



**BUKURA EDUCATIONAL COMPLEX**

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## SCHOOL RULES FOR THE GUIDANCE OF PUPILS/TEACHERS/PARENTS

### **1. SCHOOL HOURS**

Monday to Friday (8:00am – 1:00pm/ 2:00pm – 4:00pm)

Students should arrive few minutes (10 minutes suggested) before the school opening time and late comers to report to the Head teacher's office. Some classes will begin earlier and end later for extra teaching as you will be advised.

### **2. FEES**

Fee is payable in advance and is not refundable.

Deposit of Ksh. 500 is payable for every student and may be refundable in full or part depending on whether there are any claims or insufficient notices is given for withdrawal of student.

### **3. LUNCH**

Hot lunch is available at school. Pupils who do not subscribe to school lunches must be provided with sufficient food. No child is permitted to leave the school compound during lunch break.

### **4. UNIFORMS**

All clothing must be clearly marked with owner's full name.

The complete school uniform must be worn every day.

Uniform for P.E and games is navy blue or white shorts and a plain coloured T-shirts. (Appropriate house colours red, blue, green and yellow) A navy blue tracksuit is also acceptable.

### **5. BOOKS, DIARIES AND HOMEWORK**

Booklists for every class are available at the school. All pupils **MUST** have the necessary textbooks and stationery.

All textbooks and exercise books should be covered with brown paper. The pupil's diary is available at school. All pupils are expected to buy a copy and use it for writing down the homework.

Parents to make sure that their children have enough time to do their homework and to stress on NEAT work and good handwriting.

Helping, doing or correcting homework for your child is not encouraged. Parents are expected to sign the diaries on daily basis to certify that homework has been done.

## 6. RESPECT

Pupils are expected to show respect to everybody; teachers, staff, fellow pupils etc.

Pupils should always stand to greet teachers and visitors.

Pupils are to speak and act in a respectful manner all the times.

Disrespect shown to teachers, staff members or fellow pupils will not be tolerated and will be subject to serious disciplinary action.

English and Kiswahili are the medium of speaking.

Pupils should treat teachers, prefects and visitors with courtesy and respect and show positive attitudes towards one another.

Pupils are expected to avoid abusive words, obscene words and pictures and will be punished for breach of these rules.

## 7. BEHAVIOUR

Pupils are expected to line up during meals and not push or quarrel one another.

Pupils or parents should report any cases of bullying immediately to the class teacher.

Pupils should move around the building sensibly, quietly and efficiently.

Pupils are expected to take their meals while sitting after praying.

All bells must be obeyed promptly.

Pupils should behave in an acceptable way during assembly, on public occasions and be a good supportive audience by listening respectfully and in silence.

Toilets must be clean.

## 8. VANDALISM

Pupils are expected to take good care school equipment like desk, chairs and apparatus.

Defacing school property as well as other form of vandalism is unacceptable. All costs to repair damaged property will be charged to the pupil(s) involved.

Pupils should show respect to school building and keep them litter free.

## 9. BORROWING/STEALING/CHEATING

Borrowing of money and stationery is not allowed in school but sufficient amount of money is allowed to those who use public transport and wish to purchase refreshments from the school canteen.

Cheating will not be tolerated. Cheating in examination or any type of dishonesty will be subject to disciplinary action and may result in loss of scores for the subject or expulsion in repetitive cases.

## 10. SUBSTANCE ABUSE

Smoking: It is strictly prohibited to all B.E.C pupils within the school or anywhere in public.

Drugs: Use of non-prescribed drugs is strictly forbidden. Any pupil caught purchasing, using or in possession of drugs is liable to suspension or expulsion.

Alcohol: Use of alcohol beverages is strictly forbidden. Pupils using alcohol beverages will be suspended with possible expulsion.

## 11. BANNED ITEMS

Gums, sweets, soft drinks will not be allowed in class unless it is the occasion of a birthday when permission is granted.

Pupils are not allowed to bring to school personal radios, tapes, tape players or other electric equipment. If found the article will be confiscated and receipt issued for the same by writing to the diary of the concerned pupils.

Subsequently, the school office will assume no responsibility for these items unless collected by the parents before the term ends.

All pen knives or other offensive weapons will be confiscated.

Articles of clothing inconsistent with the school dress code policy will be confiscated.

Subsequently, the school office will assume no responsibility for these items unless collected by the parent before the term ends.

## 12. HOMEWORK/DIARIES/WORK

Homework must be done always and signed on completion by the parent.

Pupils should not write defaced remarks made by the teacher in exercise books or diaries.

A biro pen should not be used to write exercises/notes.

Forging or copying teacher's or parent's signatures is a punishable offence.

All text and exercise books should be covered properly with cellophane paper.

If too much homework is given, pupils should report to their class teachers before leaving for home. Class teachers shall regulate their homework. Without encouraging laziness, parents can also regulate homework.

## 13. DRESS CODE

While in school uniform or in sports clothing, the main criteria cleanliness and neatness with polished shoes.

The dress code applies to all pupils. Pupils must travel to and from school in full uniform.

Only under the condition of inclement weather may a pupil wear another garment over his/her sweater.

Head covering of any kind (except in case of Muslim girls) are not part of the school uniform or part of the sports or work kit and are not allowed. Hair styles must be kept modest as guided by the teachers.

#### **14. SCHOOL GROUNDS**

The school grounds are clearly defined by fences and gates. Pupils must obtain permission from the Teacher-On-Duty (TOD) to absent themselves from the school ground.

#### **15. ATTENDANCE**

Pupils absent from school must have a note in the diary or a doctor's note. Pupils who are absent from school without apology must come to school the following day after with a letter from the parent or guardian. This is to be presented to the class teacher and acknowledge in the diary. Presenting false letter is punishable.

Pupils who are ill and cannot attend class, study period or work periods **MUST** inform the TOD.

Pupils who were absent for twenty (20) or more school days within one term are subject to removal from the school register. For non-payment of fees, continuous absence for three consecutive school weeks will also lead to removal from the school register.

#### **16. VISITORS**

Parents are encouraged to visit but, if possible, their visits should be limited to lunch times or after school hours of an appointment with a particular person.

#### **17. BEHAVIOUR**

Disciplinary measures will include apology expressed in writing or orally, reporting to parents in writing, suspension and ultimately expulsion. Minor infractions of discipline will usually be handled by the teacher/staff member concerned.

If the pupils are unresponsive to the teacher, and if the action is deemed to be serious to the teacher, he/she will write up to the discipline master.

A pupil who is suspended has began a process which could eventually lead to withdrawal or expulsion from the school.

Expulsion is the ultimate sanction when a pupil has failed to respond to a lesser sanction or when his/her conduct is intolerable.

#### **18. MAJOR OFFENCES**

Students who commit major offences or repeated cases of minor offences will be dealt with by the school authority after the matter has been deliberated on in the discipline committee.

**19. READING CULTURE.**

It is the policy of the school to develop a reading culture among pupils. It is expected that early arrivals and those in school after hours should be reading a book either in the library or sitting quietly somewhere within the school compound.

**20. ACCEPTANCE.**

Signature by the parents on admission and payment of school fees shall be considered an acceptance of these regulations.

The above rules have been read, understood and accepted.

Parents Signature: ..... DATE: .....

Pupil: ..... DATE: .....