ST. JOHN'S HIGH SCHOOL RULES AND REGULATIONS

INFORMATION TO THE STUDENTS

In these regulations, we have a vision to create and maintain our School ethos that pupils need, not only to achieve success in their studies, but also to prepare them to fit into a dynamic Zimbabwean Society. The School shall insist on basic values such as responsibility, courtesy, truth and justice, self - discipline, duty consciousness, service to others etc. We expect our pupils will be truly marketable as they make wise choices in their behaviour, and act accordingly in their relations with others in line with God's command. A bona fide student of St. John's high School is the one who has paid all the required fees before the opening of each school term.

1. SCHOOL UNIFORMS:

- All pupils wear full school uniform, complete with blazer when going home or returning to school, at all school functions or activities or visits where the school functions or activities or visits where the school is represented unless given instructions to the contrary.
- Tidiness of dress and person are obligatory.
- All items of clothing must be clearly marked with the pupil's name.
- Students are expected to look after their property: Bicycles and cars should be locked; cases, bags, books etc should not be left unattended. Only licenced students are allowed to drive to the school.

1.1. BOYS:

1.1.1. Summer Terms i.e. first and third terms: Khaki shorts and shirts, blazer and tie.

1.1.2. Winter Term i.e. second term: grey trousers with white shirt, blazer and tie.

1.1.3. Black School shoes (laced-up) and grey knee socks.

1.1.4. Maroon v-neck may be worn in the cool season. Only regulation patterns and colours will be permitted.

1.1.5. Hair is kept short and no fancy hairstyles are allowed.

1.1.6. 6th Form boys to buy 2 pairs black/charcoal trousers, black shoes, 1 white shirt, 2 white shirts, maroon jersey, blazer and tie.

1.2. GIRLS:

1.2.1. Summer Terms: Forms I – 4 girls wear a white blouse and beige skirt, mid-carf length. Form 5 – 6 pleated beige skirt.

1.2.2. Winter Term: Winter uniform is compulsory for all.

1.2.3. Brown school shoes and white ankle socks. Upper Sixth students may wear plain nylon stockings and court shoes. No stilettos.

1.2.4. Hairstyles should be simple. No hair extensions are allowed.

1.2.5. No Nail varnish or make up. Nails should be kept short.

1.2.6. Jewellery, e.g. necklaces, bangles, earrings are not permitted. However, a cross, or medical alert bracelet are permitted. Anything else will be confiscated and kept until the end of term. Ladies may wear simple silver studs with no stones.

1.2.7. Lost and Unclaimed items will be handed over to the poor at the end of each term.

2. SPORTS UNIFORM AND ACTIVITIES

SPORTS AND CULTURAL ACTIVITIES ARE COMPULSORY FOR EVERY PUPIL.

A doctor's letter is required for any exemption.

2.1. All Pupils including those with excuses change into proper and complete sports uniform and sports shoes in the afternoon on sports days.

2.2. Girls should wear maroon shorts.

2.3. Tracksuits are compulsory.

2.4. Pupils taking up hockey and tennis must possess a hockey stick and a tennis racquet.

2.5. The swimming pool is out of bounds, so are the sports fields, unless Staff are present.

2.6. Balls and all sports equipment, which belong to the school, should be collected and brought to the Teacher in-charge at the end of each practice session. Games Captains are responsible for balls and equipment.

2.7. During all matches, pupils are not allowed to criticize the referees whether they are playing or watching.

2.8. Visiting teams must be welcomed and treated with respect.

2.9. Indemnity forms will be sent to parents for signing – for sports and general obedience to school rules on admission and whenever necessary.

3. CLASSROOMS

3.1. Classrooms are locked during morning/afternoon break, at lunchtime and at such times when the whole class is in the different subject rooms or laboratories. The responsible pupils lock and open the classroom punctually.

3.2. Pupils must not enter any classrooms other than their own. Desks of other pupils may not be opened.

3.3. Pupils who break windowpanes, a chair (from rocking, etc) report the breakage to the Responsible Authority. They are charged for such damage or any loss or careless handling of School property/equipment.

3.4. Chairs may not be taken out of the classroom for outdoor use.

3.5. Windows, which are opened, must be securely fastened.

3.6. The glass doors in the Form IV classrooms may be opened only as far as the chain permits.

3.7. Pupils who come late for classes should report to the office, where they sign and receive 'PASS CARD' for admission into class.

3.8. Leave of absence from lesson or games can be granted only in cases of illness or real emergency. Parents are encouraged to phone in. Excuse notes should be written only by parents (not brothers, sisters, or aunts!)

4. SCHOOL BOOKS

4.1. All textbooks and exercise books are covered by the pupils.

4.2. Books may not be taken to the Sports-field or Swimming pool.

4.3. Pupils should not scribble into the textbooks and Library books or leave a 'dirty trail'.

4.4. Borrowing books, dictionaries, mathematical sets, rubbers etc, is not allowed during study or in class.

4.5. Pupils must not bring non-educational Literature into school e.g. tapes and books, magazines and other related electric gadgets instead pupils should make greater use of the school library.

4.6. A school bag with a logo is compulsory. Any other containers made of soft material will not be allowed as they damage books.

4.7. Lost or damaged books must be paid for. Pupils will not be issued with any text books at the beginning of the new term until such books are returned or replaced.

5. STUDY TIME

5.1. Pupils are expected to be punctual, quickly settle down to study and remain at their places in class or in the Library.

5.2. The prefect/monitor on duty is responsible for order and discipline. The prefect writes up a brief report on the behaviour of the class and this is regularly checked by the class teacher and the Head.

5.3. Pupils may leave the classroom only at the signal for a different activity.

5.4. Newspapers may not be read during study. This time should be used for assignments or homework.

6. GOING HOME AFTER SCHOOL

6.1. Pupils must behave in a lady-like or gentlemanly manner when using public transport.

6.2. All pupils change into school uniform before leaving the school grounds. Whilst in uniform, no pupil may refuse to be disciplined professionally by

prefects, St. John's Staff, sports captains or any student in a position of authority, even outside the School Grounds.

6.3. Those who walk, drive or cycle must go home directly and not loiter on the sports fields or along Dublin Road. Pupils must observe rules of the road by respecting other road users and use the right hand edge of the road.

6.4. Those pupils who are picked by car should wait inside the entrance gate and use the facilities provided. They may not loiter outside the Main Gate.

6.5. Within the School yard, pupils push their bicycle to the bicycle shed or ride cautiously.

6.6. No pupil is allowed to leave before knock off time during the week unless written permission has been granted. Pupils with arrangements for supervised study may not study beyond 1630.

6.7. No study in the school during weekends.

7. BREAKING BOUNDS

7.1. All pupils remain at school for classes, practical work, study, sports or club activities until time-tabled knock off time hours daily.

7.2. Pupils must not leave the school premises during lunch break or go to the clinic or shops without the permission of the Head/Deputy Head or Senior master/mistress.

7.3. The staff room, staff houses and workers' quarters are out of bounds to unauthorized pupils.

7.4. Pupils do not enter the laboratories, the Hall and practical subject rooms in the absence of a teacher unless instructed otherwise. No visits to Teachers.

7.5. During break/lunch, pupils use the seating facilities provided and do not hang around the verandahs or parking area. Food is only taken while seated at designated areas.

8. COURTESY – GOOD MANNERS

8.1. Pupils show courtesy at all times to teachers and visitors in the school grounds. Any reports of bad behaviour which brings a bad name to the school will be severely dealt with. Visitors should be directed to the office for assistance. Apart from teachers, due respect should be given to all our other workers, the office staff etc. Remember without these people, there would be no School.

8.2. Disciplined behaviour is expected of all pupils at all times at shopping centres, on the bus, at play or at home.

8.3. Pupils who come or leave by bus must show respect towards the driver, and other passengers, especially the elderly. Any form of forgery or impersonification may lead to suspension or expulsion.

8.4. Silence is expected in the School hall, at assembly. Pupils show respect towards these who present their message/theme. There should be silence in

the Chapel, Library, during Examinations and for the reception and departure of visitors who might have addressed the school body.

8.5. No bubble gum is permitted – a stipulated fine is imposed – Apart from being a destruction, it messes clothes, shoes and furniture.

8.6. Pupils must not scribble on walls or carve into school furniture.

8.7. THEFT, DRINKING, SMOKING, ROWDY BEHAVIOUR, BULLYING, TRUANCE, CLANDESTINE MEETINGS, VANDALISM, FIGHTING, RUDE COMMENTS, DISPLAY OF PORNOGRAPHIC MATERIAL, are UN-ACCEPTABLE and PUNISHABLE and may lead to EXCLUSION or EXPULSION. A high standard of behaviour is expected.

8.8. Remember that foul language, either written or spoken or non-verbal is contrary to the acceptable and Christian Zimbabwean mode of conduct.

9. OTHER POINTS OF IMPORTANCE

9.1. We must maintain a clean, hygienic environment that matches our clean minds.

9.2. Absentees from School should bring a note of explanation. Truancy is punishable. Eight days of continuous absence without excuse may lead to expulsion.

9.3. Pupils are not allowed to receive or make telephone calls EXCEPT in emergencies and should be given permission by Head/Deputy Head. Messages should be left at the school office for passing on to pupils.

9.4. The public booth should not be misused.

9.5. Hitch-hiking in school uniforms and buying from vendors is not allowed. Radios, walkmans and tape-recorders/cassettes and electrical appliances are not permitted. These will be confiscated and returned only at the end of term.

9.6. Cellphones are not allowed in the school. Confiscated items incur a fine.

9.7. Permission to make collections for any purpose, or to hang up posters, or to advertise must be obtained from the Head/Deputy Head/Senior master/mistress.

9.8. Parents are notified well in advance of the opening and closing dates of term. Only in exceptional circumstances can permission be given to pupils to return to school after beginning of term, or leave before ASSEMBLY on the last day.

9.9. Pupils and parents have a right to make representations to school authorities about conditions/aspects they regard unsatisfactory. However, such representation must be made through the correct and normal channels i.e. directly to the Head/Deputy Head or through prefects and not to any outside body. We therefore welcome advice and suggestions aimed at improving the school. Parents can also use their parents representatives or the suggestions box in the School Office.

ATTENDANCE AT THIS SCHOOL IMPLIES READINESS TO KEEP THE SCHOOL RULES

This school is your second home. Like every family we depend for our peace and happiness on the consideration which each one shows for the rest.

1. We show regard for others by good manners and courtesy. This means, for instance, that we do not disturb others by making loud noises (whistling, shouting and so on) where they may be working or resting. It means, too, that we make great effort to keep the school tidy, indoors and outside.

2. An important part of courtesy is to be prompt and punctual, so as not to keep others waiting. The first signal for an activity will sound five or ten minutes before it. We must move promptly so as to be present before the due time.

3. In the same way, our consideration for others demands that we should be in t he correct place at all times. It is the duty of each to learn the school bounds, and to remain within them unless a person in authority has given one permission to go beyond them.

4. Particular respect is due to the service of God. When the Chapel and hall are used for a public service, all should enter and wait in silence, attend and respond with reverence and sincerity, and leave in a quiet and orderly way.

5. If one is late for any activity, one should explain the delay to the person in charge. In the same way, courtesy demands that one should not leave any activity without the knowledge and agreement of the person responsible.

6. It is most important for the benefit of all that each one should respect the property of other individuals and that which is used by all. This means, for instance, taking great care not to damage furniture, games equipment, or other school material; using library books correctly and unselfishly, and avoiding damage to flowers, shrubs and trees. All pupils must follow pathways.

7. At all times we must show respect for one another by care for the health and safety of each other and of ourselves. Rough and disorderly behaviour especially in such places as the swimming pool is not appreciated and can be very dangerous. No wrestling. No bickering and screaming.

The care and thoughtfulness of each is the good and happiness of all. Let us work together so that the effort of all may be the benefit of each.

The interpretation of these rules and regulations rest with St. John's High School.