

ROCK HIGH SCHOOL

SCHOOL RULES AND REGULATIONS

1. ARRIVAL AND DEPARTURE

(i) All students should observe time for reporting and leaving the school.

7.00 am	-	Preps/Remedial lessons
7.50 am	-	Arrival – (S.1&2)
8.00 am	-	Lessons begin
1.00 pm	-	Lunch Break
2.00 pm	-	Afternoon lessons begin
4.40 pm	-	Lessons end – Co-curricular activities and preps
5.00 – 6.00 p.m.	-	Preps/Remedial lessons (S.3 – S.6)

(ii) Sweepers must remain behind to clean the classrooms and verandahs.

Failure to oblige:

- **Penalty**
- **Reprimand**

4.40 pm - 5.00 pm – Co-curricular Activities/Preps

(iii) No student should be found in the school premises after 7.00 p.m. without permission.

Failure to oblige:

Suspension for 2 weeks

(iv) All students must come in or leave the school through the main gate.

Those who come through the fence bring a roll of barbed wire.

Trespass is prohibited.

LATE COMING (Arriving 20 minutes after 8.00 O'clock)

Warned - Name will be written in the book

- **Reprimand**
- **Sent back home**
- **Clean the compound**
- **Refer to Senior Woman/Man teacher**
- **If perpetual –involve-parents**

2. SCHOOL UNIFORM

All students must appear in school uniform with school badge. The school uniform includes:

(i) Badge

Identity Card

Navy Blue long sleeved/short sleeved sweater

Sweaters should have the school badge

Black school shoes/white plain socks (above the ankle for girls)

Black/navy blue stripped neck ties for boys

(ii) 'A' Level Boys must appear in

Black pair of trousers

White long sleeved shirts
Decent black belt
Grey socks – for boys

(iii) 'A' Level Girls must appear in
Black skirts
White short sleeved blouses

(iv) 'O' Level Boys must appear in
Navy Blue pair of trousers/other allowed colour depending on year of admission.

(v) 'O' Level Girls must appear in
Navy blue skirts/other allowed colour depending on year of admission.

(vi) School T-shirts may be worn alone as tops on Wednesday and Friday.
Students in non uniform will have their names recorded.
Will be sent back home.

Items will be confiscated and given back at the end of the term.

3. APPEARANCE

(i) Fancy dressing and indecent wear such as treated hair, open slits, bangles, necklaces and earrings/pins are not allowed in the school. Painting of lips, eyebrows and nails is prohibited.

Penalty

- Will be asked to untreat and/or cut her hair.
- Remove make up.

(ii) Blouses and shirts must be tucked in at all times.
If un-tucked,

Penalty

-Reprimand

(iii) Fancy shoes are not allowed in the school (including slippers and sandals) no high heeled shoes will be allowed.

Penalty

Will be asked to remove

4. PROTOCOL

When in problems, the student is expected to follow proper chain of command i.e. Form Captain/Councillors, Prefects, Class teacher, Teacher on Duty, Patrons, Deputy Headteacher and finally the Headteacher respectively.

Penalty for contravention of the foregone rule:

- Sensitization
- Reprimand.

5. OUTINGS

- Students must be accompanied by a teacher

All forms of outings like educational trips, games and sports, entertainment, celebrations etc must be authorized. Students going for outings must be in school uniform and should behave.

Failure to oblige

The students will be denied the opportunity of going out.

6. SCHOOL PROGRAMMES

All students must attend School Assemblies, Co-curricular activities or any other functions organized or found necessary in the school.

Penalty for contravention:

Reprimand, communal work,

Failure to abide

- **Suspensions**
- **Involve parents**

7. EXAMINATIONS/TESTS

All tests and examinations are compulsory to all students

- Failure to attend or sit:

- Invite parents

- Those who fail

- Will be advised accordingly

All students should observe examinations Rules and Regulations

- Failure will be advised accordingly.

- **Students caught cheating in examinations will be disqualified from the particular examinations.**

8. COMMUNICATION

We encourage students at most to speak English

9. CONDUCT

(i) Students must respect all those in authority including Teaching and Non-teaching staff, Prefects and Councilors, Group Employees and Visitors. Students must always portray a good image of the school in and outside the school by behaving well, and not inciting violence or talking negatively against the school.

Penalty for breach of this rule:

- **Reprimand, counseling**
- **Failure to abide – invite parents**
- **Suspension from school**

(ii) Smoking, consumption of any alcoholic substance, sniffing or taking of narcotic substances by students or being in possession of them is prohibited. Once found the penalty will include:

- **Suspensions**
- **Bring parents and counseling**

(iii) Fighting, harming and bullying others in the school is strongly prohibited.

Penalty

- **Suspensions**
- **If it re-occurs – exclude**

- **Bring parents**
- **Counseling**
- **Police case for assault**

(iv) Immoral behavior such as sexual immorality, homo sexuality/lesbianism/pornography and stealing etc is punishable with the knowledge of the parents of the student concerned.

Penalty

- Indefinite suspension**
- Police case**
- Parents involved**

(v) **Girls found pregnant**

- **Will be required to stay at home**
- **Inform parents**

10. VANDALISM

(i) Students must avoid destroying any school property.

Any student found doing so shall be asked to replace the same.

(ii) Similarly unauthorized and uncalled for writings on school walls/property and plucking off of official notices from the Notice Board including comments are not allowed.

Penalty

- Suspension - come with a parent**
- Replace the same**
- Bring a tin of oil paint**

11. CLEANING AND HEALTH

(i) Students must keep school premises and compound and property clean.

Failure to comply

- **Do a week's cleaning**
- **Reprimand**

(ii) Any student with complicated sickness or ailment must inform the school administration immediately.

(iii) The school shall conduct medical examinations from time to time.

Failure

- The student will do it at his/her own cost
- Include medical form on admission
- Record names in the Book/discourage self-medication
- Refer to parents.

(iv) All students must observe strict personal hygiene.

12. VISITORS

(i) Students should show exemplary behavior to visitors

Penalty for breach:

Reprimand

(ii) Students are not allowed to talk to visitors without permission.

Penalty

Reprimand

(iii) Students are allowed to talk to visitors outside class hours and in only authorized places.

Penalty for breach:

Reprimand

-Sensitize them

All classes are out of bounds from the school for visitors except with permission from the school authority.

13. OUT OF BOUNDS

i. Staffroom, school offices and stores, laboratories, staff quarters and the school kitchen are out of bounds except with permission from the school authority.

Loitering during class hour is prohibited.

ii. Students on suspension or dismissal should not appear in the school.

Failure to comply:

- **Reprimand**

- **Ask to leave the place**

14. FEES PAYMENT

(i) All students are expected in the school within the two weeks of the beginning of the term with full fees.

(ii) Inability to pay fees disqualifies one from being a bonafide student of the school.

(iii) All students who sneak into the classrooms without fees payment 2 weeks after opening the term are automatic school debtors and must clear the debt before they are allowed to continue.

Penalty

- **Should not attend classes**

(iv) Fees must be paid through the school account. No cash will be allowed at school.

15. VEHICLES

(i) Riding bicycles and motorcycles or cars in the school compound is prohibited.

Penalty

- **Confiscation**

(ii) Parking of bicycles, motorcycles or cars in the school compound is at the owner's risk. These must be locked.

Failure to comply

- **Sent home**

16. GADGETS AND INSTRUMENTS

All forms of gadgets that disrupt or do not facilitate learning, like cassette players, mobile phones cameras etc are not allowed in the school.

Failure to oblige:

- Confiscate and return it at the end of term to biological parent/guardian

17. SECURITY

(i) Trespass by strangers within the school compound is prohibited.

(ii) Being in possession of dangerous gadgets is prohibited (knives, nail screws)

- anybody found in possession of these gadgets must be reported immediately to the school administration.

Penalty

Police case

18. ADMISSION AND REGISTRATION

(i) All students must stick to official names in school registers and identity cards. These must be the names on PLE/UCE testimonials and documents.

Penalty

-Reprimand

-Will be asked to use the real names

(ii) You must receive, read and understand all school rules and regulations upon being registered as a student in the school.

Failure to oblige:

-Reprimand

-Investigation

-Elimination

19. DINING HALL

Teachers and Prefects should insist on meal cards before serving.

Students should be orderly in the dining hall.

Failure to oblige:

-Push them back at the end of the line.

-Reprimand

Students should dispose the remaining food in the dustbin.

Failure to oblige

Reprimand

-Will be asked to remove

Commotion and fighting in the dining area is prohibited.

Penalty:

Reprimand

-suspension

-will be asked to bring parent

**REMEMBER THE SCHOOL MOTTO ‘CLIMB TO THE TOP’
FOR AND ON BEHALF OF ROCK HIGH SCHOOL**