



## **LOWELL GIRLS SCHOOL DISCIPLINE POLICY**

No organization can achieve its aims without instilling a disciplined behaviour in its members. These rules have been designed for the comfort and safety of everyone in the school. Students must also observe other instructions given to them by members of staff and prefects.

Certain actions are so serious that they would result in expulsion from school. They are identified as GROSS MISCONDUCT.

### **1. GROSS MISCONDUCT:**

- a) Consuming or being in possession of alcohol, pork and narcotic drugs.
- b) Smoking or being in the company of a smoker.
- c) Stealing of any nature.
- d) Examination malpractice.
- e) Teasing of a fellow student.
- f) Violence of any nature, insolence to any member of staff or prefect and use of foul language.
- g) Leaving the school campus without written permission from either the Headmistress, Deputy or the school nurse.
- h) Unauthorized absence from class.
- i) Failure to do homework.

- j) Failure to observe time/punctuality.
- k) Gambling of any nature.
- l) Failure to observe preps.
- m) Unauthorized failure to participate in housework duties.
- n) Sharing a bed.
- o) Damaging of any school property. The student will repair the damaged property on top of the other appropriate disciplinary measures.
- p) It is forbidden to be in possession of radios, mobile telephones, heaters, cassettes.

**NOTE:** Everyone should act with courtesy and consideration towards others at all times.

This means that:

- a) English is the only language of communication.
- b) You should speak politely to everyone.
- c) Students should behave quietly and orderly while on the school compound. They should not dawdle.
- d) The girls are groomed to be clean responsible members of society. As such, housework is mandatory. Students with conditions preventing them from doing housework should provide a medical note from an established medical center.

## **2 GENERAL RULES AND REGULATIONS:**

- a) Prayers are compulsory.
- b) Right of worship for all religions is strictly enforced.
- c) Prayers are to be conducted by persons authorized by the school administration.
- d) All school meals are compulsory.
- e) All students must occupy those rooms and beds assigned to them by the dorm parents.
- f) Litter should be placed in the bins provided.
- g) Washing and ironing is done only on Wednesday and Saturday after classes.
- h) Shouting and any form of noise that may disturb the freedom of others is forbidden.
- i) Wearing headscarves, treated hair, jewelry and make-up of any kind is prohibited. Students should keep their hair neat.
- j) Every student must participate in at least one sport or game (outdoor/indoor) unless one is medically exempted.
- k) All students must wear school uniform on visitation day and all outings.
- l) Students must report on the first day of the term by 5:00pm and be accompanied by a parent.
- m)Chewing is unacceptable on the school compound.
- n) Walking on the compound in bathroom slippers is not allowed.

### **3 SCHOOL COMPOUND:**

All students are required to wear school uniform and observe the rules concerning appearance. Tying a cardigan around the waist or around the neck is unacceptable. The school uniform should remain in the fashion and sizes provided by the school.

### **4 OUT OF BOUNDS:**

- a) All staff quarters are out of bounds.
- b) Getting close to any gate without official permission.
- c) Movement anywhere in the school after lights out.

### **5 VISITATION:**

- a) Students are allowed to receive visitors on only the communicated days by the school administration between 9:00am and 5:00pm.
- b) Students' visitors are not allowed in the dormitories and classroom areas. Opportunity should be given to students who are not receiving visitors to carry on with their personal engagements.
- c) School furniture should not be used to entertain visitors.
- d) Only parents or guardians are allowed to visit the students and should always come with a visitor's card provided by the school. Visitors should visit only those students they are responsible for.
- e) Our dress code for both students and parents should be decent wear.

### **6 SOCIETIES:**

- a) A student is free to join any society of her choice.

- b) No society without a patron (a member of the teaching staff) will be registered in the school.
- c) Society leaders must communicate with outside schools, bodies or personalities through their patrons. Patrons should channel all their communications through the Headmistress/Deputy Head teacher.

### **7 STUDENT LEADERS:**

- a) Student leaders, i.e. prefects and form captains, are elected democratically. These prefects should be given their due respect in their places of responsibilities.

### **8 EXCEPTIONAL CASES:**

- a) If a parent has a reason to see her daughter, at any other time other than the specified time, she/he may do so through the teacher on duty and if necessary, the deputy/headmistress. However, those visitors are not expected to interfere with classes, other school activities, or the residences of the Headmistress and staff.
- b) Parents may consult teachers during school time to know about their daughter's academic progress.

### **9 STUDENTS' HEALTH:**

- a) All students in need of medical attention must report to the school nurse for treatment. The nurse is responsible for recommending students for

hospital consultation in case she fails to treat the patient. The parents will be expected to cover this expense.

- b) No student should sleep in the dormitory when sick.
- c) All dental and eye cases must be treated during holidays. However, should they arise during school term; the girl will be sent home for further specialist management.
- d) The school nurse only makes communication about students' health to the parents through the administration.