

## LBS Discipline Policy

### Discipline Policy – Lekki British School (Whole School-Hostel)

S/N	Offence/Misdemeanor	Sanction/Punishment	Points	Grade
1.	Refusal to wake up on time ( <i>Boarders only</i> )	Packing of plates	10 pts	G1
2.	Not observing personal hygiene on a daily basis	Refer to Counsellor	10 pts	G1
3.	Leaving personal items lying around	Packing of plates	10 pts	G1
4.	Not laying of beds ( <i>Boarders only</i> )	Seizing of items	10 pts	G1
5.	Skipping lessons	2 hours detention. Also see Counsellor	10 pts	G1
6.	Negative attitude to learn/school work	Detention after school after being warned twice	10 pts	G1
7.	Lateness (school, meals, assembly, prayers, class, curricular activities, medication etc.)	<b>1).</b> If explanation given by student is not convincing, student should stand at the back of the class for 10 minutes. If it persists, Management should be informed. <b>2)</b> Empty trash bin <b>3)</b> Detention after school after being warned twice <b>4)</b> Isolation at the back of the class	10 pts	G1
8.	Leaving all electrical appliances on	Class/Room Captains held responsible – Clean/tidy up	10 pts	G1
9.	Littering of the hostel room(s)/school environment (clothing, shoes, books, food (snacks, tuck, etc)	Sweep and mop school/hostel corridors	10 pts	
10.	Leaving any gathering/activity without permission.	Discretion of staff on duty	10 pts	G1
11.	Failure to collect laundry from hostel lobby ( <i>Boarders only</i> )	Pick up clothing from the line whilst identifying the owners	10 pts	G1
12.	Speaking out of turn	Verbal warning, undertaking and/or detention	10-40 pts	G1-3
13.	Failure to complete homework for 3 consecutive times	Detention during co-curricular activities to complete assignment	10-40 pts	G1-3
14.	Failure to follow an instruction (1) Failure to follow an instruction (2)	Written warning / undertaking Detention and reference to the guidance counselor	10-40 pts	G1-3
15.	Uniform violation/Inappropriate (wrong) dressing/Footwear	12 hours for appropriate footwear (shoes) and parent informed Items seized/referral to the counselor and written undertaken	10 pts	G1
16.	Shouting (shrieking, howling, screaming etc.)	Detention – (Bible verses memorization) - Thursday - 15:00 to 16:00	20 pts	G2
17.	Misconduct (classroom, prep, prayer, socials, outings, dining, chewing gum etc.	Write 400 words and pack plates	20 pts	G2
18.	Taking food/snacks out of the dining hall/Eating/Drinking in class	Dispose food/drink Pack plates and empty bin (Refer to Counsellor)	20 pts	G2

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19.	Violation of School/ <i>Boarding Rules</i>	Pack plates for 3days (Refer to Counsellor)	20 pts	G2
20.	Noise Making { light out, during classes/assembly/prayer/dining }	Detention	20 pts	G2
21.	Hair (Loosening and not making of hair as at when due)	Students called out during assembly and community service	20 pts	G2
22.	Failure to participate in scheduled school/hostel activities (carrying out chores, sport/club activities)	Sweep and mop corridors (school) Clean flats ready for inspection (Boarders only)	20 pts	G2
23.	Non submission of laptops at the appropriate time {borders only }	Laptop(s) seized for 3 days	20 pts	G2
24.	Use of abusive/foul language	Write a standard letter of apology to the person (400 words), packing of plates & parents informed; referral to the guidance counselor	20 pts	G2
25.	Touching other students inappropriately	Refer student to Counselor after collecting a written report from student	20 pts	G2
26.	Disrespect of LBS Staff (1) Disrespect of LBS Staff (2) Disrespect of LBS Staff (3) Disrespect of LBS Staff (4)	Written standard letter of apology to the member of staff (400 words) Community service Disciplinary committee, SMT will ratify/parents called in Suspension for three days	20 pts	G2-3
27.	Contraband	Confiscation/Non-refundable item(s) will be seized/packing of plates	20 pts	G2
28.	<b>Bullying (physical, verbal, emotional, social and cyber)</b>	<b>3 days internal exclusion with community service/2 day suspension</b>	<b>30-40 pts</b>	<b>G3</b>
29.	<b>Sleeping on same bed (Boarders only)</b>	<b>Referral to the Counselor and clean toilets</b>	<b>30-40 pts</b>	<b>G3</b>
30.	<b>Possession of electrical device (phone, ipad etc)</b>	<b>Suspension from the academy</b>	<b>30-40 pts</b>	<b>G3</b>
31.	<b>Vandalism (School/Hostel property)</b>	<b>Community service; pay and replace and a written undertaking/apology</b>	<b>30-40 pts</b>	<b>G3</b>
32.	<b>Stealing</b>	<b>Internal exclusion for 1 week with community service / parents notified, referral to Counsellor). Address the school on stealing and consequences.</b>	<b>30-40 pts</b>	<b>G3</b>
33.	<b>Immoral Acts</b>	<b>Invitation of parents/isolation</b>	<b>30-40 pts</b>	<b>G3</b>
34.	<b>Any form of examination malpractice/ violation</b>	<b>Exam paper cancelled/parents informed/retake examination / community service</b>	<b>30-40 pts</b>	<b>G3</b>
35.	<b>Physical Assault</b>	<b>Suspension for three (3) days; resume on 4<sup>th</sup> day with parents for a conference; with a written letter of apology</b>	<b>30-40 pts</b>	<b>G3</b>
36.	<b>Fighting</b>	<b>Suspension for one (1) week; parents invited to come in with student the following week on Monday</b>	<b>30-40 pts</b>	<b>G3</b>

**NOTE:** The School also reserves the right to review or administer other sanctions/punishment on any student or group of students who is/are found wanting or committed any offence/misdemeanor listed or not listed above.

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The sanction/punishment will take into consideration the learner's position and circumstances surrounding the situation. Otherwise stated, all sanctions remain binding on all learners and final decision of the School will be communicated to the parent of the student.

Each student would be awarded 200 points at the start of a session. Loss of points would lead to:

1. 70 points – referral to the Principal and Counselor
2. 100 points – loss of privileges ( tuck, outing and social events )
3. 150 points – parents invitation with principal's intervention
4. 200 points – suspension/expulsion. ( in the case of a prefect '**DEBADGED**' and suspension)

