

Still Waters Learning Academy



SCHOOL OF EXCELLENCE
“RESTORING VALUES, MORALS AND IDENTITY THROUGH
EDUCATION”

RULES AND REGULATIONS

**STAND 6319 ZIMRE PARK,
CRN. MUTUNDURU/MUZEZE,
RUWA,**

**Phone: 263-772 323 602, 263-774 177 171,
263-8644106017,263-42005010**

E-mail: stillwaters2013@gmail.com

SCHOOL RULES AND REGULATIONS

A General Rules:

- 1) At the first stroke of the bell at 7.00 a.m., all pupils must fall in line immediately and form the lines for assembly where devotion will be made and subsequently move silently to their class-rooms.
- 2) The Medium of communication in the school is ENGLISH.
- 3) Utmost cleanliness must be observed in school premises. Throwing litter, pieces of paper, seeds and skins of fruits is strictly prohibited. Use of dustbins provided should be made for this.
- 4) Writing or scribbling on walls, desks and benches or anywhere else except books is strictly prohibited.
- 5) Bullying, fighting and horseplay is strictly not allowed.
- 6) Any kind of damage done by pupils to the school equipment, furniture, building, etc will have to be made good and penalty shall be decided by the Head.
- 7) Strict regularity, implicit obedience, politeness, courtesy in speech and conduct and cleanliness of books, dress and person are rigidly insisted upon.
- 8) Silence must be observed in the corridors and on the grounds during class hours by all students. They should not be found talking in between periods.
- 9) No books (other than Text or Library books), newspapers or periodicals must be brought to School. Any objectionable literature found in the possession of the student justifies dismissal.
- 10) The school shall not be held responsible for books, money, clothes and other articles that are lost. Students must look after their own things. It is not allowed for pupils to have money, valuable articles or jewellery on them. Harmful or lethal objects should not be brought to school. Beware; it is criminal to carry harmful or lethal objects.
- 11) Fancy watches are not allowed to be worn in the school and will be confiscated if found.
- 12) Mobile Phones are not permitted in the school premises. Any student found carrying a mobile phone will have the phone confiscated and a penalty of \$100 levied on the parents.
- 13) Birthdays are not celebrated in the school by distributing sweets or any kind of presents.
- 14) Pupils are answerable to the School Authorities for their conduct both in and even outside the School. Hence misbehavior in public places and conveyance is punishable. Every student should endeavor to keep up the high tone of the school by excelling in good manners and deportment.
- 15) A student who is unwell should not be sent to school. In case of emergency, students will be rushed to the school doctor on notification to parents and medical fees and transport charges will be borne by the parents. Students suffering from contagious or infectious diseases are not permitted to attend the school and any such should be communicated to the school.
- 16) Any sort of complaints/suggestions regarding school matters should be handed over preferably in writing to the Head and not to the class teachers.

- 17) Any correspondence by the parents should be in the pupil's diary or on a full-scale paper which must be sent in an envelope.
- 18) Parents or Guardians can request a meeting with the teacher only with the prior permission of the Head and should never approach the teacher directly in the classroom.
- 19) The Diary must be brought to school daily and should be maintained carefully. If the Student misuses his/her Diary or loses it, a new copy is issued to him/her against payment of its cost and an additional penalty prescribed by the Head. Whenever a student reports to the Head for any reason whatsoever, he/she must carry his/her diary with him/her. The diary is used as a means of communication between the teacher, school and parents.
- 20) A student who comes to school without a diary will not be admitted to class and will be marked absent.
- 21) For breach of any School Rules, a student may be fined or otherwise punished at the discretion of the Head.
- 22) As a standard rule, students drinks may be inspected at random, this to curb against possible use of undesired liquids in the school.
- 23) Smoking and drinking by students is a serious and punishable offence.

B. Discipline:

- 1) All children must reach the school by 7-00 a.m.
- 2) All students must attend the School Assembly on Mondays and Fridays and any other time when assembly is called for..
- 3) Late comers should bring a note of explanation from their parents.
- 4) Students must bring books according to the specified time-table. They must see that all books are neatly covered and labeled.
- 5) Students are strictly forbidden to leave the school premises at unusual times. In case of emergency/sickness an application should be made to the Head seeking permission.
- 6) Students must not run around inside the school buildings. They must observe silence while walking through the corridors.
- 7) Students/Parents should avoid offering gifts or presents to any of the staff members at any time.

C. Uniform:

- 1) All students must wear only prescribed uniform on all weekdays without making any alterations. The uniform should always be clean.
- 2) Colored dress is allowed only on occasions as and when announced by the school.
- 3) The nails of the children will be checked on every Monday. They should be properly trimmed and kept clean;
Nail painting of any kind is strictly prohibited.
- 4) Tattoos, bangles, goggles, fancy pins, mehendi, etc. are strictly not allowed to be worn in the school.
- 5) Girls shall wear skirts dropping strictly below the knees.

- 6) **Tight fitting wear shall not be allowed for both boys and girls.**
- 7) **Boys must have a regular crew-cut. The student boys are not allowed to grow either moustaches or beard. The girls can arrange their hair in 1 or 2 braids and tie them up with white ribbon or 2 pony tails with white ribbon. White hair band must be used for short hair.**
- 8) **Boys must wear a black belt with simple buckle.**

D. Absence:

- 1) **Irregular attendance and unjustified absence justifies dismissal. Students must not be kept away from the School for celebrations like engagements, marriages, poojas, etc.**
- 2) **The parents of the children who remain absent even for a day must write a note in the diary stating the reason for absence. It must be signed by both parents and the teacher.**
- 3) **In case of a long sickness, a letter must be sent to the Head on a neat sheet of paper enclosed in an envelope with appropriate details written on it. Parents must not wait to send this intimation until the child recovers. Parents must produce a medical certificate for absence on account of illness.**
- 4) **A student will be marked present only if he/she represents the school in competitions. For private competition he/she will be, marked absent.**
- 5) **Absence for any other reason would be permitted only with the prior permission from the Head. Leaving the school premises without Head's permission is strictly not allowed. In case the student is found missing from the class, the school will no longer be responsible for his/her act as well as safety. Such student will not be allowed to resume classes unless he/she is accompanied by parents. Only after discussion with parents and student, the Head will decide what disciplinary action should be taken.**
- 6) **Attendance is compulsory on Independence Day Celebrations, National Day Celebrations when called for, first and last school day of each term.**
- 7) **Parents taking children away during school vacation must make sure that the children attend the school on the last and first school day. Non-availability of reservation of tickets will not be accepted as an excuse for coming late/ leaving early.**
- 8) **In case the child misses the syllabus completed during absence, it will be parents' responsibility to cover the syllabus.**
- 9) **If a child remains absent from school for more than five consecutive days without intimation his/her name will be deleted from the roll.**

E. Admission and Withdrawal:

- 1) **The age advisable for admission to form one is 13 years completed on August 1st with corresponding increase for the other classes.**

- 2) At the time of admission, the student must produce a transfer letter from the recognized school last attended. Every student must produce the original birth certificate.
- 3) A term's notice is required for the withdrawal of a pupil or the fee for the following term will be charged. Such notice must be given in writing by the concerned Parent/Guardian.
- 4) The Fee for the will be charged even if application for withdrawal of student is made in during the first month of the term.
- 5) No Transfer Letter is issued until all debts due to the School are paid in full.

F. For Parents:

- 1) When communicating with the Head, parents are requested to mention in their letters in which form the child is. If it relates to the siblings studying in different classes, two separate letters should be given.
- 2) Any certificates, endorsements, verifications from the school should be asked for three days in advance through a written application to the Head.
- 3) Parents are expected to cooperate with the School Authorities by enforcing punctuality, regularity, personal cleanliness and discipline by seeing that their children prepare their lessons and by taking active and helpful interest in the activities of the School.
- 4) Parents should inculcate regular study habits and check on their children's homework. In case of problems, please see the Head during visiting hours.
- 5) Reports or remarks sent by the Teachers must be acted upon immediately. Parents must come to collect their children's progress report leading to the final exam. Progress report will not be disclosed handed over to anybody else other than parents/guardian.
- 6) Criticisms of teachers or of the school in children's presence should be avoided. In case of constructive criticisms parents/guardian should not hesitate to visit the school Head.
- 7) Parents Teachers Interaction: PTI meeting are arranged by school and should be attended by at least one parent. Parents are not allowed to contact the teachers directly during school hours. In case, such a meeting is desired by the parent, prior appointment with the class teacher should be made through the Head.
- 8) If a Student is likely to be absent through illness for a long period, the Head must be informed within three days. Doctors' medical certificate of fitness must be submitted to the Class Teacher on the day of resuming classes.
- 9) Parents and Guardians are especially requested to notify the School of any change in their address and telephone number.
- 10) Parents/guardians or other persons are not allowed to see the pupils or call them on telephone during School hours or Interview the Teachers while they are engaged in teaching, or at their residence.
- 11) Parents are reminded that without their help and co-operation no significant improvement can be expected from the efforts taken by the school to mold the student's character in the school. They are therefore intently requested to encourage regularity and discipline to see that their children attend to the home work set, come

to school in proper uniform, and bring all the books required for the day's work. Every student shall endeavor to keep up the high standard and good reputation of the school by his/her good behavior, values and deportment.

I agree with the above rules and regulations and accept that any deviation will receive its due consequences.

Signed: Parent.....

Name.....

Date.....

Student.....

Name:.....

Date.....

Before me: School Representative.....

Name.....

Stamp: