

SCHOOL RULES AND REGULATIONS

PREAMBLE

These and regulations are intended to enable you achieve your goals while at Elite High school Entebbe. It's the duty of Elite High school – Entebbe to help you grow and develop into a disciplined, useful, balanced and mature citizen with excellent academic outcomes and desired ethical and moral values. Appropriate penalties are indicated against each rule that you may be found in breach of.

Procedure for Disciplining Students

A student found or reported having breached any of these regulations shall in the first instance be asked to explain him/her in writing. Thereafter, the case will be handled by the appropriate disciplinary authority depending on the gravity of the offensive behavior. The steps below will only be implemented once a written statement has been obtained from the accused student.

1. His/her case shall be investigated by the prefects and/ or teachers in-charge.
2. Depending on the weight of the breach, the case may be presented to the prefects' disciplinary committee or the school disciplinary committee for further consideration.
3. A hearing shall be arranged at which the student shall be given an opportunity to defend him/herself.
4. Thereafter recommendations will be made by the committee handling the case.
5. If a student feels dissatisfied with the findings of the committee, he or she may appeal to the relevant higher authority. For example, a student may appeal to the D.C if his or her case was handled by the P.D.C.
6. The appropriate disciplinary authority shall proceed to cause the penalty to be executed.

NB:

- I. Cases beyond the jurisdiction of the DC will be handed over to the relevant authority.*
- II. Summary action may be taken without following the entire procedure laid out above in case a student commits a grave offence.*

Abbreviation used in these Rules and Regulations.

- a) D.C means school Disciplinary committee.
- b) B.O.G means Board of Governors.
- c) P.D.C means Prefects Disciplinary committee.

SECTION 1: ADMISSION AND REPORTING

1. Every student reporting to school at the beginning of each term shall produce the original admission letter, in case of new entrants, or the previous term's report, in case of continuing students. Any student who does not fulfill this requirement will be denied access into the school.
2. Every student's personal belongings shall be inspected to ensure that each student has adequate personal provisions as spelled out from time to time and to verify that they do not include prohibited items. Any student who declines this inspection or willingly accesses the dormitory without having his or her property inspected shall be suspended from school for a duration not exceeding 2 weeks.

3. PROHIBITED ITEMS

The school is an environment conducive for learning, so items that divert students' attention and focus are prohibited. No student is allowed to possess and use pornographic materials, electronic devices like mobile phones, radios, CD players, cameras, musical instruments or any other audio/video recording or playing devices.

The possession and use on the school premises of combustible materials and match boxes, candles, kerosene lanterns or stoves and the like is prohibited except under supervised laboratory/experimental conditions.

Penalty: indefinite suspension pending the decision of the BOG, or police action. The prohibited items shall be confiscated and will not be returned to the student.

4. Every student shall surrender the school's copy of the paid in bank slip to the Bursar who will in turn issue the student with a duly signed and stamped clearance form to allow the student to proceed to the dormitory, dining hall and classroom.

Penalty: suspension from school for a duration not exceeding 3 weeks.

5. All students must report on the opening day of the term before 6:00pm. Any one reporting after 6:00pm will be sent back home.

SECTION 2: UNIFORMS

6. SCHOOL UNIFORM

Full school uniform shall be worn during day time class hours and at any other school functions designed as requiring a uniform, such as during school trips or on visitation day. All students shall buy their uniforms from school in order to safe guard standard. No student shall be allowed to modify his or her uniform in any way. Sagging trousers/skirts, unbecoming labels, and any other misuse of the uniform shall attract an instant punishment. Borrowing and sharing uniform or shoes is prohibited.

Penalty: Definite suspension (1-4 weeks) or indefinite suspension

7. CASUAL UNIFORM

Casual uniform, as stipulated during the student admission process shall be worn when class-time uniform isn't necessary, except for sporting activities.

Penalty: working on the school premises, and, or writing an apology letter that is filed in the student's records, or definite suspension (1-2 weeks)

8. SPORTS UNIFORM

Every student is required to participate in at least one organized sports activity of his/her choice for which the appropriate sportswear shall be worn.

Penalty: working on the school premises, and, or writing an apology letter that is kept on file.

9. GROOMING

Girls with neat puffed natural hair will maintain it. All boys shall have well-trimmed hair not exceeding 5mm or 0.5cm.

Jewelry (except simple watches, catholic medals or rosaries), lipstick and nail varnish shall not be worn at school or any school outing.

Non-uniform attire is prohibited at school.

Any fancy or outlandish wear, including hats, baseball caps, tattoos and the like, are prohibited.

Penalty: offenders shall be sent home for their parent/guardian, and, or suspended from school for 1-4 weeks.

SECTION 3: GENERAL DISCIPLINE

10. TIME MANAGEMENT

All students must manage and plan their time accordingly. Late coming and, or failure to do the right thing in the right place and at the right time shall be regarded as an act of indiscipline.

Penalty: relevant authorities, such as prefects and teachers shall have the discretion to impose punishments ranging from hard labour, issuing a warning that is witnessed by a parent, guardian, and or suspending that student from school (including indefinite suspension)

11. LIGHTS

Dormitory and class prefects on duty are responsible for switching on and off the lights in the dormitories and classrooms, respectively, at the scheduled times. Total silence shall be observed after lights out.

Penalty: hard labour, and, or a warning letter witnessed by the parents, and or a suspension from school (1-4 weeks)

12. SILENCE

Silence is golden, and must be observed at all times. Noise making on the verandas, any study area and in dormitories is a sign of lack of respect for others. It is therefore prohibited. Total silence shall be observed after lights out.

Penalty: hard labour, and, or definite (1-4 weeks) or indefinite suspension from school.

13. MEDIUM OF COMMUNICATION

To ensure harmony and unity in a multi- lingual community, students are required to use the English language for all communications, save for when they are learning other languages during a lesson session.

Penalty: hard labour and filing an apology letter. Repeat offenders may be suspended from school (1-4 weeks)

14. OBEDIENCE/RESPECT

Students must abide by all rules and regulations of the school as laid down from time to time. They must respect and obey the school administrators, teaching and non-teaching staff and other persons in positions of responsibility, particularly prefects.

Penalty: Definite (1-4 weeks) or indefinite suspension from school.

15. TEASING/BULLYING/FIGHTING/ABUSIVE LANGUAGE

No student shall tease, bully, fight or insult another student or member of the community (such as during trips or community work). Teasing and bullying are understood to include physical and/or verbal attacks, stealing property of the victim, forcing the victim to engage in unlawful acts and forcing the victim to do things he/she would not wish to do even if those acts are generally permissible or in order e.g. singing.

Penalty: One or a combination of an indefinite suspension, meeting the cost of treating the affected student(s), replacing the damaged property of the affected students, and police action.

16. STEALING

Any student, who takes, attempts to take or knowingly receives stolen school or personal property without the permission of the owner, shall be held liable for the act(s). Students shall not surrender their property under threat or undue influence from another.

Penalty: Indefinite suspension from school.

17. VANDALISM

No student is allowed to cause or attempt to cause malicious damage to school property; e.g. writing on desks, walls, toilets, breaking desks and window panes, defacing school property, tampering with fire extinguishers, electricity or any other installations.

Penalty: Replacing/repairing the damaged property, definite (1-4 weeks) or indefinite suspension, police action.

18. LEAVING SCHOOL

Students shall seek the written permission of the Head teacher to go outside the school premises, for whatever reason.

Where permission has been granted, the following must be observed;

- a) The Head teacher and the student will enter the applicable particulars in the permission book which they will both sign;
- b) A signed and stamped permission card/movement authorization chit will be issued to the student;
- c) The particulars on the card as well as the time of exit will be entered into the record book at the gate.
- d) On return, the student shall show the permission card to the security personnel at the gate, ensure that his/her arrival date and time are properly recorded at the gate, and finally report his/her return to the issuing authority where the card shall be surrendered.

Penalty: Indefinite suspension from school.

19. STAFF QUARTERS

Staff quarters are out of bounds to all students without the prior written permission of the member of staff concerned or the teachers on duty, except in cases of emergencies where any student leader may access any staff member's residence for purposes of reporting the emergency.

Penalty: Definite (1-4 weeks) or indefinite suspension from school.

20. SUBSTANCE ABUSE

No student is allowed to be in possession, take/consume or be under the influence of alcohol, tobacco, narcotic drugs or any intoxicating substance.

Penalty: Indefinite suspension from school

21. SECLUSION

Students of the opposite sex MUST not engage in boy-girl relationships nor be together in seclusion. Students of the opposite sex aren't allowed to hug, embrace or engage in any physical contact that can be constructed as inappropriate by the school authorities. Students of the opposite sex aren't allowed to escort one another after preps.

Penalty: Indefinite suspension from school

22. ANTI-SOCIAL BEHAVIOUR AND IMMORAL ACTS

The school does not condone nor tolerate any anti-social behavior and immoral acts like lesbian, homosexuality or masturbation. Students are not allowed to share a bed in the dormitory.

Penalty: Indefinite suspension from school.

SECTION 4: ACADEMICS

23. ATTENDANCE

All students must attend punctuality all classes including morning and evening preps, test and examinations except when written permission has been obtained from the school nurse or anyone in an appropriate position of authority. No student shall be allowed in the dormitories, balconies and stairways during lessons or preps. On public holidays, students may engage in sports only after 11:00 am.

Penalty: one or combination of hard labour, or definite suspension (1-4 weeks) or indefinite suspension from school.

24. FURNITURE

No. desk, chairs, or stools shall be taken by any student from the designated area of use of that furniture, unless under the direct instruction or supervision of an authorized person, such as furniture master. Such furniture shall then be speedily returned to its rightful place once the purpose for which it was moved has been served.

Penalty: repair or replacement of the damaged furniture that was moved without authorization.

25. LIBRARY USE

Library services are open to all students and maximum silence must be observed. Unauthorized borrowing, stealing, mishandling and destruction of any library materials are prohibited.

Penalty: replacement of the damaged or missing materials and definite suspension (1-4 weeks) or indefinite suspension from school and / or hard labour.

26. COMPUTER AND INTERNET USE

Student shall seek the help of the teacher or laboratory technician whenever they encounter problems with the computer hardware and/or software and are strictly prohibited from attempting to reset computers on their own. Misuse of internet by indulging in profanity, pornography, receiving and sending pornographic messages is prohibited.

Penalty: payment for the repair/replacement of any damaged software/ hardware, or indefinite suspension from school.

27. LABORATORY USE

All laboratories shall be under the direct supervision of a qualified and authorized person at all times students are expected to be there. No student shall use laboratory chemicals and apparatus for uses other than for instructional purposes which they are intended.

Penalty: monetary or physical compensation/ replacement of the damaged materials/ equipment, indefinite suspension, and/ or police action.

28. DEPARTMENTAL RULES

Students shall observe all the rules and guidelines given from time to time by various departments in the school. Different departments shall periodically check the students'

notes to ensure that they maintain accurate records of all the content taught during the course of study.

Penalty: hard labour, and/ or definite (1-4 weeks) suspension from school.

29. EXAMINATIONS

No student shall engage in examination malpractices as defined by UNEB. Any student found or caught or proved cheating during/ at examination shall be penalized.

Penalty: indefinite suspension from school.

Examination malpractices include, but are not limited to:

- a) Smuggling of unauthorized material into the examination room.
- b) Copying from one another (collusion)
- c) External assistance given by teachers and/or any other persons.
- d) Prior knowledge of examination questions.
- e) Impersonation, i.e. hiring somebody else to sit the examination or where another person rather than the duly registered candidate sits the examination.
- f) Improper behavior, e.g. making noise, disobeying supervisors and the invigilators, etc.
- g) Substitution of examination scripts during or after the examination
- h) Irregularity e.g. taking a longer time than that stipulated on the question paper to sit an examination or on candidate using different names. Tearing the answer booklet/script into loose sheets, or folding the script in anyway.

30. VISITORS/VISITATION DAY

Every parent is expected to visit his/her son/daughter on the official visitation day, which is once a term and is announced well in advance, for purposes of checking on the student's academic progress and well-being. The school reserves the right to deny access to any visitor that it deems unfit to be exposed to the students. For example, admission may be denied to visitor showing signs of intoxication or those dressed in a way that shows a bad example to the respectable learners that are being groomed.

Parents/visitors shall not go to the dormitory areas and into the dormitories, except during official guided tours. Visitors may not be escorted beyond the school compound and shall leave by 5:30pm. Students breaching this rule may be suspended from school since they will have left the school premises without permission.

Parents/guardians may visit the school at other times during office hours to check on students' performance but they must not bring drinks and edibles.

Penalty: Food substances shall be confiscated at the gate and destroyed. Students who smuggle food/drinks into school shall be suspended (1-4 weeks)

SECTION 5: DOMESTIC ORGANISATION

31. SECURITY AND SAFETY

Students shall value life and property and know how to protect it through being cautious and sensitive to any possible danger and loss. Students shall cooperate and respond to any emergency by following the guidelines and instructions from those in authority.

Penalty: Indefinite suspension or police action.

32. HYGIENE/SANITATION/ENVIRONMENT

Students must observe hygiene and should only use the appropriate ablution facilities for bathing and toilet needs and dispose of other wastes as provided for. Slippers may

be used within the dormitories only. Borrowing and sharing clothes or shoes is prohibited. Students are also expected to participate in the general cleaning of their premises.

Penalty: One or a combination of hard labour, definite suspension (1-4 weeks) or replacing the damaged/lost property.

33. DINING/MEALS

All students must partake of school meals as no private cooking is allowed. Food must not be taken to the dormitories. A list of the sick must be handed over to the caterer for their food to be taken to the sickbay.

Penalty: Hard labour or definite suspension (1-4 weeks)

34. SICK BAY

All pre-existing health problems must be reported to the school nurse at the beginning of each term together with the supporting diagnosis and prescriptions for their management during the term.

The school's sickbay provides simple diagnostic services and treatment for common ailments like flu, cold and malaria. The head teacher, upon the advice of the school's medical personnel, may send a child home for further management in case that student has a condition that cannot be treated/managed from school, or the available treatment options aren't producing the desired results.

It is the head teacher's office only that communicates to parents about serious cases of sickness, and not individual students.

All those students who may be admitted to the sickbay must have written permission from the school nurse and should report to the sick bay with their beddings. No student shall be attended to by the school nurse during class hours unless that student has a written note from a teacher or a person in authority.

Penalty: One or a combination of these applicable punishments, such as writing an apology letter, hard labour, replacing or repairing any damaged property during that unauthorized stay within the sickbay, and, or definite suspension (1-4 weeks)

35. SCHOOL CANTEEN

Students can buy their day-to-day necessities only from the school canteen during the stipulated time i.e. break-time, lunch-time and after classes. Accordingly, students shall not engage in any form of trade or commercial transactions in school and with outsiders.

For avoidance of doubt, "outsiders" in the above rule shall include day students as well. For official outings, students' shopping of edibles is prohibited.

Penalties can include confiscation and destruction of the food/drink items, being sent for a parent/guardian, and or definite suspension (1-4 weeks) from school.

36. POCKET MONEY

Students shall deposit all cash holdings in excess of shs. 20,000/= with the Bursar's office for safe keeping. Borrowing of money in school from a member of staff or fellow student is prohibited.

Penalty: Hard labour, filing an apology letter, and or definite suspension from school (1-4 weeks)

SECTION 6: GAMES, SPORTS AND CO-CURRICULAR ACTIVITIES

37. GAMES AND SPORTS

Games and sports are compulsory. Every student, except those exempted by the Head teacher on medical grounds or on account of a disability, shall participate in at least one organized game or sport and shall periodically inform his/her class teacher and the teacher in charge of sports what that game or sport is.

Penalty: Apology letter written in the presence of a parent/guardian, hard labour, and or definite suspension (1-4 weeks) for repeated breaches of the rule.

38. CLUB ACTIVITIES

Every student must participate in at least one organized club or society activity for which a patron has been approved by the Head teacher.

Penalty: similar to rule 37 above.

SECTION 7: SPIRITUAL AND MORAL FORMATION

39. PRAYERS

All students must attend services/ prayer sessions organized by the school. Morning and evening communal prayers and grace before and after meals are compulsory. All school activities, such as morning class sessions, commence with prayers in order to place God at the forefront of everything done within the school. Unnecessary movement and noise-making during spiritual events constitutes an offence that shall be punished.

All spiritual activities are under the supervision of the school chaplain assisted by the teacher in-charge of spiritual affairs.

Penalty: Hard labour, indefinite suspension for gross misconduct during prayer sessions.

40. HOLISTIC FORMATION

Students shall exhibit a high sense of moral and social responsibility both in and out of school on outings and holidays they are expected to put into practice the knowledge and guidance they have received throughout their stay at school.

Unbecoming behavior which puts the image of the school in disrepute is prohibited.

Penalty: Indefinite suspension.

SECTION 8: LABOUR AND COMMUNITY ENGAGEMENT

41. MANUAL LABOUR

To create a positive attitude towards the dignity of manual labour, every student must take part in the cleaning of the school compound, classes, toilets and dormitories and in food preparation.

Penalty: Writing an apology in the presence of a parent/guardian, and, or, hard labour.

42. COMMUNITY ENGAGEMENT

In accordance with the Education Act 2008, students shall be involved in school organized work outside the school at least once a month. The school may in some instances also use students in school publications such videos, magazines, calendars or brochures.

Penalty: Similar to rule 41 above

SECTION 9: COMMUNICATION GRIEVANCES

43. COMMUNICATION CHANNELS

In case of a common problem affecting a group of students, five representative students' leaders, such as prefects, class captains or councilors shall be selected to represent the aggrieved group of students. These representatives shall courteously air out their grievances to the relevant authority in a manner that isn't confrontational. Mob action in communicating grievances shall not be tolerated.

Penalty: Writing an apology letter in the presence of a parent/guardian, and/definite/indefinite suspension from school/police action.

Individual students are also free to air their grievances in an organized manner through the established channels such as the school council, house meetings, class meetings, suggestion boxes and other civilized and recognized avenues within the school.

Penalty: Indefinite suspension, and, or police action.

44. STRIKES AND DEMONSTRATIONS

Students are expected to use the channels stipulated in rule 43 above in case they have complaints that they feel must be addressed. Any student who ignores those channels and leads/participates in a strike/demonstration commits a grave offence.

Penalty: One or a combination of replacing/playing for any damaged property, indefinite suspension from school, police action.

SECTION D: GENERAL RULES

- i. No student shall miss school functions or assembly except with the permission of the nurse/teacher on duty and any student who violates this rule shall be liable to punishment as will be determined by the D.C.
- ii. A student shall not use private medical facilities/drugs unless the parent/guardian provides written notification to the medical personnel in the school.
- iii. All students shall return home with their property at the end of each term. The school shall not be accountable for any loss incurred in case a student's property remains at school during holidays.
- iv. Any student who conceals a pregnancy or abortion shall be liable to an indefinite suspension.
- v. The telephone booth shall be used during lunch time and after classes but not during class time or preps. anyone who contravenes the rule shall be punished
- vi. Banked school fees shall not be refunded. Any fees refunds that may be done for special circumstances shall be evaluated on a case by case basis by the Head teacher and the school bursar. Any students suspended due to indiscipline will get no school fees refund.

NB: Any unbecoming/offensive conduct which isn't explicitly stipulated in these rules shall be handled at the discretion of the Disciplinary Committee.