



ST. MARK'S COLLEGE NAMAGOMA

SCHOOL RULES AND REGULATIONS

Name Class Date

St. Mark's College's Namagoma (SMA CON) is founded on Anglican Christian/biblical principles that are unveiled in the school values. At SMA CON discipline is the responsibility of all stakeholders, to realize a peacefully learning environment, students need to cooperate or work together by following these school rules and regulations and seek guidance where a lack of information exists.

Students are admitted to study and learn with the sole aim of achieving academic and moral excellence as "The Higher Achiever's College".

These rules and regulations shall be cited as **SMA CON Rules and Regulations**. They shall apply to all students enrolled to the school **without exception or discrimination**. Student's continued enrollment in the school is conditional upon satisfactory performance in academics and behavior/discipline demonstrated. Each rule/regulation is supplemented by a set of appropriate guidelines whose application or penalties will be executed at the discretion of the school administration.

A. SCOPE OF APPLICATION

The school rules and regulations apply to areas where the school exists, where school programs extend and to the representation of the school as part of the community in which it exists. The school rules and regulations work in tandem with the staff code of conduct, the Human Resources Manual, Staff job descriptions, Student leaders' roles and responsibilities, and the school examination rules that come into force during examination time. For clarity, students and readers are advised to consult the school management because claims of ignorance of the rules, regulations, and penalties in this document will be treated as guilty as charged.

| ASPECT | RULE | PENALTY |
|---|---|--|
| 1) REPORTING TO SCHOOL | | |
| All students report to school on the opening day of the term by 6:00 pm | <ul style="list-style-type: none"> • All students report to school in full school uniform and not in Sunday wear or domestic wear not later than 6:00 pm. • Report to school on the stipulated reporting dates. • Parents/Guardians must communicate to the school on phone and in writing a delay in reporting of their children | May forfeit his/her place in the school after 3 days. |
| 2) SCHOOL REQUIREMENTS | | |
| Bible is the first text book pack for each student beyond other school requirements. | <ul style="list-style-type: none"> • On arrival, every student shall be checked at the school gate for non-acceptable items e.g. electronics, drugs, wears, weapons, etc. • Every student shall be checked at the receiving desk for requirements. • Present the Bible. | A student coming to school without a Bible and full school requirements shall be sent back |
| 3) RESPECT/OBEDIENCE | | |
| The school shall not tolerate rebellion, insolence, reluctance to obey or respond to authority, stubbornness, rudeness, or defiance to any authority is unacceptable. | <ul style="list-style-type: none"> • Observe discipline and demonstrate the highest standard of behavior in and out of school, in all spheres, and different school activities. • Respect and obey the teaching staff, non-teaching staff, and any other persons e.g. prefects in whom authority is vested. • Students sent home for any reason MUST report directly back to school with the registered Parent/Guardian. | Manual work in the school; Suspension or even Expulsion |
| 4) PUNCTUALITY | | |
| Prompt time management | <ul style="list-style-type: none"> • Each student shall ensure prompt and timely attendance to classes, preps, assemblies, and all other school programs. | Inquire, document, and present what they missed by end of day. |
| 5) GAMES, SPORTS, AND CO-CURRICULAR ACTIVITIES | | |
| A student may be exempted from sports only on medical grounds or on account of health recommendations. | <ul style="list-style-type: none"> • Students shall wear games uniform during games. • Jogging outside of school shall be supervised by the Game's Master. • Every student shall participate in at least one of the authorized sports and games provided at the school. • Students shall participate in games during speculated times. | Manual work in the school; Suspension or even both |
| 6) TRIPS, TOURS, AND OUTINGS. | | |
| A student shall exhibit a high sense of moral and social responsibility both in and out of school. | <ul style="list-style-type: none"> • Students shall put to practice the knowledge and guidance given to them to protect the good image of the school and demonstrate school values. • No group of students shall make a trip without a staff member/Supervisor. However, the Supervisor may request any other academic staff to accompany the group on his or her behalf. | Manual work in the school; Suspension or even Expulsion |

| ASPECT | RULE | PENALTY |
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| 7) MEALS. | | |
| All students must eat school food. A list of sick students in the sick bay shall be submitted to the Caterer daily by the Nurse for food to be taken to them | <ul style="list-style-type: none"> • All students shall take their meals following the school feeding/catering department regulations. • The canteen shall be open to students at specified times. • Students observe etiquette while in the dining hall or acceptable places/areas for eating. | Manual work in the school; Suspension or even Expulsion |
| 8) LANGUAGE | | |
| English is the only official language and a medium of instruction and communication in school | <ul style="list-style-type: none"> • English language is the medium of communication; only English will be used in class to ensure harmony. • Vernacular speaking tantamount to sectarianism in this multilingual school community and is highly punishable. • Provided that a student offers a UNEB examinable subject other than English, such a language may be spoken during the lesson or gathering where the school permits the use of such a language. | Manual work in the school; Suspension or even Expulsion |
| 9) BULLYING, TEASING / INTIMIDATION | | |
| Acts of teasing, bullying, stalking, and intimidation are prohibited | <ul style="list-style-type: none"> • Students shall act with consideration and courtesy towards all. • Bullying, teasing, and fighting are strictly forbidden. • Students shall not hurt, fight, injure or provoke other students. | Manual work in the school, Pay medical bills of injured students, Suspension or expulsion |
| 10) COMMUNICATION / GRIEVANCES. | | |
| Approaching a staff in a confrontational manner as a group or a mob will be treated as an offence. Mudslinging, rumor mongering, and backbiting are prohibited. | <ul style="list-style-type: none"> • Communication and grievances shall be channeled through the Students Council, Prefects body, Class meetings, suggestion boxes, and other recognized avenues at / within the school. • Shouting and nasty singing is not allowed on the College compound and spaces that represent the college e.g. the Bus, Van, Field trip venues etc. | Manual work in the school, Suspension or even Expulsion |
| 11) FIGHTING / USE OF VULGAR AND ABUSIVE LANGUAGE / POSSESSION OF FIREARMS /WEAPONS | | |
| The school is a safe, serene, learning environment for harmonious and peaceful co-existence. | <ul style="list-style-type: none"> • Fighting, use of vulgar language, and possession of weapons is banned. • Throwing stones/objects to harm others or destroy property is forbidden. | Manual work in the school, Replace destroyed property Suspension or even Expulsion |
| 12) STRIKE / DEMONSTRATION/RIOT | | |
| Strikes, any form of demonstration, attempts to or inciting others to riot, are forbidden in school. | <ul style="list-style-type: none"> • Address dissatisfaction and grievances within school frameworks. • Report students planning, attempting, inciting others, or involved to riot, strike, or demonstrations. | Replace damaged property if any, Treatment of the injured if any, Suspension or even Expulsion. |
| 13) ATTENDANCE | | |

| ASPECT | RULE | PENALTY |
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| Students with written permission from the school Nurse or anyone in a authority may be exempted. | <ul style="list-style-type: none"> • Each student shall punctually report to class (including prep studies) • Class and school program attendance is mandatory to all students. • Unauthorized movement during class time is prohibited • Students must attend roll calls at designated places and stipulated times. | Manual work in the school, Suspension or even Expulsion |
| 14) CLASS PRESENCE/LEARNING ENVIRONMENT | | |
| Silence shall be observed during all classes, prep time, at other school programs, on the eve of the closing day of term except during sports. | <ul style="list-style-type: none"> • Students shall not hang out along verandas or corridors during class or prep time. • Students shall be orderly seated and quiet whether the teacher is in class or not. • Students must be in class, library, and designated areas during class time. | Manual work in the school, Suspension or even Expulsion |
| 15) PERSONAL PROPERTY | | |
| Every student shall ensure that personal property is in safe custody and the school shall not be responsible for the loss of any students' property. | <ul style="list-style-type: none"> • Upon returning home all students shall carry all their property. The school shall not be responsible for student's property left at school • Any student in possession of money above 10,000/= may keep it with the Bursar and access it in a manner as will be prescribed by the Bursar • No student shall keep a teddy bear or live pet in school. • No student shall bring motorbikes/automobiles, stoves, coils, saucepans, etc. to school • Sharing, borrowing, or lending of personal stuff is at owners own risk. | Confiscation without return/loss of property Confiscation without return/loss of Money Suspension or even Expulsion |
| 16) ELECTRIC GADGETS | | |
| Students are allowed to bring flat irons, watches, and calculators. Any electrical gadgets for medical purposes must be handed over to the school Nurse for safe custody and proper use. | <ul style="list-style-type: none"> • Do not be in possession of and or use electric devices like tattooing machines, water heaters, kettles, flash disks, mobile phones, chargers, radios, CD players, CDs, DVDs, MP3, MP4, iPod, cameras, earphones, and other audio and video playing devices. • Possession and use of combustible materials, lighters, and matchboxes, cigarette lighters, candles, kerosene lanterns, etc. is also prohibited. | Manual work in the school, Confiscation without return/loss of property Suspension or even Expulsion. |
| 17) HOUSEWORK AND SHOPPING | | |
| The domestic section shall before the beginning of term display a comprehensive housework timetable. Students shall be allocated a place within the College for housework. Students are expected to shop prior to reporting to school. | <ul style="list-style-type: none"> • Housework shall be compulsory for all students and be done with utmost diligence. Special case students may be exempted from housework basing on medical reports. • A student who wishes to do shopping while at school must only do so from the official designate school canteens at designated hours. • No student shall be allowed to buy items of any form from outsiders or carry out any form of trade with fellow students or staff while at school. | Manual work in the school, Confiscation without return/loss of property Suspension or even Expulsion. |

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| | <ul style="list-style-type: none"> • Gambling of any form in the school is prohibited. | |
| 18) SMOKING, DRUG USE, AND ALCOHOL CONSUMPTION | | |
| The College considers drug use and alcohol consumption as gross offences. | <ul style="list-style-type: none"> • No student is allowed to take/consume or be under the influence of or in possession of alcohol, tobacco, narcotics, cocaine, marijuana, kuber, sniffing petrol, and any intoxicating substances. | Expulsion from the school once proven guilty or at fault. |
| 19) PERVERSION (ANTI-SOCIAL BEHAVIOUR) | | |
| The School has zero tolerance for sexual perversion including romancing, kissing, sex among the unmarried, student coupling, adultery, fornication, prostitution, molestation, rape, incest, bestiality, homosexuality, lesbianism, oral sex, masturbation, pornography, abortion, and any kind of indecency and sketching immoral pictures or graffiti | <ul style="list-style-type: none"> • No student shall be allowed near opposite-sex dormitories at all times • No student shall engage or coerce another to engage in any form of sexual perversion (unsocial behavior). • Each student shall demonstrate upright/sound moral and sexual conduct. • Pregnant girls are advised to remain home and return after delivery. • Students shall not at any one moment be found to share beds or beddings. | Suspension or even Expulsion from the school once proven at fault |
| 20) VANDALISM/MALICIOUS DAMAGE TO SCHOOL PROPERTY | | |
| The School has zero tolerance for vandalism/malicious damage to its property, that of staff, visitors or general public | <ul style="list-style-type: none"> • Students shall not cause damage or deface school property, lose school property, or tamper with fire extinguishers or any other gadgets installed to be used during an emergency. • Trespassing or distraction of the school environment/plants is prohibited. | Replacement of damaged property, Manual work in the school, Suspension even Expulsion from school |
| 21) FURNITURE | | |
| Movement of furniture shall be authorized and supervised and returned to its rightful place after use. | <ul style="list-style-type: none"> • Students shall not move furniture to and fro. • No desks, chairs, or stools shall be taken by any student from their rightful locations to a new location without permission.. | Manual work in the school, (compound and public utility areas) |
| 22) VISITATION (VISITORS/PARENTS/GUARDIANS) | | |
| <p>Visitation day will be once every term strictly between 09:00am - 05:00pm. Late arrivals shall not be allowed in.</p> <p>Students should not entertain visitors, parents or guardians except on visitation day which is once in a term.</p> | <ul style="list-style-type: none"> • Each parent/guardian shall be issued a visitation card by the school, to be presented before seeing the student. • Parents must visit their children on visitation days, provide essential requirements, and check on the student's performance and discipline. • Parents must also observe office working hours and days, i.e. 8:00am to 5:00pm from Monday to Friday. • Parents/guardians are not allowed to see students during class time. | <ul style="list-style-type: none"> • Any student found with a visitor in the dormitory will be suspended • Students found talking to visitors without permission will be sent home with their visitors. • Students face punitive measures including manual labour |

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| Any visitor who comes to school outside designated visiting times will not have access to the student. | <ul style="list-style-type: none"> • Visitors must report the office before talking to any student. • Visitors must not go to the dormitories except during formal guided tours. • Visitors won't be escorted beyond the school compound and must leave before 5:30 p.m. | |
| 23) UNIFORM / DRESSING | | |
| Students are expected to wear full school uniform during class hours and at all designated school functions within and out of the school except with the express permission of the Head teacher | <ul style="list-style-type: none"> • No abuse of school uniform in any form i.e. folding of sleeves, not tucking, altering the uniform design (shortening or tightening), etc. • Students' hair should be kept very short and neat. French cuts, back-bush and shaolin" are forbidden and no growing long hair in School. • Tattooing of the skin - the school strongly stands against all fads including tattooing of any part of the body, seen or unseen. • Make-up: fancy styles of dressing are not tolerated within the school; (wearing hats, caps, bangles, earrings/pins, bracelets, necklaces, painted nails, lipstick, rings, etc.) • The use of bleaching or lightening creams are prohibited. • Students must not wear unauthorized jackets, cardigans, sweaters, etc. • Students going out for games and sports, seminars etc. must be in full uniform and carry their identity cards with them for security purposes. • Boarders must be fully dressed in weekend/out of class uniform on weekends or after classes. All school wear must be tucked in. Casual wear of any sort is not allowed at College. (All students shall wear House T-Shirts on Wednesdays/sport days. Club T-Shirts can only be worn on Saturdays). | <p>Manual work in the school,</p> <p>Purchase of new uniforms for any alterations to school uniforms.</p> <p>Confiscation of illegal clothing, any gadget or machine for tattooing the bodies and footwear for good.</p> <p>Long hair, nails, and painted nails shall be cut off and cleaned immediately.</p> <p>Suspension even Exclusion from school</p> |
| 24) HYGIENE AND GROOMING | | |
| Students are expected to ensure personal hygiene. This includes bathing, keeping the hair short and well combed, shaving beards for boys, and keeping the uniforms clean and tidy at all times, etc. | <ul style="list-style-type: none"> • Students shall clean classrooms, compound, toilets, dormitories, lay their beds, and iron own clothes. • Students shall use correctly or properly toilets for cleanliness at all times • Proper dispose of garbage in rubbish bins. • Slippers/open shoes shall not be allowed during class hours or at Sunday service. • Students must have and use personal buckets. • Not to do anything unhygienic, to endanger safety of self and others. | Manual work, Suspension even Expulsion from the school |
| 25) LEAVING SCHOOL WITHOUT WRITTEN PERMISSION | | |

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| Students are not allowed to go outside the school compound without written and official permission. Only the Head-teacher and Deputy Administration shall grant permission to go out. | <ul style="list-style-type: none"> • The school will not be held responsible for a student who leaves the school campus without written permission. • Any member of staff may demand a written permission from a student at any time anywhere outside the school compound. • On return, the student must sign at the gate and should return the permission chit to the Head-teacher or Deputy Administration | Suspension even Expulsion from the school |
| 26) PLACES OUT OF BOUNDS | | |
| Students are not allowed to access places labeled or notified as out of bounds. Sick students shall have to get bed rest from the Nurse approved by the Deputy Head teacher administration. | <ul style="list-style-type: none"> • The following places: school gates, perimeter walls, staff quarters are out of bounds to students at all times, girls' dormitories are out of bounds to boys at all times and boys' dormitories are out of bounds to girls at all times. • Dormitories are out of bounds to students during class and prep time. • The sick bay is out of bounds to students at all times except when sick. | Manual work, Suspension even Expulsion from the school |
| 27) COMPUTER AND INTERNET | | |
| Misuse and abuse of the computer lab and internet will not be tolerated. | <ul style="list-style-type: none"> • Students shall not be involved in the misuse of the computer lab, watch pornography, writing, or sending pornographic messages with blasphemy. • No student shall tamper with computer software and hardware. | Manual work, Suspension even Expulsion from the school |
| 28) LIGHTS | | |
| Prefects on duty shall switch off the lights in classrooms and House Captains in the dormitories | <ul style="list-style-type: none"> • Lights in classrooms and dormitories shall be off by 10:30pm and 11:00pm respectively, unnecessary lighting and movements after that time are prohibited. | Manual work, Suspension even both |
| 29) LABORATORY EQUIPMENT. | | |
| Students shall not be allowed in the laboratories without the supervision of the Subject teacher or Laboratory Attendant. | <ul style="list-style-type: none"> • Any authorized use of chemicals and apparatus shall be under the direct supervision of the Subject teacher / Lab Attendant. • Eating, drinking, or storing food in the laboratory is prohibited and no student shall use the laboratory chemicals and apparatus for other use other than those intended. • No laboratory chemical/equipment shall be taken out by the student. • Students must adhere to the laboratory manual at all times. | Manual work, Suspension even both |
| 30) EXAMINATION MALPRACTICE/ IMPERSONATION / FORGERY OF DOCUMENTS | | |
| No students should engage in forgery of documents or examination malpractice | <ul style="list-style-type: none"> • No student shall engage in forgery of documents or examination malpractice as stipulated in the separate school examination rules and UNEB guidelines | Shamed on the school and class notice boards including Suspension or Expulsion |

| ASPECT | RULE | PENALTY |
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| 31) CHAPEL SERVICES AND FAITH | | |
| <p>Each student shall actively participate during Chapel hour. All students must partake in service.</p> <p>Students must carry the Good News Bible, pen, and notebook during chapel service.</p> <p>Official designated prayer schedules are compulsory for all students and other Christian faiths.</p> | <ul style="list-style-type: none"> • The following are not accepted during the Sunday service and other chapel activities <ul style="list-style-type: none"> ➤ Illegal clothing apart from those provided by the school. ➤ Newspapers, magazines, novels, and class notes. ➤ Sleeping or putting heads down when it is time to pray. ➤ Unnecessary noise in the Chapel. • All students MUST attend School chapel hour services. • No student shall promote any other faith while at school. • The School shall not accept any religious symbols/material that contradicts the Holy Bible. • Prayers outside designated prayer time are prohibited (Prayers must not contradict the school program). | <p>Manual work, Suspension, even Expulsion from the school</p> |
| 32) THEFT/EXTORTION/MONEY LAUNDERING/FORGERY | | |
| <p>Any student who takes or attempts to take or unknowingly receives stolen school property or student property shall be held liable for the act.</p> | <ul style="list-style-type: none"> • Students shall not surrender their property under threat, or undue influence from another. • No student shall lend money to another student or change currency or charge interest on borrowed money. • Any kind of forgery of documents, school reports, chits, official stamps, signatures, or any other written document are not allowed. | <p>Refund, return, or purchase replacement of stolen property, suspension, or even expulsion or both.</p> |

B. RESPONSIBILITIES OF A PARENT/GUARDIAN

The College has responsibilities/obligations that parents must fulfill in the proper nurturing of learners to support the teachers:

- 1) Visit the learner on visitation days to check on the academic performance within the following guidelines;
 - a) *Provide the learner with the necessary requirements, check on the academic and moral discipline.*
 - b) *Honour visitation hours (9:00am to 5:00pm), late arrivals shall not be allowed in the school.*
 - c) *Observe office working hours and days, i.e. 8:00am to 5:00pm from Monday to Saturday.*
 - d) *Won't be allowed to see students/learners during class time.*
 - e) *See the school administration before talking to any student. Students found talking to visitors without permission will be sent home with their visitors.*
 - f) *Not to go to the dormitory areas or spaces, any student found with a visitor in the dormitory will be suspended.*
- 2) Collect end-of-term student reports personally, if a person is delegated to collect the report they should have a visitor's card and authorization.
- 3) Attend all class meetings and any other school program as and when may be called to do so.
- 4) Ensure proper student dress code toward plain and neat haircuts, smart/tidy dressing during holidays, and in full school uniform when coming to school.

- 5) Accept to have their child punished when they breach the rules and regulations (“spare the rod and spoil the child”).
- 6) Purchase for the students at least two sets of school uniforms, and provide basic educational and personal requirements for the child.
- 7) Encourage students to study seriously while at home during holidays and encourage discipline.
- 8) Pay no-refundable fees promptly and bring the child back to the college for studies on the opening day of the term.
- 9) Not to directly or indirectly breach the school rules and regulations and continuously referring to them in case of doubt.
- 10) Prohibit their sons/daughters from joining wrong and unproductive company.
- 11) Parents/Guardians are expected to dress professionally, smartly, decently, and representatively when visiting their children at school.

C. DEFINATION OF PENALITIES

For purposes of these school rule and regulations, the following clarifications are made:

- ✓ **“Day”** *is defined as any day including Saturdays, Sundays, public holidays and shut-down periods*
- ✓ **“Offence”** *means an act in breach of the expectations outlined or implied in the school rules and regulations.*
- ✓ **“Alleged offence”** *means Interpretation of breach. Before being confirmed, proved or found out*
- ✓ **“Offender”** *Means on who is found to have breached the expectations outlined or implied in the school rules and regulations.*
- ✓ **“First Offender”** *A learner/student who commits an offence for the first time.*
- ✓ **“Repeat Offender”** *A learner/student who commits the same offence for a second time.*
- ✓ **“Routine Offender”** *A learner who commits the same offence more than three times or commits multiple offence simultaneously*
- ✓ **“Suspension”** *Sent home for a specified period of time and to return for the final verdict/hearing*
- ✓ **“Expulsion”** *Sent away or expelled from the school indefinitely (summary dismissal)*
- ✓ **“Scope of Application”** *Out of school, in school, class, play fields, at meal times, examination rooms, study time and all spaces of the school*
- ✓ **“Reprieve”** *means cancellation of a punishment*
- ✓ **“Manual Labour”** *Physical work given to the learner to engage for a day as a punishment e.g. sweeping; mopping, slashing; garbage collection, cleaning of compound, dormitories, toilets, signages, kitchen; peeling of food, cooking, washing of dishes, digging, etc.*

D. PLEDGE AND AFFIRMATION

I have read understood and do hereby accept to abide by these rules and regulations and the school routine of St. Mark’s College Namagoma:

1. I accept the place offered to me in senior _____ this date _____
2. I shall promote and maintaining the high moral standards of SMACON at all times.
3. I further commit myself to meet with the SMACON academic standards. Failure to comply with this promise, I shall accept the consequences thereof.

Student's Signature

Endorsement by the Parents / Guardians

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|---|--------------------------|--------------------|
| Full name of Parent / Guardian | Telephone | Signature |
| Residential Address | LCI Address/Village..... | Date..... |

Endorsement by the School authorities

| | | |
|------------------------------|---------------------------|----------------------|
| Head-teacher | Signature | Date |
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