

QUBAA MUSLIM SECONDARY SCHOOL

SCHOOL RULES AND REGULATIONS

1.
 - a) All students from form 1 to form 4 should report to school at 7.00 a.m. For the morning session and 1.30 p.m. For the afternoon. Late comers will be punished.
 - b) The morning session ends at 12.15 p.m. and the afternoon session ends at 4.30 p.m. except on Fridays when the morning session ends at 12.00 p.m. and the afternoon session ends at 4.00 p.m.
 - c) Students must hasten to class whenever the bell is rung for class OR exchange of classes.
2. All students should report for assembly on Monday and Friday at 7.20 a.m. and for all other school gathering as per instructions given.
3.
 - a) All students must be in full school uniform at all times and during any official functions
 - b) Students should be neat and tidy with well kept hair.
 - c) Students should be without any fashionable hair style. The hair should be short and one level (boys).
 - d) Boys should have their shirts tucked in all the time.
 - e) Wearing of sandals is not allowed. All students should have low heeled black leather shoes. No office shoes will be allowed.
 - f) Girls should cover their heads with hijab throughout i.e. from home to school and at school.
4.
 - a) During prep time and other study, all students must be in class.
 - b) During class hours all students must be in their respective classes.
 - c) Unnecessary movements or loitering is prohibited.
5. No student will leave the school compound without written permission. Leave out should be obtained from the T.O.D or school authority.
6. Fighting is prohibited. Any scuffles which might lead to violence or disruption of smooth running of the school activities should be immediately reported to the prefect or teacher. Punishment include **IMMEDIATE SUSPENSION OR EXPULSION**.
7. Rudeness to school staff, prefects or fellow students, indiscipline in school, constant absence from school, theft, willful destruction of school property will lead to disciplinary action. This may include **PAYMENT IN KIND SUSPENSION or DISSMISSAL FROM SCHOOL**.
8. The school practice **GENDER SEPARATION** where boys and girls learn separately and are not allowed to mix, communicate or socialize at all. If one is found violating this rule the **SEVERE PUNITIVE ACTION** shall be taken against the student.
9. Students must have all the essential stationery for school use, this includes Geometrical instrument box and the right calculator.
10. Students must show a sense of courtesy to visitors and are expected to give the maximum help as the need arise.

11. No student is allowed to receive any visitor during school time. Parents/ Guardian should report to the office where they will be directed accordingly.
12. Students are not allowed to wear ornaments like rings, bangles necklace or earrings. Girls should not decorate themselves with lipstick, piko/hinna or any other. All students should dress simple and smart.
13. Participation of students in extra-curricular activities is compulsory, unless a doctor's certificate stating clearly the student's disability is produced.
14. The students must keep the environment/surrounding clean; throwing of litter anyhow is a punishable offence.
15. All students are not allowed to possess or use mobile phones in school as per government circular ref: MOE GEN/G2/7/1(26 If caught, the phone will be confiscated for good).
16. Staffroom is out of bounds for all students except with expressed permission.
17. Other rules which should also be observed include:-
 - a) Library rules
 - b) Laboratory rules
 - c) Home science room rules etc
18. No sleeping in class.
19. Eating and drinking is not allowed during class time.
20. Students are not allowed to bring to school unauthorized items e.g. jewellery, sharp objects, a lot of cash, electronic gadgets and other valuables. If found with any of them they will be confiscated by the Headteacher.

There is NO room for idleness and laziness in **QUBAA MUSLIM SCHOOL** when stuck ask and you will be guided accordingly.