

HILTON HIGH SCHOOL – MUKONO

SCHOOL RULES AND REGULATIONS

SCHOOL MISSION: TO PROVIDE QUALITY HOLISTIC EDUCATION FOR SELF RELIANCE

" **VISION:** TO BE A MODEL INSTITUTION NURTURING THE MENTAL, PHYSICAL AND SPIRITUAL FACULTIES FOR SELF RELIANCE

" **MOTTO:** “FEAR GOD AND SHINE”

The following school rules and regulations shall be binding on every student both during his/her stay at school and outside school provided he/she is still a member of HILTON HIGH SCHOOL. It is important that the student and parent/guardian read carefully these rules and regulations and when they do agree to abide by them, then they shall sign the declaration form attached at the back.

1.0: BEGINNING OF SCHOOL TERM

All students must report to school on the scheduled dates between 8:00a.m and 5:00Pm. On reporting, all students must register with the Deputy headmaster’s office – administration, Accounts’ office, class teacher and then the preceptor/matron. Any important information regarding academics and the health of the student should be officially communicated to the school by the parent/guardian. Failure to register is punishable by suspending the culprit from school for one week.

- 1.1: (a) A student who reports later than 5:00Pm shall be required to go home the following day and return with his/her parent or guardian.
(b) If a student fails to report on the first day he/she should report at 4:00Pm on the next working day.

2.0: SCHOOL FEES:

- 2.1: School fees shall be paid in full in the bank on the stipulated school account. None payment shall be permitted entry except with the headmaster’s authority.
- 2.2. The school shall not be held responsible for the school fees lost by a student while at school or on the way to school.
- 2.3: Misuse of school fees by the student is an offence dealt with by the Disciplinary Committee. The punishment is indefinite suspension.

3.0: THE OFFICIAL LANGUAGE:

The official language of the school is **ENGLISH**. Breach of this rule will lead to instant punishment decided upon by the authorities at hand.

4.0: ACADEMIC PERFORMANCE:

- 4.1: All students shall be required to do all class exercises, assignments, tests and examinations at the scheduled time. Failure to do so leads to suspension of one week.

- 4.2: Dodging of classes, preps, assignments, exercises and examinations without a reasonable excuse shall lead to suspension of 2 weeks.
- 4.3: Fraudulent practices like copying in examination rooms shall be an offence and leads to termination from exams and suspended for 2 weeks.
- 4.4: A student who fails to obtain the standard average mark will be required to repeat the particular class. However, prior to that, he/she will be warned and where necessary the parent/guardian will be invited to the school for a discussion.
- 4.5: A student is required to have all required notes of that level. Failure to do so leads to two weeks suspension and reports back with a parent after all notes acquired.

5.0: OBEDIENCE TO SCHOOL AUTHORITY:

- 5.1: All authority right from the school administration, staff and students' leaders (Prefects, monitors and captains) must be respected, obeyed and honoured. Any disrespect or contempt of authority is punished by a two weeks the first offence and suspension or an indefinite suspension depending on the magnitude of the offence and if the habit persists.
- 5.2: Students' leaders (Prefects, Dormitory leaders and Form captains) have the right to reprimand or punish any student BUT not give corporal punishment they should forward major cases to the member of staff on duty or the school administration.

6.0: SCHOOL TIME TABLE/PROGRAMME.

- 6.1: No activity or assembly of any nature is allowed in the school without the Head master's permission. If one does so he /she risks a suspension.
- 6.2: Class attendance and homework are compulsory for every student. Students **MUST** do their prep in the designated rooms. No student shall be allowed out of the prep room without the permission of the room leader, prefects or from captain. The culprit will be punished internally and if persistent, 2 weeks suspension.
- 6.3: Prayers are compulsory to all students and each student **MUST** carry with him/her a hymn book and a bible to the chapel. Dodging chapel/prayers will lead to the suspension of the culprit to not less than two weeks/indefinite suspension if it is persistent.
- 6.4: Every student shall be expected to maintain a high level of discipline during prayers, failure of which will lead to a suspension (Indefinite suspension). Prayers organized at awkward times shall be a breach of the school regulations and shall not be allowed. Individual prayers may be allowed on condition that they are conducted within the school premises and do not interrupt other students and the rest of the school programmes but permission has to be sought from the administration.
- 6.5: School programme opens at exactly 4:30a.m morning preps during a working day. Evening preps begin at 7:30P.m from Sunday to Thursday. On Sundays preps shall begin at 10:00a.m up to 1:00P.m. Failure to attend the above leads to a suspension of one week.

- 6.6: Boys and girls shall do their prep separately unless where there are lessons conducted by a teacher. If one is found in the opposite sex's area he /she shall be punished internally for the first offence and indefinite suspension if the habit persists.
- 6.7: At the end of prep time i.e. at **(NIGHT)**. Girls shall leave their prep rooms and enter their respective dormitories immediately. Failure to do so shall lead to a suspension of two weeks.
- 6.8: All students **MUST** attend all school assemblies organized either by prefects or the school administration. Failure to attend will lead to internal suspension and indefinite suspension if one persists.
- 6.9: Persistent late coming, misconduct or absenteeism during the above activities without reasonable excuse or permission, shall lead to indefinite suspension.

7.0: SCHOOL PROPERTY:

- 7.1: School facilities such as buildings, furniture, books, glasses, sports equipment, laboratory apparatus, computers, etc must be used responsibly. Students who misuse/vandalize school property shall compensate for the loss or damage done by replacing the damaged item and may also be suspended depending on magnitude.
- 7.2: All school property **MUST** be respected and protected. Any damage to school property should be reported to the prefects, teacher on duty or school administration.
- 7.3: Furniture **MUST** not leave its respective rooms at any time except with the permission of the teacher concerned. (Internal suspension incase involved).
- 7.4: Inscribing on school building or property is prohibited. A student caught in the act will be required to replace the furniture spoilt or mend or buy materials necessary for repairing the relevant school property and may be suspended indefinitely.
- 7.5: Dormitories shall be out of bounds during class time, prep, chapel, school assemblies and other school programmes (suspension for one week from school or internal suspension)

8.0: UNIFORM AND DECENCY:

- 8.1: (i) Full school uniform shall be used on school days, during academic outings and Sabbath uniform on Saturday.
- (a) All girls **MUST** put on skirts that are one inch below the knee.
- (b) 'O' level students shall put on white short-sleeved shirts/blouses, navy blue pair of trousers/skirts, a navy blue necktie and a navy blue school sweater. Failure leads to external or internal suspension.
- (ii) (a) All students must put on well knotted tie during class time and Sabbath.
- (b) 'A' level students shall put on white long sleeved shirts/blouses, ash grey pair of trousers/skirts. Ash grey necktie, an ash grey school sweater and failure to do so leads to external suspension.

- (iii) Slitted skirts (Uniform or black skirts) shall not be allowed in school, if found with any it will be confiscated at owner's risk and forced to buy a new one. Persistent behavior leads to indefinite suspension.
 - (iv) Balancing of the pair of trousers, shorts and skirts is prohibited. Any student got with the above shall be punished internally and externally for persistent behavior.
 - (v) Jeans and any linen other than the prescribed uniform is strictly prohibited and leads to confiscation at owner's risk. If he/she refuses to hand in the unwanted cloth/clothes he/she will be suspended for two weeks.
- (c) All boys must use leather black belts, failure to do so leads to confiscation of the wrong belt and internal suspension for one week.
- 8.2: Tampering with the colour, size or fashion of the school uniform in any way shall be an offence leading to confiscation and buying a proper one. Persistent misbehavior leads to indefinite suspension.
- 8.3: No other attire should be brought to school or worn outside classes apart from the class designated T/shirts and sports shorts provided by the school. If none uniform is found with a student, it will be confiscated at owners' risk and may lead to suspension of the culprit.
- 8.4: Students leaving school or reporting back from their homes **MUST** be dressed in their full school uniform. Failure to do so will lead to a suspension of one week besides confiscating the illegal attire.
- 8.5: Ornaments such as earrings, ear pins, necklaces, long fingernails, bracelets, rings cutex, lipstick, bangles, **MUST** not be worn at any one time while at school. If got the ornament will be confiscated and the student suspended internally for one week.
- 8.6: Hair must be kept short (1cm) and uniformly cut. Braiding, stylish haircuts, long hair, beards, perming must not be worn at school. Students with fashioned haircuts shall be required to cut them off or suspended until they reduce their hair.
- 8.7: Only low-heeled **CLOSED BLACK SHOES** must be worn by all students during class time along with white stockings for girls and black or navy blue socks for the boys. High – heeled and any other colour of shoes will be confiscated at the owner's risk.
- 8.8: Disorderliness including being shabby, having unkempt hair, untidy etc is not accepted in school. Failure to put on a school uniform leads to suspension of one week.
- 8.9: Permission to use any other clothing other than the school uniform is obtained from the preceptor, matron or master on duty and a chit/note issued for evidence.

9.0: SCHOOL MEALS:

- 9.1: No special diet will be provided to any student a part from the school menu.
- 9.2: Students shall always carry their meal cards at every meal. Service will be rendered only on the production of a meal card; failure to do so shall lead to internal suspension.
- 9.3: Private cooking and boiling in the dormitory is prohibited. Punishable and gadgets will be confiscated for good. Culprit will be suspended indefinitely.
- 9.4: Meals shall be served as per the school timetable. Students are expected to be punctual and orderly during school meals, breach of which will lead internal or external suspension.
- 9.5: Only plates shall be allowed at the cafeteria. Any other utensil taken to the cafeteria will be confiscated at the owner's risk and the student will internally be suspended for one week.

10.0: HEALTH OF STUDENTS:

- 10.1: The school will be responsible for all students' health while at school.
- 10.2: The school has two sickbays, one for the boys and the other for girls.
- 10.3: Any student who develops/feels sick should report to the preceptor/matron and the school nurse.
- 10.4: No student without a bed rest note from the nurse will be allowed in the sickbay.
- 10.5: Any student who reports to school with packed medicine/drugs from home has to hand it over to the school nurse for proper administration. This medicine must have administrative instructions from the issuing doctor.
- 10.6: Before any medication is done, the student should visit the school medical laboratory for blood check up.
- 10.7: The school sickbays will not handle complicated cases; such will be referred home/hospital.
- 10.8: The parent/guardian will be contacted incase the school can not handle the medical case for a given student to take him/her for further medication. However when the parent delays to respond, the school may have the child referred to a recognized health centre but all the medical expenses will be met by the parent/guardian. If the parent continuously delays to show up, the case shall be reported to police.
- 10.9: All students will be expected to hand in signed medical forms to the school nurse at the beginning of each term.
- 10.10: All those students with health complications should declare and specify the complication to the School Administration on the Application form or see the Headteacher in person in case of any illness that requires confidentiality. Indicate the name of the doctor who handles that special case and at least (3) phone contacts should be given for purposes of urgent response.

11:0: ELECTRICAL GADGETS/APPLIANCES:

Mobile phone possession in school leads to indefinite suspension.

11.1: With the exception of flat irons, other gadgets like water heaters, electrical kettles, hot plates, radios, cassettes, TV sets, video tapes, radio calls etc are not allowed at school and this will be confiscated for good and culprit suspended indefinitely from school.

12.0: VISITORS:

- (i) Only legally (known) visitors will be permitted in school.
- (ii) **Visitors** dressed indecently like min skirts, tight trousers for ladies and balancing trouser, open chests will not be allowed to enter the school.
- (iii) Students shall not receive, host entertain or accommodate any visitor without the administrators' knowledge. The culprit will be suspended for two weeks.
- (iv) A visitors' card should always be shown at the gate before entry.
- (v) During visiting days, parent/guardians shall not be allowed in the dormitories. No visitor shall carry any alcoholic drink to the school or play loud music or act immorally while at school. The student who will host a visitor carrying forbidden foods and drinks shall be suspended indefinitely.
- (vi) Loud music is not allowed in school on reporting, closing or visitation days.

13.0: OUT OF BOUNDS:

- 13.1: The girls' dormitory shall be strictly out of bounds to **MALE STUDENTS AND VICE VERSA**. Indefinite suspension is the punishment for any culprit.
- 13.2: Staff quarters are strictly out of bounds to students. If found there, it leads to suspension of one week from school.
- 13.3: The staffroom and administrative offices shall be out of bounds to students except with genuine reasons and permission.
- 13.4: The cafeteria shall be out of bounds to students except during meal hours.
- 13.5: Canteens shall be locked during class, prep time and Sabbath days. Culprit canteen managers will lose the canteen to another person. The culprit (student) will be given a suspension of one week.
- 13.6: All students **MUST** carry their identity cards wherever they are for security and easy identification purposes.
- 13.7: The science and computer laboratories can only be used in the presence of laboratory attendants or the respective teachers. The culprit will be suspended for one week.
- 13.8: Entry in any school vehicle by students is only possible with permission from the staff in charge.

14.0: OFF CAMPUS PERMISSION:

14.1: Students start with preceptor/matron; proceed to Deputy Headmaster's office and finally the gate keeper signs. Escaping from school will lead to two weeks of suspension, buying 2 rolls of chain link on the first offence and indefinite suspension on the second offence.

14.2: SANITATION:

14.3: Proper hygiene **MUST** be strictly observed in classroom, dormitories, public places, school compound etc. failure to do so leads to suspension for one week.

14.4: Trespassing together with destruction of vegetation littering or dumping waste materials, polythene papers etc leads to internal suspension for one week.

14.5: A high level of personal hygiene shall be expected of every student. Any failure leads to internal suspension.

14.6: School work programme is compulsory to every student. i.e. mopping of dormitory classes, clearing toilets and bath rooms or as instructed by the member of staff.

14.7: Slashing the compound and general cleanness. Failure to do so leads to internal suspension on first offence and indefinite when the habit persists.

15.0: DORMITORY USE:

15.1: Lights will be out at (11:00Pm) and waking up (4:00a.m) every student shall be expected to be in his/her respective dormitory. The punishment to the offender is a suspension for one week from school.

15.2: Maximum silence shall be observed in the dormitories after light out. Culprits will be suspended from school for one week.

15.3: No student shall be allowed to organize or conduct any party or social activity in the dormitory or conduct any at the school without permission from the school administration this offence leads to indefinite suspension.

15.4. Burners, lamps, candles, petrol, paraffin, match boxes, cigarette lighters etc are not allowed in the dormitories otherwise they will be confiscated and the owner suspended indefinitely from school.

16.0: GRIEVANCES:

16.1: Any grievances or complaints *MUST* be channeled through the established school channels i.e. form/dormitory Captain, Prefects, Teachers, Preceptor/Matrons, Deputy Headmaster or Headmaster. Failure to do so leads to a suspension for one week from school.

16.2: Fighting or any physical assault of one another or abusing, confiscating, vandalizing/damaging one another's property is unacceptable. The culprit will be sent home and compensation of the vandalized property or police case as the situation may warrant. Then the culprit will be suspended indefinitely.

16.3: Imitating members of staff in normal day to day life or in drama is prohibited. Culprits will be suspended indefinitely.

- 16.4: Organizing illegal meetings or mobilizing other students for purposes of defying school authority like strikes will lead to indefinite suspension of the students concerned and shall be arrested and handed over to police for prosecution.
- 16.5: Publication of any materials or magazine for external use must obtain the approval of the Headmaster or the teacher on duty at the school. The offender will be suspended for one week on first offence and indefinite on the second offence.
- 16.6: Teasing of new or young students is prohibited and punished by indefinite suspension.

17.0: GRAVE OFFENCES:

The following offences shall lead to immediate expulsion of the students in question.

- 17.1: Drinking of alcohol or being in possession of the same on the school compound.
- 17.2: Smoking of cigarettes or marijuana or taking of drugs or being found in possession of the same.
- 17.3: Carrying of any dangerous weapons like a pistol, bullets, grenade, fuel or any lethal instruments like blades knives etc.
- 17.4: Forging documents like altering bank slips, reports, pass outs sheets etc.
- 17.5: Insulting or assaulting a student, teacher or any member of staff or community.
- 17.6: Violence including teasing and bullying, use of foul (vulgar/obscene) language hooliganism and fighting.
- 17.7: Theft will lead to the culprit compensating the offended party plus two week's suspension.
- 17.8: Indecent relationship among students (love affairs), being in possession of things like condoms, contraceptives, pornographic materials, homosexuality and lesbianism are totally unacceptable and leads to indefinite suspension.
- 17.9: Homosexuality and lesbian are strictly prohibited in school. This leads to indefinite expulsion.
- 17.10: If a student's character does not change for a full term he/she will be advised to change school at the end of the term or year.
- 17.11: Involvements in witchcraft, devil worship, sorcery and demonic behaviour will lead to indefinite suspension.
- 17.12: Possession of pornographic literature and materials i.e. magazines, books, CDs, DVDs, tapes among others leads to indefinite suspension.

18.0: OTHER OFFENCES:

- 18.1: Students must not buy or sell to each other or any school employee or villagers' items like mattresses, blankets, bed sheets, clothes, books, foods or drinks etc. compensation and indefinite suspension.

- 18.2: No student is allowed to mobilize or collect funds from fellow students except with the permission of the Head master. The culprit will be suspended indefinitely.
- 18.3: Borrowing and exchange of items/article by students is **NOT** allowed at the school. If done, it will be at owner's risk. Offenders will be suspended indefinitely.
- 18.4: Pocket money shall be kept with the Accounts Office. The school is not answerable for money lost in the dormitories or any other place in school.

19.0: SOCIETIES/CLUBS:

- 19.1: Clubs or societies should be formed with the permission of the school administration and must have teachers as their patrons. The punishment is internal suspension.
- 19.2: Every student is expected to join at least two clubs/societies of his/her choice.
- 19.3: No club or society without a Patron (member of staff) shall be registered by the school. The offender will be suspended for one week from school.
- 19.4: Club chairpersons **must** communicate through their patrons.
- 19.5: All correspondence from clubs to other school must be addressed through the Headmaster. Indefinite suspension will be the punishment for culprits.
- 19.6: No club shall make a trip without the patron. However, the patron may request another member of staff to escort the group on his/her behalf.

20.0: AMENDMENT OF SCHOOL RULES AND REGULATIONS:

The school administration has the right to amend or vary these rules and regulations.

- 20.1: The school administration reserves the right to suspend or dismiss any student whose conduct is found to be unsatisfactory even if it is not specifically mentioned in these rules and regulations.
- 20.2: Any student who is suspended shall be expected to leave the school premises immediately and shall thereafter be deemed a trespasser. He/she should only come back to the school in the company of his/her bona fide parent/guardian.

N.B A student who is found in a company of a suspended student shall receive the same punishment.

I.....Class.....
do hereby solemnly declare that I have read and understood the school rules and regulations to the best of my knowledge and I will abide by them.

Signature:.....Date:

Parent/Guardian's name:.....

Signature:.....

Contact address/Phone No.....

E - mail address.....