



RASUL AL AKRAM ACADEMY – NAIROBI.

(Boys' Secondary School).

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STUDENTS' RULES AND REGULATIONS.

1. INTRODUCTION.

The Academy constantly seeks to improve the working attitudes, co-operation and good manners of its students. The rules and regulations are neither regimented nor excessively liberal and shall be applicable within the complex of Rasul Al Akram Academy and on official field visits. Staff will actively teach the manners, responses and values, which we expect of our students. Indeed, successful student performance depends on continued adult guidance, promptly, directly and consistently. The working spirit of the Academy must be that of mutual respect and community-mindedness. Students occasionally need strong intervention, but correction should not lead to loss of hope or dignity. Consequently, the Academy encourages guidance and counselling as a form of student correctional measures.

The Academy has a student-centered focus. It also believes strongly in its students being well mannered, helpful and honest. Its main concern is the welfare and all-round progress of every one of its students.

2. ADMISSIONS.

All admissions are made by the school administration in consultation with the Management Board. When seeking admission, students will be expected to provide copies of all the previous academic certificates. Only students who meet the Academy's requirements will be considered for admission.

3. ACADEMY DAY.

The regular Academy hours are from 0700hrs until 1700hrs. All Academy students will be expected to be in class for their lessons during the Academy hours. Any student missing lessons due to illness MUST present a sick sheet from the doctor who treated him to the school Administration. For any other reason other than illness, students will be expected to report to the school with their parents so that the parent can explain their absence.

4. ASSEMBLIES.

School official assemblies are held twice a week i.e Mondays and Fridays (or any time as deemed by the Administration for special assemblies only). Attendance in these assemblies is mandatory for all students of

the Academy. Students are not only expected to be in full school uniform in all assemblies, but will be expected to adorn the school blazer during the Monday Assembly.

5. ATTENDANCE.

Students are expected to attend all their lessons every day. Teachers will carefully monitor the attendance of every student, and cases of absenteeism will be forwarded to the administration.

Students who miss classes without valid reasons will be expected to bring their parents for further deliberation on the same.

6. LEAVE-OUT.

No student may leave the Academy premises in the course of the regular Academy day without a written permission from the school authorities. Permission for leave-out will only be given on emergency cases, and after consultation with the parents. A student will be expected to fill out a leave-out sheet and seek approval of the Administration before being allowed out of the school premises.

7. ACADEMY UNIFORM.

All students are expected to wear the appropriate uniform at all times while at the Academy or on official trips, unless the authorities have made exemptions. While details of the uniform are given during admission, the following should be noted :

- Students' hair should not touch the collar. No punk or vertical hair style is allowed.
- Students should not wear any adornments including eye shades.
- Students will be expected to be in dark grey trousers, white long-sleeved shirts, navy blue ties bearing the school logo, blue slipover/ sweater/ blazers, grey socks and black leather shoes during all class hours with the exception of the PE lesson they shall be expected to be in the school games' kit (track suits, games shirt and rubber shoes).

8. CONDUCT/ DISCIPLINE.

The Academy has high expectations from students with regard to behaviour and academic progress. Students should address the teaching staff as Sir or Madam. Students are expected to respect the authority of those charged with authority. The Academy expects from each student :

- **A positive attitude in all areas of Academy.**
- **A smart appearance at all times.**
- **Tolerance and respect for races, nationalities, religions and religious sects.**
- **Punctuality in attending the assemblies, classes and/ or any other school activities.**
- **Full participation in all the school co-curricular activities as stipulated by the MOE.**

- **Full participation in all community service programs e.g cleaning of classes, and all other areas for student use.**
- Respect for other students, teachers and the support staff.
- Full participation in all the Academy functions.

The authorities of the Academy will not tolerate any of the following:

- **Bullying/ molesting and or fighting of any sort.**
- **Sneaking out of school.**
- **Smoking, use of alcohol/ alcoholic substances and or drugs.**
- **Graffiti or vandalism.**
- **Chewing of gum or any food during lessons.**
- **Disruption of lessons of whatever kind.**
- **Cheating in examinations, and any kind of dishonesty.**
- **Verbal abuse to fellow students, teaching or non- teaching staff.**
- **Theft.**
- **Bringing undesirable reading material, electronic gears such as mobile phones, music gadgets, iron boxes etc to the Academy.**

9. SANCTIONS.

Sanctions will be effected for not adhering to the rules and regulations, and the general conduct governing the Academy. These may include one or more of the following:

- **Verbal reprimand.**
- **Additional homework.**
- **Letter to parents.**
- **Record on report.**
- **Detention.**
- **Head's detention.**
- **Suspension of between 1-2 weeks (or indefinite for major cases)**
- **Expulsion from the school .**

N.B: Theft, fighting, vandalism, sneaking out of school and possession of mobile phones within the Academy premises will lead to automatic suspension of between 1 to 2 weeks as recommended by the Dicsiplinary Committee. Students engaging in partaking of drugs and alcohol will automatically be expelled from school.

Each of the above cases will be recorded in the student's file. Students of unbecoming conduct (for instance, those involved with drugs in one way or another) who voluntarily come forward for help (before discovery by the administration) and who follow the advice sincerely, will not be subject to any disciplinary action.

10. ACADEMY FEES.

The Academy fees must be paid within the first week of each academic term. Failure to make the payment by the deadline may result in students being excluded from the Academy. Fees is payable only directly to the school' account which is provided in the fees structure, and once the fee is paid, it is neither refundable nor transferable. Students will only be allowed in class after clearance from the Administration.

If the student is to be withdrawn from the Academy, it is essential that the authorities be given a full semester's notice or one semester's fees in lieu of the notice period.

11. ACADEMY LIBRARY.

The Academy has a library for silent individual study during library or free lessons. Students are highly encouraged to make use of the school library. However, fines will be levied for books that are returned late or are mutilated. Students will be charged for the loss of any library or school books under their care.

12. PERSONAL PROPERTY.

Students should not bring any electronic equipment like **radios, CD players, cameras, mobile phones and civilian clothing...** etc to school, *unless granted special permission by the school Administration under very special circumstances.*

13. THE ACADEMY DAILY ROUTINE.

The Academy day starts at 0500hrs and ends at 1000hrs. All students must be punctual in reporting for class. Lessons start at 0700hrs and students will be expected to be obedient and attentive in their respective class rooms during lessons.

Students are also advised to keep their class rooms clean at all times.

14. STUDENTS HEALTH/ SAFETY.

Though every effort will be made to ensure the safety of the students by the school, the Academy cannot be held responsible for any accident or mishap within the school premises in any activity, including sporting activities, visits, outings, excursions etc. In case of injury or illness beyond the Academy's scope, every effort will be made to contact the parents or guardians, failure to which the student will be taken to the hospital, and the parent/guardian will be liable for the expenses incurred.

15. LABORATORY.

Students are expected to be careful while handling apparatus and chemicals in the laboratories.

The students concerned will be asked to pay for any deliberate breakages, or loss of apparatus. The labs are out of bounds for students except when accompanied by the subject teacher.

16. VISITATION.

Visitation to the school by parents shall only be allowed after prior consultation with the school Administration, and can only be done during Academy working hours.

17. SECURITY.

The security, safety and welfare of our students is top priority at our school. The Academy has gone to great measures to ensure that the Academy premises are well fenced, secured and guarded. A student will not leave the grounds without permission of the authorities. Students will only be allowed to leave the compound with good reason and permission of the Administration. Students will be searched upon entering or leaving the compound by either the security personnel, members of staff or both.

18. ACADEMIC PROGRESS.

- (a) Assignments, projects and/ or any homework must be done and submitted within the expected time.
- (b) Students will be expected to strive to maintain above average grades at all times.
- (c) Certificates and testimonials are awarded only after successful completion and submission of final course examinations and full settlements of fees.

19. MEALS.

- (a) All meals shall be taken in the Academy’s Dining Hall, no meals or utensils should be carried out of the Dining Hall unless permitted by the school administration.
- (b) Orderliness and good behavior shall be maintained during meals.

The administration reserves the right to remove from the Academy, either temporarily or permanently and without refund of fees, any student whose conduct or general attitude suggests that he is not prepared to meet the required expectations.

STUDENT’S NAME..... SIGN.....

PARENT/ GUARDIAN NAME..... SIGN.

