



# St. Mark's College Namagoma

"To be not to seem"

10 Miles Kampala – Masaka Road  
P.O. Box 22888, Kampala – Uganda  
Telephone: 0312-103418/0775-831844  
Email: [Info@stmark.sc.ug](mailto:Info@stmark.sc.ug)

## SCHOOL RULES AND REGULATIONS

---

### SECTION A General Rules

1. Use of Alcohol, drugs, gambling, and smoking are strictly forbidden. These offences are punishable by expulsion from the College.
2. Bullying, teasing and fighting are strictly forbidden and punishable by expulsion. Culprits shall be required to meet the medical bills of the injured students.
3. Stealing of any nature is highly punishable and will lead expulsion. Culprits must refund/return stolen property.
4. Rioting of any nature (attempting to or inciting a riot) is typical of uncivilized community and is punishable by expulsion. In case of any problem, assistance should be sought from student leaders, teachers, Wardens/Matrons, Dean of Students, Deputy HM and finally the Headteacher if need be.
5. Insolence of any nature to the school administration, members of the teaching and non-teaching staff and students leaders is strictly forbidden and punishable by expulsion.
6. Vandalism and malicious damage of College property, i.e. writing on desks, walls of classrooms and toilets, breaking desks, plates & cups, sockets, waste bins, window panes etc. is highly punishable by physical replacement of damage property or expulsion, depending on the effect and circumstances of the damage.
7. Use of obscene and abusive language is strictly forbidden and is punishable.
8. Leaving the school campus without written permission is self-dismissal from the school.
9. Radio, musical instruments of any kind, mobile phones and cameras must not be brought to school. Punishment is confiscation for good and any other punishment as may be decided by the school administration including an expulsion.
10. Staff quarters and staffroom are out of bounds to students except in emergency cases. Failure to observe this rule attracts a severe punishment.
11. Girl-Boy relationship associated with immorality, homosexuality, lesbianism, and any other perverted behavior are highly punishable and will lead expulsion.
12. Sharing, borrowing or lending clothes, beddings or shoes is punishable to both the lender and the borrower.
13. Possession of pornographic materials is forbidden and punishable by expulsion.
14. All students must take care of their personal property. Neglect of personal property is punishable.
15. Throwing stones, sticks etc... is highly punishable and can lead to expulsion.
16. Fruits, flowers and plants on the school compound are school property. No student should attempt to pick or break them. Such an attempt is punishable.
17. All students must attend Roll calls at the designated places and stipulated times. Absence from a roll call shall be interpreted as escapism from school.
18. Due to the delicate nature of pregnancy, pregnant girls and boys responsible for that will be refereed home.
19. Every student must take part in at least one of the authorized games and sports activities provided at school. One may be exempted from sports only on medical grounds or physical disability.
20. Trespassing and deliberate distraction of the school environment such as breaking/damaging trees and flowers is prohibited and highly punishable.

## **SECTION B**

### **Domestic rules**

1. All students must report at College on the first day of the term not later than 6:00pm fully dressed in College Uniform. All students must be checked by a teacher as soon as they report. Parents/Guardians must communicate to the School Administration when there is a delay in reporting.
2. Students sent home for any reason MUST report directly back to the administration office. Failure to do so attracts a heavy punishment.
3. All societies, clubs shall have a patron who should be a member of the teaching staff. All societies/clubs shall have to register by the Head teacher's office. Society/club leaders should not mobilize money from the club members without the consent of the club patron. Failure to comply shall lead to severe punishment.
4. Society leaders must communicate with outside bodies/personalities through their patrons. All correspondences from societies, organizations or persons MUST be addressed through the Headteacher of this school to the Headteacher of the specific school concerned and must be countersigned by the patron of the society.
5. No society should make a trip without the patron; however, the patron may request any member of the academic staff to accompany the group on his or her behalf.
6. Dormitories should be out of bounds to all students during class and prep time. Violation of this may lead to a suspension. Sick students shall have to get a bed rest from the nurse approved by the school administration (Warden/Matron).
7. Students are not allowed in the Kitchen. All forms of private cooking are not allowed at College. Cooking facilities i.e stoves, coils, saucepans, kettles etc found with students will always be confiscated and may lead to instant expulsion.
8. Students are not allowed to trade while in school, such things as shoes, eats, alcohol etc...
9. Match boxes, lighters, and other sources of fire are highly prohibited at school, and will be interpreted as having a plan to cause fire in the school. Possession of such items can lead to an immediate expulsion.
10. Students will clean the classrooms, compound, toilets and dormitories. Dodging of the same may lead to heavy punishment.
11. Mudslinging, rumor mongering and backbiting is highly punishable.
12. All students must ensure proper hygiene and care for the safety of all! Any student who does anything that endangers the safety of self or others or is unhygienic commits an offence and is punishable.
13. All students must have/use personal jerrycans/ buckets and basins.
14. Shouting and any form of noise, which may disturb the freedom of others is forbidden, more especially on the eve of the closing day of the term. This unacceptable behaviour shall attract a heavy punishment.
15. All students must attend all services as organized by the College irrespective of the religious denominations, this is to ensure order.

## **SECTION C:**

### **Uniform and Uniformity**

1. Ear rings, necklaces, nail vanish, rings, lipstick, bangles, caps, hats are not allowed and punishable by either suspension or confiscation for good. Tattooing bodies is prohibited and punishable.
2. Students' hair should be kept very short and neat. French cuts, backbush and shaolin are forbidden and highly punishable.
3. Students must not wear unauthorized jackets, cardigans, sweaters etc. The punishment is confiscation for good.
4. English Language is the medium of communication. Vernacular speaking tantamount to sectarianism in this multilingual society and is highly punishable.
5. All students going out for games and sports, seminars etc must be in full uniform and must carry their identity cards with them for security purposes. Shouting and nasty singing is not allowed on the bus / Van and is punishable by expulsion.

6. All students must purchase their requirements only from the school canteen during break time, lunch time and after classes. The canteen management must abide by this. Students caught transacting business outside the stipulated time or through the fence will be heavily punished.
7. All day students must be dressed in full uniform, walk and talk in an organized and orderly manner, from and to school, on outings and at home. Failure to abide by this will lead to a heavy punishment.
8. All Boarders must be fully dressed in weekend/out of class uniform whenever it is weekend or after classes i.e. green plain T-shirts and black skirts for girls and red plain T-shirts and black trousers for boys. All school wear must be tucked in. **No any other casual wear of any sort is allowed at College.**
9. All students shall wear House T-Shirts on Wednesdays. Club T-Shirts can be worn on Saturdays.
10. Uniforms provided at school must be worn as given. Alterations to school uniforms are not allowed and punishable. Culprits will be required to acquire a new set of uniform at their cost.

## **SECTION D**

### **Examinations/Academics**

1. All students should observe double margins in particular subjects as may be instructed by the teachers.
2. Cheating of any nature in examination is heavily punishable and may lead to expulsion or repeating a class.
3. After the examination period, students must continue with the normal school routine i.e. class, break, lunch, games and preps. Failure to abide attracts a heavy punishment.
4. All students must observe the sitting plan instruction and direction governing examinations and must register for every exams attended.
5. Students must observe library hours and rules. Students must take proper care of all library materials in their care. Laboratory and library materials lost or damaged must be replaced in addition to other punishments.
6. Students with chronic illnesses should report with medical documents to the Deputy Administration without fail to enable formal arrangement to be done for them.
7. Prep time is mandatory to every boarding student. Students must do their preps in the appropriate rooms and should sit an orderly class format. Lights out must be observed by every boarder, this will always be at 10:30pm. Dormitories shall be out of bounds for all students during class and prep time. Dodging prep is punishable.
8. Missing class is punishable. In case of sickness, permission should be obtained from the Administration.
9. Missing/dodging exams is self dismissal from school, unless with permission from the School Administration.

## **SECTION E**

### **Prefects' Leadership Code**

1. Any student leader who insults, embarrasses or demoralizes another will be subjected to instant demotion and dismissal from school.
2. Prefects' leaders are at all times supposed to be exemplary to the rest of the school in whatever they do, regardless of class.
3. All prefects must be loyal to the school philosophy, Mission, Motto and academically sounding.
4. There should not be any leakage of information from prefects' meetings/discussions to the students' community.
5. Team work is a must. Remember there is no "I" but "WE" in "TEAM WORK" and in a sinking boat there is no winner!
6. Attending all formal meetings is a must to all prefects. In case of absence, permission has to be sought from the patron.
7. Prefects must uphold all the three college pillars of Academic excellence, smartness and discipline.

## **SECTION F**

### **The responsibilities of a parent**

Parents and teachers play a vital role in bringing up the youth of the Nation and indeed this is their role in Nation building.

We in St. Mark’s College Namagoma therefore, have a set of written responsibilities which parents have to put into consideration. These are obligations to fulfill for the proper upbringing of one’s child, instead of leaving it to the teachers.

1. The parent must visit the child on the visitation day and check on the academic performance of his/her child.
2. The parent has to collect the student’s report personally at the End of Term. A person delegated to collect a report should have a Visitor’s Card.
3. He/She must attend all class meetings.
4. Should avoid his or her child having funny hair cuts e.g. French cuts etc.
5. Should ensure that his or her child is smart and tidy.
6. Should accept the biblical saying “Spare the rod and spoil the child” by accepting his or her child to be punished as deemed necessary.
7. Should never discuss or backbite teachers at home in the presence of students.
8. Should ensure that his or her child leaves home fully dressed in school uniform.
9. Should purchase for the students at least two sets of school uniform.
10. Should encourage students to go for church services (or Juma prayers) whenever at home.
11. Be the mouth piece of the school and publicize it to outsiders.
12. Encourage students to study seriously at home and keep them at home instead of loitering hence encourage discipline.
13. Guard your son/daughter from joining wrong company.
14. Must pay no-refundable fees promptly and bring the child for studies on the opening day.
15. Should not directly or indirectly breach the school rules and regulations. And should always refer to the school rules.
16. Provide basic educational and personal requirements for the child.

## **SECTION G**

### **Visitation/Visitation days**

1. Parents are encouraged to visit their children on those days and equip them with necessary requirements.
2. Visiting hours are strictly between 9:00am to 5:00pm. Late arrivals shall not be allowed in.
3. All parents must also observe office working hours and days, i.e. 8:00am to 5:00pm from Monday to Friday.
4. Parents/guardians and relatives are not allowed to see students during class time.
5. Visitors must see the school administration before talking to any student. Students found talking to their visitors without permission will be sent home with their visitors.
6. Visitors (including old Students) are not allowed in the dormitories, any student found with a visitor in the dormitory will be suspended.

### **Conclusion**

Once a student reports, it means that together with the parent they have entered into a contract with the school administration to abide by the school rules and regulations and the punishment therein specified.

### **Declaration.**

I.....(student name) do promise to abide by all these rules and regulations, which I have read and understood.

Student’s Signature:..... Date:.....

Parent’s Name:.....Signature:.....

Date:.....