



CATHOLIC DIOCESE OF MURANG'A

EMMANUEL SENIOR SCHOOL

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SCHOOL RULES AND REGULATIONS.

1. ATTENDANCE AND PUNCTUALITY

- A. The school schedule is to be strictly observed. Permission to be absent or late for any common activity must be obtained beforehand from the supervising teacher or the deputy Principal.
- B. During opening days or any other reporting day, students should not report to school later than 4.00pm. Those who fail to report on the prescribed time will be required to be accompanied by their parents. The students will be sent home the following day and be accompanied by the parents on the 3rd day to explain why the student was late.

2. UNIFORM AND CLEANLINESS.

- A. Students must be in full school uniform at all times.
- B. It is wrong to modify School uniform for whatever reasons. The modified to be picked and the student buy a new one.
- C. School uniform should be neat, clean and worn in the right way.
- D. Home clothes are not allowed in School. They will be picked and not returned, accompanied by manual work.
- E. Sharing of clothes and personal items is not allowed. They will be picked and returned at the end of the term accompanied by manual work.
- F. Bangles, necklaces, ornaments, makeup's, tattoos are not allowed in school.
- G. Keep nails short and use no nail varnish or henna. If caught, you will be forced to trim them, accompanied by manual work.
- H. Hair should be maintained simple-no fancy hair style. Long hair should be held at the back with a black hair band. The ones with short hair should shave it well otherwise be shaved with scissors.
- I. The school uniform MUST be clearly marked with the student's admission number and initials.

3. ACADEMIC ATMOSPHERE.

- A. SILENCE should be strictly observed during all prep and class period. Students should not leave the prep study room without permission to avoid distractions. Teacher to decide what to do with the student.
- B. All studies will be done in the classroom and library except when otherwise instructed by the Principal or any teacher.
- C. Class attendance is compulsory to all students at all times.
- D. Anybody found cheating in an examination will be discontinued from the exam and meet the cost of the exam materials. No exam results at all.
- E. All exams are mandatory.
- F. The school demands high discipline and performance.

4. RESTRICTED AREAS

- A. Staff houses/quarters are out of bound to students.

- B. Kitchen is out of bound to students.
- C. Personal visitors are not to be taken to hostels and boarding areas.
- D. No students should be in the dormitory during class/or preps time unless with permission.
- E. Students are not allowed to access the school stores without permission.

5. SCHOOL EQUIPMENT

- A. TOOLS must be returned to proper storage room immediately after use.
- B. MATERIALS given to students for their use (Desk/chair/tools/books/games etc) should be cared for. They will be charged for repair or replacement of any item they damage through careless use.
- C. STUDENTS should conserve water and Electricity. Leaving the lights on or not turning off water taps is wasteful.
- D. Report all breakages and damages directly to office.

6. SCHOOL COMPOUND

- A. Students are expected to be within the school compound at all times on the event that a student should go away from school for whatever reasons they must obtain an official leave surrendered to the signee on return.
- B. Leave out must not change hands i.e. one student giving her leave out to another.
- C. Consumption of intoxicating substances drugs is forbidden both inside and outside the school compound. Incase found guilty, culprit would be given a compulsory 2 weeks' suspension and face the schools' board.
- D. Stealing is illegal. Those found guilty should buy three items equivalent to the item stolen. Two of the items will be given to the victim and one for the culprit.
- E. Electrical gadgets are not permitted in the school.

7. GENERAL BEHAVIOUR

- A. Members of staff, prefects and other authority must be obeyed and accorded their due respect. The culprit will be severely punished.
- B. Incitement, bullying, fighting and use of abusive language are not ethical hence condemned at school. Those found guilty will be severely punished.
- C. Fellow students are to be treated with courtesy.
- D. Tearing or soling of any literature fixed on the notice board is forbidden. In addition, students are not allowed to fix any literature on the board before it has been approved by the concerned teacher.
- E. All students are required to participate in co-curricular activities while in school games attire.
- F. Participation in Mass and other spiritual activities is obligatory for all students.
- G. Students shall always use the official gates when entering or leaving the school. Sneaking or staging walk-outs is strictly not allowed. If found guilty, one will buy a roll of barbed wire.
- H. All students' items must be fully and conspicuously labeled.
- I. The school offers a well-balanced diet hence does not offer special diet to students.
- J. The official language of communication in school is English, Kiswahili and any other language taught in school.
- K. The use of sheng, mother tongue and slang is forbidden. Those found guilty to buy a novel and undergo a severe punishment.

8. PARENTS/GUARDIANS

- Parents/Guardians are expected to provide all personal effects for their child.
- Parents are expected to pay school fees in full at all times. Cash payment is not acceptable.
- Parents/guardian will be contacted in case of any serious matter concerning: academic performance, discipline, sickness, or when need arises.

- Hospital bills or other expenses incurred on behalf of the child will be refunded by the parent.
- The school demands that parents/guardians contribute financially when called upon during the school tours, exam and other functions.
- There are no visiting days because a student for mid-term break, no parent or guardian is allowed to meet his/her child without permission from the office. Unnecessary visits are discouraged.

Academic consultation can be done Mon-Friday 9:00 am -3:00 p.m.

- Parents are expected to co-operate with the school administration in enforcing rules and regulations in order to instill discipline to the students.
- In case your child has to come home for whichever reason, the office will inform you before departure.
- Any official communication to the parent from the school or student will be done using the official school phone number.
- Make sure that your child does not carry or bring mobile phones and sim-cards to school. In case the child needs the telephone during travel from home to school and vice versa, then they must submit the phone to the office immediately on arrival. Case found with a mobile phone, the culprit will crush the phone with a hammer in front of the other students.
- Create time to be with your child, listen and encourage them, set goals together and accompany her in realizing her dreams.
- In case of family grief due to death, sickness of an immediate family member, kindly inform our office.
- Parents/guardians are expected to attend school meetings, conferences, prayers, academic clinics etc.
- The school's decision to give a specific responsibility to a student is final.
- Parents are expected to interact with teachers on matters pertaining to the academic progress of the child.
- Damages and loss of school property will be paid for by the parent.
- Prescribed medicines must be kept with the school matron.

N/B: Make three (2) copies of the school rules and regulations which are already signed. One copy should remain with the parent, another given to the student, another copy for the office.

Students Name..... Date.....

Signature.....

Parents/Guardian Name..... Date.....

Signature.....