SHERMAN NAGEL ADVENTIST HIGH SCHOOL

Integrity & Entrepreneurship

Student Handbook

Conduct, learning, wellbeing, and community life

The expected standard of conduct, learning, safety, faith, and community life for day and boarding students during the 2026/2027 Academic Session.

Document reference	SNAHS-HBK-2026-01
Academic session	2026/2027 Academic Session
Effective date	7 September 2026
Approved by	Mrs. Peace Mathew, Principal

Official public document. Review the latest approved version before use.

Purpose and Scope

SNAHS provides Christ-centred secondary education that develops integrity, responsibility, enterprise, learning, and service. This handbook applies to day and boarding students. Parents and guardians are expected to support it.

Community Values

- Treat students, staff, parents, visitors, and school property with respect.
- Follow reasonable instructions from authorised school personnel.
- Speak truthfully, act honestly, and take responsibility for personal choices.
- Protect the good name of the school in person, online, and off campus.

Faith and Sabbath

Students participate respectfully in worship, chapel, Bible study, and spiritual-development activities. SNAHS observes the Seventh-day Adventist Sabbath from Friday sunset to Saturday sunset through worship, rest, fellowship, service, and appropriate non-commercial activities.

Attendance and Learning

Attendance and Punctuality

- Maintain at least 80% attendance each term.
- Arrive before morning assembly and follow the communicated timetable.
- Parents should notify the school about absence.
- Medical evidence may be requested after three consecutive school days of illness.
- Repeated lateness or unexplained absence may lead to parent contact and corrective action.

Academic Work and Examinations

- Complete assignments, continuous assessments, practical work, and examinations.
- Cheating, impersonation, plagiarism, result alteration, and unauthorised examination materials are serious offences.
- A missed assessment may be rescheduled only for an accepted reason and with school approval.
- Promotion follows approved results, attendance, and academic requirements. Results are issued through the approved process.

Homework and Study

- Complete homework independently and submit it on time.
- Parents should support study without completing work for the student.
- Boarding students must attend scheduled prep and maintain a quiet study environment.
- Persistent failure may lead to academic support, parent contact, or corrective action.

Appearance, Conduct, and Discipline

Uniform and Grooming

- Wear the complete school-approved uniform for the relevant day or activity.
- Keep uniforms clean, properly fitted, and free from unauthorised alterations.
- Keep hair neat, modest, and in the school-approved style.
- Makeup, coloured nails, visible tattoos, and fashion jewellery are prohibited. Only simple approved accessories may be worn.

Serious Misconduct

- Fighting, bullying, harassment, threats, theft, dishonesty, or deliberate property damage.
- Truancy or leaving the school or hostel without permission.
- Cultism, gang activity, initiation practices, gambling, extortion, or intimidation.
- Examination malpractice, impersonation, prohibited items, substances, sexual misconduct, indecent behaviour, or serious insubordination.
- Cyberbullying, unauthorised recording, device violations, endangering others, or damaging the school's reputation.

Disciplinary Action

Depending on the incident, the school may use one or more of these measures. Serious offences may be referred directly to management.

1. Immediate correction by a teacher, house parent, or authorised staff member.
2. Counselling and supervised corrective duty, such as sanitation, school service, detention, or loss of privileges.
3. Referral to the class teacher, house master or mistress, vice principal, or disciplinary committee.
4. Invitation of the parent or guardian.
5. Written undertaking where necessary.
6. Suspension authorised by the principal.
7. Withdrawal or expulsion after management review.

Safety, Health, and Property

Safeguarding and Anti-Bullying

- Bullying, harassment, intimidation, discrimination, sexual misconduct, and retaliation are not tolerated.
- Report concerns promptly to a teacher, house parent, counsellor, principal, or trusted staff member.
- Reports will be handled promptly, discreetly, and fairly, with parent involvement or referral where necessary.
- Retaliation against a reporting student or witness is prohibited. Immediate danger must be reported at once.

Health and Medication

- Parents must disclose medical conditions, allergies, and emergency contacts.
- Label medicines and submit them to the health officer, matron, or authorised staff member.
- Students may not keep or share medicines without written authorisation.
- The school may provide first aid and contact parents or emergency services when necessary.
- Do not send a sick student to school when medical care or isolation is required.

Property, Searches, and Emergencies

- Authorised staff may inspect bags, lockers, or hostel spaces where safety or rule-enforcement concerns exist.
- Students are responsible for personal property. Unauthorised valuables are brought at the family's risk; deliberate damage may be charged.

- Students must follow evacuation, fire-safety, emergency, and security instructions immediately.

Technology and Prohibited Items

Phones and Electronic Devices

- No student, including a boarding student, may possess a mobile phone.
- Laptops require authorisation, may be used only under staff supervision, and must be submitted before lights-out.
- Approved calculators, non-smart watches, and authorised medical devices are permitted.
- Phones, tablets, smartwatches, earbuds, gaming devices, and unauthorised laptops are prohibited.
- Unauthorised devices may be secured and released to a parent or guardian; further discipline may apply.

Other Prohibited Items

- Weapons or sharp objects not required for approved schoolwork.
- Alcohol, tobacco, vaping products, and illegal drugs.
- Pornographic or inappropriate materials and gambling items.
- Fireworks, matches, lighters, or unauthorised flammable items.
- Unauthorised medicines, cooking or heating appliances, excessive cash, and valuable jewellery.

Boarding Life

Hostel Expectations

- Follow the house timetable for worship, meals, prep, duties, recreation, and lights-out.
- Lights-out is 10:00 pm nightly; authorised laptops must be submitted beforehand.
- Keep hostel spaces orderly and follow house-parent instructions.
- Visits occur only on approved days and during times communicated each term.
- Parents must disclose food allergies and medical dietary needs. Unauthorised cooking is prohibited.

Leave and Collection

- Leave the school only with authorised management approval.
- Students must be collected by a parent, guardian, or previously authorised adult.
- Departure and return details must be recorded.
- Telephone permission alone is insufficient when the caller cannot be verified.
- Late return may lead to disciplinary action.

Communication and Updates

Parent Communication and Complaints

- Contact the relevant class teacher, house parent, or staff member first.
- Refer unresolved matters to the vice principal or principal.
- Submit formal concerns respectfully through the school office or official email.
- The school will review concerns fairly. Harassment, threats, or public abuse of staff or families are prohibited.

Handbook Updates

Management may update this handbook when necessary. The latest approved version supersedes earlier versions. Students and parents must also follow official notices, class instructions, hostel rules, safety procedures, and event guidance.

Contact

Sherman Nagel Adventist High School, Amawire-Orji, Owerri, Imo State, Nigeria
Telephone: +234 810 822 8010
Email: info@shermannagel.sch.ng
Principal's Office: principal@shermannagel.sch.ng

Student and Parent/Guardian Acknowledgement

By signing below, the student and parent/guardian confirm that they have read, understood, and agree to support the current Student Handbook.

Field	Details
Student name	
Student signature	
Parent/guardian name	
Parent/guardian signature	
Date	