

BUKEDI COLLEGE, KACHONG'A

SCHOOL RULES AND REGULATIONS:

1. These rules may be cited as “Bukedi College Kachong’a School Rules”.
2. These rules shall apply to all students of Bukedi College Kachong’a during their whole stay in the school.

GUIDING PRINCIPLES:

All the rules and regulations stipulated here are based on the following principles.

1. In this school a student owes a duty to him/herself, the parents, school and country, to do his best at work, games and other activities, to co-operate with both staff and fellow students for his/her own good, for the school and society at large.
2. No student should by word or deed do anything to cause harm to him/herself, his fellow students or to the good name of the school. The authority will enforce these rules accordingly for the welfare of all students and staff. Offenders are punished whenever they infringe on welfare of the many.
3. Correction of a student in time provides an avenue for improvement and attainment of Higher Education and social goals.
4. Promotion of all educational aspects necessary for the full molding of a student i.e. moral, physical and mental.

NO.	RULE/REGULATION:	PENALTIES
1.	<p><u>ADMISSION:</u></p> <p>(a) All admission issues must be handled by the Head teacher.</p> <p>(b) Reporting to school must be done within two weeks from the date of Admission.</p> <p>(c) All students must fulfill the school’s admission requirements before they can be accepted as members of the school.</p>	<p>(i) Cancellation of Admission.</p> <p>(ii) One forfeits the place.</p> <p>(iii) One week of suspension.</p>
2.	<p><u>Obedience To Authority:</u></p> <p>(a) Students must obey and respect school authority vested in the Head teacher, Deputies, Teachers, Prefects, Councilors and all persons to whom the authority of the head teacher is delegated from time to time.</p> <p>(b) Insulting, jeering, attacking, ignoring, running away, withholding the truth, telling lies and rejection of orders from members of staff and student leaders will be treated as insolence.</p> <p>(c) Strikes and violent behavior in the school is</p>	<p>(i) One day’s labour.</p> <p>(ii) Two weeks of suspension and report back with parent/guardian.</p> <p>(iii) Indefinite suspension.</p> <p>(iv) Demotion and withdrawal of all</p>

	<p>a very serious offence.</p> <p>(d) Organizing / attending birth day parties and other personal ceremonies/celebrations are forbidden in the school.</p> <p>(e) All students charged with a position(s) of authority should be exemplary in conduct.</p> <p>(f) A student should not behave in a manner that brings disrepute to the College.</p>	privileges.
3.	<p><u>BUSINESS TRANSACTIONS:</u></p> <p>(a) Selling, buying and lending of any personal effects including money is strictly forbidden.</p> <p>(b) No student should be involved in stealing, receiving and retaining stolen property.</p> <p>(c) Unauthorized soliciting/receiving of money for any function in the school is prohibited.</p>	<p>(i) Culprit suspension for one week and report back with parent/guardian.</p> <p>(ii) The school is not held responsible for the property lost through lending/transaction.</p>
4.	<p><u>OFFICIAL LANGUAGE:</u></p> <p>(a) The official language used at school during official occasions at school is English. Any other timetable language should be used during the teaching and learning process.</p> <p>(b) The use of vernacular (indigenous language) to insult, blackmail or ridicule another person(s) is prohibited.</p>	<p>(i) One day's labour.</p> <p>(ii) One week suspension and report back with a parent.</p>
5.	<p><u>DORMITORY:</u></p> <p>(a) Visiting dormitories during class, prep time and co-curricular activities can only be done with permission from appropriate authority.</p> <p>(b) Students are not allowed to change beds without the permission of the warden/matron/house teacher.</p> <p>(c) A student must occupy only the dormitory or room she/he has been allocated. A change can be made only with permission from appropriate authority.</p> <p>(d) Sharing of beds;</p> <ul style="list-style-type: none"> ➤ Curtaining beds ➤ Passing through, sitting on windows seals are prohibited. <p>(e) Jumping on or between beds is prohibited.</p> <p>(f) Lights must be switched off by 11:00pm in dormitories.</p>	<p>(i) One day's labour.</p> <p>(ii) Two weeks of suspension and come back with parent/guardian.</p> <p>(iii) Curtains confiscated.</p> <p>(iv) Withdrawal of some privileges.</p> <p>(v) Demotion of prefect(s) in charge.</p>
6.	<u>OUT OF BOUNDS:</u>	

	<p>The following areas are out of bounds to students without permission:-</p> <ul style="list-style-type: none"> (a) All staff quarters. (b) Girls' dormitories, pit latrines, bathrooms, urinals to all boys. (c) Boys' dormitories/bathrooms, urinal place/pit latrines to girls. (d) Staff pits latrines to all students. (e) Sitting/standing near the fence or interacting through it. (f) Dark corners/places. (g) School farm and teachers' gardens. (h) Telephone booth after 7:15pm. (i) Play ground after 6:30pm, bushes. (j) Staff room. (k) Kitchen/main store. (l) Canteens during class/prep times. (m) Examinations office during examination season. (n) Trespassing gazette areas is prohibited. (o) Students must follow official paths in the school. (p) No student is allowed to walk on grass. 	<ul style="list-style-type: none"> (i) One day's labour. (ii) Two weeks of suspension and come back with parent/guardian. (iii) Indefinite suspension.
7.	<p><u>PERMISSION:</u></p> <ul style="list-style-type: none"> (a) All students must live or be within school boundaries. (b) Official permission to go out of the school shall be processed on Friday through the respective warden/matron and will be endorsed by the Head teacher/Deputy Head teacher. (c) Emergency cases shall be handled by Deputy Head teacher. Teachers on duty or any other Teachers on the ground. (d) Permission chits must be presented to the teachers on duty, gatekeeper and warden/matron record of leaving and returning. <ul style="list-style-type: none"> ➤ Dully counter-signed permission chit by the parent/guardian/medical officer must be returned to the office of the deputy Head teacher on return. (e) Students who go home on medical grounds must bring medical forms to the Deputy Head teacher. (f) Leaving the school without permission or 	<ul style="list-style-type: none"> (i) One day's labour. (ii) Student sent home to collect parent/guardian. (iii) Two weeks of suspension and come back with parent/guardian. (iv) Indefinite suspension.

	<p>sneaking is strictly forbidden.</p> <p>(g) No unauthorized student should interfere with any school trip or excursion.</p> <p>(h) A student on a trip or excursion is not allowed to desert the group.</p>	
8.	<p><u>SEXUALITY AND DRUG/BODY ABUSE:</u></p> <p>(a) All forms of sex abuse like fornication, lesbianism, gayism, anal sex, oral sex, rape, defilement, voyeurism, frotteurism among others are strictly forbidden.</p> <p>(b) Any other love affairs are prohibited.</p> <p>(c) Being in possession of or watching pornographic literature, pictures, photographs and translated movies is strictly forbidden.</p> <p>(d) Drinking intoxicants, smoking or being in possession of drugs like marijuana, opium, tobacco, mairungi, cigarettes, beers and spirits or any other form of intoxicants is strongly forbidden.</p> <p>(e) Bleaching and or tattooing are prohibited.</p>	<p>(i) Two weeks of suspension.</p> <p>(ii) Indefinite suspension.</p>
9.	<p><u>ACADEMICS AND CO-CURRICULAR ACTIVITIES.</u></p> <p>(a) Movement during prep, examination and lesson time without permission is prohibited.</p> <p>(b) No student shall absent him/herself from any lesson/prep/examination without written permission.</p> <p>(c) Students must not be involved in any form of examination malpractice.</p> <p>(d) All students must participate in co-curricular activities.</p>	<p>(i) One day's labour.</p> <p>(ii) Two weeks of suspension and report back with a parent.</p>
10.	<p><u>PROPERTY:</u></p> <p>(a) All students are responsible for all school property. Destruction, loss, stealing and / or purchase of school property by a student is strictly forbidden.</p> <p>(b) No student should access/use/operate school equipment/machines such as TV, DVD, radio, computers, vehicle(s) etc without permission from relevant authorities.</p> <p>(c) No student is allowed to enter specified rooms such as laboratories in the absence of a teacher and/or laboratory attendant.</p> <p>(d) Students should declare lost and a found property.</p>	<p>(i) Property will be paid for or replaced or repaired by the student(s) concerned.</p> <p>(ii) One day's labour.</p> <p>(iii) Two weeks of suspension and come back with parent/guardian.</p> <p>(iv) Indefinite suspension.</p>

	<p>(e) Students will not be allowed to possess property such, as radios, record players, mobile phones, T.V, musical instruments, electrical heaters, fire arms, acids, petrol, electric flat iron, cooking stoves/plates/coils.</p> <p>(f) The school does not accept responsibility of loss of students' personal property.</p> <p>(g) No student is allowed to install or interfere with electric fittings.</p> <p>(h) No student is allowed to possess electrical gadgets such as bulbs, switches sockets.</p>	<p>(v) Property confiscated.</p>
11.	<p>SCHOOL UNIFORM:</p> <p>(a) Students must not wear indecent clothes and games wear in the dining hall.</p> <p>(b) The school uniform must be worn at all times except Saturdays, Sundays, after the last lesson of week days and during field work when suitable wear is recommended and accepted.</p> <p>(c) Students must wear school uniform on all official occasions and when off school bounds.</p> <p>(d) Students leaving the school compound during the term, end of term and when coming back to school must wear school uniform.</p> <p>(e) The wearing of fancy clothes, untidy clothes, hats, caps are all not allowed.</p> <p>(f) Outlandish hair styles, untamed beards, masks and generally being shabby are all prohibited.</p> <p>(g) School T-shirts should be worn on a specified day.</p> <p>(h) Only white veils may be allowed especially for Moslem students.</p> <p>(i) Games wear should be used only at games time.</p>	<p>(i) One day's labour.</p> <p>(ii) Two weeks of suspension and come back with parent/guardian.</p> <p>(iii) Unaccepted attire confiscated.</p> <p>(iv) Ordered to cut/shave untamed hair or beard.</p> <p>(v) Indefinite suspension.</p>
12.	<p>Food:</p> <p>(a) Students must walk gently and must not run to the dining hall.</p> <p>(b) All students shall accept the type and amount of food the school authority can afford for breakfast, lunch and supper. No special diet is provided for particular student(s).</p> <p>(c) Students are strictly advised against</p>	<p>(i) One day's labour.</p> <p>(ii) Two weeks of suspension and come back with parent.</p>

	<p>consuming any other edible stuff made available by authorized vendors.</p> <p>(d) Consuming/eating food stuffs in the classroom is strictly prohibited.</p> <p>(e) No student is allowed to possess cooking or boiling gadgets.</p> <p>(f) Littering the compound with food remains, fruit peelings and sugarcane husks is prohibited.</p> <p>(g) No student is allowed to cook personal food stuffs.</p> <p>(h) No cooked/boiled/fried food will be allowed into the school even on visitation days.</p> <p>(i) Lining for food should be strictly observed.</p>	<p>(iii) Food ordered to be returned home / confiscated.</p> <p>(iv) Cooking gadgets confiscated.</p> <p>(v) Indefinite suspension.</p>
13.	<p><u>MEDICAL CARE:</u></p> <p>(a) No student should return to school with an infectious disease.</p> <p>(b) The school medical facilities are open to all boarders.</p> <p>(c) Cases beyond the competence of the school nurse shall be referred to an appropriate hospital through the head teacher. Medical bills accruing from treatment offered at hospital(s) shall be the responsibility of the parent/guardian.</p> <p>(d) Possession of medical drugs and self medication without the knowledge of the nurse is not allowed.</p> <p>(e) Medical check-ups are compulsory for all students.</p> <p>(f) All sick students should seek medical attention at prescribed time except for emergency cases.</p> <p>(g) Exempting from any activity/school routine on medical grounds must be accompanied by a written permission from an authentic doctor or school nurse.</p>	<p>(i) Two weeks of suspension and come back with parent/guardian.</p> <p>(ii) Indefinite suspension.</p>
14.	<p><u>SECURITY:</u></p> <p>(a) Illegal possession of any dangerous or scaring weapon/item is <u>STRICTLY</u> forbidden.</p> <p>(b) Any form of bullying/teasing of students, fighting, stealing is not allowed.</p> <p>(c) Behavior that is likely to cause body harm or injury like climbing trees, jumping on or off a moving vehicle, throwing stones etc is</p>	<p>(i) Two weeks of suspension and report back with a parent.</p> <p>(ii) Indefinite suspension.</p>

	<p>prohibited.</p> <p>(d) Forgery and impersonation are prohibited.</p> <p>(e) Students on suspension or expulsion are not allowed in the school compound.</p> <p>(f) Fellow students should not accommodate suspended or unauthorized persons in the school.</p> <p>(g) Students should report to relevant authorities any information that is likely to threaten the security of the school.</p> <p>(h) Gambling, hooliganism and discrimination are not allowed in the school.</p>	
15.	<p><u>VISITORS:</u></p> <p>(a) Only officially recognized visitors will be allowed to talk to any particular student(s). Officially recognized visitors shall be required to process a visitation card at the school.</p> <p>(b) Visitors should report to the gatekeeper, teacher on duty or head teacher before seeing a student(s).</p> <p>(c) Visitors are not allowed into dormitories.</p> <p>(d) A student is not allowed to talk to any visitor without permission from relevant authorities.</p> <p>(e) No student shall attend to any visitor(s) during class time.</p> <p>(f) No visitor is allowed to address students without obtaining permission from school authorities.</p> <p>(g) Students must receive visitors in the visitor's park and not in any other place.</p>	<p>(i) One day's labour.</p> <p>(ii) Suspension for two weeks and report back with parent/guardian.</p> <p>(iii) Indefinite suspension.</p>
16.	<p><u>COMMUNAL WORK:</u></p> <p>(a) All students shall participate in keeping the school clean in accordance with specified schedules.</p> <p>(b) This shall include cleaning classrooms, dormitories, general compound etc.</p> <p>(c) All students are expected to participate in school self-help projects like the school farm and any others that may be initiated from time to time.</p> <p>(d) All students shall observe the basic rules of hygiene and sanitation within their environment.</p>	<p>(i) One day's labour.</p> <p>(ii) Two weeks of suspension and come back with parent/guardian.</p> <p>(iii) Indefinite suspension.</p>
17.	<p><u>FREEDOM OF WORSHIP:</u></p> <p>The school recognizes the freedom of worship:</p>	

	<p>(a) All students shall attend the Sunday prayer services at school or gazette places.</p> <p>(b) All designated prayers and time frame place should be respected.</p> <p>(c) All actions and activities that may disrupt a prayer session are prohibited.</p>	<p>(i) One day's labour.</p> <p>(ii) Two weeks of suspension and come back with parent.</p> <p>(iii) Indefinite suspension.</p>
18.	<p><u>FEES:</u></p> <p>(a) School fees <u>MUST</u> be paid to the bank/cash payment is not allowed at school.</p> <p>(b) Exam fees <u>MUST</u> be paid in full when they are due.</p> <p>(c) Misappropriation of fees or cases of forgery or fraud is strictly forbidden.</p> <p>(d) Delaying bank slips for clearance is forbidden.</p> <p>(e) All students should bank their pocket money with the bursar for safe custody.</p>	<p>(i) One day's labour.</p> <p>(ii) Defaulter(s) to be sent home.</p> <p>(iii) Defaulter(s) risk missing examinations or tests.</p> <p>(iv) Indefinite suspension.</p>
19.	<p><u>COMMUNICATION AND PUBLICATION:</u></p> <p>(a) Students must route all their complaints, grievances or suggestions through the recognized school's organs such as; through student leaders, to teacher in-charge, to the head teacher, suggestion box.</p> <p>(b) In emergency cases, the student(s) or student leaders may contact the head teacher directly.</p> <p>(c) All forms of publications and advertisements for both internal and external circulation must be approved by the teacher in-charge and or headteacher.</p> <p>(d) All correspondence and telecommunications concerning school matters be carried out through teacher in-charge and/or headteacher.</p> <p>(e) Spreading rumors of any kind is strictly prohibited.</p> <p>(f) The writing of anonymous letter is strictly prohibited except those put in suggestion box.</p>	<p>(i) One day's labour.</p> <p>(ii) Two weeks of suspension and come with a parent.</p> <p>(iii) Indefinite suspension.</p>
20.	<p><u>ENTERTAINMENT:</u></p> <p>(a) Girls and boys shall have separate television rooms for entertainment.</p> <p>(b) Students shall have access to TV on Saturdays from 4:00p.m – 10:00p.m</p> <p>(c) DVD player shall only be used for education programs.</p> <p>(d) Watching football on week days is strictly</p>	<p>(i) Suspension of a student for two weeks.</p> <p>(ii) Demotion of a perfect.</p> <p>(iii) Indefinite suspension.</p>

	<p>prohibited.</p> <p>(e) TVs, Decoders and DVDs after watching shall be handed over to the warden/matron/ the entertainment teacher by entertainment prefect.</p>	
21.	<p><u>REPORTING AND BREAKING OFF FROM SCHOOL.</u></p> <p>(a) A student must report promptly to school at the opening of every term and do all examinations.</p> <p>(b) No student is to break off unofficially.</p>	<p>(i) Culprit is sent home to bring a parent.</p> <p>(ii) Suspension for two weeks and come with a parent.</p>

BUKEDI COLLEGE KACHONGA'

DAILY ROUTINE MONDAY TO FRIDAY

<u>TIME:</u>	<u>ACTIVITIES</u>
4:00am - 6:00am	waking up, morning prep.
6:00am - 6:30am	cleaning dormitories, classrooms, Compound and getting ready for classes.
6:30am - 7:00am	Breakfast
7:00am - 7:20am	all students leave dormitories for parade ground
7:20am - 7:40am	Parade
7:40am - 8:20am	1 st Period
8:20am - 9:00am	2 nd Period
9:00am - 9:40am	3 rd Period
9:40am - 10:20am	4 th Period
10:20am - 10:40am	Morning break
10:40am - 11:20am	5 th Period
11:20am - 12:00pm	6 th Period
12:00pm - 12:40pm	7 th Period
12:40pm - 1:20pm	8 th Period
1:20pm - 2:20pm	Lunch break
2:20pm - 3:00pm	9 th Period
3:00pm - 3:40pm	10 th Period
3:40pm - 4:20pm	11 th Period
4:20pm - 5:00pm	12 th Period
5:00pm - 6:30pm	Games
6:30pm - 7:15pm	Supper
7:15pm - 10:00pm	Prep
10:00pm - 11:00pm	Personal Administration
11:00pm	Lights
<u>N.B:</u>	
10:40am - 12:00Noon	On Monday: Assemblies, Staff briefing & Break
3:40pm - 5:00pm	On Friday: Class meetings
3:40pm - 5:00pm	On Wednesday: House meetings

BUKEDI COLLEGE KACHONGA'

WEEKEND ROUTINE

SATURDAY ROUTINE

<u>TIME:</u>		<u>ACTIVITIES:</u>	
6:00am	-	6:30am	Breakfast
6:30am	-	8:30am	Cleaning dormitories & classrooms
8:30am	-	9:30am	Inspection
9:30am	-	10:00am	Morning break
10:00am	-	1:00pm	Exams/remedial lessons/seminars
1:00pm	-	2:00pm	Lunch
2:00pm	-	4:30pm	Exams/remedial lessons/Seminars
4:30pm	-	6:30pm	Entertainment, Games, Clubs and Societies activities
6:30pm	-	7:30pm	Supper
7:30pm	-	10:00pm	Entertainment
10:00pm	-	11:00pm	Personal Administration
11:00pm			Lights out

SUNDAY ROUTINE:

<u>TIME:</u>		<u>ACTIVITIES:</u>	
6:00am	-	6:30am	Breakfast
6:30am	-	8:00am	Cleaning dormitories
8:00am	-	1:00pm	Prayer
1:00pm	-	2:00pm	Lunch
2:00pm	-	4:30pm	Seminars
4:30pm	-	6:30pm	Entertainment, Clubs and Games
6:30pm	-	7:15pm	Supper
7:15pm	-	10:00pm	Preps
10:00pm	-	11:00pm	Personal Administration
11:00pm			Lights out

N.B:

PUBLIC HOLIDAYS - treated like Saturdays