

15. Lights

Dormitory and Class Prefects on duty are responsible for switching on and off the lights in the dormitories and classrooms, respectively, at the relevant scheduled times. Total silence shall be observed when lights off. Silence is golden and must be observed at all times. Noise making in class, any study area and in dormitories is a sign of lack of respect for others. It is therefore prohibited.

16. Medium of Communication

To ensure harmony and unity in a multi-lingual community, all Pupils are required to use the English language for all communications while in the school premises.

17. Obedience/Respect

All Pupils must abide by rules and regulations of the school as laid down from time to time. They must obey the school administrators, teaching and non-teaching staff and other persons in positions of responsibility, parents, particularly and Prefects; on the same note, Pupils must be respected by administrators, teachers and non-teaching staff and other persons of responsibility, Parents and Prefects.

18. Class Attendance and copying

- a. All Pupils must attend punctually all classes including morning and evening preps, tests, and examinations except those with written permission from the school nurse or anyone in position of authority. Only pupils that achieve a cumulative assessment of 60% will be promoted to next class
- b. No Pupil shall engage in examination malpractices. Any Pupil found or caught or proved cheating during/at examination shall be penalized. Examination malpractices include, but are not limited to:
 - i. Smuggling of unauthorized material into the examination room.
 - ii. copying from one another (collusion).
 - iii. External assistance given by teachers and / or any other persons.
 - iv. Prior knowledge of examination questions.
 - v. Improper behavior, e.g., making noise, disobeying supervisors, and the invigilators,
 - vi. Substitution of examination scripts during or after the examination.
 - vii. Irregularity e.g., taking a longer time than that stipulated on the question paper to sit an examination or one candidate using different names. Tearing the answer booklet/script into loose sheets or folding the script in anyway.

19. Disciplinary Committee and Procedures

- a. A Pupil found or reported having breached any of these regulations shall in the first instance be asked to explain himself/herself in writing. There after the matter is handled by the appropriate disciplinary authority depending on the gravity of the offensive behavior:
- b. The case shall be investigated by the prefects and /or teachers in-charge.
- c. Depending on the weight of the breach, the case may be presented to the disciplinary committee for further consideration.
- d. The parent or guardian of the Child offender shall be invited to attend the hearing of the matter in which his or her Child is alleged to have committed the offence.
- e. A hearing shall be arranged at which the Pupil shall be given an opportunity to defend himself/herself.
- f. Thereafter recommendations are made by the committee handling the case.
- g. If a Pupil and or parent feels dissatisfied with the findings of the committee, he may appeal to higher authority as the case maybe.
- h. If the Disciplinary Committee finds the alleged offender guilty, it shall proceed to cause the correct punishment shall be imposed.
- i. If the alleged offender is not satisfied with the proceedings, he/she shall have a right to appeal to the School Board of Governors and the decision there from shall be final.

20. Penalties

Penalties for contravening the above school rules and regulations, as varied from time to time by the Board of Governors, are categorized as follows: Save for punishments provided for under Reg. 10 of these Rules and Regulations, any person who contravenes these Rules and Regulations and is found guilty by the Disciplinary Committee, shall be sentenced to one or combination of the following penalties.

- a. Working on the school compound, e.g. slashing, mopping, high dusting.
- b. Filing an offender's apology letter (in/on) his confidential file.
- c. Sending the offender back home to return with parent or guardian.
- d. Definite suspension pending calling the parent or guardian. This could range from one week to one month.
- e. Physical replacement of damaged or lost property.
- f. Monetary compensation for the damaged or lost property.
- g. An internal suspension.
- h. Caution.

21. Acknowledgement

I _____ a parent/Guardian of _____ Class _____ have read, understood, and explained the above rules and regulations to my child and I am willing to adhere to them.

Name of a parent.....

Telephone:

Sign:..... Date:.....

NB: You are requested to read, understand these Rules, sign and return them along with the Pupil as he/she return to school from holidays.

**LITTLE MUHEJI KINDERGARTEN AND PRIMARY SCHOOL**

P.O BOX 26337 Kampala, Hoima Rd, 6.5 Miles Nnsana
E-Mail limsdesk@gmail.com, info@littlemuhejischool.org
www://littlemuhejischool.org
Tel: 0392329209, 0776967210, 0772419770

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SCHOOL JOINING INSTRUCTIONS, RULES AND REGULATIONS.

These Instructions/ Rules/ Regulations are made to guide Pupils, Parents/Guardians and the School administration to work and live together in harmony without any misunderstandings in order for the learners to enjoy their stay at Little Muheji Kindergarten and Primary School.

DATE OF ASSENT 25 July 2022

Date of commencement 3rd September 2022

BE IT ENACTED BY Little Muheji Kindergarten and Primary School as follows:

PART I – INTRODUCTION**1. Short title**

These Rules may be cited as school joining instructions, rules and regulations.

2. Interpretation

- a. "Board of Governors" is the highest organ directing the school administration.
- b. "Healing Bay" is a place where sick pupils are cared for.
- c. "Parents and Guardians" means father, mother, or any person taking care of a pupil.
- d. "Penalties" are criminal sanctions, fines that may be imposed by these Rules, Regulations or Joining Instructions against someone who violates them.
- e. "Plagiarism" means copying someone's work in an exam or test, or cheating, or possessing unwanted material or seeking help from another during exam or test.
- f. "Pupils" mean learners at Little Muheji Kindergarten and Primary School.
- g. "School" means Little Muheji Kindergarten and Primary School

3. Background

Little Muheji School is a Christian founded Kindergarten and Primary school with the vision of being a professional fully fledged childhood educational centre. The school also admits non-Christian Pupils but sticks to Christian values and to realize its vision, the school provides superlative childhood education services with professionalism guided by the following four objectives:

- i. To provide the best tender childhood education
- ii. To provide the best enabling environment for learning
- iii. To instill a culture of God fearing at the earliest stage
- iv. To contribute to the nurturing of vulnerable children for the attainment of their full potential

The above objectives will be measured on the proof that each pupil receives the best possible start in life, to equip them with not only education but also life skills they will need to see themselves through the rest of their lives. To achieve this, the school will teach, mentor, counsel and enforce these Instructions, Rules and Regulations so that our learners can attain enhanced learning and become future responsible citizens and leaders in line with school Moto, "Sow Early Reap Abundantly."

PART II – DOS AND DON'TS**4. Reporting to School**

- a. As your child reports to school, below is what is expected of him or her;
- b. Every pupil reporting to school at the beginning of each term shall report with all requirements as specified within school circular of the respective term.
- c. Every pupil's personal belonging must be clearly labelled with children full names and shall be inspected to ensure that each pupil has adequate personal provisions as spelt out from time to time.
- d. Every pupil shall surrender the school's copy of the fully paid-in bank slip to the Bursar who will in turn issue the pupil with a duly signed and stamped clearance form to allow the Pupil to proceed to the dormitory, dining hall and classroom.
- e. All pupils must report on the stated first day of the term 8:00am-5:00pm. Anyone intending to report after 5:00pm will not be allowed in the school premises. Pupils that for one reason or another can't report on the 1st day of start of term, will be attended to on another day between 4:00-5:00PM for checking and clearance.
- f. Unless under special conditions, no pupil will be expected to report for any given term after two weeks.
- g. Every pupil will be expected to hand in a signed copy of rules and regulations. Otherwise, no one will be allowed in boarding section without a signed copy of school rules and regulations.
- h. Parents and or guardians escorting pupils on the reporting day, must dress decently, else they will be denied entry. This is intended to guard against pupils learning bad practices from indecent parents.
- i. Once tuition fees have been paid, and child reported to school, there will be no refund.

5. Conduct at School

The school is an environment conducive for learning, so items that divert Pupils' attention and focus are prohibited. The prohibited materials and behaviors include:

- a. Pornographic materials, electronic devices like mobile phones, nude pictures.
- b. Combustible materials like match boxes, fuel, and candles.
- c. Teasing, bullying and use of abusive language.
- d. Damaging and misuse of school property which includes writing on desks, walls, toilets, breaking desks and window panes, defacing school property, tampering with fire extinguishers, electricity or any other installations.
- e. Stealing property of the victim.
- f. 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.
- g. Fighting or insulting one another.
- h. Lying or any false utterances.

6. Spiritual and Moral Formation Prayers

All Pupils must attend services organized by the school. Morning and evening communal prayers and grace before and after meals are compulsory. To put God in all that we do all sessions commence with prayers, i.e., morning session, after break and after lunch. As a mandatory requirement, all pupils reporting to the school must come along with a Bible.

7. Packing of Food Stuffs

To ensure the controlled quality of meals taken by the pupils and minimize any diet imbalance, all Pupils must eat of school meals and no outside food is allowed. The school will provide both the break teas with its accompaniments and lunch for those in the Day Care and Primary section will have dinner in addition to the earlier mentioned meals. In this regard, no packed meals for both boarders and day scholars will be allowed in the School Premises.

8. Visitors/Visitation Days

Every parent is expected to visit his/her child on the official visitation day(s), announced well in advance, for purposes of checking on the Pupil's academic progress and wellbeing.

- a. Parents/visitors shall not go to the dormitory areas and into the dormitories, except when there are

- b. official guided tours. Visitors may not be escorted beyond certain clearly defined points and shall leave by 5:30pm. Parents/guardians may visit the school at other times during office hours to check on Pupil s' performance.
- c. Unless otherwise communicated before, no School visits will be allowed during weekends.
- d. No boarding pupil is allowed to be outside the School Premises during weekdays and weekends either with a parent or otherwise unless permitted by the school authorities.

9. Hygiene/Sanitation/Environment/Hair Policy

- a. Pupils must observe hygiene and should only use the appropriate ablution facilities for bathing and toilet needs and dispose of other wastes as provided for.
- b. Slippers may be used within the dormitory only.
- c. No borrowing and sharing clothes, shoes, or money is allowed among pupils while at school.
- d. While reporting and the entire time at school, pupils in upper classes shall wear their well-trimmed and short hair without any treatment or plaits and no beads. Pupils in nursery and or lower section may have their hair provided its kept neatly clean, without any treatment or plaits and no beads
- e. The school administration reserves all rights to take any decision on any hair style for the pupil reporting to school from holidays.

10. Dormitories

- a. Dormitories are out of bound for non-boarders and parents.
- b. No pupil will be allowed to access the dormitory without full clearance of tuition and other school requirements unless cleared by the school administration.
- c. No Pupil will be allowed to stay in the dormitory beyond recommended hours.
- d. No Pupil will be allowed to receive visitors without permission from administration.
- e. No Pupil is allowed to share the bed with a fellow Pupil at School.
- f. The school does not, and will never at any moment condone nor tolerate any anti-social behavior and immoral/illegal/criminal acts like lesbianism or homosexuality. Any Pupil who is reported to be engaged in such activities will be handed over to the police for investigation and prosecution.

Penalties in this category shall include:

Anyone who contravenes these Rules and Regulations if found guilty shall be sentenced to Indefinite suspension pending a decision of the Board of Governors and Police action and subsequent prosecution.

11. Permission to Leave School

- a. No Pupil is allowed to leave the boarding section without permission from the administration or anybody entrusted with authority especially the Head of boarding.
- b. Escaping from school shall lead to indefinite suspension.
- c. Pupils permitted to go home should report back to school authorities within the allowed time and with a copy of the permission Card that allowed them to go.
- d. The Head teacher and the Pupil will enter applicable particulars in the permission book which they will both sign.
- e. A signed and stamped permission card/movement authorization chit will be issued to the Pupil proceeding home.
- f. Particulars on the card as well as the time of exit will be entered into the record book at the gate.
- g. On return, the Pupil 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.

12. School Uniform

A full school uniform shall be worn during class hours and at any other school functions designated as requiring a uniform. Mondays, Tuesday, and Thursday's pupils put on school uniform while on Wednesday and Friday pupils are dressed in sportswear. Boarders have in addition Sunday wear and out of class/weekend wear.

13. School Healing Bay

- a. All pre-existing health related problems must be reported to the school medical team at the beginning of each term together with the supporting diagnosis and prescriptions for their management during the term.
- b. The school's healing bay provides simple diagnostic services and treatment for common ailments like flu, cold, malaria, and the like. More complicated cases will be sent home by the Head Teacher for better management on the advice of the school medical team.
- c. It is the head teacher's office only that communicates to parents about serious cases of sickness not individual Pupils.
- d. All those Pupils who may be admitted to the healing bay must have written permission from the school medical team and should report to the healing bay with their beddings.

14. School Canteen

- a. Pupils 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.
- b. No Pupil shall not engage in any form of trade or commercial transactions in school and with outsiders.
- c. All pupils shall deposit all cash holdings in excess of shs. 5,000/= with the Bursar's office for safe keeping.