**RULES FOR LEARNERS**

The Learner shall:

1. Listen to and follow the instructions of all persons in authority at School. The class teacher shall be the first point of contact for the Learner.Any direction/instruction issued that goes against the letter and spirit of the rules that govern the School or is detrimental to the wellbeing of the Learner must be immediately reported to the Head Teacher or Director for due consideration and appropriate action
2. Attend punctually at School or such other places or places as their scheduled programs may require. School hours shall be as per the School timetable
3. Unauthorized absence, truancy, removing the child from school for other activities or extra vacation during School time is not allowed. In all cases of scheduled absence, a Parent must communicate with the class teacher before 8:00 am to reconfirm the same. A Learner that is absent without notifying the School will be considered absent/truant and the proper authorities will be notified. A written explanation from the Parent of an absent Learner must be presented to the teacher when the Learner returns to School.  This shall form part of the Learner’s attendance record
4. Attend effectively to all allocated duties and responsibilities
5. Not leave School during the School day unless accompanied by a Parent or Guardian who must report to the School office
6. Respect and take reasonable care to prevent misuse, damage, or loss of School property and the personal property of others. Writing on or scratching desks, lockers, bulletin boards, walls, or fixtures are not allowed
7. Not steal, use or take School property or the personal property of others without first asking to borrow or use them
8. Keep hands, feet, and objects to him/herself. Hitting, kicking, throwing things, or public displays of affection are not allowed. Intentional hurting or disrespect of another Learner or Staff member will result in immediate suspension
9. Be considerate, courteous, and respectful of everyone. Profanity including but not limited to gestures, symbols, verbal, and written is prohibited at School and in all School sponsored activities. These include name-calling, use of swear words, bad, inappropriate, or impolite language, and physical harm to self and others
10. Walk in an orderly manner and observe reasonable silence when going anywhere in and out of the buildings. Disruption of other programs, yelling, pushing, shoving, or congregating for non-school-related activities is not allowed
11. Not bring to School and/or to all School sponsored activities any obscene materials including, but not limited to illustrations (drawings, painting, photographs, etc.) and oral, visual, or written materials (books, letters, poems, tapes, CDs, videos, etc.) which are commercially or Learner produced
12. Learn and follow all rules that apply to special areas including but not limited to; teacher’s classroom rules, playgrounds, School transport, kitchen, and washrooms
13. Not carry or allow to be carried to School and/or consume or influence others to consume drugs of any kind (addictive or otherwise, including alcohol or narcotics) except as prescribed by a physician and notified to School by the Parent / Guardian in writing. All forms of substance abuse are prohibited
14. With the exception of clean and clear drinking water, not bring any food or forms of food to School, including sweets/gum and drinks
15. Not bring or allow to be brought to the School any battery-operated instruments or gadgets including telephones, radios, or toys of any kind
16. Not bring or allow to be brought to the School weapons or any other kind of hazardous materials or substances including fireworks and other flammable items
17. Observe honesty at all times including in Exams
18. Report to the School administration any actual or potential hazards, accident, or dangerous occurrence as soon as it is noticed
19. Observe high standards of personal hygiene and sanitation of working and open spaces
20. Provide the School with Emergency Contact Information for ease of assistance in case of an Emergency. Changes to emergency contact information must be immediately communicated to the School in writing
21. In the case of a Learner's illness while in School, the School will contact the Parent / Guardian through the contact details listed on the Learner Registration Form to collect the Learner for medical attention. If the Parent/Guardian is not reachable and the nature of the emergency requires immediate medical attention, the Head Teacher or the Class Teacher shall make the necessary effort to secure emergency medical assistance from a good medical institution for the Learner. In any case, the School shall be held indemnified from consequential expenses and outcomes as a result of such assistance
22. Read, comprehend and abide by School Policies and Rules both General and Specific (including; Uniform, Transport, and Language policies)
23. Report violations (actual or potential) of the School Rules to the School Management in a timely manner for appropriate management
24. Not willfully give misinformation by commission (lying) or omission (remaining silent). Implications of misinformation shall be weighted based on various factors, including but not limited to the significance of the misinformation, the reason for providing misinformation, and/or the admission of the same.
25. **School Fees**

School fees are determined by the School under two major categories as follows:

* Mandatory fees: That which is payable by all Learners
* Optional fees: Payable for activities that Learners engage in by choice.

School fees may be paid in installments provided that payment shall be completed by the 5th day of month two (2) of the prevailing School term. The School reserves the right to take any action as it may deem necessary to ensure effective collection of School fees.

1. **Materials**

The Learner will report to School for the new term with appropriate materials as shall be defined and communicated by the School to facilitate effective learning and minimize disruptions to the School program. These include; books, stationery and learning aids, and personal materials.

1. **TERMINATIONS**

A Learner transferring to another School shall notify the School in writing at least two (2) weeks prior to the transfer. A Parent or legal Guardian will sign a withdrawal form and ensure full clearance with the School. The School shall subsequently issue a certificate of attendance to the Leaver.

The School shall use all available and appropriate options to collect outstanding fee balances from defaulting leavers.

1. **LANGUAGE POLICY**

The official language of communication/instruction in School is English. All Learners and Staff are expected to use the English language in all instances except during specific times formally allocated for Kiswahili and/or other special languages.

1. **ADMISSION POLICY**

[insert name of school] admits Learners of any race, color, national or ethnic origin.

**CONSEQUENCES OF BREAKING SCHOOL RULES**

Where misconduct or a breach of discipline has occurred, disciplinary action may be taken with due consideration of facts relevant to the case as follows:

1. General Misconduct: Refers to minor acts of indiscipline, which are not unless persistently committed, very serious. These include but are not limited to breaking recess rules, failing to line up when asked, lateness, noise-making, etc. In case of general misconduct, the following consequences may be applied unless the teacher deems it necessary to apply a more severe consequence.

* + A verbal warning by the Teacher
	+ Standing against the walk (at recess)
	+ A twenty-minute recess detention (served inside)
	+ Missing school activities e.g. games
	+ Allocation of extra School duty to offender
	+ Meeting with the Head Teacher.
1. Gross misconduct: Refers to serious offenses which include but are not limited to; skipping detention, fighting, using abusive language, being sent out of the class to the principal's office, substance abuse, stealing, cheating in exams, possession of or use of any hazardous materials at School, possession of a weapon of any kind, threatening or intimidation of others and intentionally hurting other Learners or Staff, etc. In case of gross misconduct, the following consequences may be applied:
	* Suspension from School with instructions to report back to the school with a parent or guardian
	* Expulsion from School.

**Note:** Learners shall be responsible for any school work missed during their absence or suspension. Upon reinstatement and/or upon formal request, they shall be permitted to take any tests, quizzes or any other form of evaluation affecting their grades.