



HANDBOOK
ETODOM SCHOOLS & INFORMATION TECHNOLOGY CENTRE
DISCIPLINARY RULES AND ORDER

Introduction

Welcome to ETODOM Schools & Information Technology Centre! This booklet outlines the rules and expectations for all students to ensure a disciplined, respectful, and safe learning environment. Every student is required to adhere strictly to these rules.

1. Punctuality

- All students must arrive at school by 7:30 AM. Morning assembly begins at 7:45 AM.
- Latecomers must report to the office and present a valid reason before joining class.
- Attendance will be taken daily. Consistent lateness will attract disciplinary measures.

2. Dress Code and Cleanliness

- Students must wear the correct uniform as prescribed except otherwise instructed:
 - Mondays & Wednesdays: Full school uniform.
 - Tuesdays & Thursdays: Sportswear
 - Fridays: School Tee shirt.
- Uniforms must be clean and neatly always ironed.
- Shoes must be black, polished, and well-maintained.
- Hair must be neatly groomed. Boys should have a low cut, and girls' hair should be neatly plaited or tied.

3. Mode of Communication

- English Language is the only accepted means of communication within the school premises.
- Students must speak respectfully to teachers, staff, and fellow students.

4. Other Activities

- Wednesdays: Extra Curricular activities; 2pm – 3pm
- Thursdays: Sports 10am -11am
- Fridays: Computer Practical 9:45am – 11am, Fellowship 11:05am – 11:35am

5. Examinations and Malpractice

- All students must maintain integrity during tests and examinations.
- Any form of examination malpractice – cheating, spying, impersonation – will attract strict penalties including suspension or expulsion.
- Students are expected to prepare ahead, seek help from teachers where necessary, and rely on their abilities.

6. Mannerisms

- Proper etiquette must be always observed.
- Students must address teachers and elders with respect.
- Disruptive behavior such as talking back, rude gestures, and defiance will not be tolerated.

7. Eating Times

- Eating is permitted only during break and lunch periods.
- No eating in classrooms, laboratories, or the library.
- Students must dispose of waste properly after eating.

8. Hygiene

- Personal hygiene must be always maintained.
- Students must keep their fingernails short and clean.
- Handwashing must be done before and after meals.
- Restrooms should be kept neat after use.

9. School Facilities

- Students must handle school property with care.
- Damaging school facilities, including desks, chairs, and electronic equipment, will result in penalties.
- Students must report any broken facilities to the appropriate authority.

10. Flowers and Greenery

- Students must respect the school's gardens and avoid plucking flowers or stepping on the grass.
- Any student who is caught destroying plants will be disciplined.

11. Abuse

- Verbal, physical, or emotional abuse of any kind is strictly prohibited.
- Bullying or harassment will result in serious disciplinary action.

12. Fighting

- Fighting is strictly forbidden. Any student caught fighting will face suspension or other disciplinary actions.
- Conflicts should be reported to teachers or school authorities.

13. Discipline

- Students must always obey school rules.
- The school authority has the right to take appropriate disciplinary measures against any form of misconduct.

14. Punishment

- Punishments will be given to students who violate school rules.
- Punishments may include detention, manual labor, suspension, or expulsion, depending on the severity of the offense.

15. Relationships

- Unhealthy relationships among students are not permitted.
- Romantic relationships in school are strictly prohibited.

16. Respect and Tolerance

- Every student must respect teachers, staff, and fellow students.
- Discrimination based on religion, tribe, or gender is unacceptable.

17. Politeness

- Courtesy and politeness must be always shown.
- Students must greet teachers and visitors respectfully.

18. Expression

- Students are encouraged to express themselves in a respectful and constructive manner.
- Disruptive or aggressive behavior will not be tolerated.

19. Noise Making

- Noise must be kept at a minimum.
- Classrooms, the library, and laboratories should remain quiet zones.

20. Responsibility

- Students must take responsibility for their actions.
- Homework and assignments must be completed on time.

21. Security

- Unauthorized visitors are not allowed in school.
- Students must report any suspicious activity to school authorities.

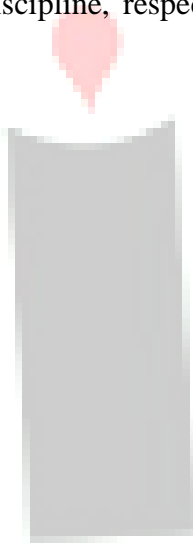
22. Accountability

- Students must be accountable for their belongings.
- Lost or stolen items must be reported immediately.

Conclusion

By adhering to these rules, we ensure a safe and productive environment for all students. Let us work together to uphold discipline, respect, and excellence in ETODOM Schools & Information Technology Centre.

**Signed,
School Management**



Information for Intellectual Freedom