

# **SCHOOL RULES/GUIDELINES OF CONDUCT**

## **1.0 INTRODUCTION**

Mpelembe Secondary School Rules/Guidelines of conduct are meant to help pupils who enter the institution on the expected code of behaviour and the expectations of the school. Being a Christian school founded on a consolidation of family and Christian values, the school endeavours to form strong positive values which form a basis for a second society and in this case, the Mpelembe Secondary School society. The aim of the rules/guidelines is to address pupil behaviour starting in parents' homes so that the pupils will leave the school as balanced, caring and responsible young people, able to compete with confidence and conduct themselves with honour and integrity.

*Acceptance of a school place and eventual enrolment at the School is in itself a declaration of consent by the pupil that he/she will observe and follow the laid down Rules/Guidelines.*

1.1 Mpelembe Secondary School believes in human dignity, the uniqueness of individuals and that everyone, regardless of their status in Mpelembe society, deserves respect. In this regard, pupils and students need to note the following rights for both staff and pupils;

- The right to work and learn without being disturbed by others.  
Teachers have a right to teach and pupils a right to learn without disruptions by others
  - The right to work in a clean and safe environment.
  - The right to be treated with courtesy and respect.
- The right to due process. In cases where discipline is to be carried out, the accused must be treated fairly.

1.2 **Whilst the school does not discriminate on the basis of religion, Mpelembe Secondary School is a Catholic institution and all pupils will be expected to adhere to Catholic practices.**

**The Rules/Guidelines are not an exhaustive list of the Code of Conduct but a broad enough spectrum of expectations.**

2.0 **ATTENDANCE OF LESSONS AND SCHOOL ASSEMBLY**

2.1 Attendance of lessons and school assembly is compulsory and, therefore, missing lessons is viewed as a serious breach of School Rules.

2.2 Lessons can only be missed with permission from the School and/or on production of a medical certificate of unfitness.

3.0 **ACADEMIC PERFORMANCE**

The School motto is “**SUCCESS THROUGH EFFORT**” and, therefore, all pupils are expected to put in their best in the academic and co-curricular activities. The school creates an enabling learning environment for all pupils to excel. However, the school will not hesitate to withdraw any pupil who fails to meet the expected standards.

4.0 **PUNCTUALITY**

4.1 Punctuality should be observed at all formal school activities.

4.2 Pupils are expected to report to school on opening day of each school term **not later than 16.30 hours**. Anyone reporting after 16.30 hours will be returned. Please note that pupils will leave and report back to school in **full school uniform**.

4.3 The school day starts at **07.20 hours** and ends at **16.30 hours**.  
\* Day scholars should also strictly adhere to these times.

5.0 **MORAL CONDUCT**

5.1 The school expects high moral standards from each pupil in the institution.

Some examples of immoral conduct that are forbidden are

- Fighting, bullying and intimidation
- Intimate boy-girl relationships
- Dishonesty and theft
- Unacceptable vulgar and abusive language
- Possession, use and distribution of harmful drugs and alcohol
- The purchase, possession, distribution and use of cigarettes
- Pupils engaging in business – selling of various items
- Pupils engaging in betting and gambling

**Pupils committing any of these offences may face suspension or withdrawal from school.**

## **5.2 Damage/Loss of School Property**

School property should always be respected and looked after properly by all concerned. A surcharge will be levied against any pupil causing deliberate damage or loss of school property. In some cases, a pupil may be withdrawn from school.

Pupils are not allowed to tamper with or alter any electrical fittings. Only the electrician is authorized to do so.

## **5.3 Strictly Prohibited Items**

- i) cell phones**
- ii) musical systems**
- iii) electronic amusement games, i.e. video or play stations**
- iv) electric kettles**

## **5.4 Hostel Chores/Charges**

The school has a team of women who clean the hostels on a daily basis. However, all pupils are also expected to take part in cleaning their bed spaces, rooms, ablution blocks and

hostels every day. The areas of responsibility are assigned on a fortnightly rotational basis throughout the term by House Parents.

#### 5.5 **Station Upkeep/Preventive Maintenance**

All pupils are expected to take part in the general cleaning of the school surroundings at least once a week.

### 6.0 **OUT OF BOUNDS**

Pupils are not allowed out of school under any circumstances. However, should there be need, the Vice Principal Administration/Academic may issue a pass for a specified number of hours. Pupils requiring to spend a night out of school will require express permission by the Principal or the Vice Principals in the Principal's absence.

Pupils are considered out of bounds **if found outside school** (without permission) or in the following areas in school:

- a) Hostel of the opposite gender (boys should not be found at girls' hostels and vice versa)
- b) Staffroom (including other facilities reserved for staff only)
- c) Fish ponds
- d) Swimming pool area (without authorisation)
- e) Classroom area between **17.00 – 18.00 hours and after 21.00 hours**. After 16.00 hours on Saturday and Sunday.
- f) Production Unit area (unless for educational purposes or on punishment).
- g) Playing fields and terraces after 17.00 hours.

**Being found out of bounds will attract serious disciplinary measures.**

#### 6.1 **Roll Call**

It is mandatory for pupils to attend roll call at 17.00 hours and after prep each day in their hostels.