**AMKADAMIYYA SCHOOL, JALINGO**

**GENERAL RULES AND REGULATIONS**

**1) PARENT/PUPILS:**

**1. You are expected to bring your child/ward to the school promptly on school days.**

**2 School fees, only two installment payments are allowed before or within one month after resumption to the school.**

**3 A pupil or student may be sent back home if up to two weeks no payment was made. He or she must stay at home until such payment is made.**

**4 Any child that sneaked back to class after been sent back home without payment is on his own and must be punished.**

**5. You are expected to visit the school at least three (3) times in a term.**

**6. Whenever your child/ward comes late after the gate has been closed, without any cogent reason you are expected to take him back home. The school shall not be responsible to such child.**

**7. Fighting and bullying in whatever form is not allowed and is punishable.**

**8. Whenever your child/ward is absent from school, you are expected to communicate the school instantly explaining the reason.**

**9. No student is allowed to take any medication in the school without the consent of the school nurse/Authority.**

**10. Secret cult activities of any form are prohibited and can attract severe punishment.**

**11. Theft of any form is also punishable and may attract dismissal from the school.**

**13. The Management of the school reserves the right of reviewing the school fees whenever deemed it necessary, without any consultation.**

**14. Students are not allowed to use mobile phones in the school premises.**

**15. The use of personal, colored wears by students/pupils is not allowed within the school premises.**

**16. Cheating in examination and all forms of examination malpractice are prohibited.**

**17. All requirements should be provided before coming for registration.**

**18. Amkadamiyya school is not responsible for any pupil/student outside the**

**School , especially after school working time.**

**19. Courtship behavior of any kind will never be tolerated and will call for expulsion from the school.**

**DECLARATION**

***I* …………………………………………………………………. hereby declare that if any child/ward is admitted into the above named school, I shall regard myself bound by the above rules and regulations.**

**Sign: ………………………………………..**

***PARENT/ GUARDIAN Date: ……………………………***

**STAFF DISCIPLINE**

1. **The school head shall have the right to discipline any member of staff found wanting in the discharge of his duty.**
2. **The school head shall have the right to fire any member of staff that proved erratic intermittently in the discharge of his duty, where the erring Staff are up to two (2) it has to be in consultation with the management team.**
3. **Before any punishment is carried out on any alleged member of staff, right to fair hearing either orally or written must be proved.**
4. **Any punishment must be given in commensurate with the gravity of the offence committed in accordance to the existing guidelines governing the appointment or condition of service.**
5. **Courtship behavior of any kind will never be tolerated and will call for expulsion from the school.**
6. **Every employee of our school shall bear in mind that he is serving fellow human beings, building the nation and leaders of tomorrow based on the bond between him and his employers whereas Almighty Allah shall judge accordingly based on our actions.**