

**KIBULI SECONDARY SCHOOL**  
**SCHOOL RULES AND REGULATIONS, 2014.**

**PREAMBLE**

Kibuli Secondary School is a Muslim founded school. All activities shall be in accordance with the objectives of the founding body and National Goals of Education. These school rules and regulations as laid out are for the purpose of instilling discipline and giving a guideline to enable our students, teachers and parents fulfill their respective duties and hence help attain the academic goals as provided by the Uganda System of Education.

All round education is as much concerned with training of character as with acquisition of knowledge, honesty, hard work and discipline. This is as important as learning academic subjects.

It is therefore necessary and essential that every student of Kibuli Senior Secondary School shall abide by the **SCHOOL RULES AND REGULATIONS.**

It is important to note that a breach of common sense is a breach of the rules.

There are three (3) categories of offences. Each category carries its punitive measure.

**I. CATEGORY A: GRAVE OFFENCES**

1. (a) Taking, or possession of, or distribution of alcohol.  
 (b) Taking, or possession of, or distribution of narcotics (drugs).  
 (c) Smoking or possession of, or distribution of smoking equipment.
2. (a) Stealing or possession of stolen property.  
 (b) Theft of any nature.
3. Gambling of any nature.
4. Leaving the school campus during day or night without any written permission from the school authorities.
5. Tampering with installations and vandalism
6. Examination malpractices of any nature.
7. Romantic relationships of any nature.
8. Male students going to Girls Hostels.
9. Female students going to Boys' Hostels.
10. Students going to staff quarters except in cases of emergency or any other genuine case.
11. Students going to the Main Hall except when there is an organized official Activity, and in the presence of a Patron.
12. (a) Committing acts of violence or threatening bodily harm.  
 (b) Teasing or bullying.
13. Being in possession of weapons or being in possession of a dangerous instrument that is likely to cause grievous harm.
14. Homosexuality of any nature.

**PENALTIES:**

Grave offences as listed above are regarded as **TOTALLY UNACCEPTABLE**. ANY STUDENT found committing or having committed any offence in this category shall have the offence committed recorded in the behavior book kept by the administration and shall be suspended indefinitely on the Headmaster informing the Chairman of the Board of Governors, pending a decision by the Board of Governors.

## II. CATEGORY B: SERIOUS OFFENCES.

1. (a) Failure to immediately obey an order from the Headmaster and/ or his staff.  
 (b) Acting in a manner that brings bad reputation or contempt to the school.  
 (c) Failure to do the right thing in the right place at the right time.  
 (d) Insolence to any member of staff or student leader.
2. (a) Failure to report to school on first day of the Term, before 6:00 p.m., except when there is a special reason which must always be supported by a parent's/guardian/s letter to the Headmaster.  
 (b) Failure to be in school from the first day to the last day of the term.
3. (a) Academic indiscipline: dodging class, preparation time, home work/assignments, missing notes, tests and examinations.  
 (b) Missing house work and general cleaning without written permission from the Nurse, Matron or House Master.  
 (c) Remaining in the Hostels during class and prep time unless authorized by the Nurse, Matron, or House Master.
4. (a) Failure to attend school assembly.  
 (b) Failure to attend roll-call.
5. (a) Hooliganism and noise making.  
 (b) Use of foul language.
6. (a) Failure to take all meals from the Dining Hall and follow table etiquette (proper dress, sitting, punctuality and gentility).  
 (b) Ferrying in or receiving Cooked food of any nature from outside the school.
7. Failure to be in FULL SCHOOL UNIFORM (shirts must have the school badge and must be well tucked in) during class hours, when returning to school at the beginning of Term, when going home at the end of Term, when collecting reports and when going out of school during the Term.
8. Failure by any student who has been given permission to leave the school to present the gate pass to the gate keeper at the main gate before leaving and on returning to school before proceeding to the Administration. The student must not exceed the time given to stay away from school.
9. Failure to use the main gate as the only entrance into and exit point out of school.
10. Commercial business transactions within or among fellow students in any article.
11. (a) Nudity.  
 (b) Dressing shabbily, scantily and indecently.  
 (c) Wearing stylish hair cuts, keeping treated hair, keeping unkempt and long hair/beards, and keeping long nails.  
 (d) Wearing of ornaments like necklaces, earrings, any form of jewelry, painting of nails and wearing of make-up.
12. Receiving parents and/or any other visitor without permission from the school authorities.
13. Allowing and entertaining visitors in the Students' Hostels or even students entering visitors vehicles while at school.
14. Possession of personal radios, cell phones, computer games and musical instruments of any kind.

- 15. Sexual harassment of any nature
- 16. Religious fanaticism of any nature.

#### **PENALTIES**

##### **1. FIRST TIME OFFENDERS:**

**ANY STUDENT committing or found to have committed any offence listed in category “B” above SHALL**

- (A) **HAVE** his or her name and offence recorded in the behavior book kept by the Administration.
- (B) **CAUSE** his/her parent/guardian to be summoned to school over the student’s indiscipline.
- (C) **SIGN** a disciplinary form.
- (D) **WRITE** a letter to the Headmaster on what he/she is going to do to prevent a recurrence of the problem and state “that a further recurrence of the problem shall be interpreted as disobedience”; which shall result in more serious consequences.”
- (E) **BE** suspended for at least two (2) weeks depending on the gravity of the offence.

##### **2. REPEAT OFFENDERS:**

**ANY STUDENT committing or found to have committed any offence in category “B” above FOR THE SECOND TIME shall, depending on the gravity of the offence, be indefinitely suspended on the Headmaster informing the Board of Governors pending a decision by the Board of Governors.**

#### **III. CATEGORY C: RISKY OFFENCES**

- 1. The staff room is out of bounds. No student should line or be around it without genuine purpose.
- 2. Failure to use English at all times except during lessons of any other language on the syllabus.
- 3. Possession of electrical appliances (kettles, flat irons, shaving machines), without registration.
- 4. Failure to achieve the desired pass mark in all tests and examinations as determined by the respective subject teachers.
- 5. Loitering and time wasting.
- 6. Being deceitful.
- 7. No unauthorized student is allowed in the kitchen.
- 8. (a) **FAILURE** by any student to participate in at least one sport or game.  
(b) The sports wear **MUST** be worn during time for games.
- 9. (a) Failure to participate actively in keeping the school clean.  
(b) Failure to observe the basic rules of personal hygiene.
- 10. Failure to take good care of your possessions to avoid careless loss of personal property.

#### **PENALTIES:**

**A record of offences committed under category “C” shall be kept in the behavior book kept by the Administration. Other penalties shall include either mopping or slashing, or scrubbing walls of the classroom blocks and Hostels, or cleaning of school premises or digging or filling a pit. These punishments shall be centrally administered. The student SHALL be required to write a letter to the Headmaster on what he/she is going to do to prevent a recurrence of the problem. The student is to be aware and state this, “that a further recurrence of the problem SHALL be interpreted as disobedience.” Disobedience is a much more serious offence that SHALL lead to:**

- (a) The parent being summoned and suspension of at least two weeks.
- (b) Expulsion.

**IV. REGULATIONS**

1. Prayers are a **MUST** to every student and in congregation
2. **PUNCTUALITY** to ALL school activities and routine is **MANDATORY**.
3. A student is free to join any society of his or her choice.
4. No society without a Patron (member of the teaching staff) will be registered in the school. All correspondences from societies beyond the school/to other schools must be addressed through the Headmaster of this school.
5. Students making a trip of a society shall not go unaccompanied by a member of staff.
6. The school has student leaders namely: Prefects, Student Council Representatives, Dormitory Leaders, Form captains and KMSA executives. Their main duty is to assist the staff in ensuring efficient administration of the school. They are elected or appointed on merit.
7. Parents /guardians are allowed to visit their children once a term from 8:00 a.m. to 5:00 p.m. on a designated Sunday on presentation of the visitor’s card.
8. Anyone in need of medical attention should report to the Nurse at the stipulated times displayed at the dispensary/clinic except in case of emergency. Arrangements to see private doctors **SHALL** not be authorized unless parents have notified the School Nurse in writing and present proper documentation.
9. Medical examination is compulsory for all students.
10. Possession of personal drugs is forbidden. Where it is necessary for a student to keep drugs in the dormitory, written permission or prescription must be secured from the Nurse or School Doctor.
11. A student who damages school property or loses a school book is expected to replace the actual property or book. **NO MONEY** should be paid in lieu.
12. Each student is permitted one suitcase and three pairs of simple shoes at least two pairs of which should be closed black shoes.
13. The width of the mattress brought in school should not exceed 3 ft.
14. Lights out shall be **STRICTLY** observed in the Hostels daily from 11:00 p.m.
15. Crossing the green spaces (compound, quadrangles, and fields) or being in undesignated places is **FORBIDDEN**.

**THE PENALTIES FOR VIOLATING REGULATIONS ARE THE SAME AS THOSE FOR CATEGORY “C” ABOVE.**

**ACTION PLAN:**

A counseling system is to be maintained with the counselors providing guidance and enforcing disciplinary measures as required. The Counselor can function as both an advocate for the student in serious cases but over-all is to act with the well-being of the student and the expected code of conduct being the priority.

**NB.** These Rules and Regulations are subject to amendment.

I ..... have read the school rules and regulations. I declare that I shall abide by the rules and regulations at all times. I am clearly aware of the consequences of the consequences of breaking any of them.

.....  
**STUDENT’S SIGNATURE**

.....  
**PARENT/GUARDIAN’S SIGNATURE**

.....  
**STUDENT’S NAME**

.....  
**PARENT’S/GUARDIAN’S NAME**

DATE.....

DATE.....