

ST. JOAN'S BOARDING SCHOOL RULES AND REGULATIONS

A. GENERAL CONDUCT

All pupils are expected to observe integrity, hard work, discipline, decorum and respect for God as the core values of the school. They should be polite, helpful and obedient, respectful to staff, prefects, to each other and school workers.

Pupils must be punctual for all classes, meals and other school activities unless they have permission to be absent. The school routine must be strictly adhered to.

All manner of communication among students must be done in English except on Wednesdays only when Kiswahili Sanifu is spoken. Use of 'Sheng' and mother tongue are strictly forbidden. Vulgar language is also strictly forbidden.

A quiet conducive academic atmosphere must be observed by all pupils.

The compound must be kept clean at all times and all pupils are expected to participate in the process.

B. SCHOOL PROPERTY

All property must be treated with care. Equipment in the dormitory areas, furniture, books, window panes, doors etc must be carefully handled by all. All breakages and losses must be accounted for.

C. GAMES, CLUBS AND SOCIETIES

The games' structure is to facilitate the playing of at least one game and participation in at least one club by each pupil every week. One can only be exempted from games upon producing a medical certificate from a qualified medical doctor.

D. BOUNDS

Pupils must stay within the school compound at all times except with special permission from the Manager or Headteacher. Permission to be out of school overnight will be granted only by the Manager or Headteacher.

The following are out of bounds to all pupils unless permitted by a teacher; school kitchen, staff quarters, school farm and field. All pupils are expected to use their classrooms for studies unless directed otherwise. Pupils must not be found in dormitory areas during class time. Former pupils must not go to the dorms and classrooms or mingle with other pupils without permission from the school administration.

The library and the school hall may be accessed with permission from the teachers in charge.

The kitchen area and store rooms are out of bounds for all pupils. No pupil is allowed behind the tuition block as well. The lavatory facility beyond the tuition block is out of bound after 6.30 p.m.

E. PREPS

All pupils must attend preps as specified in the school routine. Lights in the dormitories must be switched off at 9.45 p.m. since it is time for rest. Pupils must wake up for morning preps at 4.30 a.m. and be settled in class at 5.10 a.m.

F. MEDICATION

Those who are ill should report to the sick-bay. Treatment outside the school must be through the matron and the teacher on duty or boarding master in consultation with the manager or headteacher.

A pupil that is unwell must not be found sleeping in the dormitory. If the sickness is beyond the matron, the medical case will be referred at the parents' expense. All medicines prescribed by a doctor must be declared and handed over to the matron who will dispense them to the students as per the doctor's prescription. Students must not keep any medicine.

G. FOOD

No pupil(s) should carry food items to school. Pupils are also strictly forbidden from taking cooked food to the hostels.

H. CLOTHING AND GROOMING

Pupils must at all times be neat, clean shaven (boys) and push-back hair style (without hair extensions - girls) with all their clothes and bedding clean and labelled for easy identification and in good repair. No unauthorized wear is expected in school.

The school dress code must be observed at all times.

Sport clothes and proper footwear must be worn for all games and P.E.

Decent appearance must be maintained by all inside and outside the compound.

I. SANITIZERS AND OTHER STRONG DETERGENTS

Sanitizers and other strong detergents such as Jik are not allowed in school.

J. POCKET MONEY AND FEES

Pupils are responsible for any money they keep in their possession. They are advised to bank their pocket money with the bursar. Pupils’ fees for the term must be paid on or before the first day of the term and paid by direct deposit in the school bank account. Pupils must not lend out any money. Pupils must not at any time have more than Ksh. 100 in their possession.

K. ELECTRICITY

In the event of an electrical failure in the evening, pupils must remain quiet wherever they are or assemble at the fire assembly point and await further instructions from the Boarding Master.

No one is allowed to vandalize, tamper or charge electrical appliances or plugs, as this may lead to being surcharged as an individual or a group.

L. ELECTRONIC DEVICES

Radios, mobile phones and their accessories and other unauthorized electronic devices are not allowed in school. Pupils must not be found in possession of any of the above. All communication with parents / guardians must be through the school administration.

M. LOITERING AND VAGRANCY

Pupils must not loiter along the road without any aim or purpose. Students must not idle or loiter at the school gate, at the main road or along the fence. Idleness must not be exhibited anywhere around the school or outside the school. Students must be involved in useful activities at any given time.

N. ASSIGNMENTS AND TESTS

All assignments must be done and completed within the period set by the teachers. All tests must be done at the scheduled time. All pupils must aim to score above 380 mark (76 marks per subject). Pupils are reminded that their core business in school is to excel in academics and become worthy members of the society. Attendance of classes, lessons and examinations is A MUST.

O. VISITORS IN THE SCHOOL

Visitors into the school must be treated with courtesy. Students must be positively sensitive and courteous to visitors. They should greet them politely and help them where necessary. Students must never ignore visitors. A visitor must seek permission from the Headteacher or Manager before he / she talks to the student. Visitors can only be seen by pupils during breaks in front of the administration block.

P. BULLYING, FIGHTING AND STEALING

Bullying, fighting and stealing are prohibited and might lead to suspension from school.

Q. PICKING AND DROPPING PUPILS TO SCHOOL

Parents will be expected to pick and drop their son/ daughter to school on opening day, midterm and closing day. Pupils are not allowed to hitch-hike.

R. DRUGS, ALCOHOL, SMOKING AND BOY-GIRL RELATIONSHIPS

Possession of drugs and drug abuse is highly prohibited and might lead to suspension or expulsion from school. The same applies to boy-girl relationships which will be strictly dealt with.

NOTE: These are only a few guiding instructions, but there are many others that pupils must apply, even through common sense.

THE REPORTING DAY & TIME: 11/ 07/ 2022 (2:00 PM – 4.00 PM)

NICHOLAS NGARUIYA

H/ TEACHER

STUDENT’S COMMITMENT.

I have read and understood these rules and regulations and I promise to comply.

STUDENT’S NAME: _____

SIGNATURE: _____

PARENT’S/GUARDIAN’S NAME: _____

SIGNATURE: _____

DATE: _____