

## **GENERAL SCHOOL RULES AND REGULATIONS**

### **1. FEES PAYMENTS**

- A.** All monies due to the school must be paid within 30 days of the start of term, noting that:
  - i) New students joining the school must pay all fees on the first day of the term
  - ii) Returning students must pay at least 50% of all fees on the first day of the term.
- B.** All students must have genuine school documents, such as receipts, meals card gate passes, examination cards, etc when at school.

#### **Penalty**

- i) Failure to make full payments of fees when requested will result to a student being sent back home to collect the fees.
- ii) Any student found to have forged any school document, he/she will;
  - ❖ Face the disciplinary committee for disciplinary action
  - ❖ If the culprit is found guilty, she/he will be indefinitely suspended from school.
  - ❖ If the forgery is material to the school, legal actions will be taken and the culprit will pay double of the loss incurred by the school and be handed to police for prosecution.

### **2. OFFICIAL LANGUAGE.**

- A. The official language used in school is English only, and must be used at all times.
- B. Other languages such as Kiswahili, Luganda, French e.t.c can only be spoken during the relevant lesson.

#### **Penalty**

- i) Student found speaking vernacular for the first time will be given some communal work and will be required to write an apology to explain his /her failure to speak English.
- ii) A student found speaking vernacular twice or more will face the disciplinary committee, which will either call the parent or suspend the student for not more than one week if found guilty.

### **3. UNIFORM AND APPEARANCE**

- A. Full official school uniform must be worn at all times when in school, including attendance at formal occasions and official functions.
- B. Students must be smartly dressed at all times, with shirts/ blouses tucked in and black belts around the waist.
- C. Only school sweaters are allowed to be worn at school and no sweaters should be tied around the waist. A non uniform sweater shall be dressed with permission from Administration.
- D. All students must wear well polished black shoes as part of the school uniform. White canvas shoes should be worn on Wednesday and Saturdays only.
- E. Female students must wear long white stockings pulled up all the times.
- F. The size of the school uniform must be respected by all students and tempering with the size, shape or colour of the school uniform shall amount to disciplinary matter.
- G. No student should make unauthorized additions to the official school uniform, such as jewelry or similar personal items / ornaments, Painted nails and make-up.
- H. All students must keep their hair short (not longer than 1 inch)

#### **Penalty.**

- i) Any dress not exactly confirming to or contrary to the official school uniform as stated shall be confiscated by the school administration indefinitely.
- ii) Any unauthorized additions to the school uniform as stated in rule 3 will be confiscated by the school administration indefinitely.
- iii) Any abuse of school uniform, such as not tucking in shirts and blouses, no belts around the waist, no neck tie or fold stocking, either in or out of the school will be punished as follows:
  - a) A boy will be required to remove the shirt/ shall be punished as seen fit.
  - b) A girl will be required to remove her shoes, which will be retained till evening, when it can be collected.
- iv) Any student without a school badge will not be allowed in class and at school.

- v) Any student realized to have reduced on the uniform or cut the uniform will be suspended for a week and allowed in school after buying a new uniform. If it persists he/she should be suspended indefinitely.
- vi) All boarding students must put on their after – class uniform from 5:30pm onwards.

#### 4 SCHOOL BOUNDS

- A. No student is allowed to leave the school compound during school hours without express permission of the head teacher or his/her deputy.
- B. Student must not spend time loitering in nearby slum areas, at video hall, parties or other gatherings not intended for them.
- C. Students should not lean on or hang off, talk to any person through the school fence at any time.
- D. Students must only enter and leave the compound by using the main gate.
- E. Escaping through the fence is strictly prohibited.
- F. No student is allowed to buy drinks or edibles from outside the school or through the fence.
- G. No student should bring any visitor to the school compound or into the dormitory without prior permission from the head teacher or her/his deputy.
- H. No day student, either boy or girl should be found in the dormitories.
- I. No male student should be found in the girls dormitory and vice versa.
- J. No student is allowed in the dormitories from 7:00am to 4:40pm unless with express permission.

##### **Penalty.**

- i) Any student found leaving or have left/escaped from the school without express permission will be asked to call the parent, suspended for one week and required to buy 1 roll of razor wire fence.
- ii) Any student found loitering in the nearby slum area will be asked to call the parent and culprit shall be subjected to disciplinary action as shall be deemed necessary.
- iii) Any student found trespassing or escaping through/over the school fence will be required to buy **a new roll of Razor wire chain measuring 24meters at a cost 150,000/=**
- iv) Any student found breaking rule 4c or 4f above will be sent home and required to come with a parent.
- v) Any student found breaking rule 4g,4h or 4i above will be asked to call the parent and be suspended for 1 week.

#### 5. CLEANLINESS OF THE SCHOOL AND COMPOUND

- A. All students are responsible for ensuring that the school and compound are kept clean.
- B. All litter should be placed into the bins provided around the compound. Students must not throw litter onto the floor.
- C. Students must leave classrooms tidy and clean at the end of the school day.
- D. Students must adhere to the rules governing the use of the toilet and sanitary facilities as published in the toilet block.
- E. Students should not step on the green grass around the school compound.
- F. Students should not make any unauthorized writing on the school walls either inside or outside classroom blocks.

##### **Penalty**

- i) Any student found breaking any of the rule mentioned in 5 above, will be asked to clean the compound, classrooms or toilets as appropriate and write a letter of apology.
- ii) Any student found writing/having unauthorized information on school walls shall be set home for a parent and required to buy a 20 litre jerrican of paint.

#### 6. GENERAL PERSONAL CONDUCT.

- A. All students are expected to behave in a respectable manner at all times in conformity with the school mission and motto "Honour God and Serve His People".
- B. Students must respect all persons in positions of authority within the school, including the

administration team, teachers, non-teaching staff and prefects as well as school visitors, guests and friends.

C. Students must never:

- i) Disturb students and teachers in classes.
- ii) Dodge communal work, assemblies, roll calls or lessons.
- iii) Damage school property or the property of others.
- iv) Steal property or be in possession of stolen property of the school or for other people.
- v) Sell or consume unauthorized items of any kind within the school, e.g alcohol, marijuana, cigarettes, any drugs or gambling.
- vi) Use violence or get involved in fighting
- vii) Use vulgar or abusive language.
- viii) Form unauthorized group or clubs that serve their own interests.
- ix) Ride bicycles or drive cars in the school compound.
- x) Students must conduct themselves in a sensible and responsible manner when moving within the school compound e.g every student should greet other people, apologize when wrong, forgive others, say thank you e.t.c.
- xi) All sexual abuses such as coupling, homosexuality, lesbianism, sexual intercourse of opposite sex are strictly prohibited and punishable.

**Penalty.**

- i) Any student found drinking, drunk, smoking gambling will be required to call a parent and be suspended for two weeks.
- ii) Any student found being violent or fighting shall be suspended for 2 weeks or indefinitely depending on the gravity of the case.
- iii) Any student who destroys school property will be suspended for 2 weeks and after which required to pay for its replacement.
- iv) Any student found/caught with any property that does not belong to him/her (stolen) shall be suspended for 1 week and be required to buy all lost properties from the dormitory for a given period of time.
- v) Any student found breaking rule 6ci, 6cii, 6cv, or 6cviii will be punished as seen fit by the disciplinary committee.
- vi) Any student caught to have broken rule 6 section C (xi), shall be required to call parent and suspended for an agreed period of time that will be seen fit by the disciplinary committee. An indefinite suspension shall be subjected to those caught in action, to have been in action of sexual intercourse.
- vii) Any student found in possession of drugs shall be handed over **to police** and shall face immediate expulsion.

**7. POSSESSION OF UNAUTHORIZED EQUIPMENT.**

- A. Material equipment such as mobile phones, radios and cameras, or unauthorized cloths should not be brought to or used in school.
- B. The possession of firearms, imitation of fire arms, ammunition, hammer, knives, matches/lighters or any type of weapon that could inflict harm on others is strictly prohibited.

**Penalty**

- i) Any student found with items in rule 7 a) above, shall have the item confiscated and later destroyed
- ii) Destroyed on spot by school authority.
- iii) Any student found in possession of item covered in rule 7b shall be handed over to police and face legal action against him/her.
- iii) If any student is persistently caught with mobile phones he/she shall be suspended indefinitely.

**8. ATTENDANCE.**

- A. All new students are expected to report within two weeks of the date of admission.
- B. Student must arrive at school by 7:00am for the start of each school day and leave by 6:00pm

(Monday to Friday on Saturday, students must arrive by 7:00am and leave by 2:00pm.

- C. The school routine must be adhered to at all times.
- D. Students must attend all lessons, tests and examinations as programmed.
- E. Students are expected to participate in school functions and co-curricular activities every student must be a member of at least two clubs/societies.
- F. Students are prohibited from taking holidays during term time or leaving school before the closure of term.
- G. Students requiring absence from school for medical or personal reasons must seek the express permission of the Head teacher prior to their absence.
- H. Roll calls (Morning and afternoon) are compulsory.

**Penalty.**

- i) Any student who fails to report to the school within two weeks of their admission date will forfeit his /her place.
- ii) Any student found breaking rule 8d,8c,8e, 8f,8g or 8h, above suspended for a week and will be required to bring his/her parents for further discipline.

**9. SCHOOL CANTEEN AND MEALS.**

- A. The canteen is out of bound to all students during class hours.
- B. Disorderly conduct such as rushing for food or pushing in the queue is forbidden.
- C. Students are not allowed to bring in food stuffs from outside school and are not permitted to cook their own food.
- D. The kitchen is out of bounds to all students unless it's time for meal.
- E. Students must dispose off food and water remains appropriately.
- F. Students are prohibited from carrying out illegal business within school.

**Penalty**

- i) Any student found breaking any rule 9 above will be punished on spot or will be forwarded to disciplinary committee to decide on his /her fate.
- ii) Any student found engaged in any illegal business in the school shall be suspended for a week and required to report back with a parent.

**10. LIBRARY AND LABORATORY.**

- A. Every new student shall report with a text book on the day of reporting.
- B. Student must adhere to the rules governing the use of library and the laboratory as published in the library and in the laboratory.
- C. Students must exercise maximum utilization of time and opportunity and observe a high degree of honesty and responsibility in the use of text books/ lab resources and school reading resources.
- D. Students must respect the library/laboratory as a quiet study area and conduct themselves appropriately.

**Penalty.**

- i) Any student who destroys or steals school books or equipment will be fined by not only replacing the stolen or damaged item, but also supplying an extra of the same item at their own cost.
- ii) Any student found causing disorder in the library such as shouting, disobeying the library. laboratory personnel playing etc shall be suspended for 2 weeks and report back with a parent and if it persists, he/she shall be suspended indefinitely from school.

**11. MEDICAL**

- A. The school is not responsible for meeting any medical bill incurred from outside for treatment of a student.
- B. Illegal possession of drugs on the school premises is strictly prohibited.
- C. In case of chronic illness/disease, the school administration must be informed with evidence. Failure to do so will mean the school is not responsible for any accidents.
- D. In case of an emergency, where the school incurs an expense for assisting a student, the parent/guardian must refund the school the full cost incurred.

## Penalty

- i) Any student found in possession of drugs illegally will have the drugs confiscated indefinitely or the student will face suspension.

## **RULES AND REGULATIONS FOR BOARDING STUDENTS**

- ❖ Dormitories will be locked from 7:00am to 5:10pm.
- ❖ All borders must move out with their cups, plates, spoons, folks and books for lessons, before the dormitories are locked in the morning.
- ❖ Day students are not allowed to enter the dormitories and if caught he/she will be disciplined at spot and even made to pay for any lost properties from the dormitory.
- ❖ Borders acquire two casual wear for school to be put on after classes and a black jumper for preps.
- ❖ Dormitories must be kept neat and clean. Inspection will be carried on regularly and those students who could have refused to clean on a particular day shall be punished accordingly.
- ❖ All students must have short hair (i.e 1 inch).
- ❖ Trespassing and leaving school compound without permission will lead to indefinite suspension from school.
- ❖ Morning preps run from 4:40am to 6:30am. Morning Breakfast shall run from 6:30am – 7:00am
- ❖ Evening preps run from 7:00pm to 9:30pm every day.
- ❖ Prayers are compulsory on every morning Monday to Sunday. Anyone caught dodging shall face disciplinary action.
- ❖ No student is allowed to prepare personal food or hot drinks in the dormitory. If caught, shall be suspended from school for a week and will be required to pay electricity bill of shillings 50,000= without fail.
- ❖ No student is allowed to carry local medicine in the dormitory or any other medicine unless permitted by the school's administration.
- ❖ **Radios, Mobile phones, TV, Cameras, guns, pistols etc are strictly not allowed in school and in the dormitory. If caught, the property shall be confiscated and destroyed on spot.**
- ❖ School uniform must be worn from Monday to Saturday and for all school occasions.
- ❖ Smoking, drinking, alcohol and drugs abuse are strictly not allowed in and out.
- ❖ Theft of any kind is strictly condemned. Any student caught with any property that does not belong to him/her shall be suspended and be required to buy all lost properties from the dormitory for a given period of time.
- ❖ Any form of vandalism at school, like furniture, misuse of toilets, electrical installations and beds, will lead to replacement of such items by the student concerned at prevailing price, or indefinite suspension.
- ❖ All sexual abuses such as coupling, homosexuality, lesbianism, sexual intercourse of opposite sex are strictly prohibited and punishable. If caught, the culprits shall be required to call parents and suspended for an agreed period of time that will be seen fit by the disciplinary committee.
- ❖ Only parents with **parents' visitation cards** are allowed to see students in boarding section. Any tress pass to see a student without permission will amount to disciplinary action of both the visitor and the student.

## **12. EXAMINATIONS/ACADEMICS RULES**

1. All students should observe double margins in particular subjects as may be instructed by the teachers.
2. Cheating of any nature in examinations is heavily punishable and may lead to expulsion or repeating a class.
3. After the examination period, students must continue with the normal school routine i.e. class break, lunch, games and prep. Failure to abide attracts a heavy punishment.
4. All students must observe the sitting plan instruction and direction governing examinations and must register for every exam attended.
5. Students must observe library hours and rules. Students must take proper care of all library materials in their care. Laboratory and library materials lost or damaged must be replaced in addition to other punishments.
6. Students with chronic illnesses should report with medical documents to the Deputy Administration without fail to enable formal arrangement to be done for them.
7. Prep time is mandatory to every boarding student. Students must do their prep in the appropriate rooms and should sit in an orderly class format. Lights out must be observed by every boarder, this will always be at 10:30pm. Dormitories shall be out of bounds for all students during class and prep time. Dodging prep is punishable.
8. Missing/ dodging exams is self dismissal from school, unless with permission from the school Administration.

## **13. THE RESPONSIBILITIES OF A PARENT**

Parents and teachers play a vital role in bringing up the Nation and indeed this is their role in Nation building.

We in Ebenezer Secondary School therefore, have a set of written responsibilities which parents have to put into consideration. There are obligations to fulfill for the proper upbringing of one's child, instead of leaving it to the teachers.

1. The parent must visit the child on the visitation day and check on the academic performance of his/her child.
2. The parent has to collect the student's report personally at the End of term. A person delegated to collect a report should have a visitor's card.
3. He/she must attend all class meetings.
4. Should avoid his or her child from having funny haircuts e.g French cuts etc.
5. Should ensure that his/her child is smart and tidy.
6. Should accept the biblical saying "Spare the rod and spoil the child" by accepting his/her child to be punished as deemed necessary.
7. Should never discuss or backbite teachers at home in the presence of students.
8. Should ensure that his/her child leaves home fully dressed in school uniform.
9. Should purchase for the student atleast two sets of school uniform.
10. Should encourage students to go for church services (or Juma prayers) whenever at home.
11. Be the mouth piece of the school and publicise it to outsiders.
12. Encourage students to study seriously at home and keep them at home instead of loitering hence encourage discipline.
13. Guard your son/daughter from joining wrong company.

14. Must pay no-refundable fees promptly and bring the child for studies on the opening day.
15. Should not directly or indirectly breach the school rules and regulations. And should always refer to the school rules.
16. Provide basic educational and personal requirements of the child.

#### **14. VISITATION/VISITATION DAYS**

1. Parents should dress in a descent and responsible man while coming to visit children at school.
2. Parents are encouraged to visit their children on those days and equip them with necessary requirements.
3. Visiting hours are strictly between 9:00am to 5:00pm. Late arrivals shall not be allowed in.
4. All parents must also observe office working hours and days, i.e. 8:00am to 5:00pm from Monday to Friday.
5. Parent/guardians and relatives are not allowed to see students during class time.
6. Visitors must see the school administration before talking to any student. Students found talking to their visitors without permission will be sent home with their visitor.
7. Visitors(including old students) are not allowed in the dormitories, any student found with a visitor in the dormitory will be suspended.

**NB: Any parent/visitor to the school dressed indefinitely will not be allowed into the school.**

#### **CONCLUSION**

Once the student reports, it means that together with the parent they have entered into a contract with the school administration to abide by the school rules and regulations and the SCHOOL ROUTINE.

**PUNISHMENTS AND SANCTION.**

**EBENEZER SECONDARY SCHOOL** is an institution of high repute and as such has high expectations from all its students. Any student who chooses not to follow our expectations, and who breaks the rules described above, will be sanctioned or punished according to the severity of the offence committed in line with the a above.

**DECLARATION (to be retained by the school)**

I .....declare that I have received, read and understood the rules and regulations and promise to uphold and abide by them.

**PARENT'S NAME:.....SIGNATURE.....**

**CONTACT: .....**

**STUDENT'S NAME..... SIGNATURE.....**

**DATE:.....**