



KUNDAYI CHIUNDIZA SCHOOL

SCHOOL RULES

1.0 Cell phones are not allowed at school.

2.0 Classroom Issues

- 2.1 School and lesson attendance is compulsory for all students. Any absence from school should be preceded with a letter from a parent to the Form teacher, or otherwise a written explanation from the parent
- 2.2 Students are required to be indoors at all times except break times. No movement during lesson times will be entertained. Silence must be observed during lesson change over.
- 2.3 Every student is supposed to undertake all the subjects offered in his class. No dropping of subjects is allowed.
- 2.4 All written and other work assigned by teachers is compulsory.
- 2.5 All exercise books are to be covered in khaki and plastic and labelled using a stencil.
- 2.6 Each student's exercise book must bear the full names of the student, the class, the year, the subject name as well as the subject teacher's name in that order.
- 2.7 Details listed above have to cover the top half of the exercise book cover only. Neither pictures nor diagrams unrelated to the subject should appear on the exercise book cover.
- 2.8 Students are required to stand up whenever a visitor enters their classroom. They should only sit down when told to do so by the teacher/visitor and after the exchange of greetings.
- 2.9 All food to be consumed during the school day must only be consumed at break times, and outside the classrooms.
- 2.10 Students should always keep classrooms, hall and grounds litter free. Students responsible for littering the school shall be sanctioned accordingly
- 2.11 Students are not allowed to invite their visitors to the school. All matters unrelated to school business should be dealt with at home.
- 2.12 The school administration must sanction all fund-raising activities as well as organised tours or functions.

3.0 Sport and Club Activities

- 3.1 Every student must participate in at least one sporting and one club activity.
- 3.2 During competitive matches, students are not allowed to criticise referees, whether playing or watching.
- 3.3 Visiting teams must be welcomed and treated with respect.

4.0 Dressing

- 4.1 Full clean school uniform must always be put on while at school or when on school trips.
- 4.2 Sportswear must always be worn when taking part in sport.
- 4.3 Girls may have their hair plaited or tied at the back, using navy blue or white ribbons. No extensions will be permitted.
- 4.4 Boys should keep their hair short, short enough for one to see the skin of the head.
- 4.5 School uniforms must not be worn if one intends moving about in town or shopping centres.



5.0 Care for school Property

- 5.1 All textbooks must be covered in plastic before they are used.
- 5.2 Books must always be kept in unfolded positions.
- 5.3 Any lost textbooks, by students, must be replaced as soon as they are confirmed lost.
- 5.4 Textbooks belonging to other institutions and found in the possession of students will be collected and returned to the respective institutions.
- 5.5 All furniture in the school should be well looked after and kept in rows.
- 5.6 Students must not scribble on walls or furniture.
- 5.7 No furniture should be used outside rooms, except when such use is authorised by a member of staff.

6.0 General Behaviour

- 6.1 A very high standard of behaviour is expected of all students, both at school and outside.
- 6.2 Severe punishment (including exclusion or expulsion) will be imposed on students who commit the following offences:
 - 6.2.1 *Loitering during lesson time or in town or around shopping centres in school uniform.*
 - 6.2.2 *Bullying other students*
 - 6.2.3 *Using foul language*
 - 6.2.4 *Absence from school/lessons/examinations/sports/club activities etc without permission.*
 - 6.2.5 *Rude and disruptive behaviour.*
 - 6.2.6 *Fighting or quarrelling or any displaying of rowdy behaviour.*
 - 6.2.7 *Vandalism*
 - 6.2.8 *Gambling, smoking, forgery, drinking alcohol and possession of drugs or dangerous weapons.*
 - 6.2.9 *Holding back information from authorities in order to protect a wrong- doer.*
 - 6.2.10 *Students are discouraged from borrowing or lending each other money.*

7.0 Payment of School Fees and Levies

- 7.1 All fees and levies must be paid in full before a student can attend lessons.
- 7.2 Payment receipts should be shown to the subject teacher to facilitate the necessary documentation.

UNDERTAKING

Name of Student _____ Class _____

Name of Parent/Guardian _____

We have read and undertake to uphold the objectives and spirit intended by the school rules as required by the school.

Signature of student _____ Date _____

Signature of parent _____ Date _____