



ALLBRONZE KINDERGARTEN AND PRIMARY SCHOOL.

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RULES AND REGULATIONS

PART 1: INTRODUCTION

1. Introduction.

- 1.1 In exercise of powers conferred upon the Board of governors by the Ministry of Education Regulations, these rules and regulations are hereby issued by the Board of governors (Allbronze Kindergarten and primary school).
- 1.2 The Board of governors may from time to time amend the rules and regulations whenever it deems fit.
- 1.3 These rules and regulations bind all learners while in the school and outside the school during official trips.
- 1.4 The rules and regulations are meant to guide and enable the learners to achieve their positive goals while at the school.
- 1.5 The Head Teacher is charged with the enforcement of these rules and regulations and is answerable to the Board of governors in the execution of this function.
- 1.6 Copies of the rules and regulations shall be made available to all learners of the school who shall be required to be aware of the contents and to sign a written commitment to observe them.

2. Interpretation.

- 2.1 In these rules and regulations, unless the context otherwise requires:

“Board of governors” or Board means the core management team of the school.

“School” means Allbronze Kindergarten and Primary School.

“Head Teacher” means the Head Teacher of the School and the Deputy Head Teacher shall be construed accordingly.

“Staff” means an employee of the school, “student” means a learner of the school.

PART 2: ACADEMICS AND SPIRITUAL.

3. Academics.

- 3.1 The main reason why students are admitted to the school is to attend lessons and any other approved academic programs. Therefore, all students shall punctually attend all classes and lessons and morning and evening studies except those with written permission for absence or due to sickness.
- 3.2 Every student shall sit for all examinations and tests as may be administered from time to time unless he/she is unable to do so due to sickness.
- 3.3 Every student shall do all academic assignments including holiday work and hand them in within the prescribed time.
- 3.4 During the public holidays, learners may engage in sports only after morning studies.
- 3.5 Penalties will be administered by the management committee.

4. Examination malpractice.

- 4.1 No student shall engage in examination malpractice as defined by UNEB Regulations.
- 4.2 Examination malpractice includes:
 - (i) Smuggling of unauthorized material into the examination room.
 - (ii) Copying answers from another student.
 - (iii) Assistance given by teachers or any other persons.
 - (iv) Prior knowledge of the examination questions.
 - (v) Impersonation including hiring somebody else to sit the examination or where another person rather than the duly registered candidate sits the examination.
 - (vi) A candidate using different names in the examination.
 - (vii) Improper behaviour including making noise, disobeying, supervisors and the invigilators, etc.
 - (viii) Substitution of examination scripts during and after the examination.
 - (ix) Taking longer time than stipulated on the question paper to sit an examination.
 - (x) Tearing, dismembering or folding an answer booklet/script.
 - (xi) Any form of examination irregularity.
- 4.3 Any student found cheating or proven to have cheated during examination or violating examination regulations shall suffer penalties prescribed in P.3 and may in addition suffer cancellation of his/her results.

5. Spiritual.

- 5.1 The school is Christian based and founded and can cater for the following religious denominations: the Born-again faith, Roman Catholics, Anglicans and Islam. All religious and

spiritual activities are under the supervision of the School Chaplain and cannot be undertaken without his/her knowledge and approval.

5.2 Every student shall respect the religious denominations of other students. All students, irrespective of their religious denominations, shall attend all communal prayers, services and religious ceremonies organised by the school.

5.3 Penalties will be administered by the management committee.

PART 3. DISCIPLINE.

6. Respect and Obedience.

6.1 Learners shall obey and abide by all rules and regulations of the school as laid down from time to time.

6.2 Learners shall respect each other, respect and obey the teachers and all staff in all positions of authority.

6.3 Penalties will be administered by the management committee depending on the status or rank of the persons disrespected or disobeyed.

7. Conspiracy and Incitement.

7.1 It is prohibited for learners

7.2 to conspire or incite others:

- (i) To breach any rule or regulation.
- (ii) To strike or cause commotion or breach of peace or disrupt any School activity.
- (iii) To disobey any person in Authority.
- (iv) To commit any offence under the laws of Uganda.

7.3 Penalties will be administered by the management committee.

7.4 Every student has an obligation to report any student who breaches any rules or regulations.

8. Uniform, Dress and Hygiene.

8.1 Learners shall wear the class uniforms during class hours, at all designated School functions, and when leaving and returning to the school.

8.2 The class uniforms consist of a short sleeved-white shirt, yellow trouser/skirt and neck tie and black shoes.

- 8.3 T Shirts for the various houses and other School branded T Shirts are part of the school uniform. These T Shirts shall be worn by the students on such days, occasions or times as shall be prescribed by the school administration from time to time.
- 8.4 All learners shall dress smartly and decently. Shirts must always be buttoned up.
- 8.5 All fancy and indecent styles of dressing are not acceptable within the school. Traditional and cultural wear may not be worn except as maybe authorized by the school administration for cultural performances during official School functions.
- 8.6 Hair should be trimmed and always kept short.
- 8.7 All learners are accepted to maintain high standards of personal hygiene, cleanliness, neatness and personal grooming.
- 8.8 students shall always use toilets appropriately and shall be considerate for other users.
- 8.9 Learners shall not litter classes, dormitories, the compound and all public places. All rubbish should be disposed off in dustbins.
- 8.1 Penalties will be administered by the management committee.

9. Permission for leaving School.

- 9.1 No learner shall leave or attempt to leave the school without written or approved permission from the Head Teacher or the Deputy Head Teacher or other relevant officers of the school authorised by the Head Teacher to grant permission. The school nurses and other staff members do not grant permission to go out of the school.
- 9.2 The school cannot be held responsible for a student who goes outside the school compound without written permission.
- 9.3 Any member of staff may demand to see a written permission form a student anytime anywhere outside the school compound.
- 9.4 A learner who has been granted permission to leave the school must sign in the appropriate book at the gate on leaving and on return, and should return the permission chit to the headmaster's office or to the person who issued the permission.
- 9.5 For the purpose of enforcing the above rules, the following places are out of bounds for the pupils:
- (i) Outside the main gate.
 - (ii) Beyond the fence.
 - (iii) Staff houses and below the play grounds on the lower side of the fields.
- 9.6 Penalties will be administered by the management committee.

10. Prohibited Substances.

- 10.1 The School is a drug-free and smoke-free environment. Therefore:
- 10.2 Learners are not allowed to possess, use, consume, distribute, sell or be under the influence of alcohol, narcotic drugs and all uncontrolled substances.

10.3 Learners are not allowed to possess, smoke, sniff, use, distribute or sell tobacco and all types of cigars, or cigarettes and other substances.

10.4 Penalties will be administered by the management committee.

11. Medicine.

11.1 A learner who brings any medicine into the school must declare it to the school nurse.

11.2 Penalties will be administered by the management committee.

12. Fighting and Assault.

12.1 To ensure harmony and peaceful co-existence in the school, all learners shall be respectful and courteous to fellow learners, staff or visitors of the School.

12.2 Fighting, assaulting, battering or aggressive behaviour against fellow learners, staff or visitors of the school is prohibited.

12.3 Penalties will be administered by the management committee.

13. Teasing and Bullying.

13.1 No learner shall tease, bully, harass or threaten another.

Acts of teasing, bullying, harassing, threatening include:

- (i) Beating, assaulting and battering the victim.
- (ii) Abusing or verbally attacking the victim.
- (iii) Stealing or converting the property of the victim with threats and menaces.
- (iv) Forcing the victim to engage in unlawful or demeaning and degrading acts.
- (v) Forcing the victim to do menial tasks.

13.2 Penalties will be administered by the management committee.

14. Immoral and indecent conduct.

14.1 All learners at all times shall conduct themselves in an upright manner and all types of immoral and indecent conduct are prohibited.

14.2 No learner shall sexually harass or attempt to sexually harass a fellow student, staff or visitor of the school. Sexual harassment is unacceptable and unwanted conduct of sexual nature and includes indecently touching the victim, requests for sexual favours or gratification, and other verbal or physical harassment of any sexual nature.

14.3 No learner shall attempt to entice or coerce another pupil, staff or visitor to engage in sexual or homosexual acts.

14.4 No learner shall use vulgar language to make obscene gestures against another student, staff or visitor.

14.5 No student shall engage in any anti-social behaviour.

14.6 Penalties will be administered by the management committee.

15. Vandalism and Theft of Property.

15.1 A learner shall not attempt to damage, destroy, deface, misuse, lose, steal or convert property of the school, staff or of a fellow pupil.

15.2 No learner shall confiscate the property of another pupil for whatever reason.

15.3 No learner shall knowingly receive stolen property.

15.4 No learner shall use the property of the school, staff or of a fellow student without permission.

15.5 No learner shall tamper with electric, electronic, computer, fire, water and other gadgets and installations in the school.

15.6 Depending on the extent or gravity of damage, offenders will be liable to any of the penalties that will be administered by the management committee.

16. Prohibited items.

16.1 No learner is allowed to possess or use prohibited electronic devices like mobile phones, radios, CD players and other audio and video recording and playing devices, and all devices with internet access.

16.2 No learner is allowed to possess or use crude electric gadgets like water boilers and other prohibited electric devices.

16.3 The possession and use of matchboxes, candles, kerosene lanterns and all combustible materials is prohibited in the school.

16.4 No learner is allowed to possess or use any firearm, weapon or any other item that is used for an offensive purpose.

16.5 Penalties will be administered by the management committee.

17. Computer and Internet abuse.

17.1 Computers are provided for educational purposes only. The following are therefore prohibited:

(i) Viewing, sending or exchanging pornographic or other obscene materials.

(ii) Sending or posting discriminatory, harassing, threatening messages or images.

(iii) Tampering with computer software and hardware and violating copyright and licensing agreements.

(iv) Copying or downloading software and electronic files without permission.

(v) Pirating copyright software and other electronic files.

(vi) Sending or posting messages or material that could damage the image or reputation of the school.

(vii) Doing any act which is illegal under the Computer Misuse Act and other laws of Uganda.

17.2 Misuse of the internet by indulging in profanity, pornography, writing and sending pornographic messages is prohibited.

17.3 Penalties will be administered by the management committee.

18. Lights.

18.1 Prefects on duty are responsible for switching off the lights in the classrooms at the prescribed times. To ensure safety, the prefects and security guards should ensure that the security lights remain on at night.

18.2 A learner who switches on lights when they should be off and vice-versa commits an offence.

18.3 Penalties will be administered by the management committee.

19. Furniture.

19.1 Movement of furniture within the school shall be supervised and authorized by the Furniture Master. Furniture shall be returned to its rightful place after use.

19.2 No desks, chairs or stools shall be taken by any pupil to the stores.

19.3 Penalties will be administered by the management committee.

20. Departmental Rules and School Routine.

20.1 Learners shall observe all rules and guidelines given from time to time by the various departments in the school.

20.2 Learners shall follow and adhere to the school routine and observe punctuality.

20.3 Penalties will be administered by the management committee.

PART IV: OTHER MATTERS.

21. School Fees and Other Dues.

21.1 Learners are required to pay all school fees and other School dues not later than the first day of the term.

21.2 A pupil who has not paid all school fees or any other School dues SHOULD report to the school management before the term begins to avoid being home on arrival. The school may in addition withhold his/her examination results until the dues are fully paid.

22. Dining and Meals.

22.1 All learners shall take their meals from the authorized eating areas. The meals system should be followed by all students.

22.2 students are expected to abide by all regulations made by the meals department and observe dining etiquette while in the authorized eating areas.

22.3 Food must not be taken to the unauthorized areas. Food may be taken to sick students in the Sick Bay on the basis of a list provided to the Caterer by the School Nurse.

22.4 No private cooking of meals is allowed except boiling water for tea, porridge and other cereals. It is the duty of the Class Teachers to ensure that the kitchen property is not taken and kept in the classes. Class teachers may carry out surprise inspections any time.

22.5 Penalties will be administered by the management committee.

23. Sports and Co-Curricular Activities.

23.1 Every learner should participate in at least one of the authorized sports and games during the prescribed times, and students should wear appropriate sports uniforms or clothes.

23.2 All sports and games outside the school compound shall be supervised by Sports Masters.

23.3 A pupil may be exempted from sports and games only on medical grounds or on account of a disability.

23.4 students should participate in co-curricular activities as may be determined from time to time by the school administration.

23.5 Penalties will be administered by the management committee.

24. Prohibition of Business Activities.

24.1 Learners are prohibited from engaging in business activities in the school. Business activities include buying and selling of any goods, lending money at interest or providing any type of services in exchange for money or material things.

24.2 Penalties will be administered by the management committee.

25. Security and Safety.

25.1 Learners shall value life and property and protect it through being cautious and sensitive to any possible danger and loss. learners shall not engage in any act that may endanger life of oneself or of others or cause damage to property.

25.2 Every pupil who becomes aware of any potential or actual security incident shall immediately report it. Failure to report any potential or actual security incident is an offence.

25.3 Depending on the severity of the offence, appropriate penalties will be administered by the management committee.

26. Visitors.

26.1 Learners should not receive visitors except on the official visiting day and other any other days as may be designated by the school administration. The Head Teacher or Deputy Head Teacher may permit a student to receive a visitor on any other day other than the designated days.

26.2 Visitors may not be escorted beyond the school compound and shall leave by 5:00 p.m.

26.3 Penalties will be administered by the management committee.

27. Staff Quarters.

27.1 Staff quarters are out of bounds to all students except when one has permission from the member/s of staff concerned.

27.2 In case of emergency student leaders may have access to any staff member in the staff quarters.

27.3 Penalties will be administered by the management committee.

28. Prohibition of Vernacular.

28.1 To ensure harmony, students are strongly encouraged to use English as a common language of communication while on the school compound. Languages taught as part of the school curriculum are exempted.

28.2 Penalties will be administered by the management committee.

29. Prohibition of Party Politics.

29.1 Pupils shall not engage in any party-political activity in the school.

29.2 Campaigns and canvassing of votes by pupils for any position of leadership in the school shall not be done on the basis of party politics.

29.3 Penalties will be administered by the management committee.

30. Grievances and communication channels.

30.1 Learners are free to air their grievances through the established channels such as the School Council, Class meetings, suggestion box and other recognized avenues within the school.

30.2 In case of a common problem or grievance affecting a group of students, they shall not approach any member of staff as a mob. This will be seen as a confrontation. They must approach a few students' leaders (e.g., Captains, Prefects, Councilors, etc.) to represent them.

30.3 Failure to follow the prescribed channels of communication may attract punishments prescribed by the management committee.

PART V: DISCIPLINARY PROCEDURES AND PENALTIES.

31. Disciplinary Procedures.

The following disciplinary procedures shall apply:

(1). A learner found or reported to have breached any regulation shall be asked to write a statement to explain himself.

(2). His case shall be investigated by the Prefects, Captains and/or teachers in-charge.

- (3). Depending on the gravity of the breach, the case may be presented to the Disciplinary Committee for further consideration.
- (4). A hearing shall be arranged before the Disciplinary Committee at which the student shall be given an opportunity to defend himself.
- (5). On the basis of its findings, the Disciplinary Committee may impose an appropriate punishment or make appropriate recommendations to the Head Teacher.
- (6). A pupil dissatisfied with the decision of the Disciplinary Committee may appeal to the Head Teacher.
- (7) A disciplinary penalty involving expulsion of a student from the school shall be referred to the Board for a final decision.

32. Penalties.

32.1 The penalties below may be imposed either singly or in combination.

32.2 Category P.1 Penalties in this category shall involve one or a combination of the following:

- (a). Manual labor which may involve slashing on the school compound, mopping a floor, high dusting walls, clearing anti-hills, splitting firewood.
- (b). Writing an offender's apology letter which shall be filed on the student's file

32.3 Category P.2 Penalties in this category shall involve one or a combination of the following:

- (a). Suspending the offender for up to two weeks. Suspension may be served internally or externally by sending the offender back home. Internal suspension may be served concurrently with manual labor. A suspended offender may be required to present a parent or guardian at the end of the suspension.
- (b). Replacement of damaged or lost property.
- (c). Payment of monetary compensation for damaged or lost property.

32.4 Category P.3 Penalties in this category may include:

- (a). Expulsion from the School by the Board of Governors.
- (b). Filing a complaint with the Police against the offender.

32.5 Category P.4 Where an offender is a Prefect or Captain or holds any other position of leadership or responsibility in the school, and the penalty imposed on him is a suspension, he shall in addition to that penalty automatically vacate his position.

32.6 Where more than one penalty is prescribed for an offence, the degree of gravity of the offence committed shall be taken into account in choosing the appropriate penalty or combination of penalties to be imposed on the offender.

ALLBRONZE KINDERGARTEN AND PRIMARY SCHOOL.

DECLARATION

By the STUDENT.

I..... have read the School Rules and Regulations and hereby declare that I understand them.

I promise to follow and comply with them and any other directives, instructions and guidelines that may be issued from to time to time by the school authorities.

I understand that in the event of failure to follow any of the Rules and Regulations or any other directives, instructions and guidelines, the school authorities shall be entitled to impose upon me the appropriate penalty or punishment.

Signed: Date:
(Pupil).

By Parent/Guardian.

Ibeing the father/mother/
Guardian of Confirm that my son/daughter and I have read the School Rules and Regulations and hereby declare that we both understand them.

I understand that my son is expected to follow and comply with them and any other directives, instructions and guidelines that may be issued from to time to time by the school authorities.

I understand that in the event my son fails to follow any of the Rules and Regulations or any other directives, instructions and guidelines, the school authorities shall be entitled to impose upon him the appropriate penalty or punishment.

Signed: Date:
(Parent/Guardian).

Signed: Date:
(Headteacher)