



**ROYAL FAMILY ACADEMY, WUYE ABUJA**

# **STUDENT HANDBOOK**

## **(HIGH SCHOOL)**

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## **WELCOME TO ROYAL FAMILY ACADEMY HIGH SCHOOL!**

It is my pleasure to welcome you to Royal Family Academy!

Your choice to be a part of RFA High School represents a commitment to a philosophy of excellence, as embodied in our motto 'Raising Distinguished Leaders'

Benjamin Franklin once said that "an investment in learning pays the best interest" At RFA, we are focused on raising distinguished leaders who will positively impact society. Our core value is LEADERSHIP and here at RFA we strive to equip our students with the necessary knowledge and skills through a systematic blend of academics and God's word.

Our aim is to prepare our students to live exemplary lives and understand that they have a responsibility to make a positive impact in their generation.

At RFA, we employ a variety of educational approaches and fun activities to engage our learners such as blended and online learning, sports and interesting outdoor events. Our highly-trained and committed faculty and support staff stand ready to facilitate your academic and personal growth. The High School curricular and co-curricular activities are designed to help instill critical thinking and Christian values into our scholars, instruct them in constructive communication, and teach them how to be responsible citizens. By so doing, we prepare them not only for university education, but also for life.

This handbook contains vital information that guides school life, including rules, regulations, and policies. We encourage you our dear student to read and digest the content. Please feel free to approach the office for any enquiries.

Wishing you a fulfilling time in RFA

Sincerely,

Mrs. Adebola Oluboyo,  
Principal, RFA High School

# RFA FOUNDATION STATEMENTS

## Motto

Our Motto is **Raising Distinguished Leaders**

## Vision

To raise dynamic, distinguished and innovative Christian leaders to impact society thereby fulfilling 2 Timothy 3:17 “That the child of God may be perfect, thoroughly furnished unto all good works”

## Mission Statement

To take each child through an educational programme using a systematic application of the word of God and an integrated educational curriculum to impact society.

## Core Value

Our core value is **LEADERSHIP** anchored on

- **Discipline**
- **Excellence**
- **Hard work**
- **Integrity**
- **Innovation**

**Leadership:** - It is our strong belief that leadership is the avenue through which God influences society and solves the problems of nations by the application of godly principles in every sphere of life.

We, therefore, seek to develop in our students the consciousness that God needs them as channels through which He will bring positive influence, order, and direction wherever they find themselves.

It is equally critical to our mission that we raise our students with the capacity to identify needs, rally resources, build collaborations and communicate effectively to stimulate requisite actions that will achieve the best possible outcomes for varied circumstances.

**Excellence:** It is fundamental to our philosophy that we provide a learning environment where students are challenged to optimize their potential and attain the highest level of their ability. The teachers, therefore, provide instructions that are comprehensive, competitive, inspiring, and creative. The classrooms and laboratories are places of scholarship and discovery. We strive to give our best and teach our students to aim at nothing short of excellence in everything.

**Hard work:** we are convinced that we must train our students to work hard in order to attain excellence and that those who work hard receive blessings from God.

**Integrity:** we believe in the need to be above reproach in all things. We, therefore, inculcate in our students' high moral values and principles, including honesty, transparency, sincerity, and accountability.

**Innovation:** - It is our conviction that the human mind is an excellent gift from God with the unimaginable capacity to produce unique ideas and innovative solutions to the numerous challenges facing our world.

We, therefore intentionally create learning experiences and project tasks that are engaging enough to stimulate in our students the mindset which approaches problem-solving in an imaginative, efficient, timely, and sustainable manner.

We employ project-based learning to steer the creative minds of our learners towards finding and developing safer, less costly, and faster alternative solutions to the challenges around us.

**Discipline:** - We believe that discipline is a vital factor that determines the direction a person's life goes and results in either failure or success. We, therefore, strive to instill in our students the strength of character to live and conduct their affairs in manners that mirror godly conduct and acceptable norms at all times.

This we do through the deliberate integration of biblical principles and other spiritual formation exercises aimed at our students' character development.

### **RFA Philosophy of Education**

As a Christian school, Royal Family Academy has two distinct educational approaches that are interwoven to form an educational philosophy. While *academic excellence* is important, *spiritual formation* is what distinguishes the mission of our school from secular schools. Our specialized and unique kind of education is designed to develop the *spirit, mind, and body* of young people in preparation for adult life in a dynamic world. We believe that our students are God's special gifts to

humanity and we are called as His stewards to nurture them into instruments of reconciliation and healing in our society as well as wherever God leads.

### **Our Aims:**

1. To develop students/pupils who

- are knowledgeable and proficient in all areas of learning.
- possess a biblical worldview consistent with our faith
- function with high levels of intellectual, social, and leadership skills
- possess a heart of service and stewardship

2. To build a faculty who

- are highly motivated and skilled to instill knowledge
- possess appropriate qualifications and certification for teaching
- are consistently improved through professional development opportunities
- utilize adequate and up-to-date learning resources
- to model Christ-like character in words and deeds.

3. To run a curriculum that

- integrates high standards of knowledge, skills, and biblical values
- encourages the use of teaching pedagogy that meets global best practices

4. To provide a learning environment that

- Provides adequate facilities and resources for effective teaching and learning processes.
- Is well maintained and safe for teaching, learning, and recreation
- Is aesthetically welcoming and demonstrative of God's creativity and diversity

5. To have parents who

- participate actively in their children's learning process
- are satisfied with services rendered by the school.
- Volunteer enthusiastically to be involved in school programs and events.
- Recommend the school to others.

## **RFA Non-Discrimination Policy**

Employment at RFA is open to qualified individuals who are Christians of good character without regard to race, gender, nationality or ethnic origin, colour and age.

Royal Family Academy is a faith-based educational institution permitted to discriminate based on religion. All prospective and current employees must agree with Royal Family Academy's vision and mission statement. They must be willing to conduct their lives in conformity with the school's statement of faith and the school's declaration and agreement to ethical and moral integrity.

Royal Family Academy admits students of any race, colour, nationality, or ethnic origin. As a Christian school, we require all our pupils/students to participate in all curricular and co-curricular activities without exception.

## **Our Statement of Faith**

- A. We believe the Bible to be the inspired and only infallible authoritative word of God. (II Timothy 3:16).
- B. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit (I John 5: 6-8).
- C. We believe in the deity of our Lord Jesus Christ. In His virgin birth, in His sinless life, in His miracles, in His vicarious atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and Glory. (I Corinthians 15:3-4, I Peter 2:18-24, and John 3:16).
- D. We believe that for the salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential. (Romans 3:21-30 and Galatians 4:4-7)
- E. We believe that deliverance from sickness and every oppression of the devil is provided for in the atonement, and is the privilege of all believers. (Isaiah 53:4, Mathew 8:16-17, Mark 16:18, John 4:6-14, I Peter 2:24. Colossians 1:13 and Luke 10:19)
- F. We believe that the full consummation of the Baptism of the Believers in the Holy Spirit is evidenced by the initial physical sign of speaking in other tongues as the Spirit gives utterance and by the subsequent manifestation of spiritual power in public testimony and



service (Acts 2:4, Acts 10:44-46, Acts 19:2 & 6, Acts 1:8, Mathew 3:11, Galatians 5:22-23, I Corinthians 12:4-11 and Acts 2:42-43).

- G. We believe in the imminent return of our Lord and Saviour Jesus Christ. (I Thessalonians 4:13-18, Revelations 22:20, and John 14:3).
- H. We believe in the resurrection of both the saved and the lost at the return of the Lord Jesus Christ; that the saved are resurrected unto eternal life with Christ in Heaven, and that the lost are resurrected unto eternal damnation in hellfire. (John 5:24, 28, and 29)
- I. We believe that we are fearfully and wonderfully made by God as male and female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological gender is a rejection of the image of God within that person. (Genesis 1:26-27)
- J. We believe that the term "marriage" has only one meaning: the union of one man and one woman in a single relationship. We believe that God intends sexual intimacy to occur only between a man and a woman who are legally married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman. (Genesis 2:18-25; I Corinthians 7:2-5; Hebrews 13.4)

### **Statement on Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological gender is a rejection of the image of God within that person. (Genesis 1:26-27)

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged outside of marriage between a man and a woman. (Genesis 2:18-25; I Corinthians 7:2-5; Hebrews 13.4)

We believe that any form of sexual immorality (including adultery, fornication, homosexual behaviour, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (1Corinthians 6:9-10; 13.)

We believe that in order to preserve the function and integrity of Royal Family Academy as the local Body of Christ and to provide a biblical role model to the Royal Family Academy members and the community, it is imperative that all persons employed by Royal Family Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10.)

### **Statement on the Sanctity of Human Life**

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of RFA (Mark 12:28-31; Luke 6:31). We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in its entire dimension, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are called to defend, protect, and value all human life. (Psalm 139:13-17; Proverbs 6:16-17; Jeremiah 1:5)

### **Statement on Gender Change and/or Sexual Realignment**

We believe that a contrived gender change lies outside the parameters of what an evangelical school in the Christian tradition would consider righteous behaviour. We do not have the right to question God or even our parents in regard to the body we have received. Therefore, we maintain that a person does not have the right to alter one's sexual identity, for surely this would be a defilement of the body which is the temple of the Holy Spirit. To attempt to alter one's sexual identity does not in fact change the sex or the gender of a person, except only in the most superficial manner. "So God created man in his own image, in the image of God he created him; male and female he created them." (Genesis 1:27; Isaiah 45:9-10; 1 Corinthians. 6:19)

## **SCHOOL WIDE EXPECTED STUDENT OUTCOMES:**

Our goal is to graduate young adults thoroughly prepared in 4 developmental areas;

### **Intellectual Development**

Students who –

1. are versatile in mathematics, sciences, arts, humanities, information technology, and languages.
2. are proficient in communication, critical thinking, collaboration and creativity.
3. understand the Bible as the Word of God and the appropriate interpretation of it.
4. possess the ability to identify and solve contemporary problems using innovative ideas.
5. have acquired the necessary academic requirements to pursue tertiary education in their desired fields.

### **Spiritual Development**

Students who are disciples of Jesus Christ and –

6. are committed to a personal relationship with God.
7. possess apologetic skills to defend their faith.
8. uphold biblical standards in their choices and decisions.
9. Filled with the Holy Spirit with the evidence of speaking in tongues and demonstration of the fruit of the spirit.
10. possess spiritual disciplines like prayer, fasting, personal devotion, evangelism, and commitment to fellowship with the body of Christ.

### **Physical Development**

Students committed to a healthy lifestyle as evidenced by –

11. proper hygiene and grooming.
12. adequate rest, exercise, and constructive use of leisure and balanced nutrition.
13. respect and care for their bodies as the temple of the Holy Spirit, through abstinence from sexual immorality and other acts that dishonour God.

## **Social Development**

Students who –

14. possess leadership skills demonstrated by stewardship, a heart of service, and a willingness to take up responsibilities.
15. are emotionally intelligent and culturally sensitive.

## **SCHOOL CONFESSION**

I am healthy,

I am prosperous.

My soul prospers in the knowledge of the Lord Jesus.

Even Jesus the Word.

Anything I set my hands to do is successful.

I cannot be conquered; I cannot be defeated; I cannot fail.

I am a stranger to failure.

For me to fail, God will have to fail. And God cannot fail; therefore, I cannot fail.

The greater one indwells me; He puts me over;

I have His ability.

That is who I am, and that is what I have. Amen.

## **Pledge to the Bible**

I pledge allegiance to God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its word in my heart that I may not sin against God Amen.

## **Pledge to the Christian Flag**

*I pledge allegiance to the Christian flag and to the saviour for whose kingdom it stands. One saviour crucified, risen, and coming again with life and liberty to all who believe.*

## **A BRIEF HISTORY OF ROYAL FAMILY ACADEMY HIGH SCHOOL**

Royal Family Academy (RFA) is a subsidiary of Family Ministries International (FMI) Abuja. It is a Christian school borne out of the vision of Pastors Ina Omakwu (late), and Pastor Sarah Omakwu. The High School was inaugurated on the 24<sup>th</sup> of September, 2007 with an official opening ceremony performed by the President of FMI, Pastor Sarah Omakwu. RFA High started with a population of 23 students and 15 staff members, with Dr Mrs Rifkatu Ogunbiyi as the pioneer Principal and Mr Kevin Obioha as the Vice-Principal. Mrs Adebola Oluboyo

RFA is a faith-based, co-educational, day secondary school situated in the tranquil Wuye District of the Federal Capital Territory, Abuja. RFA High features include; playgrounds, sports pavilion, air-conditioned classrooms, auditoriums, and a secure learning environment. Also available are laboratories for Chemistry, Biology, Physics, Technical Drawing, Introductory Technology, Language, ICT Laboratories, and Music and Arts Studios. The beautifully landscaped school premises also houses a youth auditorium, Cafeteria for staff and students, a School clinic, Swimming Pool, and a stadium for Track and Field events. The School currently runs a Sports Academy programme on Saturdays featuring Football, Basketball, and Taekwondo. A mega power generator located far from the study area ensures a 24-hour electrical power supply to the Campus. RFA High is well fortified and guarded 24 hours by well-trained security personnel. The ‘‘School Essentials’’ and the ‘‘Family Bookshop’’ within the school premises provide school supplies, snacks, and drinks.

The School Chaplaincy runs activities such as Friday Chapel Service, mentoring, and others to reinforce spiritual formation. Guidance & Counselling services are made available for students and staff.

### **Accreditations:**

RFA High is accredited by the Federal Ministry of Education and the Department of Quality Assurance (DQA) and is also approved to present students for external examinations with the West African Examination Council (WAEC) and National Examination Council (NECO)

The school is also an attached centre for the Cambridge International Examinations to present students for Checkpoints and IGCSE Examinations. RFA is currently undergoing accreditation with the Association of Christian Schools International (ACSI) in a drive to become as an ACSI International School.

## **OUR CURRICULUM**

RFA High provides a rich educational programme designed to meet the vision and mission of the school. The school operates a blend of Nigerian and British syllabi that emphasizes biblical worldview integration in its methodology and a developmental approach to education, stressing activities that give attention to each child's budding and peculiar abilities and skills. An Inclusive approach to teaching and leadership skill development is employed to cater to learners at all levels. The curriculum is periodically reviewed to incorporate biblical principles, relevant, and contemporary pedagogy.

### **Compulsory Subjects Offered in Junior High 1 – 3**

- |                                |                                   |
|--------------------------------|-----------------------------------|
| 1. Mathematics                 | 10. Physical and Health Education |
| 2. English Studies             | 11. Cultural & Creative Art       |
| 3. Basic Science               | 12. Music                         |
| 4. Basic Technology            | 13. French                        |
| 5. Christian Religious Studies | 14. Hausa                         |
| 6. Social Studies              | 15. Civic Education               |
| 7. Business Studies            | 16. Home Economics                |
| 8. Computer / ICT              | 17. Entrepreneurial Studies       |
| 9. Agricultural Science        |                                   |

### **Compulsory Core Subjects Offered From Senior High 1 to 3**

1. English Language
2. General Mathematics
3. Civic Education
4. Trade/Entrepreneurship Subjects:(Any of Fishery, Dyeing, and Bleaching, Bricklaying)

### **Compulsory Core Subjects For Senior High 1 Students**

1. Biology
2. Further Mathematics
3. Literature – in – English
4. History

*Note:*

- **Maximum subjects offered by each student in SH1 must be thirteen (13) only.**
- **Maximum subjects offered by each student in SH3 must be nine (9) only.**

**Science Class Electives (Senior High)**

1. Biology
2. \*Chemistry
3. \*Physics
4. Further Mathematics
5. Agriculture
6. Physical Education
7. Health Science
8. ICT

*\*Note: Subjects with asterisks must be offered by ALL Science students in addition to the four compulsory subjects and one other elective.*

**Trade Class Electives**

- |                       |                          |
|-----------------------|--------------------------|
| 1. Technical Drawing  | 6. Building construction |
| 2. General Metal Work | 7. Woodwork              |
| 3. Basic Electricity  | 8. Home management       |
| 4. Electronics        | 9. Food and Nutrition    |
| 5. Auto-Mechanics     | 10. Clothing and Textile |

**Commercial / Art Class Electives**

- |                                |                |
|--------------------------------|----------------|
| 1. Nigerian Languages – Hausa  | 8. Music       |
| 2. Literature – in – English   | 9. French      |
| 3. Geography                   | 10. Economics  |
| 4. Government                  | 11. Accounting |
| 5. Christian Religious Studies | 12. Commerce   |
| 6. History                     |                |
| 7. Visual Arts                 |                |

## **ACADEMIC PROGRAMMES**

RFA High School teachers give considerable time and effort to prepare lessons for an effective teaching and learning process. Therefore, students are to utilize the learning opportunities presented to them.

### **Academic Probation**

A student may be placed on academic probation if he/she;

1. scores below the recommended 65% aggregate average or perform extremely poorly during Examinations,
2. shows inadequate effort in completing classwork, projects, and homework
3. is disinterested or shows purposeful lack of attention and participation during classes
4. displays a poor attitude towards academic progress, teachers' instructions or remedial guidelines.

A student placed on academic probation would be on probation for a specified period as jointly recommended by the subject teacher, form tutor, guidance counsellor, and Vice-principal with the approval of the principal. If there is no significant improvement in performance and effort after the probation period, the student would be advised to either continue academic counselling and remediation classes, be required to repeat a class, or withdraw from the school as the case may be.

### **Homework**

Homework is considered to be an essential part of the academic programme of Royal Family Academy. It is intended to reinforce what is taught in the classroom, help individualize instruction, improve student performance, help students develop effective study habits, and provide an important day-to-day link between home and school. To make this happen, teachers must provide appropriate assignments, parents must provide support and motivation at home, and students must do the work themselves and to the best of their ability.

Homework assignments are expected to be submitted on time. Late submission of assignments will attract penalties. Students who are absent will be required to submit all missed assignments online or as soon as they return to school.



### **Standards for Written Work**

All written work should be neat, orderly, complete, and correct before being submitted for final check or grading. Students are expected to submit their best work. Teachers may return or refuse to accept tardy work or those that do not meet the stated standards.

### **Continuous Assessment/ Mid-Term Examination**

The purpose and intent of requiring Continuous Assessment is to train our students on how to prepare for comprehensive examinations as well as to help the teachers monitor student's academic retention and competence. Continuous Assessment forms 40 % of the total termly grade in Junior Secondary school and 30% in Senior Secondary School. Mid- Term assessment will be administered before the mid-term break.

### **End of Term Examination**

Examinations in RFA High are for summative learning assessment. The examination will include final grades from continuous assessment tests, homework, and projects. The examination may be a combination of multiple-choice, practical, theory, and essay questions. High school examinations will count for 60% in the Junior Secondary school and 70% in the Senior Secondary School of the term's aggregate score in each class. A timetable and examination regulations will be published before the commencement of any examination. The school will not give any homework, tests, quizzes, or projects during examination days.

### **Pre-Mock And Mock Examination**

Senior High three students will write Pre-Mock and Mock examination in preparation for WAEC and NECO examinations. Junior High 3 students will also write Mock Examinations and will sit for Basic Education Certificate Examination (BECE) conducted by the Education Resource Centre (ERC) instead of the school's Third Term examination.

### **Progress Reports**

After each academic term or mid-term, progress reports will be communicated to parents during the Parent-Teacher Conferences (PTCs) after each mid-term and academic term. Progress reports include comments and grades for character and behaviour, academic performance, and work habit. Parents may view their children's reports online through the RFA Portal or mobile App.

## **International Examinations**

Senior High 2 and 3 students register for SAT and IGCSE, while Junior High 3 students sit for Checkpoint examination in January, June, or April. Inquiries concerning these examinations should be directed to the Administrative Office.

*To avoid distractions, the school prohibits students from seating for WAEC and NECO examinations before Senior High 3. Students who violate this rule will be expelled.*

## **International Partnerships**

Our students are exposed to an array of international educational opportunities through our partnership with various international agencies such as the Duke of Edinburgh programme for teens, the Nigerian International Secondary Schools Model United Nations (NISSMUN). RFA is also an attached centre for international examinations such as Cambridge Examinations – International General School Examinations (IGCSE) and Cambridge International Examination (CIE) and subsequently has been presenting students for these examinations.

## **SCHOOL ACTIVITIES**

### **Spiritual Formation**

Spiritual Formation is the sum total of all the spiritual disciplines carried out in the school and aimed at developing Christian character in order that the child becomes a disciple of Christ. These disciplines include prayer, devotion, Bible study, fasting, memorization of scripture, and church attendance. To ensure that spiritual formation is effective, activities such as personal/class devotions, Bible studies, chapel attendance, Discipleship Training sessions, mentoring classes, school fasting, and community service are not optional.

### **Class Devotion, Chapel, And Discipleship Training Session**

Chapel holds every Friday at 8:00am, while Discipleship Training (DT) sessions are incorporated into the chapel time. All students are expected to attend chapel with Bibles, pens, and notebooks. No food or drinks are allowed during chapel and participation is compulsory.

### **Students Mentoring Sessions**

In a bid to nurture and guide students effectively, the school has created mentoring groups along gender lines that are supervised by teachers. Relevant and age-appropriate topics are discussed during the mentoring sessions. Students Mentoring Sessions take place on Wednesdays. Towards graduation, Senior High 3 students will be paired with mentors along the lines of gender and their chosen profession, these mentors are expected to work with the mentees for a period of seven years. It is also our expectation that RFA Alumni will come back to mentor students.

### **Whole School Fasting**

On the first Friday of each term, all students and faculty are expected to come to school fasting to corporately pray for the term. Advance notice will be given to students and parents.

### **Senior High 3 Retreat**

Towards the end of Senior High 3, a compulsory retreat is organised by the school to consolidate spiritual formation, salvation experiences, preparation for life after secondary school as well as other leadership activities. The retreat may take place within or outside the school depending on management decision.

### **Valedictory Service/ Graduation & Prize Giving Ceremonies**

At RFA, graduating students in Junior and Senior High are honoured at the graduation and prize giving ceremonies. The valedictory service is a solemn assembly for the outgoing Senior High 3 students during which the students are prayed for and sent forth. Graduating students are expected to abide by the guidelines of these ceremonies.

### **Clubs and Societies**

Students are required to join one school club per session. School clubs hold on Wednesdays from 3:20pm to 4:00 pm. Below are a list of clubs available in the high school:

- Press club
- Drama Club
- Music Club
- Photography Club
- Creative Art Club
- Home Makers Club
- Model United Nations (NISSMUN)
- Mathematics and Computer Club
- Literary and Debating Society
- Sports club
- Jets Club
- International Relations Club
- Language club
- Duke of Edinburgh
- Scouts Association of Nigeria
- Young Farmers' club

## **SCHOOL EVENTS**

To ensure a balanced school programme, the school year is spiced with several events such as Christmas funfair, Leadership week, Bible week, science week, Christian Variety Day, Family day, Parenting Institute, etc. We invite all our parents and guardians to participate actively in these events. Students are expected to participate actively in all these activities.

## **EXCURSIONS**

Excursions are organised to boost academic and non-academic programmes, these excursions can either be local or international. Details of planned excursions will be announced in advance and a consent form will be sent home. Students whose parents or guardians do not formally consent to a trip will not be allowed to go on that trip.

## **APPEARANCE AND DRESS CODE**

All RFA High School students are required to appear neat, clean, and in prescribed school uniform at all times. All shirts must be tucked in, belts in loops, hair properly made or trimmed, and uniforms properly worn. All uniforms must be purchased from the school, slim-fitting of trousers/skirts and the unnecessary adjustments of school uniforms will not be condoned. Sagging or exposure of undergarments is prohibited.

### **Prescribed Uniforms in RFA Include:**

- **Jackets/Shirts/T-Shirts:** Boys and girls must wear white shirts. Junior students are to wear short-sleeved shirts, while senior students wear long-sleeved shirts.
- **Trousers /Skirts/ Blue Jeans:** All students must wear the prescribed navy blue trousers or skirts. Jeans worn on Fridays must either be blue or black. (leggings, thighs or shredded jeans are prohibited)
- **Cardigans:** Students are permitted to wear the school prescribed cardigan on Tuesdays, Wednesdays and on cold days.
- **Shoes & Socks:** Students are permitted to wear only white socks. No sandals or flip-flops are allowed. School shoes must be black, flat with buckles for girls and court shoes with or without laces for boys. Sneakers are not allowed. Sneakers (canvasses) must be in soft colours such as white, black, blue and grey. Neon colours are not allowed.

- **P.E. Dress Code:** Students will be required to dress in approved P.E. uniforms, which consists of House Coloured T-shirts, track bottoms, and shorts during sports time.

### **Daily Dress Code**

**Mondays:** **Boys:** Trousers with a black belt; shirts, tie, and jacket with black shoes (full uniform)

**Girls:** skirts, shirts, tie, and jacket with black shoes (Full uniform)

**Tuesdays:** Full uniform without Jacket for both boys and girls

**Wednesdays:** Full Uniform (as Mondays)

**Thursdays:** Sportswear (track bottoms should be worn from home while shorts should be packed for sports in the afternoon)

**Fridays:** White school T-shirt on blue or black jeans with sneakers or trainers (canvas)

- **Hair:** All hair should be of natural colour, well-groomed, and of prescribed style. Boys are to wear low haircuts (no rebellious styles), while girls plait or weave their hair. However, girls may choose to wear low cut hair. Hair extensions and single-braid (Bob Marley) styles are not allowed.

- **Jewellery:** The use of jewellery is not allowed in the school. However, wrist watches and simple stud earrings (for girls) is permitted.

In the event of dress code violation, the student will be given a verbal warning and the school will call home to have his/her parents/guardian bring in the appropriate uniform. If the said violation is repeated, the student will be sent back home for the day.

### **SCHOOL RELATIONS**

Royal Family Academy operates an open-door policy and encourages families to come in for discussions when the need arises. Parents are also encouraged to participate in all areas of school life. With the home and school working together in partnership, each student has an opportunity to grow and develop in an atmosphere of love and joy. Recognizing that conflicts and issues may arise, we encourage all students, parents, and staff members to seek healthy resolutions to all

conflicts following biblical principles. If however this fails, aggrieved individual are encouraged to refer such matters to the school's Conflict Resolution Committee.

### **COMPLAINT PROCEDURES**

1. Parents should meet with the teacher to discuss any questions and concerns and attempt to resolve all issues at this level.
2. If concerns remain unresolved, the concerned parents should then meet first with the Vice Principal and then the Principal if need be.
3. If steps 1 and 2 fail to resolve the conflict, then the case may be referred to the school's Conflict Resolution Committee

### **PARENT-TEACHER CONFERENCES (PTC)**

RFA holds formal PTC shortly after the conclusion of midterm assessment and end of term examination. Parents are encouraged to utilize conferences to communicate and discuss their ward's academic, behavioural, spiritual, emotional and developmental progress directly with teachers concerned. It is only through close home and school cooperation and communication that the true educational ideal of RFA High School can be achieved. Parents can contact teachers at convenient times or visit the school office to schedule meetings with the class/subject teachers.

### **PARENT/TEACHER PROGRESSIVE FORUM (PTPF)**

All parents of RFA are automatically members of the RFA Parents/Teachers Progressive Forum. The forum is committed to supporting the various activities that make RFA a dynamic community. All parents are invited to attend PTPF Prayer Meetings, General Meetings, and other events. PTPF meetings provide opportunities for parents to get acquainted, be involved in decisions concerning the school, and contribute towards the progress of their children and the school.

### **VISITORS ON CAMPUS**

Parents are always welcome to the school. However all visits must be scheduled and visitors who wish to drop off items for their wards must first sign in at the reception. Parents or Visitors are not allowed into the classrooms or classroom areas while lessons are going on except on PTC days.

## **EXCURSIONS**

Excursions -(local, interstate or international), afford students the opportunity to consolidate learning experiences and widen their horizon. Parents are therefore encouraged to support their wards to participate whenever the opportunity arises. Details of planned excursions will be communicated in advance and consent forms will be sent home; parents are to fill such forms, indicating their consent or otherwise. All consent forms must be filled, signed and returned to the teacher before the excursion date.

## **BIRTHDAY CELEBRATION IN SCHOOL**

Students may celebrate their birthdays at school and in their school uniform. Arrangements must be made with class teachers to ensure that all birthday parties commence at 2:00 pm under the supervision of the class teacher. Students are not allowed to hand out party packs or gifts on campus. Only birthday cakes and soft drinks may be shared among classmates. The school will not be held responsible in any way for parties held outside the school premises involving RFA students.

## **SPORTS**

In compliance with 2 Timothy 3:17 “ ...that the child of God may be perfect, thoroughly furnished unto all good works” we believe that RFA’s student-athletes can and should excel in academics as well as athletics. While the school encourages excellence in sports, there must be a balance between interests in sports and academics. A swimming pool, a stadium with facilities for track and Field events with courts for table tennis, badminton, and basketball have been provided for sports. RFA High School currently runs Sports Academy programmes on Saturdays covering Football, Basketball, and Taekwondo for interested students. Thursdays have been designated as school sports days. Annual Inter-house sports tournaments also offer avenues for healthy competition. Students are expected to choose and participate in at least one or more sporting activities of their inclination.

## **SCHOOL FEES**

Settlement of all school fees should be done on or before the resumption of each term. Payments can be made through bank transfers, online platforms, and Point of Sale (POS) terminal. CASH PAYMENT OF SCHOOL FEES TO ANY RFA STAFF IS NOT ALLOWED. All payments must be receipted by the school. All evidence of payment should be brought to the school/screenshot to the bursar in exchange for an RFA receipt.

Note that students will not be admitted into the classes until all financial obligations are met. Also, school records and reports will be withheld by the school authority until all outstanding fees are paid. To avoid any embarrassment parents are make payments on time.

## **HEALTH AND SAFETY**

### **Illness**

Students who become ill or injured during the school day will be taken to the school's sickbay for first aid care. In cases where further medical attention is required, the parent/guardian will be notified and the student will be taken to a parent-preferred hospital. However, in cases of emergency, the school may take the student to the nearest hospital for urgent medical attention.

Parents are expected to cooperate with the school in minimizing the spread of communicable diseases among children. Students are not to be brought to school with a fever, upset stomach, rash, chickenpox, measles, mumps, bad cough, severe headache, vomiting, diarrhoea, or general ill-health. If a fever occurs at home, the student is not to come to school until their body temperature has been normalised for 24 hours. Please note that these guidelines are for the benefit of all our students. Students spend happier and healthier days in school if those who are sick remain at home.

### **Prescription Drugs**

As much as possible, all medication should be administered at home, before or after school. In cases where it is necessary to administer medications during the school day, students or their parents should take the medication to the school nurse each morning and pick it up at the end of the school day. Medicines must be in their original prescription bottle and properly labelled. Students are strongly discouraged from any form of self-medication.



### **Accidents and Incidents**

Parents will be immediately contacted by the school in the event of an accident or ill health. Parents will also be informed if a student appears to be feeling or behaving differently. An incident report is sent home if any accident occurs during school hours. The incident report outlines the nature of the incident, the time and location of the incident, and the action taken by the school. Please note that in the event of an injury or bodily harm caused by a student towards another student, the offender will be responsible for bills incurred.

### **Use of School Cafeteria**

Students may bring food to school or they may opt to buy food at the cafeteria which is open during break times. Students must properly dispose of all trash before leaving their table or eating area and are not permitted to eat during lessons or eat in the hallways, restrooms, etc. Handling of cash exceeding N1,000 (One Thousand Naira) by students is not allowed in the school. To buy food from the school cafeteria, students may purchase food vouchers from the school secretary. At the cafeteria, the independent vendors are trained in food safety, observe safe food-handling practices, and are approved by the school. While RFA takes measures to ensure that the meals sold by the vendors meet safety standards, the school however, will not be held liable for issues emanating from this patronage.

### **Fire Drills**

RFA High School is equally concerned with the safety and welfare of its students and staff, therefore fire drills are periodically held in conjunction with the Federal Fire Service to provide training and support for the safe evacuation of students and personnel in times of emergency.

### **Security on Campus**

RFA holds security at the highest premium. Therefore, the school is continuously under CCTV surveillance in addition to trained and motivated security operatives guarding the entire campus on a 24-hour basis. This is to ensure maximum security of students and personnel within the school premises.

### **Harassment and Bullying**

Harassment is defined as occurring when an individual is subjected to a hostile and intimidating situation or environment. This harassment may be due to the individual's race, creed, colour,

nationality, ethnicity, physical disability, or gender. Harassment may include verbal harassment, physical harassment, cyber harassment, sexual harassment, bullying, etc. All forms of harassment are strictly forbidden in RFA High School. Any instance of harassment or bullying should be reported immediately to a teacher, school counsellor, the Vice Principal, or the Principal for appropriate action. In addition, students are strongly encouraged to report all forms of harassment to a trusted adult. Any student engaging in any form of bullying or harassment will be suspended or expelled.

### **THE USE OF TOBACCO, ALCOHOL, AND DRUGS**

In consistency with our educational objectives and Christian worldview, the use or possession of tobacco, illegal drugs and substances, both on and off-campus by RFA students is prohibited and will result in suspension or expulsion. RFA Students are not permitted to use or be in possession of alcohol or illegal substances in any form while on or off the school premises or while in attendance of any school-related event.

### **SEARCH AND SEIZURE**

All faculty reserve the right to conduct an on the spot search of lockers, desks, bags, person, and personal belongings of students when necessary. This is for the maintenance of educational processes and also to protect the safety and welfare of other students. Students are advised that their desks, persons, and personal belongings are subject to search for forbidden items, dangerous weapons/arms, or illegal substances. Such items will be confiscated, parents will be informed and reports shall be made to the appropriate authorities.

### **LABORATORY EQUIPMENT**

All laboratory equipment are the property of Royal Family Academy. Students are responsible for the care and protection of these materials. Missing and damaged laboratory equipment will be replaced by erring students. Students must always wear appropriate protective gears and observe all safety protocols while in the laboratory.

### **TELEPHONES AND ELECTRONIC GADGETS**

Mobile Phones and electronic gadgets (laptops, i-pads, game consoles, etc.) are not allowed within the school premises except when authorised by the teacher for learning purposes. Random

spot checks will be conducted on students and confiscated items may not be returned. However, students seeking to make use of their laptops should obtain permission in advance from class teachers. Students may use the office telephone with permission from the secretary when necessary. Parents may leave messages with school secretary or form teachers concerning transportation, late pick up, etc. to be delivered to the students concerned.

## **INTERNET USE**

The use of the Internet on the campus is a privilege, and not a right. It must be used in support of the school's Biblical Worldview and be consistent with our educational objectives. Computers and Internet access are the property of Royal Family Academy. Students will be charged for the damage or destruction of any computer or equipment caused by them. Below are rules designed to help students protect school computers and materials. These policies, standards, and procedures apply to all users, whether they are staff or students.

- The school Internet should not be used for any illegal or non-school related purposes.
- Students must not use the school Internet without the knowledge and permission of a teacher or other authorized personnel.
- Students must not use the school Internet in a way that would disrupt the activities of others.
- Students must give credit and acknowledgement to sources, materials or information obtained from the internet.
- Students must not give personal addresses or phone numbers of other students or teachers to anyone over the Internet without the person's permission.
- Students must not log on to the Internet using someone else's account.
- Students must not visit sites that are pornographic in nature.
- Students must not compromise general system security by the introduction of malwares or gadgets which could damage, disrupt, or alter computer performance.
- Students must not delete copy or modify files or data belonging to other users without their consent.
- Students must not be found playing games or downloading games to the hard drive.

## **STUDENT BEHAVIOR AND DISCIPLINE**

### **Rationale for Discipline in RFA High**

The goal for discipline in RFA High is to disciple students to become self-disciplined leaders and guide them to develop personal convictions that determine their actions based on biblical principles.

Purpose of Discipline in RFA High:

1. To disciple students to become Christ-like
2. To transform/reform inappropriate and unacceptable behaviours
3. For guidance and correction
4. To nurture acceptable behaviour

### **General Behavioural Expectations**

#### **Acceptable Classroom Behaviour**

In accordance with Philippians 2:4 which says “*...each of you should look not only to your own interests but also to the interest of others. Your attitude should be the same as that of Christ Jesus*”. Students of RFA High are expected to be responsible and law-abiding. To ensure that the learning process is not interrupted and remains strong at RFA High, the following policies are designed to guide students in the classrooms. It is the responsibility of teachers and parents to ensure that students understand and are encouraged to observe these rules and regulations.

Students of RFA High are expected to:

- i. Always be punctual for lessons and be prepared for each class.
- ii. Participate diligently in all class activities including attendance at academic assistance sessions, library, laboratories, computer classes, and submission of assignments.
- iii. Always be in possession of necessary learning materials in the classroom to avoid distracting movements.
- iv. Be considerate of others, therefore must maintain low noise levels.
- v. Avoid the use of foul language of any form.
- vi. Avoid all forms of bullying.
- vii. Respect teachers, support staff, other students, and school authority at all times.

- viii. maintain clean, orderly classrooms
- ix. Makeup missed assignments when absent.
- x. Must remain in class during lessons.
- xi. Not to loiter or play truancy.
- xii. Be honest when taking tests, completing homework, or other academic responsibilities. Plagiarism or examination malpractice is not tolerated.
- xiii. Take excellent care of personal and school property
- xiv. Take all school notices home and ensure they are delivered

The list mentioned above is not exhaustive; it is but a clear start in maintaining the environment we desire to foster at RFA High. Students who consistently fail to follow these guidelines in their classrooms or in the school in general, will face the consequences for such inappropriate behaviour and will be dealt with in a manner measurable to the offense committed.

All teachers of RFA High will encourage appropriate behaviour through positive reinforcements and the use of a variety of techniques for enforcing discipline backed by biblical principles.

The following *expectations* are required of a student in the school community.

- i. Every student must be of a calm and decent disposition at all times and in all places
- ii. Students must participate in all activities, including morning assemblies (7:45 am), devotions, classroom lessons, academic assistance, games, clubs/excursions, Friday Chapel, and other meetings as may be determined by the school from time to time.
- iii. In all activities, regularity and punctuality remain the watchword while lateness and absenteeism will be regarded as offenses. Students who perpetually come to school late will be sent home after three verbal warnings and one written.
- iv. The school has prescribed sets of uniforms. This forms the dress code for students. Every student is expected to comply. Students who fail to comply will be sent home.
- v. Indecent dressing of any form (e.g. unbuttoned, sleeveless, short, tight, and transparent clothing) is not allowed.
- vi. Wild hairstyles with adornment, facial make-ups/paintings, and tattoos are not allowed in the school. Boys must always be clean-shaven while girls have their hair either low-cut or neatly braided in acceptable styles without attachments. (Hairstyles that come across the face are not allowed)

- vii. Smoking, drinking of alcohol, taking and possession of hard drugs or substance abuse is prohibited. Any violation of these might attract expulsion.
- viii. Involvement and participation in cultism will not be tolerated, this will lead to expulsion.
- ix. The use of phones and other electronic devices by students while in school is prohibited except with the permission and supervision of a teacher. (Students who wish to make important calls may however do so by making use of the school phone in the Secretary's office). Confiscated materials will be handled at the discretion of the school authority.
- x. Any conduct that bothers on tarnishing the image and good name of the school will be regarded as an offense, whether within the school premises or outside. Students are encouraged to be good ambassadors of the school.
- xi. Fighting, bullying, verbal and physical assault of fellow students, rudeness, disobedience, outright insults, assaults, or an affront to teachers and school authority will NOT be tolerated. This offense will attract punishment such as suspension or expulsion as deemed fit by the school management.
- xii. Destruction and defacing of school property will not be tolerated. Acts of vandalism leading to the destruction of school property will be punished and the property will be replaced by the offender. Confiscated materials will be handled at the discretion of the school authority.
- xiii. Grievances should be channelled through the appropriate school officers, (in case of class issues, to class teachers, in case of sports matters, to the sports teachers etc.) Proper line of communication should be followed.
- xiv. Examination malpractice of any kind is considered a serious and punishable offense. Students who indulge in malpractice during external examinations will be handed over to the appropriate authorities. This will attract punishments such as immediate suspension or expulsion as deemed fit by management.
- xv. Intimate and indecent relationships between male and female students is prohibited. This could lead to expulsion.
- xvi. Participation in school sporting activities is compulsory. Students who must be exempted must provide a medical report.
- xvii. RFA encourages a culture of respect among all members of the school community.

Students should imbibe the culture of polite greetings and general respect for people and the institution.

- xviii. In the event of absence from school, the class teacher should be adequately informed by the parents or guardians.
- xix. Stealing within or outside the school premises is a punishable offense. Offenders will face a disciplinary panel.
- xx. Pregnancy and abortion are serious offenses that will lead to expulsion from the school.

### Offences and Consequences

S/ N	Offences	Consequences	To be administered by...
1	Unruly/Disruptive Behaviour	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Writing apology letter/Detention community service</li> </ul>	<ul style="list-style-type: none"> <li>• Class/subject/ DutyTeacher/Vice-Principal</li> </ul>
2	Truancy	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Community service</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Vice-Principal</li> <li>• Disciplinary Committee</li> </ul>
3	Lateness to school/ Absenteeism	<ul style="list-style-type: none"> <li>• Punishment</li> <li>• Counselling</li> <li>• Community service</li> <li>• Call/write to parents</li> <li>• Invite Parents</li> <li>• Send the student back home</li> </ul>	<ul style="list-style-type: none"> <li>• Disciplinary Officers</li> <li>• Counsellors</li> <li>• Vice-Principal</li> </ul>
4	Failure to do school assignments	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Call /invite parents</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Class/subject Teacher</li> <li>• Vice Principal</li> </ul>
5	Indecent dressing (e.g sleeveless tops, sagging of trouser, crop-tops, ripped jeans, etc.)	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Send the student back home</li> <li>• Call/write to parents</li> <li>• Send the student back</li> </ul>	<ul style="list-style-type: none"> <li>• Counsellors</li> <li>• Class/duty Teacher</li> <li>• Vice Principal</li> </ul>

		<ul style="list-style-type: none"> <li>• Counselling</li> </ul>	
6	Inappropriate dressing	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Warning</li> <li>• Call to parents /send home</li> </ul>	<ul style="list-style-type: none"> <li>• Class/duty Teacher</li> <li>• Vice Principal</li> </ul>
7	Wild hairstyles/ keeping of beards/facial/make-up/tattoo etc.	<ul style="list-style-type: none"> <li>• Warning/Counselling</li> <li>• Send home</li> <li>• Call /invite parents</li> <li>• Shave or loose hair</li> <li>• Removal of make-up</li> </ul>	<ul style="list-style-type: none"> <li>• Class Teacher</li> <li>• Disciplinary Officer</li> <li>• VicePrincipal/ Principal</li> </ul>
8	Smoking/alcohol, illicit drug use	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Suspension</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Counselors</li> <li>• Vice Principal</li> <li>• Principal</li> </ul>
9	Cultism	<ul style="list-style-type: none"> <li>• Suspension (while the investigation is pending)</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Counselors</li> <li>• Disciplinary Committee</li> <li>• Principal</li> </ul>
10	Unpermitted use of electronic devices	<ul style="list-style-type: none"> <li>• Confiscation of items</li> </ul>	<ul style="list-style-type: none"> <li>• Class/subject Teacher</li> <li>• Vice-principal</li> </ul>
11	Fighting/bullying/ verbal (use of foul language) or physical assault	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Writing apology letter</li> <li>• Suspension</li> <li>• Community service</li> </ul>	<ul style="list-style-type: none"> <li>• Class/subject Teacher</li> <li>• Disciplinary Officer <ul style="list-style-type: none"> <li>• Vice-principal</li> <li>• Principal</li> </ul> </li> </ul>
12	Rudeness/ Disobedience	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Write apology letter</li> <li>• Community service</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Class/subject Teacher</li> <li>• Disciplinary Officer</li> <li>• Principal</li> </ul>
13	Defacing/destruction of school property	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Replacement/repair</li> </ul>	<ul style="list-style-type: none"> <li>• Class Teacher</li> <li>• Disciplinary officer</li> <li>• Vice Principal</li> </ul>



		<p>damaged item.</p> <ul style="list-style-type: none"> <li>• Counselling</li> <li>• Community service</li> </ul>	
14	Examination malpractice	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Suspension</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Class Teacher</li> <li>• Disciplinary committee</li> <li>• Vice-principal</li> <li>• Principal</li> </ul>
15	Indecent/rough play	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Community service</li> </ul>	<ul style="list-style-type: none"> <li>• Class/subject/ duty Teacher</li> <li>• Counselors</li> <li>• Vice-principal</li> </ul>
16	Intimate/indecent relationship among students	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Call/invite parents</li> <li>• Suspension</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Counselors</li> <li>• Vice-principal</li> <li>• Principal</li> </ul>
17	Failure to participate in sports without medical exemption	<ul style="list-style-type: none"> <li>• Investigation/counselling</li> <li>• Community service</li> </ul>	<ul style="list-style-type: none"> <li>• Sport Teachers</li> <li>• Duty Teacher</li> <li>• Vice-principal</li> <li>• Principal</li> </ul>
18	Disrespect to fellow students and Teachers	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Verbal/Written apology letter</li> <li>• Community service</li> <li>• suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Class/subject Teacher</li> <li>• Vice-principal</li> <li>• Principal</li> </ul>
19	Failure to submit oneself for medical examination/treatment where the need arises	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Send the student back home</li> <li>• Invite parents.</li> </ul>	<ul style="list-style-type: none"> <li>• Class Teacher</li> <li>• Vice-principal</li> <li>• Principal</li> </ul>
20	Stealing	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Replacement of item(s)</li> <li>• Community service</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Disciplinary Officer</li> <li>• Class Teacher</li> <li>• Principal</li> </ul>

		<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>	
21	Pregnancy and abortion	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Counselors</li> <li>• Disciplinary Committee</li> <li>• Principal</li> </ul>
22	Cybercrime	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Suspension (pending investigations gathered)</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Disciplinary Committee</li> <li>• Principal</li> </ul>

### **Disciplinary Procedures**

1. Discipline in RFA shall be applied in line with the Biblical principles. Proverbs 23:13a admonishes thus; “Do not withhold correction from a child... ”. Disciplinary actions will be administered in love and in line with Christian policies and ethos. Where there is a serious occurrence or continued student misbehaviour negatively affecting the learning of others, the teacher may refer to the V.P or Principal as the case may be, who will in turn suggest a disciplinary committee action or counselling if necessary.
2. Staff shall be responsible for encouraging and teaching students to be responsible for their own behaviour. They shall clearly communicate in a timely manner with parents and principal pertinent information and appropriate documentation/evidence regarding students’ behaviour.

### **Extreme Misconduct**

There may be instances of extreme and serious misbehaviour where one or more of the teacher’s interventions will be bypassed and suspension or expulsion will be recommended as the first consequence. Examples of these include stealing, threats, possession or use of alcohol or drugs, possession of anything that may be determined to be a weapon, and any behaviour, whether inside or outside of school, that is detrimental to persons or the reputation of the school.

The section below spells out structured procedures for handling **extreme misconduct cases**.

- i. Every case of extreme misconduct must be reported to the Vice Principal, the Principal, and the disciplinary committee.
- ii. The student would be invited by the management of the school.

- iii. The parent of the student would be invited by the management of the school.
- iv. The student may be suspended or expelled from the school pending investigations, findings, and recommendations of the Disciplinary Committee
- v. On return from suspension, the student will come along with his/her parents/guardian and a letter of undertaking must be submitted to the school.
- vi. The student would undertake counselling sessions as recommended by the school counsellors.
- vii. A repeat of extreme misconduct would attract expulsion.

**Note:** *Every disciplinary action would be carried out with the sole aim of bringing a positive change in the life of the student.*

### **Withdrawal Procedure**

Voluntary withdrawal of students may be done by parents subject to written notice to that effect.

- Students who fail to meet academic standards may be made to repeat the class. Such students may be required or advised to withdraw from the school if repeating the class fails to improve the situation.

***Please note: No refunds of fees will be made in the event of expulsion or withdrawal of students on disciplinary matters.***

### **Moral Lifestyle Expectations**

RFA High is poised to raise distinguished leaders through a systematic application of the word of God to affect society. Students in RFA are expected to be an example to the world they hope to impact (1 Timothy 4:12). This can only be achieved in conjunction with the home to mould Christ-like and morally upright students. Thus, students are expected to maintain a lifestyle based on biblical standards and moral principles of the school.

Moral misconduct includes, but not limited to,

- participating in, supporting or condoning sexual immorality, homosexuality, bisexual activity, lesbianism etc.
- Sexual harassment, use or viewing of pornographic material or websites, inappropriate cell phone or other electronic transmissions within or outside the campus, etc.

- Any form of sexual abuse, lewd behaviour or improprieties as defined by Scripture and by the Nigerian law.

Royal Family Academy High School reserves the right, within its sole discretion, to refuse admission of an applicant or expel a student if the student's activities are contrary to or are in opposition to the biblical worldview, principles and ethos the school upholds.