



DAWAMU SCHOOL RULES AND REGULATIONS.

(Updated January 3rd 2011)

1. Upon admission, students **MUST** produce a copy of their birth certificate, primary leaving certificate, KCPE result slip and four passport size photographs in Dawamu school uniform. In case of a transfer, a transfer letter and a copy of last terms report form should be produced. Form 4 repeaters must produce their KCSE result slip.
2. All students **MUST** wear proper, full, clean uniform daily with tie fastened at all times. Sports gear should be complete with sport shoes to avoid injury. All uniform must be labeled. The school will not be responsible for losses but will take all necessary precaution to avoid it.
3. School fees must be **PAID** in **FULL** on the first day of the term through the bank and the slips brought to school.
4. One month notice in writing will be required in the event of a transfer, withdrawal or absence from school extending for a period in excess of one month. In the absence of such notice, refundable dues will automatically be forfeited.
5. In case of expulsion there is **NO** refund under any circumstance.
6. A doctor's letter stating a student's diagnosis and recommendations must be produced in order for the school to provide a special diet.
7. No person other than a parent or known guardian will be allowed to collect or visit a student in school. A **written** consent **MUST** be given by parent/guardian to waive the rule, prior to the visitation.
8. The school reserves the right to punish, suspend or expel a student on account of gross misconduct.
9. The school administration will make all efforts to attend to individual and collective grievances expressed by students as much as possible. The grievance must however be expressed through the appropriate channels and **MUST** be genuine and objective.
10. No student is allowed to bring to school any intoxicating drinks or any prohibited drugs such as cigarettes, bhang etc. any student found to have taken drugs or in possession of cigarettes, alcohol, *miraa*, bhang etc will automatically be expelled from school.

11. No student is allowed to carry any food or snacks to school at any one time. Parents will be allowed to carry food only during visiting days and it must be consumed all. Any student found with food/snacks in the dormitories will be punished or suspended if it persists.

12. No student will attempt, endeavour or undertake to influence other students in a way of carrying out a misdemeanor or anything that would harm other students, damage school property or undertake actions whether as individuals or in a group, where such actions are regarded not civil and do not conform to the norms of civil society.

13. The school will take all precautions to keep all students safe. However in the unfortunate event of an accident that may result into an injury, the school will accept liability but will carry out its due responsibility to inform the next of kin as soon as possible and undertake first aid to the extent of the school's capability.

14. All students are required to participate in all academic and non academic programs of the school as directed by their teachers and school administration. There include class assignments, cleaning duties, sports, environmental programs, leadership exercises and so on

15. Students are expected to work hard in their in their academic and non academic programs. Any laxity or inability to undertake assignments as directed will be regarded as a discipline case.

16. For any trips outside the school that may require an overnight stay, parents will be informed accordingly and consent secured.

17. Any careless and wanton destruction of school property, obliteration, stealing of other students property, writing or using of obscene language, writing graffiti and making derogatory mimics will equally be regarded as indiscipline. In these circumstances parents will be summoned for hearing and appropriate action/remedy agreed upon.

18. No student will be allowed to use inappropriate, foul and despicable language either to his or her fellow students, teachers or any person within and outside the school premises. This includes indecent exposure and behavior.

19. As much as the school would like to observe and respect personal freedom and rights, the school will not allow the following:

- Unkempt hair, dread locks, curly kit and braided hair. Designs on shaven hair.
- Long uncut nails, polished or colored toe and finger nails.
- Jewelry of any kind
- Tattoos or Makeup
- Chewing gum
- Pierced ears
- Students' heads and beards must be clean shaven when they report back to school on opening day and after midterm.

20. Each student must uphold the reputation of the school at all times and should not undertake any action, activity, or make any pronouncements that would harm the integrity and reputation of the school.
21. School reporting time is before and not later than 4:00pm. This applies to the new term opening day, midterm, or any other day the student may be out of the school for whichever reason. Failure to be back by 4pm will result in the student being sent back home to bring a parent, and or remain in school during midterm or for an agreed number of days after closing.
22. Cheating in exams is not allowed. Cheating will lead to the cancellation of the exam.
23. The school entry point is 250 marks which is equivalent to a 'C'. Students MUST achieve this mean score in order to be promoted to the next class.
24. Holiday homework must be done and completed at home and handed over to the teacher upon arrival. Students who do not do their homework, or who hand in incomplete or sketchy work will be sent back home and detained over midterm.
25. Report forms must be signed by the parent and the green copy must be returned to school on the opening day.
26. Any photos taken of students in or out of school during functions or trips may be used by the school for any communication or promotional purposes.
27. The school reserves the right to exclude any pupil for any reason whatsoever entirely at its own discretion. Such exclusion include among others, nonpayment of school fees and serious breach of the above rules and regulations
28. Religious instruction is compulsory. All students MUST attend church.
29. NO mobile phone or SIM cards are to be carried to school at any time if found they will be destroyed. Possession of a phone could also result in suspension or expulsion.
30. The staff, students and parents of Dawamu School will seek to project the school as a friendly, free for all, all inclusive and welcoming environment.



DECLARATION

I, (Parent's full name) _____

PARENT /GUARDIAN OF (Student's full name) _____

P.O. BOX _____ AND TEL NO _____

I HAVE READ AND UNDERSTOOD THE ABOVE RULES AND REGULATIONS. I HAVE ALSO READ ALL OF THEM OUT TO MY SON WHO HAS EQUALLY UNDERSTOOD THEM, AND WE BOTH AGREE TO ABIDE BY THEM.

I agree to my child using the school vehicle for transportation to church and/or school trips with the understanding that the school cannot be held liable for any unfortunate mishaps on the road.

I also understand that I cannot hold the school liable for any unfortunate illness or injuries sustained by my child while under the care of the school.

In case of injury or illness, please (Tick one)

1 Call me first before any medical intervention.

2 Take care of him to the nearest medical facility and call me.

My emergency telephone number is _____

If I cannot be reached on the above number please call

(Name of another person) _____

Relationship to student _____ on Tel _____

Student's allergies (if any) _____

Student's medical condition that requires special attention, or frequent medication (if any)

Parent/guardian's signature _____ Date _____

Student's signature _____ Date _____