

STUDENT GUIDE BOOK

At **MODEST STANDARD SCHOOLS**, please note the following:

- a) **MODEST** means “**Humble in spirit and manner**”, which symbolizes, Genuineness, Natural and Sincerity.
- b) **STANDARD** is interpreted as Steady, Systematic, Organized, Structured and Consistent

CONTACT ADDRESS: 10/12 Dauda Onasanya street, Ire-Agunfoye. Igbogbo-Ikorodu, Lagos.

MISSION STATEMENT

Mission Statement directs an organization's long term objectives and the goal(s) it aims at achieving. It answers basic questions such as: why is it in business? *What is its Long-term goal? What does it believe in? How does it intend to achieve its Set-goal?, and What does the organization pay priority attention to in the long run.*

At **MODEST STANDARD SCHOOLS**, we tend to proffer solution to each question as follows:

Our MISSION: why are we in business?

To provide Qualitative, Affordable, & Globally competitive Education using Modern Technology; To develop Mental, Spiritual, Social & Technical capacity in Future Leaders -Our Students.

Our STRATEGIC VISION: What is our Long-term goal?

To become a global-best Qualitative Educational Service Provider reputed for nurturing Innovative & Superior Leaders.

Our CORE VALUES: What do we believe in?

- *Motivation.
- *Optimism.
- *Dependability.
- *Efficiency.
- *Success-adventure.
- *Tenacity.

Our OUTLOOK: How do we intend to achieve your Set-goal?

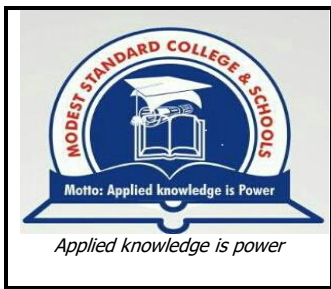
To leverage on our formidable Parent-Teachers Forum (PTF) of seasoned staff and esteemed parents to stimulate creativity in a total child through sustainable environment and unparalleled Technology.

Our FOCUS: What is our Strategic Priory?

- *Communicating. *Stewardship. *Relationship.

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WELCOMING OUR PARENTS!

Welcome to Modest Standard Schools! We are in business to provide your Child's education. We are very mindful of the trust you have in our schools and our school scheme, and we work every day to continue to earn that confidence. Our student is best served when there is a partnership and on-going collaboration between the parents and the school. We believe that well-informed parents are the best resources both our schools and our students can have. We believe that well-

informed parents promote a positive school environment. We require your child to bring home a copy of the Student Guidebook to provide you with a tool to enhance the information you have and support our mutual efforts to help your child succeed. We ask you to study this Guidebook with your child and work with our school to help your child have the best possible daily experience at school. This Guidebook includes the Student's Code of Conduct and information about academic requirements, student extracurricular activities, and regulations necessary to ensure safety and promote a positive environment for learning. If you have any questions about anything in this Guidebook, please contact our school head/principal.

WELCOMING OUR STUDENTS

Thank you for choosing Modest Standard Schools. We are glad to have you here!

While we and your parents share the responsibility to provide you with opportunities for **Qualitative & Globally competitive Education**; you (as student) have the responsibility to take positive advantage of those opportunities.

When people live, study or work together, there is a need for basic codes of conduct for coexistence. *Applied knowledge is power!* That is our school motto. Hence, we request that you study the Guidebook carefully, and understand and apply the rules it contains so you can acquire the building blocks for a successful life.

For any reservation or questions about the contents of the Guidebook, please ask our school head/principal.

NB: All policies in this Student Guidebook are subject to change at the instance of prevailing Government Legislature, the State Ministry of Education, and Management of Modest Standard Schools.

Any change that occurs would be communicated to Parents/students and posted on the School web page at <http://www.modeststandardschools.com>

SECTION I – STUDENT’S RIGHTS AND RESPONSIBILITIES

1. SCHOOL PROGRAM

The essence of the school program is to provide for the maximum personal mental and educational development of every student who attends and is affected by that program.

Right to:

- ✚ Meaningful curriculum that shall meet their immediate and future needs;
- ✚ Voice their opinions in the development of their curriculum;
- ✚ Pursue their education under competent instruction; and take part in school activities

Responsibility to:

- ✚ Attend all classes regularly and on time;
- ✚ Contribute to the classroom and school atmosphere: to keep it conducive for learning;
- ✚ Complete all classroom assignments and meet requirements for all class objectives;
- ✚ Respect the rights and views of others whose backgrounds differ from their own;
- ✚ Meet the approved criteria required for participation in instructional and extracurricular activities;
- ✚ Follow bus, classroom, school, and all Modest Standard Schools’ Policies and Procedures in the classroom, school, on the bus, and school-sponsored extracurricular activities.

2. GRADES

Right to:

- ✚ Be notified of their academic progress and periodic review their achievement by the school;
- ✚ Academic grades in each class that represents fairly and impartially their academic progress;
- ✚ To be graded on their progress in class work; periodic review their grades with their teacher;
- ✚ Follow the laid-down grievance procedure adopted by the School Authority in cases of disagreement concerning grades assigned.

Responsibility to:

- ✚ Attend class timely, regularly and perform all tasks required for the successful completion of the course;
- ✚ Make up all work missed during excused absences **but** not for work missed during trancies, out-of-school suspensions, failure to pay school fees or unexplained absenteeism;
- ✚ Complete all classroom assignments to the best of his or her ability to earn the best possible grade;
- ✚ Cooperate with the teacher to provide a good learning environment in class;
- ✚ Refrain from cheating or copying/plagiarizing on all tests and work assignments.

3. CONSULTATION

Right to:

- ✚ Consultations with special services personnel (Home tutor, Social Worker, Counselor, School Psychologist, Student Success Coach) in the areas of vocational opportunities, personal and social development and educational planning;
- ✚ Be informed of all special student support services available in their school;

- ✚ Be informed about the availability of community services to help them with their counseling needs.

Responsibility to:

- ✚ Take advantage of available special support services and offer assistance in the continuous improvement of those services (e.g. counseling; having booked appointment ahead of time);
- ✚ Along with parents/guardians, inquire about additional counseling services available in the community to assist students with special needs.

4. DUE PROCESS/CODE OF STUDENT CONDUCT

Right to:

- ✚ Have proper notice of the infraction, an opportunity to be heard, and the hearing must be conducted fairly.

Responsibility to:

- ✚ Understand and adhere to the Code of Student Conduct and the individual discipline plans of each school.

5. LAW ENFORCEMENT

Right to:

- ✚ Privacy and shall be free from unreasonable search, as well as seizure of personal property. These rights shall prevail unless there is reason to believe that it is necessary to set them aside to protect the safety, health, and property of the school, students, and staff;
- ✚ Privacy of their personal possessions unless there is reason on the part of the principal, or his or her designee, to believe that the student is concealing a weapon, illegal drugs, or other material that is inappropriate or dangerous to himself or herself, others, property, or in violation of existing policy that would give rise to a search;
- ✚ Be given prior notification of any searches except in case of emergency or exigent circumstances.
- ✚ To request the presence of their parent/guardian or a responsible adult/advocate during any criminal investigation (after conducting the emergency search).

Responsibility to:

- ✚ Not be in possession, carry or conceal any material that is prohibited by law; to accept the consequences for their actions in cases where unlawful materials are found in their possession or in their lockers.

SCHOOL BUS SAFETY

6. TRANSPORTATION (*Personal belongings must be held on the student's lap*)

Right to:

- ✚ School bus transportation, if they paid FULLY for the services;
- ✚ Shuttle between upper and lower schools premised on full payment for transport services;

Responsibility to:

- ✚ Stand off the roadway while at bus stops and wait for the bus driver to signal them across the roadway;
- ✚ Walk towards the bus while attempting to board the bus;
- ✚ Keep valuables at home, as the School Authority nor the bus driver can be held responsible for personal property brought on school buses;

- + Follow safety procedures and wear seatbelts when available;
- + Ride only the designated bus, and enter and exit the bus safely at designated Bus stop;
- + Not carry onto the bus any glass items, balloons, weapons, live animals, plants or sharp instruments;
- + Remain seated in seat assigned to them by the driver;
- + Sit all the way down and back, facing forward, with arms and head inside the bus at all times;
- + Keep passageway/aisles clear; and obey rules and be courteous;
- + Refrain from using profanity, causing disruption, fighting, or destroying property;
- + Be silent at all route/railway crossings and when requested by driver;
- + Not throw objects on the bus or out the windows;
- + Not eat, drink, or smoke on the bus;
- + Use the bus stop assigned based on the address of record.

TRANSPORT ROUTE.

We hope to expand our transport routes, through our fleets, to cover a wider geographical range based on spread and patronage. The School's Bus Route Transport system has been designed for the ease of access by our students within the area of coverage, as detailed below:

Route1:

From School Premises to **Igbogbo** to **Ikorodu Round About** (covering **Itamaga/Ijede Road, Ita-elewa, Ile-epo Oba**) to **Agric/Owutu** to **Ikpakodo Ebute** (along **Nigerian Port Authority**) back to school.

Route2:

From School Premises to **Baiyeku** (covering **Federal and State housing Estates**) to **Morekete-Ilado Estate** back to school.

Route3:

From School Premises to **Ire-Agunfoye** (covering **Gegenla, Idi-orogbo & Lantan**) to **Selewu/Ofin** to **Ire Akindan** back to School.

7. STUDENT RECORDS

Right to:

- + Inspect, review, and challenge the information contained in the records;
- + Appeal any disagreement of records to the principal.

8. INFORMATION CONFIDENTIALITY

Right to:

- + Request for information, provided such information is duly authorized and strictly for educational purpose;
- + Be protected by legal provisions prohibiting the release of personal information to other than legally-authorized persons without the consent of the parent, guardian, or student.

Responsibility to:

- + Discretely preserve and keep School information at his/her disposal;
- + Provide the school with any useful information in making appropriate educational decisions;

- ✚ Seek authorization for the release of information to those individuals or agencies who are working for the benefit of the student;
- ✚ Follow School policies for release of student information through the school;
- ✚ Book an appointment with the school when they wish to review a record.

9. ASSEMBLY AND ASSOCIATION

Right to:

- ✚ Join school organizations and lawfully assemble in such a manner so as not to disrupt the orderly process of the school's program;
- ✚ Lawfully assemble; strictly organize associations within the school for social, athletic and other properly approved lawful purposes, without gender, race & religious discrimination.

Responsibility to:

- ✚ Exercise the right to assembly so that the assembly does not disrupt the school program nor the orderly conduct of the school;
- ✚ Know and observe qualifications for membership in student activities and to refrain from activities that interfere with school discipline;
- ✚ Conduct themselves in a manner that is representative of the school and the organization of which they are members.

10. RELIGION (Religious practice **MUST** be within school rules or regulations)

Right to:

- ✚ Study, examine, discuss, criticize or support religious ideas and institutions for their literary and historic qualities when presented objectively as part of a program of education;
- ✚ Release time from school to observe religious holidays,

Responsibility to:

- ✚ Not endanger the physical health or safety of themselves or others or disrupt the educational process;
- ✚ Develop tolerance and respect for the beliefs of others;
- ✚ Decide for themselves whether or not they wish to take part in any religious activity.

11. PATRIOTISM

Right to:

- ✚ Show love for their country and allegiance to its flag; Recite and display their feeling of patriotism;
- ✚ Participate in, or refrain from, activities involving loyalty oaths, saying a pledge, singing an anthem, saluting a flag, or taking part in a patriotic ceremony;
- ✚ Refrain from reciting the Pledge of Allegiance and to remain seated/stand quietly while the pledge is recited by others.

Responsibility to:

- ✚ Stand at attention, when possible. Not interrupt the educational rights of others;
- ✚ Not interfere with the rights of other students to express or refrain from expressing patriotism;
- ✚ As a male student, remove any headdress when the national anthem is played.

12. LANGUAGE ASSISTANCE

Right to:

- ✚ A competent interpreter to assist him/her if the student has difficulty speaking/understanding English.

Responsibility to:

- ✚ Declaration of inability/difficulty to speak/understand English Language.

SECTION II – WITHDRAWALS AND RE-ENTRY ADMISSION

a) VOLUNTARY WITHDRAWAL FROM SCHOOL

A student who wishes to deliberately withdraw from school must report to the Student Affairs office with a note from the parent/guardian and receive a clearance from that office. The withdrawal form must be signed by all of his or her teachers and required staff.

Such student MUST have attended, completed exit interview and signed on the file with the school officer. The Vice principal, Student Affairs will initiate the exit interview and parent/guardian will assist with the completion.

These signatures indicate that the student is clear with reference to textbooks, library books, fees and any other school equipment that might have being in the student's possession.

b) RE-ENTRY OF STUDENTS

Any student who has voluntarily interrupted his or her education and subsequently desires to re-admittance to Modest Stand Schools shall be admitted and the policy on Fresh Admission shall apply.

NB: Where applicable, the Principal Admin/Student Affairs may recommend an exception to this policy to the Schools Head of Administration.

SECTION III – ADMISSION AND REGISTRATION REQUIREMENTS

a) REQUIREMENTS FOR ADMISSION AND REGISTRATION

NB: A parent must accompany each student at registration and bring the proper documents.

1. If coming from a public school within Lagos State, the following are required:
 - Report card or a copy of transcript from the last school attended; (the new school's registrar shall send for permanent record);
 - Authenticated birth date;
 - Immunization records showing proof of proper immunization;
 - Verification of parent/legal guardian address by two of the following:
 - ☐ Current electric bill (within the last 6months);
 - ☐ Lease agreement;
 - ☐ Validdriver's license
 - ☐ Deed of Assignment;
 - ☐ Property tax/Ground Rent receipt;
 - ☐ Current voter's registration card

2. If coming from a public school outside Lagos State or from ANY private school in Nigeria, the following are required:

- ✓ Proof of physical examination by an approved and licensed health care provider in Nigeria, within 12 months prior to entry in Lagos Schools;
- ✓ Immunization records showing proof of proper immunization.
- ✓ Report card or transcript from the last school attended (the new school's registrar shall send for permanent record);
- ✓ Authenticated birth date;
- ✓ Verification of parent/legal guardian address by two of the following: (*Tick as applicable*)
 - ☐ Current electric bill (within the last 6Months); ☐ Contract for purchase of home;
 - ☐ Deed of Assignment; ☐ lease agreement.
- ✓ A student must reside with at least one parent or legal guardian (proof of guardianship is photocopy of the court order appointing guardianship). A notarized statement may be applicable.

NB: Completed applications must be submitted to the Office of Student Affairs/VP Admin.

3. If coming from outside Nigeria, (i.e. Enrollment of Foreign-Born student), the following are required:

- ✓ Parent/Guardian's Social Security number (for numeric identification & search purposes) for the following purposes: identification and verification, employment qualification, tax reporting, benefits and retirement processing, unemployment compensation, and state reporting to the Department of Education.

NB: All students enrolling in a school Website must fill out the "Student Residency Form" and provide the school with the necessary documents.

ADMISSION AND ENROLLMENT PROCEDURE.

At Modest Standard College & Schools, we aim to nurture and produce well-versed Nigerian students with ability to defend, express themselves and their culture globally. The School curriculum allows all students to study for Local (Common Entrance, BECE, NECO), Regional (WAEC) and other Global qualifications which are capable of equipping them with the required future skills and knowledge that will enable them to become successful learners.




Subject to students' academic performance and availability of space, admission is open to children from all nationalities and religious affiliations within the following age brackets:

NB: *The new Government Education curriculum directs that NURSERY classes should come before KG.*

1. TODDLERS: 1 year to 2 years
2. PRE-NURSERY: 2 years to 3years
3. NURSERY: 3 to 4years
4. KINDERGARTEN: 5years
5. PRIMARY (Basic 1-6): 5 to 10 years
6. COLLEGE (JSS1): 11year
7. Crèche admittance is exceptional. Where applicable, it should be between ages 2months– 1year.

PROOF OF BIRTH, IMMUNIZATION, PHYSICAL EXAMINATION & OTHER DOCUMENTATION

All registrants must provide all of the following:

-  Birth certificate or valid evidence of date of birth
-  State certification of immunization.
-  Most recent report card, if student is transferred from another School

PROOF OF RESIDENCY REQUIREMENTS

Proof of residence is required before a student is enrolled in his/her properly assigned class in the school. The form for **Proof of Residency** is available under Requirement for Registration. Parent must complete the form and submit.

PROCEDURES FOR NEW STUDENTS.

Below is a summary of the procedures for new students at Modest Standard Schools and should help guide you through this process

1. Purchase of application form.
2. Submission of completed form with requisite documentation.
3. Assessment (Pre-School) or Entrance Exam (Nursery, KG, Primary, College students).
4. Upon successful completion of assessment or entrance exam, a provisional letter of admission and acceptance letter will be issued.
5. All required payment must be paid to the designated bank(s) and tellers submitted to the Bursary/Treasury office.
6. Ensure you collect your receipt and signed acceptance letter from the Bursary/Treasury office.
7. The receipt will allow you to collect school uniforms (applicable to all classes) and books (fully paid for)
8. Parent/Guardian will be informed of child/ward's class-teacher.

Download and complete the online form. Proceed to make a payment of N5,000 at the listed Bank(s)

b) STUDENT RESIDENCY FORM

NB: Print this under Admission form. Complete this form and Parent/Guardian should provide Proof of Residence.

This form defines the student enrollment category and verifies residence when enrolling in Modest Standard Schools

Student Name: School:

Student Number: Date of Birth:

Student Address:

1. What is the current student residence? (*Tick Yes or No as applicable*)

<a>Family owned house? ☐ Yes ☐ No ;Family rented apartment/house Yes ☐ No ☐

<c>Mortgage apartment ☐ Yes ☐ No ☐ ; <d>Lease agreement Yes ☐ No ☐ ;

2. Please check the documents being provided to the school **for verification of residence**
(*at least 2 documents are required*):

- ☐ Current electric bill; ☐ Lease agreement; ☐ Valid driver's license
☐ Deed of Assignment; ☐ Property tax/Ground Rent receipt; ☐ Current voter's registration card.

UNDERTAKING: The undersigned certifies that all information provided in this form is accurate. This form is valid for one school year only and expires at the end of the school year. Students are not guaranteed the ability to participate in the athletic program if they transfer schools. Contact the Assistant Principal for Administration for more information.

I declare that I have read the foregoing document and that the facts stated in it are true. A person who knowingly makes a false declaration is guilty of the crime of perjury by false written declaration, a felony of the third degree.

_____	_____	___/___/___
Name of Parent/Guardian	Signature of Parent/Guardian	Date

SECTION IV – ACADEMICS AND EXTRACURRICULAR

SCHOOL ACADEMIC PERFORMANCE

Our Performance - A tradition of excellence!

At MODEST STANDARD SCHOOLS, we are reputed for high standard of education and as such, we guarantee the academic success of your child. Our conviction stems from our antecedents with a track record of excellence at all levels of Examinations.

Since the inception in 2012, we have always achieved over 95% success at all levels of examinations - Common entrance for Basic 6/primary6, Lagos State BECE for Basic 9/JSS3, NECO at National level for SS3, Regionally conducted WAEC for SS3, and other International examinations.

This has placed us on a high premium pedestal ahead of other education services providers.

For instance, at both the 2016 and 2017 Primary School Leaving Certification through the National Common Entrance Examination, our students recorded 100% excellent performance. This competitively outstanding result gave them a comparative advantage during admission into State Model Schools, Federal Government Colleges and other reputable privation schools, including MODEST STANDARD SCHOOLS as their first choice.

In the same vein, at the Secondary school level, over 95% brilliant success at excellent level was achieved during 2014, 2015, 2016 and 2017 Lagos State BECE for Basic 9/JSS3 students. In NECO SS3, WAEC SS3, and other International examinations, MODEST achieved a landmark success.

Detailed academic performance records are available for inspection at the Academic affairs office.

SECTION V – HEALTH, SAFETY AND SECURITY SERVICES

SECURITY SERVICES

At MODEST STANDARD SCHOOLS, we are aware that safety is an important factor to consider when setting up a school. Also, Parents are particularly concerned about school security and school safety because no right-thinking parent want to lose their kids to accident or security lapses in a school.

So, we make safety and security the practice in our school. Hence the following security measures have been taken to to wade off security hazards:

1. Well fenced compound;
2. Gate to monitor entry and exit of students in and out of the school;
3. Security personnel stationed at the school gates (primary and secondary) to deter, discourage or prevent any unsuspecting intruders or hoodlums within or outside the school environment;
4. Good relationship exist between the school Authorities and security operatives (government, conventional and local vigilantes.
5. Other undisclosed security apparatus are also available at the school disposal to monitor activities and keep surveillance of any security threat.

HEALTH AND SAFETY SERVICES

Safety, in this context, is about keeping the school environment free of hazardous situations that could put at risk the lives of students or school pupils.

We are able to distinguish two areas to watch out for when it comes to safety; viz: Unsafe conditions and Unsafe acts. Unsafe conditions refer to situations or circumstances that jeopardize the safety of your students. Hence we have able to guide against the following:

1. Slippery floor steep,
2. stairways/staircase without hand rails'
3. Hazardous chemicals in the school environment,
4. Readily inflammable substances in the school environment especially close to generators,
5. Single and narrow doors in classrooms and schools without fire exit,
6. Crowded classrooms,
7. Swings without soft landings,
8. Nearby single,
9. Narrow gate into the school premises.

Fire extinguishers are available, fire drill is a culture to us, and there is general knowledge about safety among students.

CONTACT ADDRESS & TELEPHONE NUMBERS

For further enquiries, kindly contact us info.admissions@modeststandardschools.com

Or:

Phone: +234 -8090676445, 8050353504, 8090676446, 8055316932.

Or

ADDRESS: 10/12 Dauda Onasanya street, Ire-Agunfoye, Igbogbo-Ikorodu, Lagos State.

Time: 10.00AM – 2.00PM (on week days)

Visit our *School web page* at <http://www.modeststandardschools.com>