

STUDENT CODE OF CONDUCT

Category	Rule Breakers (Negative Behaviour) Term wise	Negative Points	Level 1	Level 2	Level 3	Level 4
			Deduction of points, (Counseling) and Notification to parents.	Deduction of points, (Counseling) Detention and Notification to parents.	Suspension (3 suspensions call for expulsion) (Counseling) Summon sent to parents.	Expulsion
PUNCTUALITY						
1	Reporting time 7.00am. Students considered late after 07:25					
	Reporting late for school in the morning (between 7.25am & 7:40 am)	5 Points	100 - 81	80 - 66	65 – 50	N/A
	Reporting after 7:40 am <i>Student will be sent home unless accompanied by parent / guardian. Note will not be accepted.</i>	N/A	Below 81 student moves to level 2	Below 66 student moves to level 3	Below 50 student moves to level 4	
Reporting late for class (after break or Salaat)	5 Points					
ABSENTEEISM						
1	Absence without information from parents	5 Points	100 - 81	80 - 66	65 – 50	N/A
	*Absence from tests or exams without prior information or genuine reason	Zero award. Summon Parents. Incomplete assessment.	Below 81 student moves to level 2	Below 66 student moves to level 3	Below 50 student moves to level 4	
	Failure to attend Extra-Curricular Activities	5 Points				
<p>Note: *Extra-curricular is a compulsory Activity. No parent's notes will be accepted but doctors. Doctor appointment should be scheduled after school hours. * Special consideration may be given to written appointments from hospitals. * Recommendation letter will include nothing about Extra-Curricular activities.</p>						
RELIGIOUS DIMENSION						
1	Missing prayers, avoiding prayers, disturbing within prayers.	5 Points	100 - 81	80 - 66	65 – 50	49 and Below
	Inappropriate interaction with the opposite gender.	35 Points	Below 81 student moves to level 2	Below 66 student moves to level 3	Below 50 student moves to level 4	
	Stealing from students, staff, visitors, school.	55 Points				

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ACADEMICS						
2	Disturbing in the class through talking, shouting, singing, giggling.	5 Points	100 - 81 Below 81 student moves to level 2	80 - 66 Below 66 student moves to level 3	65 – 50 Below 50 student moves to level 4	49 and Below
	Class Truancy + leaving class without permission + Time wasting by loitering in corridors during class hours.	5 points				
	Unable to present the school diary when required for official use.	3 Points				
	Failure to hand in assignments or homework.	3 Points				
	Tampering or forging signatures of Parents or teachers.	20 Points				
EXAMINATIONS						
2	Attempt to or bring into the exam room unauthorized materials: smart watch, written notes, etc.	10 points with written warning.	100 - 81 Below 81 student moves to level 2	80 - 66 Below 66 student moves to level 3	65 – 50 Below 50 student moves to level 4	49 and Below
	Cheating in Exams: communicate in exams, copying from written source, exchanging exam scripts.	15 points and disqualify from the exam in which the student was caught. Parents Summoned				
	Causing deliberate disruption, noise or disobeying orders from the invigilator.	35 points and disqualify from the exam in which the student was caught. Parents Summoned				
UNIFORM						
3	Improper Uniform	3 points. Student sent home for proper dressing	100 - 81 Below 81 student moves to level 2	80 - 66 Below 66 student moves to level 3	65 – 50 Below 50 student moves to level 4	N/A
	Torn uniform or scribbles on the uniform.	3 points				
	No Badge or Badge not stitched onto the uniform	3 points. Give one day to correct				
	Shirt un-tucked, buttons open, sleeves folded.	3 points and immediately				

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		improve on uniform.							
	Not wearing ID when on school premises	2							
	ID Card (Computerized) lost	Fine of 10,000 Tshs	N/A	N/A	N/A	N/A			
GROOMING									
3	Inappropriate hairstyle:	3 points Send home to remove the style.	100 - 81 Below 81 student moves to level 2	80 - 66 Below 66 student moves to level 3	65 – 50 Below 50 student moves to level 4	N/A			
	Colored or dyed hair, heena and nail polish.	3 points Send home to remove the style.							
	Jewelry, mobile phones, MP3s, or other irrelevant and inappropriate items found.	5 Points Confiscate the item and return end of term.							
GENERAL									
4	Physical brawling, fighting in school.	35 Points	100 - 81 Below 81 student moves to level 2	80 - 66 Below 66 student moves to level 3	65 – 50 Below 50 student moves to level 4	49 and Below			
	Physically attack or seriously humiliate a member of staff.	55 Points							
	Caught with hard drugs, dangerous objects like knife, acts of blatant sexual indecency.	55 Points							
	Bullying (reported with witness and/or investigated by the teacher or HOS).	15 Points							
	Smoking in campus or out of campus in uniform.	35 Points							
	Eating Supari, pariki, manikchand, ubuyu	5 Points							
	Graffiti, Spitting, dirtying, littering classrooms, labs, sports fields, corridors, walls etc.	5 Points							
	Writing obscene letters, exchanging obscene remarks, bringing pornographic materials.	35 Points							
	Defaming, humiliating a member of staff or fellow student in social media.	Affected person use Cybercrime law to deal with the case							
		55 points When student is found guilty					100 - 81 Below 81 student moves to level 2	80 - 66 Below 66 student moves to level 3	65 – 50 Below 50 student moves to level 4
Soliciting assistance of teachers, support staff/security staff to break school rules.	15 Points								
Verbal abuse or insult to fellow students, teachers, staff or visitors.	30 Points								
Willfully damaging seminary or public property within school.	15 points and paying for the cost of repair/ replacement	100 - 81	80 - 66	65 – 50					
Misuse of school property, playing games in class, throwing furniture, keeping legs on table, eating in class	4 Points								
4	Spitting on someone, or throwing objects to them.	15 Points	Below 81 student	Below 66	Below 50 student	49 and			

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	Not throwing into the litter bin food leftovers, wrappers, juice boxes, straws, etc. after use.	4 Points	moves to level 2	student moves to level 3	moves to level 4	below
	Found in possession of Fireworks and matches.	30 Points				
	Failure to take order or accept punishment administered by staff according to the Code of conduct.	10 points and double the punishment				

REWARDS

1. Student starts with 100 points at the beginning of the Academic Year.
2. All ratings will be reviewed end of term (over 5 Months July – Nov & Jan – May) and a Summary of Awards will be placed on Notice Board.
3. Final count to be calculated at the end of the Academic Year.
4. To award medals; Gold, Silver & Bronze in 3 categories: A Levels, Upper Secondary, Lower Secondary: 9 Medals per year (Max 10 Medals – if there is a Tie) = Both Wings = 20 Medals p.a.

Gold Award: 225 points,
Silver Award: 185 – 224 points
Bronze Award: 175 – 184 points

Category	Positive Behaviour	Additional Points	Max points in 5 months
1	Punctuality : 100% Attendance	5 points per month	25
1	Extra-Curricular	5 points per month	25
1	Volunteer – Programs / Community Service	5 points per month	25
2	Submits 100% Homework	5 points per month	25
2	Sores an “A” average	25 points – 1 time	25
2	Submits Library reviews	5 points per month	25
2	Most Disciplined	5 points per month	25
3	Uniform	5 points per month	25