



ST. HENRY'S COLLEGE KITOVU

SCHOOL RULES

PREAMBLE

St. Henry's College is a boys' Catholic Founded and Government Aided Boarding School offering ordinary and advanced level courses. The education given is based on Catholic/Christian principles and on the College motto **FOR GREATER HORIZONS**.

RULE 1: ADMISSIONS

- (a) All Admission issues must be addressed to the Headteacher.
- (b) All students must fulfill the school's admission requirements before they can be accepted as members of the school.

RULE 2: OBEDIENCE TO AUTHORITY:

Students must obey and respect the school authority vested in the Headteacher, Deputies, Teachers, prefects and all persons to whom the authority of the Headteacher is delegated from time to time.

RULE 3: PUNCTUALITY:

Punctual attendance at all events and functions prescribed by the school routine is compulsory.

RULE 4: ORDER AND SILENCE

All students are expected to observe silence and orderly behaviour during study and preparation time. Silence must also be observed during bed time.

RULE 5: LANGUAGE

All students are expected to use the official language (English) on all occasions while at school. Any other languages used must be prescribed by the Examinations Syllabus and within the lesson time.

Use of foul language is unacceptable in the College Community.

RULE 6: DORMITORY:

- (a) Quiet and orderly behaviour must be observed in the dormitory and retiring and rising signals or bell strictly adhered to.
- (b) Radios are not allowed in the school. Electronic communication devices like mobiles, walk talkies pagers are not allowed in school. A student is allowed to have an electric flat iron.
- (c) Visiting dormitories during class or prep time requires permission from appropriate authority.
- (d) Students are not allowed to change beds without the permission from the Housemaster.

RULE 7: SCHOOL BOUNDS:

The following areas are also out of bounds to all students:

- (a) The dormitories during preparations and class times.
- (b) All Staff Quarters.
- (c) Students who leave the prescribed venue of visit during school outing or those who separate from the main group as the group goes or returns will be considered to be breaking bounds.

RULE 8: PERMISSIONS:

- (a) Written permission to leave the school shall be received from the teachers on duty or Deputy Headteacher.
- (b) To spend one or more nights outside the school, permission shall be received from the Headteacher or his Deputies.
- (c) Permission chits must be presented to the Gate-Keeper for records on leaving and returning.
- (d) Used permission chits must be surrendered to the office on return.

RULE 9: DRUNKARDNESS:

Students shall not drink any intoxicants or drugs or have them in their possession, or act under the influence of such intoxicants or drugs.

RULE 10: SMOKING:

Students shall not smoke cigarettes, tobacco, pipes or other noxious things or have any of these things in their possession.

RULE 11: ABSENTEEISM:

- (a) No student shall absent himself from any lesson without written permission.
- (b) No student shall absent himself from any prescribed functions.

RULE 12: PROPERTY:

- (a) Damage to or loss of school property will be paid for or replaced in kind by the students concerned either individually or collectively as the case may be. Damaging or burning personal or other students notes, cloths, littering is unacceptable and punishable.
- (b) The school accepts no responsibility for loss of student's personal property.
- (c) Indulgence in petty or habitual thefts will be liable to heavy penalties.
- (d) Any removal of burglar proof or iron bars or damage to fences or creation of new outlets to any part of the school will be associated with criminal intentions.
- (e) No student is allowed to enter specified rooms such as the Laboratory in the absence of a teacher.

RULE 13: CHANNELS OF COMMUNICATION:

- (a) Students must route all their complaints, grievances or suggestions through the recognized school organs such as the prefectorate, through the Master-in -charge, to the Headteacher.
- (b) In emergency circumstances, the Prefectorate may contact the Headteacher directly.

RULE 14: SECURITY:

- (a) Possession of any dangerous weapon is strictly forbidden.

- (b) Any form of **BULLYING**, assault to anybody will be treated as criminal act unbecoming in the school community.

RULE 15: SELF-RELIANCE:

- (a) All students shall participate physically in keeping their school clean in accordance with specified schedules. This shall include sweeping classrooms, dormitories etc...
- (b) Students shall strive to keep all school premises tidy.
- (c) All students shall be expected to observe the elementary rules of hygiene with regard to their bodies and clothing.
- (d) All students are expected to participate in school self-help projects like the school farm and any others that may be initiated from time to time.

RULE 16: SCHOOL UNIFORM:

The school uniform must be worn at all times except on Saturdays, Sundays, after the last lesson on week days and during field work, when suitable wear is recommended and accepted. Students must wear school uniform on all official occasions and when off school bounds.

Head gears (hats, caps) open shoes, or any shabby clothes must not be worn.

RULE 17: PUBLICATIONS:

- (a) All forms of publications and advertisements for both internal and external circulation, must be approved by the patron or Headteacher.
- (b) All correspondences concerning school matters are carried out through the Headteacher.

RULE 18: VISITORS:

- (a) Students may be visited by relatives and parents once a term on a day that will be communicated by the school. Visits are between 11.00 a.m. and 4.00 p.m.
- (b) Under no circumstances shall visitors be allowed into dormitories.
- (c) Visitors are not expected to bring cooked food into the school on a visiting day.

RULE 19: MEDICAL CARE:

- (a) The school medical facilities are open to all members of the school community. Cases beyond the competence of the School Nurse shall be referred to an appropriate Hospital through the Headteacher for authority and transportations arrangements, if need be.
- (b) Students shall visit the school dispensary at prescribed times only, except for emergency cases.
- (c) Absenteeism from class, prep, or any other activity on medical grounds must be accompanied by a written permission from an authentic doctor or School Nurse.
- (d) Keeping of medicine that is not prescribed is not allowed.

RULE 20: FOOD:

- (a) All students shall accept the type and amount of food the school authority can afford for Breakfast, Lunch and Supper.
- (b) Students are strictly advised against consuming any other edible stuff made available by any external vendors. Students are not expected to bring food stuffs as they return to school.
- (c) Consuming food stuffs in the dormitory and classrooms is strictly prohibited.
- (d) No student is allowed to possess cooking or boiling gadgets.
- (e) The school does not provide special diet.

RULE 21: BORROWING AND FINANCIAL TRANSACTIONS:

No student shall engage in a financial transaction with another student or outsider while he is at school.

Borrowing and lending of money, selling of goods between students is an offence, which can lead to disciplinary action.

RULE 8 (It is weak)

- (e) Students must not escape from school premises during day or at night.

RULE 22: CONDUCT DURING EXAMINATIONS:

- (a) Students must present themselves for checking at least 30 minutes before the start of an examination.
- (b) Students must not carry written materials into the examination rooms.
- (c) Students must not collude or seek assistance from their fellow students during an examination.

PENALTIES:

Any student who breaks any of the above rules will be punished in any of the following ways as deemed fit by the school authorities:

- (a) Manual punishments.
- (b) Suspension from school.
- (c) Indefinite suspension from school.

RULE 23: ACADEMIC PERFORMANCE:

Students must work hard to attain the required pass-mark as determined by the school authority.