

**ST. JOHN GIRLS’ SECOONDARY SCHOOL**

**RULES AND REGULATIONS FOR STUDENTS**

These rules and regulations are meant to be tools for order and smooth running of the school.

1. All new students must register to the Secretary before attending classes.
2. All new students are required to report at the school on the stated date at the beginning of the term. Failing to report after one week without notice, their place shall be declared vacant.
3. All students are required to abide by the St. John Girls’ Secondary School rules and regulations as may be enacted time to time.
4. English language is a must at this school. It should be spoken throughout, apart from during Chichewa lesson. This shall give students a chance to practice spoken English.
5. Eating and drinking should only be done during meal times and not during class and study time. All students are to eat what has been prepared. No special diet shall be prepared.
6. Each student is responsible for keeping her desk school premises clean and shall be expected to clean up the classroom and hostels each day. A punishment will be given to any student who shall be found writing the desk, bed, window or wall.
7. All students must take a greater care in the use of school and hostel property. Students who may be found misusing and damaging school property shall be responsible for the payments of repairs. In this regard, lost property must immediately be replaced. All damages must be reported immediately to respective class teachers, matron or administration through prefects.
8. Students should follow the time signal with the bell. Any students found loitering outside after the bell shall be punished.
9. Students are not allowed to receive male visitors (boyfriends) in school or hostels. Students inviting boyfriends once discovered shall be suspended eventually dismissed if it continues. However, a Visiting Day is set once in a term (first Saturday of second month of the term) for parents or guardians only.
10. The school shall carry several pregnancy testing exercises.
11. Students are not allowed to possess a cell phone while in school. For such communications as sickness, fees and other relevant issues shall be communicated through school phone.
12. Sick students must report to the matron right away. Medical help shall be obtained from the sick bay or student’s bed. If the condition continues the school through the matron or boarding mistress shall report to the parents or guardians and not through a fellow student.
13. No students should share a bed at all times. One student is allowed to occupy one bed.
14. Visiting day:
15. Parents/guardians have to strictly observe the official visiting day and time.
16. The visiting day is the first Saturday of the second month of each term from 10:00 am to 4:00 pm.
17. All visitors should report to the matron’s/boarding mistress’ office.
18. Visitors shall not be allowed to see and talk to their children outside the visiting day. If any communication, should be done through the matron/boarding mistress
19. The school shall not entertain anything that shall disturb peace of the school.
20. A roll call shall be conducted on weekends and at any time the school may feel to do so.
21. The following places are regarded as out of bounds;
22. Teachers’ houses
23. The kitchen
24. Hostels during classes and study time
25. Any place outside the school
26. All students are required to follow the school Curriculum in full. They must take part in Physical Education and Games, unless medically exempted. This applies to House and School team sports, etc.
27. No student is permitted to use any equipment belonging to St John Girls Secondary School without the permission of the appropriate member of the teaching staff.
28. Girls may visit other hostels but not spending a night there.
29. **Conduct: -**

A student’s conduct shall in all circumstances be courteous, seemly and sensible as befits the high standards of the St John Girls’ Secondary School and those who hold the reputation of St John Girls’ Secondary School in high esteem. Therefore;

1. **Always be courteous**
2. Stand up when visitors enter your class/your bay.
3. Open doors for, and offer seats to, adults.
4. Do not address people with your hands in your pockets, or with gum in your mouth.
5. Do not wear hats indoors or in the presences of elders or anywhere around the school campus.
6. Avoid swearing and needless shouting.
7. Be punctual always.
8. Be prepared to assist visitors, either as individuals or groups.
9. Be prepared to help staff/visitors and each other with luggage, bags, books, etc.,
10. On formal occasions in the Hall stand when staff and guests enter and leave.
11. **Be always punctual to all activities.**

Punctuality is vital to the smooth running of the school, so please make every effort to be on time. If, for some reason you are late, then you should make an apology and give a reason. If you know that you cannot attend an appointment, then you should inform the relevant member of staff beforehand.

1. **Always be sensitive**
2. Show consideration to others – especially those who might be unhappy.
3. Respect all members of the school community however modest their role.
4. Take active steps to stop any unkindness and bullying.
5. Remember to put the needs of others before your own:
* Keep noise levels down, especially during prep.
* Do not disturb people who are trying to work.
* By working yourself, you will be helping others to do the same.
* Sit quietly sometimes and reflect upon where you are.
* Respect the property of others.
* Never borrow money or property without the owner’s knowledge and consent.

1. Close doors to keep out mosquitoes, especially during rains.
2. Visit your friends in the sick bay, but follow the rules on visiting and the directions of the clinic staff.
3. **Always be of good appearance and tidy;**
4. Do not chew gum in public – it, too, gives a bad impression.
5. Be conscious of your own hygiene:
* Wash/shower regularly
* Keep your hair short and tidy
* Clean your teeth after meals
* Keep finger/toe nails cut short
* Maintain a smart appearance
1. Take care of your uniform, casual clothes and shoes.
2. Although uniform is not required at certain functions, students should always dress appropriately and be smart in appearance and consistent with the Dress Sense regulations.
3. Rooms should be kept clean and tidy at all times;
* Luggage should be secured and stored away.
* Clothing should be folded and stored in lockers/suitcases
* Shoes should be kept clean and polished and store properly.
* Books, files, and stationery should be stacked neatly and packed in desks or on shelves.
* Displayed items should be decorous and inoffensive.
* Food and beverages should be kept in sealed containers.
* Beds should be made daily.
* Any damage should be reported to the dorm mothers immediately.
1. **Always be thoughtful**

You will be living at St John Girls’ Secondary School for most of the year. Make the most of its facilities. Do not damage things gratuitously or through recklessness and negligence.

1. Do not drop litter – and do pick up litter you come across and put it in a bin.
2. Do not damage or deface desks, walls, lockers, books or other property.
3. Do not use hot water. Use electricity sparingly. Clean water is scarce use it well.
4. Do not waste paper.
5. Do return books, furniture, and equipment to where they belong.
6. Do not assume that cleaning and tidying up is someone else’s responsibility. In a community, it is yours.
7. If you accidentally damage something or spill anything, take action – clean it up and/or report it immediately.
* **This code of Behaviour refers particularly to life here at St John Girls’ Secondary School. However, it should become part of your way of life generally, no matter where you are.**
1. You are here to learn.

You are expected to study silently in your classroom from 5:00 am to 6:00 am and 18:30 to 20:30 every day from Monday to Friday and Sundays except for Saturdays where studies shall start from 07:20 to 08:20 am.

1. Silence shall strictly be observed in the school library.
2. Students can only leave the school campus with an “Exeat” issued by their Matron or the teacher on duty. Therefore;
* Permission to go home can only be given by the Head teacher and her/his Deputies.
* On local exeats, the student must sign themselves out at the Security Office at the Main Gate as they leave and must sign back in when they return and report at the administration that they are back with the exeat slip.
* All students must wear uniform when out on exeat.
1. **Dress Code:**

Parents, teaching staff and students should read through the code and ensure that they are aware of it and should be in no doubt that the code shall be applied. Therefore;

* Students are advised to have at least four blouses, four skirts, four pairs of regular white socks and preferably at least two pairs of black shoes. Platform or other “raised” soles are not permitted.
* Students may not wear jewelry with uniform even with their casual clothes.
* Students in uniform are not allowed to wear cosmetics, eg., finger/toe nail vanish, eye makeup and lipstick.
* The hem of the skirt/dresses must be between knee and calf-length.
* Ties must be worn beneath the collar with the top button of the blouse fastened if you have one.
* Students must not wear T-shirts or vests that carry a printed legend or motif beneath their blouses.
* Students must wear uniform when travelling to and from functions and sporting fixture held at venues outside the St. John Girls’ Secondary School campus unless alternative instructions are published.
1. St. John Girls’ Secondary School also extends dress regulations to non-uniform and casual clothes as follows:
* While attending non – uniform school functions at the school or elsewhere, students should take care to dress in a manner appropriate to the function and with the approval of the school authorities.
* The school insists that girls should not wear hats in doors and in the presence of adults.
* Students should not wear clothing with sporting writings or pictures that may be offensive in nature.
* Girls should not bring “revealing” clothes to school, including mini/micro skirts and dresses. Low-cut tops, tops exposing the midriff, high heel/stiletto-heel shoes, and bikini-wear. Hem-lines must be no higher than the top of the knee so that thighs are not revealed. “Revealing” clothes also includes “body-hugging/tight-fitting dress e.g., leggings, “hot-pants” “pencil” skirts, hipsters, or similar items.
* The school recognizes the tastes and fashion change, and that children want to experiment, but students should ask the advice of their parents/guardians and the school authority concerning what constitutes appropriate and inappropriate dress and appearance.
* Dress sense should always respect traditional cultural values and be mindful that St. John Girls’ Secondary School is a Catholic School where Christian values and valuable traditional behavior should be respected.
1. School fees shall be paid on the first day of the term. It shall therefore be paid through the St. John Girls’ Secondary School bank account and a bank deposit slip shall be brought to the school’s administration during the first day. Cash brought to school as fees shall not be allowed.
2. Students shall not behave in any way which could bring discredit to the school whether inside or outside St John Girls’ Secondary School campus.

**PENALTIES FOR THE VIOLATION OF SCHOOL RULES AND REGULATIONS**

1. **OFFENCES LEADING TO SUSPENSION**

The following are offences subject to suspension after two warnings

1. Failure to use English language in school and hostel
2. Found out of bounds
3. Being found loitering outside during classes
4. Not wearing complete school uniform
5. Found in possession of a cell phone, an I-pad, radio, any type of disc or any unauthorized gadgets
6. Use of obscene languages
7. Staying overnight without permission from authority.
8. Bringing in visitors into the hostel and or entertaining visitors in the campus without permission.
9. **OFFENCES LEADING TO DISMISSAL**

The following are offences subject to dismissal

1. Found outside school boundaries
2. Drunkenness and found in possession and use of alcohol or any type of drug e.g. chamba
3. Spending a night out without any permission
4. Teasing or bullying
5. Open defiance to authority
6. Pregnancy
7. Leaving the school for home without permission
8. Theft – stealing other peoples’ property or library books
9. Showing strange behaviors, practices and beliefs e.g. witch craft (with tangible evidence)
10. Showing any behaviors related to Satanism (with tangible evidence)
11. Practicing homosexuality. According to the custom in Malawi, it is not proper that people of the same sex to be in close contact with one another.

Appropriate friendships between students of same sex are healthy, but if your behavior is likely to cause offence, it is also likely to be inappropriate.

1. Instigating strikes or disturbances at school
2. Being found sharing or sleeping on the same bed
3. Spending a night in another hostel
4. Engaging in vandalism, such as deliberate damage to school property.
5. **OFFENSES THAT REQUIRE INTERNAL PUNISHMENT**:
6. Truancy – staying away from school without permission.
7. Occasional absence from classes.
8. Quarrelling and/or abusing other pupils.
9. Reporting late at the start of the term and being late for school activities.
10. Indecent dressing i.e. wearing pata-pata, dust –coat, cut –offs, jeans, T-shirts, fancy belts, hats, sunglasses, earrings, necklaces in public function like for class, in the dining room or library.
11. Use of makeups. Always keep the hair short and untreated.
12. Wearing of miniskirts.
13. Loss of school property and/or scribbling on school furniture, text books and buildings.
14. Careless disposals of litter, e.g. paper, peel, etc. around the school campus.
15. Taking (eating) meals outside the dining hall.
16. Cooking of anything in hostels and around the campus.
17. Noise during classes and prep.
18. Eating during classes and prep.

**N.B.** The list of offenses is by no means exhaustive. The school therefore has the power to deal with cases not appearing on the list accordingly, using its discretion after careful consideration and assessment of the situation.

Graduation day shall be decided by the school authority and not by the students.

School fees shall strictly be paid through the following school’s bank account;

St. John Girls’ Secondary School

National Bank of Malawi

Account Number 784958

Mangochi Service Centre

**Signing this document implies that you have carefully read and agreed to abide by these rules and regulations throughout your stay at this school. Thank you for choosing our school.**

Student’s Name………………………………………………………………………

Signature…………………………………..Date…………………………………….

Parent’s/Guardian’s Name……………………………………………………………

Signature…………………………………..Date…………………………………….