

# **SCHOOL RULES AT PROGRESSIVE SECONDARY SCHOOL – KITINTALE**

**P.O. BOX 40062, KAMPALA**

**TEL: 041 - 220401**

***“Strive for Perfection”***

## **RULES AND REGULATIONS**

### **1. DISCIPLINE**

Students who join the school are expected to be obedient to the head teacher, deputies, teachers, non-teaching staff and prefects.

The school will not tolerate, disobedience, stubbornness, rudeness, insolence or defiance to any authority, failure to comply, will be subjected to punishment of:-

- a) A written apology letter by the student concerned and promising not to repeat such conduct.
- b) Suspension from school for not more than three (3) weeks.
- c) Expulsion from school.

### **2. ATTENDANCE**

All students are expected every day of the term to be in school attending lessons, from 7:00a.m to 5:00p.m.

Failure to comply with the above regulation, the student will be subjected to ;

- a) A strong written warning letter to the student, copied to the parent/guardian plus a written undertaking by the student to comply in the future.
- b) Cleaning the latrines/toilets or slashing the compound or both.
- c) Expulsion from school.

Continuance as a student in the school is conditional upon satisfactory performance in schoolwork and behavior. A student who fails to fulfill these conditions shall be liable to being expelled after a strong warning to him/her copied to the parent/guardian.

### **3. LANGUAGE**

The language of communication is English. Every student shall, while at the school premises and other places representing the school uphold its image by using English as a language of authority.

Failure to observe its usage shall be assumed a deliberate defiance to the established rule and regulation; and shall attract a penalty as here in:

- a) Shall be presented with a strict caution
- b) Subjected to internal suspension to the tree of shame.

- c) Or to a suspension not more than 2 weeks.
- d) The use of vulgar, profane, obscene and derogatory language in extremely unacceptable. The violation of language sanity shall attract a strict internal punishment or a suspension as found deemed.

**4. IDLENESS / DISORDERLINESS:**

Students loitering around the school compound during class time, is prohibited. Students must observe silence in the reading room, classroom, library, laboratory and other teaching rooms. Excessive noise or other disturbances by students are prohibited. Students must keep their classrooms clean and orderly at all times

**NB:** Boys are not allowed to visit the girls' dormitory and vice versa.

Failure to comply in the above rules, a student is subjected to;

- a) Write an apology letter and promise never to repeat the offence..
- b) Cleaning the latrines/toilets.
- c) Suspension from school for not less than two (2) weeks.
- d) Expulsion from school.

**5. PUNCTUALITY:**

Students must be punctual at all times and in all places, failure to comply will lead to:

- a) A written warning letter to the student to be responded to by the students written apology and promise not to repeat the case.
- b) Requirements of the student to write not less than fifty (50) statements of her/his own paper denouncing his lateness as an evil and extolling the virtues of punctuality.

**6. FIGHTING, BULLING AND TEASING**

This is not allowed with in school or on the way to and from school. The offence is even more serious if a boy fights a girl. Violation of this rule will be subjected to:

- a) Mopping the staff room, headmaster's, deputy headmaster's, D.O.S' and the director's offices.
- b) Suspension from school for not more than three (3) weeks.
- c) Expulsion from the school.

**7. PERSONAL PROPERTY**

- a) Every student shall be responsible for ensuring that his/her personal property is in safe custody. The school cannot accept responsibility for loss of students' valuables.

- b) Any student found with a mobile phone, radio and other electrical gadgets shall be confiscated and not returned.
- c) Any student with money above 20,000/= is expected to keep it with the school bursar.
  - i) Any student caught stealing property or encouraging another to steal or aids or bets or conceals the theft of another's property commits a breach of these regulations. He/she shall face immediate expulsion.

## **8. SCHOOL PROPERTY**

Any student who damages, brakes or loses the school property will pay for it ( make good such damage as the school authority may deem fit.)

## **9. VISITING DAYS**

- a) The school administration has the right to appoint a visiting day for the parents and the time when students are to be visited.
- b) **Except** in special circumstances, students are not supposed to entertain visitors during school time without the permission of the head teacher or deputy head teacher or master or mistress on duty or wardens.

## **10. Permission to leave school**

Any student who wishes to leave school shall obtain permission in a written form by either the administration or the teacher on duty. Failure to comply with this regulation, the student will be subjected to punishments;

- i) Suspension from school for not less than 1 week or
- ii) Expelled from the school.

A student in the boarding section shall leave the school compound with a written permission from the school headmaster or deputy headmaster. Leaving the school compound without permission leads to automatic dismissal.

## **11. Boy - Girl relationships**

Boys and girls should respect one another and observe moral behavior especially where sex is concerned. (Immoral conduct between any two students will lead to suspension or expulsion.) Such a relationship is prohibited and leads to dismissal.

## **12. INTOXICANTS**

- a) **Drinking:** Any student caught drunk or drinking or in possession of alcohol or any prohibited liquid will be suspended for three (3) weeks. If the offence is repeated the student will be expelled.

**b) Smoking:** Any student who takes, smokes, chews, inhales or swallows unauthorized drugs, will have violated the school rules therefore will be suspended for not less than three weeks or expelled.

### 13. REPORTING

A student returning from home or from elsewhere shall report to the headmaster/deputy headmaster or master on duty.

### 14. SCHOOL UNIFORM

a) All students shall be dressed in school uniform at all times and days while at school unless with permission from the head teacher or school authority.

b) Students shall not wear jewelry with the uniform,

c) Students shall keep their hair very short and neat. They may not plait it or have fancy haircuts. Clean shaven heads are not permitted.

d) No jewelries, slippers, jackets, tops, and head dresses or plaited hair may be worn with school uniform.

e) Painted nails, lipsticks, rings, bracelets, necklaces, earrings, bangles and the use of bleaching or skin lightening creams are all prohibited.

f) All boarding student must put on the after class wear at the appropriate time and no other clothes shall be used.

Any student who violets this rule shall:

i) Be liable to exclusion from classes until he/she complies with the same or

ii) Be liable to suspension of not less than 2 weeks and only be allowed after complying with the same.

### 15. DORMITORIES

a) All dormitories **must** be kept clean and orderly by the students.

b) Day scholars are not allowed in the dormitories.

### 16. FIGHTING AT SCHOOL

Any student who fights or encourages another to fight or aids or abets another student to fight or conceals the existence of a fight between students commits a breach of these rules thus is liable to a suspension of not less than 2 weeks or expulsion from school.

16. All students must show a satisfactory standard in class and exams performance. Students who fail to cope with the school's academic standard may be advised to try elsewhere.

### 17. PREPS

Prep time must be observed by all the students in classes, rooms or facilities organized by the school.

Every student shall observe Maximum silence in the prep room.

18. **FALSE INFORMATION:** If at any stage a candidate is found to have given wrong information on the application forms, such a candidate will be disqualified and discontinued immediately.

19. All boarding students shall wake – up at 4:00am and prepare for morning preps that start at 5:00am then classes commence at 7:00am.

**NB:**

1. These rules cover all students from S.1 to S.6, both Day and Boarding. Failure to observe them will be a sign of lack of interest and loyalty to the school and thus an act of self – dismissal.
2. These rules and regulations may be revised by the leadership of the school when need arise.