

## *TRINITY SENIOR ACADEMY RULES, AND REGULATIONS*

1. Students must be punctual at all times for all school activities. Failure to abide will lead to internal disciplinary measures being administered.
2. Students must keep their classrooms and dormitories clean and orderly at all times. A boarder who refuses to co-operate in keeping the dormitories clean and orderly will be punished by people in authority and on further disobedience suspended. If he/she fails to change, he/she will be excluded from the boarding section.
3. Students must keep their valuables safely. The school cannot accept responsibility for loss of any valuables. Students' money should be deposited with the bursar for safe custody. Radios, mobile phones, electric kettles and other electrical appliances are not allowed in school. A student found in possession of any of the above-mentioned items will be suspended and the items confiscated permanently. Habitual offenders will be excluded from the school.
4. All students must obey and respect head teachers, the teaching and non –teaching staff and all persons in whom the authority of the head teacher may be vested from time to time. Failure to abide will lead to a punishment that the authority deems suitable and it may include exclusion from the school.
5. All students must attend to all programs (parade, assembly, sports, open day etc.). Continuance as a student in the school is conditional upon satisfactory performance in schoolwork, good behavior and class attendance. Failure to attend any school program is punishable. Punishment may include suspension, discontinuation from the school, or any other form of punishment that will be deemed appropriate.
6. All students must report to school on the first day of each term from 8:00am to 6:00pm. Failure to do so, the school must be informed. Students must be accompanied by the parent/guardian if they do not report on the first day and within the stipulated time. Any student who misses Beginning of Term exams will be required to pay a mandatory fee that will be decided by the school.
7. All students on the school compound must speak English. Whoever contravenes this will be punished accordingly.
8. Student shall not loiter on the school compound during class or prep time. Any student found breaking this rule will be punished accordingly.

9. Students must observe silence in the library and prep rooms. Silence must be observed in classrooms, laboratories or their teaching rooms in absence of a teacher. Excessive noise or any other disturbance by the student in the dormitories or along the verandas is not acceptable. Any student who breaks this rule will be punished accordingly.
10. No student may leave the school premises without written permission from the head teacher or any other member of staff assigned that responsibility. Furthermore, no student shall leave the school without full school uniform. Any student who contravenes this rule will be punished as will be decided by the authority concerned. All boarders must do all their shopping prior to reporting back to school for each term. Permission for a boarder to go out to do shopping during the term will be given only in special circumstances and it must be written.
11. Students must not smoke cigarettes, tobacco, pipes and hallucinogenic or other intoxicating substances or have none of these in their possession. This may lead to the student's suspension or permanent exclusion from the school.
12. Students must not drink any intoxicant or have them in their possession or act under the influence of such intoxicants. First time offenders will be suspended and any subsequent offence will lead to exclusion from the school.
13. Students of the opposite sex should not be together in seclusion especially at night nor should they engage in immoral or unwanted communion. Students should not engage in homosexual activities or watch pornographic materials, or even possess them. This shall lead to the student's permanent exclusion from the school.
14. a) Day students are not allowed in the dormitories.
15. b) Boarders shall not go beyond the demarcated environment of the school without permission of school administration.
16. c) Boys shall not cross or get into the girls' dormitory and vice versa.
17. d) Visitors are not allowed in the dormitories.

Any student found guilty of breaking any of the above will be punished. Punishment may include manual labor, suspension, and expulsion.

14. Visitors are allowed to come to school once a month i.e. on visitation day from 2.00pm to 6.00pm all visitors should come with the Visitors Passbook provided by the school.
15. School uniforms must be worn by all students at school and while going out. Boarders are expected to wear school uniform at all times and day scholars must also be in school uniform

every time they come to school. Any student who breaks this rule or alters the school uniform will be issued with another uniform at his or her own expense and punished accordingly.

16. Students must take full medical checks during their holiday. Teeth, eyes, ears must especially be checked. Students in need of medical attention must report to the school nurse and the school Doctor (The latter is available only on specific days). Treatment offered outside the school will be done at the parents' expense.
17. Bullying, teasing or molesting fellow students is not acceptable in school. Any student who gets involved in this will be permanently excluded from the school.
18. Examination malpractices are not acceptable in school. A student guilty of the same is liable to expulsion from school.
19. Any girl, who is medically proven to have had an abortion, voluntarily or involuntarily, shall be liable to expulsion from school.
20. Any student who is convicted of criminal offence by a court of law, shall be expelled from school forth with.
21. Fighting is prohibited. Any student who fights shall be required to meet the cost of his actions, suspended or expelled from the school.
22. A student who is proven to have stolen the property of the school, a member of staff, or a fellow student will be required to replace the stolen property, and may be suspended as will be decided by the Disciplinary committee.
23. All students are expected to use property responsibly and to avoid deliberate, negligent or reckless damage to them. Students will be liable to pay for damage to any equipment if found responsible.
24. All students are required to be Torchbearers of the school. Any student who behaves in a way that disgraces or tarnishes the image of the school shall be excluded from the school.
25. Students are not allowed to drive at school. Any student found guilty will be punished as will be decided by the Disciplinary Committee.
26. Writing on walls, use of vulgar language is prohibited. Any student who commits any of the above offences will be punished as will be decided by the Disciplinary Committee. A student who writes on the walls may be asked to buy a tin of paint.
27. High-heeled shoes, facial make up, indecent 'balancing' of trousers and skirts, earrings, nail polish etc. are prohibited. Culprits will be punished internally and the items will be confiscated.

### **28. Dining.**

All students must take their meals in the dining room. Only sick students are allowed to take food out of the dining hall with permission of the teachers on duty or school nurse. Students are expected to eat what the school provides. There's no provision for special diet.

Any student who takes food outside the dining room will be punished by the person in authority.

### **30. Lights**

Lights should be switched off by 11:30p.m. Night study ends at 10:00p.m. Duty captains and house captains are responsible for switching off lights, classrooms and dormitories respectively.

### **31. Grievances**

Students are free to air their grievances through the established channel such as the school council, suggestion box, house meetings and other formal organizations recognized by the school.

### **32. School installations**

Students are not allowed to tamper with any installations in the school, such as water, electricity and gas. Any student who does so is liable to pay a fine that will be decided by the authorities. He/she will also be responsible for any harm that such actions may cause

### **33. Laboratory**

No student is expected to use laboratory chemicals and apparatus for any other use other than those for which they are intended. Any use of the above should be under direct supervision of a teacher. Breaking of this rule will result in suspension or a fine as will be decided by the person in authority.

### **34. Church/ Mosque service**

All students are expected to attend service according to their respective denominations. Failure to abide will lead to punishment as will be decided by the person in authority.

**35. Misuse of Internet service**

Misuse of internet Service like pornography and sending immoral messages will result in the student being chased from the computer laboratory for good and any other punishment that may be deemed suitable by the person in authority.

**36. Forgery and impersonation.**

Forgery is considered a very serious offence. Therefore, forgery of report cards, identity cards, pay slips, meal cards, examination cards and any other school document is strictly forbidden. Any student who violates this rule will immediately be discontinued from the school and may even be handed over to the police.

*The rules above are subject to change by the Board of Governors without prior notice*