**NIGERIAN CHRISTIAN INSTITUTE**

**30 BABANGIDA AVENUE, P.M.B 1096, UYO,**

**AKWA IBOM STATE, NIGERIA**

Welcome to Nigerian Christian Institute (NCI), a private school with a difference, and for the next 6 or so years, your school home! Congratulations for being among the few that made the grade to belong to this elite educational institution. Please take time to carefully go through this prospectus so that you may understand what is expected of you as a student of NCI.

**NOTE TO PARENT: PLEASE READ**

The information contained herein is for your guidance and that of you ward. Please take the time to go through it carefully with and that of you ward. Please take the time to go through it carefully with our child. This student’s handbook should be kept carefully by the student who should present it any time it is requested by any school authority. Any student who fails to present his or her own copy of the school handbook will have a new one given to him immediately at a cost of N500 per copy which will be added to the fees. Each student should carefully complete the data page of the student handbook without any mutilation as we will see mutilations on the data page or missing data page as a sign that the student’s handbook is not your ward’s own

**1.0 CORE VALUES**

At the NCI, our core values are **Spirituality, Responsibility and Accountability, Discipline, Diligence, Teamwork, and Excellence.** Everything we do must reflect these core values.

Students are expected to follow the school rules at all times when on the schools’ grounds, representing the school, attending a school activity or when clearly associated with school i.e. when wearing school uniform.

**1.1 GENERAL CONDUCT**

Student are representatives of our school from leaving home until they return and are thus expected to set themselves a high standard of behavior both inside and outside the school.

* All students are expected to be respectful and courteous while on the school campus
* Fighting and all cult likely activities are completely prohibited.
* Student should not impaired by alcohol or illegal drugs while on campus
* Violent, threatening, humiliating or abusive behavior or harassment of others is not tolerated.
* All forms of misconducts should be reported to the appropriate authority at the right time.

**1.2** The NCI is an institution compressing of the school of preaching, the Early learning Centre, the Children paradise and secondary school. The facilities (including sporting centers) are not used without the authority of each school approving for such activity. Any secondary school student found using the pupils’ playground of the Early Learning center will be severely punished.

**1.3** No male student must visit the female dormitory and vice-visa

**1.4** No student must get involved in any immorality with a student or visitor at any time

**2.0** **ACADEMIC WORK**

Your primary purpose for being here is your academics and thus all students are advised in their own interest to spend most of their time studying.

**2.1** **COUNSELLORS**

The school has guidance counselors that are always available to parents, guardians and students to provide guardians and counseling on academic as well as personal matters. Please avail yourself of our counseling services.

**2.2** **PASSING AND FAILING**

In our pursuit of excellence, we demand that our student eschew mediocrity. To achieve this in addition to an average of over 60%, a student MUST pass BOTH ENGLISH LANGUAGE and MATHEMATICS in order to rate a pass in all classes.

3.**0 TEXTBOOKS**

The list of books for the year is attached to this prospectus and parents are required to purchase all necessary textbooks for their wards. For convenience, the textbooks will be available at the school book store at reasonable prices.

4.**0 EXERCISE BOOKS AND TEST BOOKLETS**

Students are to purchase exercise books and test booklets with the school logo, at the school bookstore at reasonable prices.

5.**0 DISCIPLINE**

The Nigerian Christian Institute does not tolerate indiscipline and all forms of indiscipline are met with appropriate disciplinary measures. The NCI reserves the right to mete out appropriate disciplinary measures (including suspensions and expulsions) to students who repeatedly flout school’s rules and/ or are found guilty of grave acts of indiscipline. The following offenses attract expulsion from the school:

**possession/use of a mobile phone on campus, involvement in illicit and immoral acts, involvement in any form of examination malpractice, severe and /or repeated bullying of fellow students, pilfering, breaking bounds, etc.**

**5.1** **BULLYING**

Bullying in any form, verbal or physical, or any type of victimization is strictly forbidden.

5.**2 LITTERING**

It is the responsibility of every student in the school to ensure that the school is free from litter and ensure they place any litter in the many bins placed around the school.

5.**3 LATENESS**

All students must be at school by 7:40am. Latecomers must report to the teachers on duty/compound masters before going to class.

5.**4 ABSENCE**

Students are required to attend all classes and remain in the school compound. No student may leave the school grounds during school without prior permission from the Principal’s office. Student are to be present in school for all official activities, unexcused absences may lead to suspension or expulsions.

5.**5 TRUENCY**

The NCI does NOT tolerate acts of truancy in her students. During the school day, all students are expected to be in their respective classes and ONLY be in the library with permission from their class teacher when they have a free prior. Student found loitering outside class during school hours will be considered truant and punished accordingly. Any student found outside the school during school hours will be duly punished for truancy. NCI student are NOT ALLOWED to go to the gaming centers during school hours or even after school and any student found at any game center will be severely punished.

**6.0** **RELATIONSHIP WITH STAFF**

**6.1** All students irrespective of class/department shall remain obedient to the prefects and staff and show their utmost loyalty to the school administration.

**6.2** Prefect and all other students must show respect to the staff at all times.

**6.3** No student must visit staff quarters, except an official engagement.

**6.4** There must be no unwholesome relationships between staff and students.

**7.0 DAMAGES**

Any student, who damages any school property, including science equipment, will be made to pay for such damages.

**8.0 CHAPEL**

Chapel services are compulsory at the NCI. All students and staff are required to attend chapel daily with copies of their hymn books and Bibles and participate fully in chapel activities. Absenteeism, lateness and failure to participate in chapel attract very serious disciplinary measures.

**9.0 BOARDING FACILITIES**

The school provides boarding facilities including hostel lockers for both boys and girls. Note that the boarding facilities are available strictly on “first pay, first serves” basis and that boarders will only be admitted into the boarding house upon presentation of evidence of payment of fees for the term (bank teller or official school receipt).

All new boarders are expected to return to the boarding house on Thursday between 2.00pm to 5.00pm to take in new boarder orientation while the SS3 are to come back on Tuesday.

Our boarding services are open to all parents at their wish. All intending boarders are expected to pick a boarding form from the account department for #1,000.00 and such form must be filled and submitted before resumption. We look forward to seeing you at reopening.

**9.1** **ITEMS TO BE BOUGHT TO SCHOOL BY BOARDERS**

* Broom ( 1 bundle), tied with rubber not cloth)
* Bucket for bathing (stainless steel)
* At least 2 white bed sheets and 2 blue checked sheets
* 1 mattress (for six spring bed)
* 1 Pillow, 2 white pillow cases and 2 blue checked pillow cases
* Blanket
* At least 6 clothes hangers
* Bathing towel (with body sponge)
* Tooth brush and paste
* Foam slippers for hostel wear, plain black rubber slippers for day wear
* Toilet paper (Boys 5 rolls a month, Girls 6 rolls a month)
* 1 mop and mop bucket
* Roll on deodorant
* Body cream
* Combs and hairbrush (at least ½ dozen)
* Nail cutter
* Toilet soap and detergents
* Night wears
* 2 complete sets of cutlery
* Drinking cup
* Battery operated lantern
* Wrapper, boxers and singlet (at least 4 pairs of boxers and singlet for boys; and white shorts and singlet for girls (for hostel wear) at least 6 pairs of underwear for girls.
* Pant hangers
* Short sleeved, collared white shirts for Sunday wear
* Anti –malaria treated bed nets
* Cutlery

**The following items are not accepted in the hostel and any student possessing them will be punished and the items seized:**

* Perfume or body spray
* Any item of make up
* Any powder except dusting powder
* Iron (either electric or box)

**9.2 VISITING DAYS**

Visiting days of boarders are third Saturday of the month only. Parents are not permitted to visit the students or bring or send any provisions to students except on visiting days. Parents are expected to visit their ward(s) between the hours of 10.00am to 4.30pm on visiting days. Parent that try to sneak in to see their wards may face embarrassment while the students will be punished. Any sending or giving of provisions apart from visiting days will be considered gross indiscipline and treated accordingly.

**9.3** **EXEAT**

All boarding students are to purchase an exit card which must be duly signed out by their respective boarding parents who reserve the right to decide when the student may or may not be signed out. Any boarder who leaves the campus without being duly signed out will face serious disciplinary action. Parents of boarders are requested to photocopy and go through a form for signing a child out attached to the boarding form.

**9.4** **CARE FOR PROPERTY**

Parents are urge to train children to take good care of their property. All personal belonging should be clearly labeled with student’s full name. Students should keep all their personal property very well, as carelessly kept property may be lost. All student bring drinking cups to school for drinking water during classes.

**10.0** **ORIENTATION**

There will be orientation for all new students from Monday, the re-opening day by 8.00am. Any new students that are late for or absent from the orientation will be punished.

**11.0** **KEEPING OF MONEY**

The school does not permit any student to keep more than #500.00 in the hostel or in the class. Parent who wishes to give their wards more than that should give to the boarding Master/Mistress or any other staff for safe keeping. Further details on this are available at the Principal’s office.

**12.0** **MOBILE PHONES/ RADIOS/CD PLAYER, ELECTRIC OR BOX IRON ETC.**

The use of mobile phones, radio, CD players and any other electronic device is strictly prohibited and any phone or other electronic devices brought to school will be confiscated and destroyed and the offending students runs the risk of expulsion.

**13.1** **GROOMING**

The full school uniform should be worn tidily and correctly both at school and between home and school. The shirts are to be tucked in; socks are to be pulled up; heel straps in place.

* Students are to be clean-shaven at all times while representing the school.
* No jewellery is to be worn.
* No earrings are allowed by students. There No Except
* Student hair must be kept low, clean and tidy at all times
* Make-up must be worn by students
* Student are not permitted to have visible tattoos

**13.2** **FOOTWEAR**

Junior students are to wear black cotina style shoes with their school socks, while SS3 students will wear black flat shoes without ANY design.

**14.0** **MEDICAL CARE**

The school operates a full service hospital and students are treated there. Parents are advised to trust our medical services and our effort in making your child stay in the best of health.

The NCI medical center is OUT OF BOUNDS to students except they are given a health pass by a teacher or are taken there by the health prefect.

Student who must be out of class, either on an errand or to ease themselves must show seriousness by running to and fro. Same applies for students going to/and returning to and returning from labs, workshops, etc., as walking leisurely around campus during classes is considered indiscipline and punished according.

**15.0** **FEES**

A breakdown of the school fees for the term is included at the end of this prospectus for parents’ information and action. Parents are expected to pay All fees at the beginning of the term and any student still owing should not return to school after the mid-term break.

All new parents are expected to pay part of the fees (at least 50% for day students and at least 60% for boarders) before the end of August to show commitment. Any student who has not paid by the end of August may lose his/her admission.

Extension classes are compulsory for all students and extension class fees as announced by the school will be paid by all students every term at the Principal’s office.

Student in examination classes (JSS3, SS2, and SS3) external will pay such examination fees as will be determined by the school for their respective external examinations.

**The following items should be brought to school and submitted to the class Teacher or compound Master by all new day students:**

1 broom (big bundle, 2 for boarders)

1 machete (for cutting grass)

**16.0** **SCHOOL BUSES**

The NCI has more than 7 school buses that ply different routes throughout the capital city to convey our students and staff to school at minimal cost, paid monthly. For more information on our busing scheme and routes, contact 08069713300 OR 08064671053

**17.0** **SPORT WEAR**

New student are expected to purchase sport wear from the school at the rate N2,000 only. All boarders are to wear white canvases for games.

**18.0**  **CONCLUSION**

The Nigerian Christian Institute welcomes students who will be law abiding and ready to help the school maintain its high academic standards and level of discipline without considering sex, nationality, tribe, religious, background, etc. any information not contained in this prospectus can be obtained from Principal’s office or by calling 08069713300 or visiting our website at www.nciuyo.com.ng

Once again, welcome to the NCI family.