be that it comes with an expected outcome. An idea without it having an expected outcome makes the whole idea non-effective i.e. ideas they put forward must, after being accomplished, leave an impression in the mind of people, this is when it can be said that an individual is effective.

TRUST - It is necessary a child learns that his capacity to trust is directly related to his willingness to trust himself first. Trust is the essence of leadership and in our quest for a new generation of world leaders, trust is rooted in our foundation for this build up. The child must learn that to be worthy of trust, he must have a clear sense of personal beliefs, values and the principles by which he is led. Only

then he can rightly be on the path to taking full leadership in whatever career he ventures into later in life.

1.6 ADMISSION POLICY

Our admission policy is designed purely from the principles that guide us in ascertaining the eligibility or otherwise of an aspiring candidate. Therefore, for an aspiring candidate to be certified eligible, the following conditions must have been met.

1. Age Requirement: The aspiring candidate must have satisfied the age requirement of the class into which he/she is seeking admission.
2. Entrance Tests: The candidate must have passed all our entrance tests (both written and oral) as recommended by the exams and admin/record department of the school.
3. In the case of candidate crossing from another school, he/she must have supplied all relevant information (with genuine evidence where necessary) viz-a-viz his/her conduct and general performance while in the school including clearance on payment of school fees and other relevant matters
4. The aspiring candidate must indicate and even register his/her willingness to obey rules and regulations guiding our operation.
5. The candidate's sponsor(s) must demonstrate genuine willingness to handle all the financial obligations involved and also with an agreement not to encroach on our guiding principles.

6. The parent(s) of the aspiring candidate must sign the Parent's Code of honour form.

Note: Falsifying academic records or submitting false credentials for the purposes of gaining admission to the school or for any other academic purpose shall result in expulsion of the candidate.

1.7 ACADEMIC GRADING SYSTEM

Below is our performance assessment and grading system

0-39.	Fail
40-44.	Pass
45-49.	C-
50-54.	C
55-59.	C+
60-64.	B-
65-69.	B
70-74.	B+
75-79.	A
80-84.	A
85 and above.	A+

1.8 GOOD STANDING REQUIREMENTS

This summarizes the academic condition of a student relative to the school's acceptable standard. A student that falls below the "Good Standing" benchmark is automatically ineligible for promotion into the next class.

The minimum requirements a student must satisfy before he/she can be regarded as being in "Good Standing" are as follows:

- i. He/she must have obtained a total of six (6) Credits (C) out of eleven (11) subjects offered after the cumulative compilation of assessments for JSS and six (6) Credits (C) out of ten(10) subjects for SSS students
- ii. He/she must have a cumulative percentage score of not less than 45.

1.9 MANDATORY GRADUATING REQUIREMENT

For a candidate to be certified good enough for graduation from Phoebestar Royalty Schools at any level, our vision of what an ideal student graduating to the next level is, must have been fully established in his/her conduct and he/she must have been molded into a true ambassador of our mission as a school to the outside world (academically & morally).

The award of certificate and/or testimonial including academic transcript, clearance letter, reference letter, transfer letter and other similar properties that exclusively bear Phoebestar name is premised on the following:

- a) A student must have completed the segment of study Primary, Junior or Senior School.
- b) The payment of all fees and financial obligations must have been met.
- C.) The student must have obtained clearance from the school, stamped and signed by the designated School authority.

d) Collection of testimonial, transcript, reference letter, Letter of attestation Certificates and other form of documents come at prescribed Costs which must be settled before the Issuance of such document.

CHAPTER 2

2.1 CODE OF CONDUCTS OF PHOEBESTAR ROYALTY SCHOOLS

A high standard of personal discipline and integrity is expected of every student of Phoebestar Royalty Schools. Each student is expected to conduct him/herself peaceably while carrying out duties as student in necessary situations.

The school regards all acts of unethical, immoral, dishonest or destructive behavior as well as violations of school regulations as serious offences. It is the responsibility of each student to know the regulations.

2.2 SCHOOL DISCIPLINARY SYSTEM

In every school, the authority to discipline students has to be made known to both parents and students. Accordingly, the power to discipline erring students has been vested upon the following officers:

- a) Head of School.
- b) The Head Teacher (Primary and Secondary)
- c) The Counsellor
- d) Other members of staff considered to be part of the disciplinary committee

The team will have the general function of dealing with individual cases of indiscipline. The Head of School operating as the Chairman of the School Disciplinary Committee (SDC) shall have the prerogative to deal

decisively with utmost precision with all disciplinary issues wherein an offender is guilty of the offence.

In deciding a case, SDC at their meeting shall consider some factors:

- Nature of the offence.
- Gravity of the offence.
- The punishment prescribed for the offence.
- Frequency of the offence.
- Character of the offender (if there has been similar or other offences)
- Position of the offender among his co-offenders.

2.3 SUMMARY OF VARIOUS OFFENCES AND THE CORRESPONDING PENALTIES.

Below are misconducts for which the SDC can investigate and try students:

- a. Unruly/Indecent behavior
- b. Vandalism/Damage of properties
- c. Disorderly assembly
- d. Unauthorized displacement of schools' properties
- e. Pilfering/Stealing
- f. Insubordination
- g. Membership of secret cults
- h. Illicit use of gadgets
- i. Overt sexual/indecent behavior and harassment
- j. Infringement of any other of schools' regulations

a. Unruly/Indecent behavior

This shall include disorderly behavior or acts of indiscipline indicating lack of self-restraint. Offences classified under unruly behavior and the penalties they attract are as categorized below:

1. Disturbance of peace of any kind anywhere within the school premises:

This implies violation of or infringement on the right of other students and members of the school to rights to quietness or peaceful comportment which could be through unsolicited shouts, noise, callings or yelling.

-The punishment shall range from reprimand, to suspension depending on the degree of the disturbance.

2. Jumping the queue:

This refers to unorderly conduct of self at meetings/assemblies (e.g. dining hall, boarding of school buses, examination halls etc.)

-Violation of these offences shall attract a reprimand for first offenders and serious warning letters and other severe punitive measures as may be deemed appropriate.

3. Urinating/defecating outside designated areas.

-Severe Reprimand

4. Streaking: This is a quick run, half naked or naked through a public place within or outside the hostels. This is not allowed except for physical exercises carried out at designated centers.

-Suspension or severe reprimand.

5. Brushing of teeth outside designated areas.

-Reprimand

6. Spitting in public places/littering of premises.

-Violation of this regulation shall attract a warning on a first note, and lighter stringent measures for subsequent violations.

7. Use of threat of violence of any kind on anybody.

-Indefinite Suspension.

8. Fighting:

-This shall range from letter of warning to suspension for two weeks or indefinite suspension, depending on the gravity of the brawl.

9. Any other behavior that may be classified from time to time as unruly behavior by the school authority.

-Disciplinary Measures: This shall range from letter of warning to two (2) weeks suspension depending on the gravity of the offence.

b. Vandalism/Damage of properties

Includes a willful or malicious damage or destruction of school or private property.

Disciplinary Measures: This shall range from payment for the repair/purchase of damaged or destroyed property to suspension for two weeks.

c. Disorderly Assembly

Students are forbidden from gathering in a manner that disturbs the public peace resulting in violence to a person or property, disrupts the function of the school, interferes with lessons or teachers in the performance of their duties.

Disciplinary Measures: Any student who encourages or participates in the formation or prolonging of such gathering is subject to immediate suspension from the school for a period of four weeks.

d. Unauthorized displacement, use or damage of school or private property.

Three possible offences can stem under this:

1. Unauthorized transfer of personal or school property.
2. Unauthorized transfer and use of such property.
3. Unauthorized transfer, use and damage of such property.

Disciplinary Measures: This shall attract strong letter of warning and replacement of the property removed, together with repair of any attendant damage(s).

e. Pilfering/Stealing: This is the unauthorized and habitual removal of small things likewise seemingly of little value. This shall be considered as stealing.

Disciplinary Measures: Students shall be dealt with according to decision of the disciplinary committee of the school.

f. Insubordination: This is an unwillingness to submit to or willful disrespect of constituted authority.

Disciplinary Measures: This shall attract a punishment ranging from letter of warning/strong letter of warning at the first instance. If repeated, it shall attract suspension ranging from two (2) weeks to four (4) weeks depending on the frequency and severity of the offence.

g. Membership of Secret cults: This is a club or an organization whose activities, events, inner functioning or membership are concealed against the school's vision and mission.

Disciplinary Measures: Any student found to be in any secret association within or outside the school shall be suspended for a period two (2) to four (4) weeks with series of renunciation, counseling sessions before reabsorption into the school.

h. Illicit use of gadgets: All mobile phones and electronic games/gadgets with similar capabilities of data storage / transmission is not permitted in school without prior permission and verification of school authorities.

Disciplinary Measures: Seizure of gadgets and other corrective actions, which shall be determined by the number of previous acts, the nature of the act, and the context in which the alleged act occurred. Consequences may range from positive behavioral interventions to

suspension and expulsion for repeated and/or severe violations.

i. Overt sexual/indecent behavior and harassment: This is an unwelcome act of an immoral nature committed by a student against another with or without consult. May include but not limited to:

i. Touching of body of students of opposite gender, directly or through clothing such as patting, pinching, brushing against the body attempted or actual kissing or fondling and any other inappropriate and /or unwelcome touching or feeling.

ii. Unwelcome sexual remarks about body, clothing or such activities and humour or jokes about sex that denigrate women or men in general.

iii. Unwelcome sexual propositions, invitations, or other pressure for sexual conducts.

Violation of this offence shall attract four (4) weeks suspension for first offender and suspension for a term for repeat of the offence.

Note: No student is allowed to sexually harass or be harassed by his/her colleague or staff for whatever reasons.

Disciplinary Measures: Violation of this rule shall attract suspension for a term or outright expulsion depending on the gravity of the harassment.

j. Infringement of any other of schools' regulations: Any other offence that in the opinion of the SDC considered

being contrary to what the principles of the school stands for, students shall be dealt with according to decision of the disciplinary committee of the school.

2.4 PROCEDURES FOR HANDLING SUSPENSION/EXPULSION PENALTIES

2.41 Procedures for handling the case of an offender whose offence(s) attracts penalties as weighty as suspension.

1. A student with a case of suspension will be subjected to counselling session during which time he/she will be given specific instructions before he/she is made to proceed on same.
2. The concerned parent(s) will be adequately briefed once case(s) of the offender is concluded and the offender's suspension verdict is approved by the school management.
3. A letter communicating the suspension of the offender will be produced in triplicate whereby, the school, the offender's parent/guardian and the student's file will get a copy each.
4. The school will be in custody of the student's I.D card while the suspension term lasts.
5. For an offender who doubles as a boarder; retrieval of his/her luggage from the hostel under the supervision of the hostel master/mistress, security operatives, and in the presence of the

offender as well as the hostel prefect will be facilitated.

6. The school reserves the exclusive right to reconsider a suspended student for a recall ahead of the expiration of his/her suspension term. What this implies is that such a window is not available to be demanded or pleaded for by the affected student and/or his/her parents or guardians.

2.42 Resumption from Suspension

Any student who has been subjected to suspension and has served his/her term (recalled as the case may be) shall be required to come in company of his/her parent/guardian on the first day of his/her return to school for a meeting with the school academic heads. Below are the laid down formalities to be observed by any student returning to school from suspension:

1. A returning student from suspension must come in company of his/her parent/guardian on the first day of that resumption. They are to report at the admin office where the academic head will be on ground for the aforesaid meeting and adequate briefings as regards other re-absorption details.
2. A proof of how the student in question has been able to judiciously manage the period of suspension to suggest an improvement in his/her attitude and character will be demanded from him/her.

3. A letter of undertaking, stating that he/she will be of good behaviour is to be duly signed by the parent of the student involved on his/her arrival.
4. A letter of re-absorption into the institution is to be given to the parent of the student involved on his/her arrival by the school authority.

2.43 Procedure for executing expulsion of an offender:

1. Once the school management approves the verdict of the SDC on an offender to be expelled, the concerned parents will be invited by the school admin and the school position will be verbally communicated to them in the presence of the offender and top management staff of the school.
2. The letter communicating the management decision will now be issued to the concerned parent by the school admin while a copy of the letter will be kept in the offender's school file.
3. The offender's name is then expunged from the school daily attendance register.
4. The offender's name in the school register is marked out and his/her new status as an expelled student is stated against his/her name in the register.

The school reserves the exclusive right to either reconsider or otherwise, its position regarding an expelled student and of course, not under any obligation whatsoever to yield to any dissenting opinion and/or request.

CHAPTER THREE

3.1 IDEAL DRESS CODE AND GENERAL APPEARANCE VERSUS CORRESPONDING PENALTIES FOR VIOLATION

We attach great importance to modest and good appearance. It is a known fact that good appearance adds value to a person's personality, self-confidence and self-worth. From the very instructive saying: "the way you dress is the way you will be addressed."

Below are Phoebestar Royalty Schools Dress Codes that must be strictly adhered to:

1. During conventional school hours (Mondays-Fridays), all students must be in the school's recommended and approved uniform unless when otherwise requested by the school authority as it may be occasionally demanded. The uniform must be clean and well ironed.

For the boys: A cleanly laundered shirt and trouser/knicker with a tie and well-polished black shoe complemented with clean white socks.

For the girls: A cleanly laundered skirts/pinafore and shirt, with a pair of well-polished black, low-sole covered shoe well complemented with a pair of sparkling white socks.

2. Boys' trousers must be of school recommended length - reaching the ankles and not exceeding or covering their

foot wears nor a length going above the ankle. Shirts must be properly tucked in.

3. Girls' skirts hems must be at least 3-5 inches below the knees and it is advised that all females wear tight short underneath their skirts.

4. The wearing of boy tiny singlet-like strips (spaghetti) round the premises during weekends is strictly prohibited (borders).

5. Wearing of bum shorts, boxers, mini-skirts and other less than modestly tailored materials are not allowed within the school environment.

6. The wearing of over-clinging clothing and overly exposed dresses are prohibited even in cases where the students have secured the official approval to wear mufti.

7. The use of face-caps or dark google in the classroom and the school environment is strictly prohibited except where official approval to do same has been secured from the authority.

8. Female students must wear prescribed hairstyles which must be neatly and decently done. However, coloured hair and attachments are strictly prohibited in the school during the academic calendar.

9. Wearing of slippers and half-shoes are not allowed within the school premises.

10. Hair accessories are not acceptable for students; use of earrings are welcome provided they are not bogus types. The wearing of more than one earring in each ear is strictly prohibited anywhere in the school premises. Necklaces, hand bracelets and finger rings are strictly prohibited within the environment.

11. Male students are prohibited from wearing any of such accessories as discussed in item (10) above.

12. Tennis shoes or sneakers may be worn on sport days where the sport kits are being worn.

13. Tattooing of any part of the body is prohibited.

14. Wearing of stiletto and bogus shoes that do not conform to the prescribed dress code is strictly prohibited from the school environment and will be confiscated.

3.11 Penalties for improper dressing

1. Erring students shall be sent out of the classroom for punitive measures where such is not allowed at the time.

2. a. If a student is found to appear in a degradingly rough manner, such student will be asked to wash and iron such clothes during the school hours whereby, new pair of uniform will be issued to him/her immediately and which will be accompanied by the corresponding bill to be settled within three days of issuance. Failure to pay for

new uniforms within the stipulated time will attract further stringent measures such as a warning letter.

b. Erring student in (2a) above will then have to be in academic detention after school hours. He/she is expected to write his/her notes and get earlier missed class-works done. Cases where a particular subject teacher has to stay with him/her during the academic detention hour for the purpose of re-teaching previously taught lessons of the day shall attract a fine of two thousand naira (N5,000) to such subject teacher. Failure to pay such recompense sum to the authority will attract further stringent measures by the school.

3. A warning letter shall be issued to the erring student and a copy of the letter shall be filed into his/her personal file in the school.

4. The parents/guardians of the erring student may be informed in writing, accordingly.

5. The student shall be suspended from the school if unrepentant, subject to (1) (2) and (3) above. A student is considered unrepentant of an unacceptable dressing habit if he/she has been warned of the offence up to three times. A student is liable to suspension for a week or outright term-long suspension as the case may be after receipt of three warning letters.

3.2 ENVIRONMENTAL MANAGEMENT CODES OF CONDUCT

As an ambassador of Phoebestar Royalty Schools, all students are expected to uphold a high level of neatness and cleanliness particularly in the management of school premises.

- i. Every student will be held responsible for the cleanliness of his/her own corner within the classroom and in the hostels.
- ii. All dirt, waste-papers etc. should be emptied in the waste paper basket/dust bins provided by the school in the classroom.
- iii. All used plates and cutleries at the dining hall are expected to be gently placed into the large basins provided upon discarding remnant food into the dustbins provided at the dining hall.
- iv. The responsibility of general room cleaning in the hostel shall be shared among all occupants in the room (Boarders).
- v. Unwashed plates, cutleries overnight soaked pants and dresses, etc. should not be found in any room, bathroom or toilets. All of these are punishable offence (Boarders).
- vi. All beds should be neatly dressed before students go out for lessons (Borders).

vii. All electrical appliance/lights should be switched off and properly disconnected when leaving the hostels (Boarders).

viii. Every student shall participate in the general cleaning of the hostels every Saturday. Due punishment will be served to any student who fails to participate in the general cleaning exercise (Boarders).

ix. The school authority shall eject any dirty student from the hostel after the first warning has been issued with respect to (i) and (v). Any repeated violation shall attract a week suspension (Boarders).

3.3 EATING AND DRINKING

i. Students are expected to observe their snacks period and meal times with utmost decorum and decency.

ii. Students are not allowed to eat snacks and take drinks while strolling about the premises with these food items in their hands.

iii. At meal times, students are expected to observe such times at designated places such as the dining hall. Students found violating any of these codes shall have their food items confiscated without returns.

3.4 EXAMINATION CONDUCT

3.41 Admission into Examination

i. Only students who have been duly admitted, who have registered and signed the code of honour and paid their

school fees in full shall be allowed to take their examination, subject to section (ii) below.

ii. Minimum Class Attendance.

All such students who are duly registered into Phoebestar Royalty Schools in addition to paying all prescribed fees to the school have a minimum of 85 percent physical attendance in all classes of subjects offered by such students before being allowed to take their examination. Each teacher keeps a class attendance register for subject(s) taught. Any student that fails to meet the 85 percent lesson attendance for any subject would be deemed to have failed the subject.

Student(s) who are serving any punishment such as suspension will not be allowed to re-take any examination already written during the course of serving such punishment, except as decided at the discretion of management.

iii. Students are to use only seats assigned to them by the invigilator.

A student shall neither choose a seat for himself/herself, nor refuse a seat assigned to him/her by the invigilator.

iv. Use of current student identity card in all exams.

All students are expected to wear their current ID cards issued by the school during examination. Any student who fails to show his/her ID card during an examination shall be held in question during the process.

3.42 Replacement of lost or misplaced student I.D card.

a. This shall be made known at the school administrative office as soon as such misplacement is discovered. Any process for replacement of identity card shall commence one week after the report and shall be issued as soon as possible. This implies that no student shall be qualified to have identity card replaced until after, at least, two weeks from the date of report.

b. Any student reporting a misplacement of identity card shall be made to pay the requisite fee attached to such misplacement. This shall come at a price higher than the regulated price at which the initial ID card was issued.

3.43 The procedure to follow for such replacement shall be in the order herein specified:

- a. Submission of written application for the replacement of the missing ID card.
- b. Approval of such letter by the admin officer.
- c. Payment should be made.
- d. After the issuance of a replacement for a missing identity card, recovery of the former should be made known to the school authority and such and such cards surrendered forthwith. It is an offence for any student to hold more than one identity card per time.

v. Punctuality during Examination.

Students must be punctual at every examination period. In this respect, all students are expected to report to the examination hall at least 5 minutes before the commencement of each examination. Students who come late to the examination hall may be admitted at the discretion of the chief invigilator, but no student shall be admitted into the examination hall, 30 minutes after the commencement of the examination.

vi. Visiting the toilet during examination.

No student is allowed to leave the examination hall for the first one (1) hour after the commencement of the examination. Exceptionally pressed students shall however be escorted to the toilet by a teacher of the same gender. No student is allowed to leave the hall without handing over the answer scripts and question paper to the invigilator. Students are not permitted to leave the examination hall without being instructed to do so by the invigilator who may wish to reconcile the number of answer scripts with the number of students physically present in the hall.

vii. Utmost silence during examination.

Students are mandated to maintain utmost silence in the examination hall.

Viii. Personal Requirement.

Students must bring their own ink pens, erasers, rulers, pencils, calculators, mathematical sets, drawing boards and sets and any other instruments that are specifically

permitted to be brought into the examination hall for particular examination paper. "No borrowing of any of these items is allowed in the examination hall"

ix. Items not allowed into the examination hall.

Students are not allowed to bring any papers, books or bags with them into the examination hall. However, where a particular subject requires the use of tables, graphs e.t.c. The school shall supply these during the examination and they must be returned during the examination scripts. Also scientific calculators, organizers, etc., are not allowed during examination unless specifically permitted by subject teachers.

x. Unauthorized communication during examination.

No student is allowed to communicate with any other student when the examination is in progress in the examination hall. Instead, if students need clarification, they are advised to raise their hands to draw the attention of the invigilator, as opposed to rising from their seats or making sound of any sort.

xi. Use of scrap paper.

The use of scrap paper is not permitted into the examination hall. Students are advised to do rough examination work in the answer book and it should be neatly crossed through later on. Similarly, no rough work is permitted on the question paper, on the desk, the students palm, handkerchief, or anywhere else. Students are advised to write neatly and legibly and to also write

their names and surnames even on their question papers once it has been given them.

xii. Used or unused answer scripts

Students are not allowed to take away any used or unused scripts from examination hall. Any student found with any of these will be brought before the student disciplinary committee for unlawful possession of proscribed or prohibited documents.

xiii. Filling examination answer booklets

Students are advised to ensure that within the first five minutes of the examination, they insert the title of the examinations and their admission numbers at the appropriate place, names are to be written on the answer sheets. Students shall also insert the number of the attempted questions on the front cover of the answer scripts before submitting their answer scripts to the invigilators.

3.5 EXAMINATION MISCONDUCT AND CORRESPONDING PENALTIES

This segment summarizes what constitutes an examination misconduct and the various penalties, ranging from warning to expulsion, for violating examination rules. At Phoebestar Royalty Schools, we stand out to promote integrity, both in and outside the classroom. Thus, every student is advised to study these rules and their penalties. Examination malpractices not covered in this code shall be addressed by the Student

Disciplinary Committee and whoever is found guilty, the violator shall be brought under the prescribed provisions as contained herein (Kindly note that the list by no means is exhaustive):

i. Any action by a student, which prejudices the integrity and sanctity of the school examination shall be considered to be an academic misconduct and shall be punishable by appropriate disciplinary action.

ii. Without limiting the generality of the foregoing, academic misconduct shall be deemed to include, but shall not be limited to the following:

1) Cheating During Examination/Impersonation

The penalty for the offence of cheating shall be cancellation of the student's paper, assignment, project or report and forfeiture of the marks obtained or obtainable. Depending on the gravity of the offence, the student may be suspended for an academic term or expelled from the school as the case may be.

Impersonating another student or entering into an agreement with another person to be impersonated for purposes of taking examination or tests or carrying out laboratory projects or other assignments, the students involved, that is, both the impersonator and the impersonated, if both are students of Phoebestar Royalty Schools shall be expelled from the institution. Similarly, if a student impersonates anyone outside Phoebestar Royalty Schools, he shall be expelled from the school.

2) Unorthodox Means

Obtaining by theft, or other improper means, examination papers, tests, or any other materials, or using such materials, or distributing such materials to other students, the penalty for this offence shall be suspension.

3) Falsifying Academic Records for Admission

Falsifying academic records or submitting false credentials for the purposes of gaining admission to the school examination or for any other academic purpose, the penalty for this offence shall be expulsion.

4) Disruption and Harassments

Behaving in a manner, which infringes in an unreasonable way, the orderly conduct of an examination, the student shall be disqualified from writing that examination paper and shall be deemed to have failed the paper.

5) Anti-safety Behaviour

Violation of the safety-regulations put in place for laboratories, specified sporting activities, etc shall attract a suspension from access to such facility for a period of not less than two (2) weeks depending on the gravity of the offence.

6) Unauthorized Communication During Examination

This shall attract disqualification from the relevant paper and shall be deemed to have failed that paper.

7) Influencing an Examination Official

If a student is found attempting to or found to have successfully influenced any examination official with a view of gaining an advantage (eg earning extra points), the student involved shall be disqualified in the relevant paper and shall be deemed to have failed that paper on account of just attempt while outright dismissal awaits any student found to have successfully influenced examination official.

8) Writing on Unauthorized Materials

Writing on unauthorized materials during an examination shall attract disqualifications in the relevant paper and shall be deemed to have failed that paper.

9) Unauthorized Change of Seating position

If a student is found to have attempted to or even changed his/her assigned seating position in the examination hall without the permission of the invigilator, the student(s) involved shall be disqualified in the relevant paper and shall be deemed to have failed that paper.

10) Possession of Written Materials/Copying from Unauthorized Materials

If a student is found, while the exams is in progress, having in his/her possession, copying or has copied from any written or photocopies of notes, or notes written on any part of the body, clothing, instruments such as, calculators, rulers, mathematical sets, tables or drawing

boards during the examination, the student involved shall be made to face the SDC.

11) Passing Unauthorized Materials

If a student is found guilty of passing unauthorized materials to others while the exam is in progress, to anyone, both students involved shall be made to face the SDC.

12) Receiving from or Giving Help

If a student is found, while the examination is on progress, receiving from or giving help to another student through some written material relevant to the examination, both students involved shall be made to face the SDC.

13) Soliciting for Marks

If a student is found during and after an examination, communicating or attempting to communicate, directly or indirectly with the examination officials, with a view of influencing them in the award of marks, the student involved shall be disqualified from the entire examination and suspended for four (4) weeks.

14) Refusal to Complete Malpractice Form

If a student is found, while the examination is in progress, refusing to complete part of the form for reporting examination malpractice, the student involved shall be suspended for an academic term.

15) Illegal Possession of Examination Materials

If a student is found being in possession of examination materials such as answer booklets, before and/or after examination, the student shall be expelled from the school.

16) Smuggling of Answer Scripts

If a student is found smuggling, in or out of the examination hall an unauthorized answer scripts or continuation sheets or question paper, the student involved shall be expelled from the institution.

17) Collaborative copying, refusal to submit or destruction of materials shall attract penalties ranging from suspension to expulsion.

18) Failure to return examination booklets and materials shall attract penalties ranging from suspension to expulsion

19) Failure to stop writing or writing before the start of examination.

Writing before the start of examination, or after the call for stop of examination or writing things other than names or question numbers on the question paper administered, constitutes an offence, hence, and shall loose ten to twenty marks of the allocated examination marks.

20) Other types of Examination Malpractices

If a student is found committing any other related offences connected with examinations, which may not be

specifically mentioned above, the student involved shall face the penalty recommended by the Student Disciplinary Committee.

CHAPTER FOUR

4.0 PHOEBESTAR ROYALTY SCHOOLS SUBSIDIARY SERVICES AND EMPOWERMENT

The administrative arm of the school addresses issues pertaining to welfare and challenges related to the well-being of students, which include the following areas:

- a. Dining/Catering Services.
- b. Buttery Service / Minimart
- c. Health Services/Clinic
- d. Community Development
- e. Student Associations/Clubs
- f. Sporting Activities
- g. Guidance and Counseling Services
- h. h. Transportation
- i. Hostel
- j. Entrepreneurship Development Centre.

4.1 Dining/Catering Services

The school has put in place feeding arrangements and has taken into cognizance the various tastes of all students.

- I. Breakfast
- ii. Lunch
- iii. Dinner

4.2 Buttery Service/Minimart

The school has put in place affordable buttery services within the school premises. This service is expected to provide the students with their daily needs. This service will be operational between 8:00am and 6:00pm daily.

4.3 Health Services/Clinic

i. Upon admission into the hostel and during the orientation week, boarding students are required to register at the school medical center. The purpose of this registration is to offer immediate help and service to students whose medical record suggests this. They include students with serious Chronic disease (e.g Sickle Cell Anaemia, Bronchial Asthma, etc.) who will need frequent and urgent treatment at the medical centre and who will need special consideration for physical, mental and spiritual exercises of the School.

ii. During the registration, students are expected to bring along a passport photograph and completed medical forms.

iii. Students with peculiar health challenges are required to establish and maintain a regular patient relationship with the health care givers at the Clinic.

The center may issue "Excuse from classes" documents when a student is found temporarily unfit to attend classes on grounds of illness or injury.

Phoebestar Royalty School is committed to combining the prayer of faith and medicine as the best means of regaining and maintaining health.

4.4 Community Development

The school will from time to time engage in Community Development Initiatives to impact the immediate environment with the virtues and values of Phoebestar

Royalty Schools. All students are expected to participate in this program.

4.5 Student Associations/Clubs

The school will encourage students of the school who so desire to organise themselves into and join association that contribute to the academic and social life of the school. However, stipulated clubs have been put in place by management. Students are expected to join whichever group is of interest to them after making their individual enquiries.

As a rule, the school does not encourage or recognize any student association, which in its membership, discriminates on account of race, sex or religion. For this reason, religious, tribal and other ethnic student organization are not allowed and are not encouraged or given any recognition by the school.

4.6 Sporting Activities

Phoebestar Royalty Schools maintain a well-rounded programme of sporting and athletic activities under the supervision of experienced coaches. Competition among houses for the possession of the championship cups will be encouraged. The responsibility for the administration of sports within the school system is vested on the sports committee. The body serves as the governing body in sports and advises on policy about sporting activities.

Bilateral, annual and friendly competition with all other brother schools in some selected sports will be encouraged.

There is the compulsory weekly physical fitness jogging exercise for every Phoebestar Royalty School student. Therefore all students are required to come to school fully dressed in their sport attires on such specified days. However, exemption will be granted to students with pronounced health challenges upon presentation of medical proofs exempting them from rigorous activities. The Clinic must also have a record of such health challenges during registration.

4.7 Guidance and Counseling Services

The school runs counselling services to both students and parents. Students are encouraged to visit the counselling center over all issues that require attention in areas of academic challenges, health challenges, bad habits, family issues and others.

CHAPTER FIVE

5.0 STUDENTS' CHARACTER MANAGEMENT AND DEVELOPMENT

In the past, there has been a centralized focus on purely academic development. Hence to buffer up the unilateral approach to the education programme, we have put in place a spiritual development scheme which is purely based on principles and practices drawn from the Holy Bible. The Bible remains our standard source of reference in all issues of life and will be the school's main text book in the school spiritual development.

a. Soul Development Class

A fellowship session takes place every Friday at the school hall. This is a weekly bible study programme designed to help students have an in-depth knowledge of the word of God. The topics are well chosen to meet the immediate spiritual need of the students to enhance their spiritual understanding and growth. Attendance is mandatory for all students.

b. Students' Orientation Programme

This shall be organized at the beginning of every term. It is a programme wherein students will be taken through the culture, the practices, the philosophy and the vision of Phoebestar Royalty Schools. It is compulsory for all students.

c. Spiritual Emphasis Week

The week of spiritual emphasis shall hold at the inception of every term during which students shall be exposed to in-depth spiritual awakening. There shall be diverse ministrations and it shall be a premise upon which the spiritual tempo of the entire school will be flagged off.

STUDENTS' FINAL EXIT POLICY

(i) Students Graduating policy: Every graduating student at any level or graduating category must obtain school clearance duly signed and stamped by the school authority before such a student can be accorded the status of PhoebeStar graduated. Failure to fulfill this condition will automatically push such student to the range of absconded students.

(ii) Students' withdrawal policy. The parent or guardian of the concerned student must formally notify the school of his/her intention to withdraw his/her Ward(s). Clearance form will then be issued to the concerned students which must be filled and returned to be stamped and signed by the School authority.

Any student withdrawn outside this Process will be considered to have absconded.

FATE OF AN ABSCONDED STUDENT

(i) An absconded student automatically loses the right to parade himself/ herself as an authentic former student of PhoebeStar and thus forfeits the right to be so regarded.

(ii) Such a student is not eligible for the issuance of school testimonial transcript, attestation letter, reference letter, transfer letter and other similar properties that exclusively bears phoebester name.

PARENTS' CODE OF HONOUR

(I, We) parent(s)/guardian(s) of a newly admitted student into Phoebestar Royalty Schools hereby affirm that I (we) fully recognized that Phoebestar Royalty School is a Private Christian School founded according to the dictates of the word of God. We have also read the information supplied in the admission package we received. (I, We) do appreciate that Phoebestar Royalty School is an educational institution that seeks to nature the kingship nature in children through increased knowledge, creative thinking, leadership skill development and a deepened commitment to the Almighty God.

Having the above understanding in view,(I, We) hereby humbly pledge:

1. That (I, We) have counselled my/our ward and have mutually agreed that he/she shall adhere strictly to the rules and regulations contained in the student handbook throughout his/her period of stay in Phoebestar Royalty Schools.
2. That I/we shall fulfill my/our financial obligations without delay.

3. That I/we shall accept responsibility in case of any misbehavior of our ward.

4. That I/we shall exhaust all the available intend mechanism in resolving any issue with the School whenever and wherever there is any.

Signature Date.....

Telephone.....

Email

NIGERIAN NATIONAL ANTHEM

1. Arise, O compatriots, Nigeria's call obey
To serve our fatherland
With love and strength and faith
The labor of our heroes' past
Shall never be in vain
To serve with heart and might
One nation bound in freedom, peace and unity.

2. Oh God of creation, direct our noble cause
Guide our leader's right
Help our youth the truth to know
In love and honesty to grow
And living just and true
Great lofty heights attain
To build a nation where peace and justice shall reign

THE NATIONAL PLEDGE

I pledge to Nigeria my country
To be faithful, loyal and honest
To serve Nigeria with all my strength
To defend her unity
And uphold her honor and glory
So help me God.

THE SCHOOL ANTHEM

1. This is a call to change the world, Making dreams and
visions real, Make aspirations reality,
As we learn to build the world.

Chorus: Phoebestar scholars,
Royalty scholars,
Arise to your call,
We are pace-setters,
And future leaders,
We will surely reach our goal.

2. We're generations of great minds,
Creativity that beats the rest,
Through perseverance, faith in God,
And dedication be the best.

Chorus: Phoebestar scholars,
Royalty scholars,
Arise to your call,
We are pace-setters,
And future leathers,
We will surely reach our goal.

THE SCHOOL WATCH WORD

1 Peter 2:9- "For I am a chosen generation, a royal
priesthood, a holy nation, a peculiar person, to show forth
the praises of Him, who has brought me out of the
darkness into His marvelous light."



CLASSROOM CODE OF CONDUCT

1. We will be polite at all times
2. We will work quietly and not disturb others
3. We will listen respectfully when other are talking
4. We will be friendly to fellow classmate
5. We will be honest and trustworthy
6. We will respect our leader and other adults
7. We will be prepared for class everyday
8. We will arrive to class on time
9. We will cooperate with others
10. We will always do our best