



SECONDARY SCHOOL

'A Leading Provider of World-Class Holistic Education'

SCHOOL RULES AND POLICIES

✓	LEARN the School Rules and Policies!
✓	UNDERSTAND the School Rules and Policies!
✓	COMPLY

Our policies are there to help us create standards of quality for learning and for the safety of our most treasured learners.

Our School rules are there to protect all learners regardless of their gender, creed, stature, colour, etc., and provide a peaceful and stable learning environment and good relationship / co-existence in our School.



LAKE ROAD PTA SECONDARY SCHOOL RULES AND POLICIES

A. PREAMBLE

Believing that freedom is essential to growth and maturity, the School limits its rules and regulations to those considered essential to the community's well-being. In the spirit of being an educational institution in a Christian Nation - Zambia, Lake Road PTA School while tolerant to other forms of religious expression as guided by the Constitution will endeavour to advance the Christian values contained and espoused by the Republican Constitution to the limit and extent permitted by the Constitution.

Pupils who violate the expectations and standards in this document are accountable for their behaviour. The principle of accountability is basic to providing a climate which encourages pupils to take responsibility for their own actions. Therefore, erring pupils can be counselled, advised and disciplined accordingly to ensure adherence to regulations referred to herein. The guidelines and rules that follow will apply to all pupils enrolled to Lake Road PTA Secondary School. Every pupil must obey and follow the rules and guidelines stipulated herein.

B. OUR GUIDING PRINCIPLES

You are required to observe the following principles at all times.

These principles must be understood together with the School policies and guidelines.

1. I shall attend all lessons on the time table in all my subjects and sit all examinations/tests as prescribed by the teacher/s in those subjects. I will follow and adhere to the daily routine as time tabled.
 2. I shall correctly wear the prescribed uniform and report to School well and neatly groomed.
 3. I shall participate in all School programmes be they academic, co-curricular or otherwise.\
 4. I shall do all my homework and any other School assignments and hand them in on time.
 5. I shall not leave the School premises without permission from the School authorities.
 6. I shall keep away from areas that are considered to be out of bounds, unless with permission.
 7. I shall be expected to be kind and show respect towards all staff and my fellow pupils. I shall always behave in an acceptable manner both in School and away from School.
 8. Visitors wishing to see me during School time should report to the School Administration for permission. I am not allowed to communicate with parents/guardians or any other outsider during School time for any reason – sickness, accidents, greetings, etc., except through the Administration office.
 9. I shall care for all School property and be responsible for all my personal items.
 10. I shall attend all School assemblies or gatherings as required by the School.
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SCHOOL RULES AND POLICIES

1.0 SCHOOL UNIFORMS 1.1

Boys

- 1.1.1 Black trousers worn with a black belt that has a plain buckle.
- 1.1.2 White cotton long - sleeved shirt with School logo.
- 1.1.3 Blue cotton long - sleeved shirt with / without School logo - *for Prefects only*.
The uniform for prefects may be changed from time to time as the School may deem it fit.
- 1.1.4 Green blazer with School logo.
- 1.1.5 Plain black socks or black socks with white edging.
- 1.1.6 Neck tie: Green with white stripes.
- 1.1.7 Black V-neck shaped pullover with School logo or black fleece with School logo.
- 1.1.8 Plain pair of black non-pointed School shoes. No moccasins are permitted.

1.2 Girls

- 1.2.1 Checked green/blue skirt – approximately 13 cm below the knees (length).
- 1.2.2 White cotton long - sleeved shirt with School logo.
- 1.2.3 Blue cotton long - sleeved shirt with / without School logo - *for Prefects only*.
The uniform for prefects may be changed from time to time as the School may deem it fit.
- 1.2.4 Plain black knee-length stockings or black knee-length stockings with white edging.
- 1.2.5 Only plain black leggings shall be permitted only in the second term of the year.
- 1.2.6 Plain black School shoes. No moccasins and no pumps are permitted.
- 1.2.7 Black V-neck shaped pullover / cardigan with School logo or black fleece with School logo.
- 1.2.8 Neck tie: Green with white stripes.

All pupils shall wear the uniform smartly and neatly – Sagging of any form is not allowed.

2.0 PHYSICAL EDUCATION ATTIRE

Boys and Girls

- 2.1 White Golf T-shirt with School logo.
- 2.2 Blue mesh-short.
- 2.3 Track suits: Navy blue with School logo.
- 2.4 Any of the following sneakers / training or running shoes shall be permitted:
 - 2.4.1 Plain white or plain black or plain navy blue; or
 - 2.4.2 Blue with red stripes; or
 - 2.4.3 White with navy blue; or
 - 2.4.4 White with black stripes; or
 - 2.4.5 Black with white stripes; or
 - 2.4.6 Navy blue with white stripes.

3.0 HAIR STYLES, JEWELLERY AND MAKE-UPS

3.1 Girls' Hair Styles

3.1.1 Wigs, dyed hair, dreads, weave and extensions are not allowed.

3.1.2 Plain corn rows (mukule) or/and mukule with wigs tied in a bun in the middle are allowed, not bulky.

3.1.3 Only black hair bands are allowed.

3.1.4 Braids are not allowed.

3.2 Boys' Hair Styles

3.2.1 Boys' hair must be short and natural, well-trimmed, evenly-trimmed and combed or brushed.

3.2.2 Keeping of moustaches and beards is not allowed.

3.3 Jewellery and Make-Ups

3.3.1 Make-ups, nail polish, jewellery, bangles (wristlets, armlets or bracelets), etc., are not allowed.

3.3.2 One pair of simple, plain, round studs may be worn by girls only.

3.3.3 No piecing of ears or noses shall be carried out in School premises.

3.3.4 Nose rings are not permitted.

4.0 CONDUCT, HABITS AND BEHAVIOUR

4.1 Silence must be observed in the classrooms and corridors.

4.2 At class change-over, pupils must move in an orderly manner on the right side.

4.3 Immoral behavioural patterns are not allowed. These include sitting on laps of the opposite sex, kissing, embracing, hugging, intimate relationships, etc.

4.4 Smoking, alcohol drinking and drug taking or drug abuse and being in possession of any smokeables, alcoholic beverages and banned substances are prohibited and the offence/s constitute/s dismissal.

4.5 All pupils must endeavor to keep classrooms, corridors and premises clean.

4.6 Pupils must be courteous (polite / well-mannered) at all times.

4.7 Respect and obedience to all teachers, ancillary workers, fellow pupils and prefects are cardinal for all pupils to build good human relationships. Aggrieved pupils should seek redress through their grade teachers. Any physical confrontation with a teacher will not be condoned and if so, it is at one's risk of being suspended or dismissed from School.

4.8 Pupils will stand up quietly when a teacher or visitor enters their classroom and greet the teacher or visitor in an orderly manner.

4.9 Pupils are not allowed to receive visitors without prior permission from the Head Teachers' Office. No pupil may be visited during a teaching lesson. All visitors must request permission to see a pupil from the Head Teacher's Office. The School

authorities shall not allow such a pupil to be seen alone by the visitor/s but shall appoint an appropriate member of staff to be part or to witness the interaction.

- 4.10 Pupils are not allowed to take visitors around the School premises without permission from the Head Teacher's Office.
- 4.11 No pupil will be allowed to leave the School premises for any reasons except with express permission by the Head Teacher.
- 4.12 Pupils are not allowed to drive a motor bike or vehicle on the premises at any given time regardless of whether they have a driving license or not.
- 4.13 Prohibited items brought into School will be confiscated and will attract a penalty as recommended by the School.
- 4.14 Writing of graffiti is strictly forbidden.
- 4.15 Carrying weapons such as knives, screw drivers, fireworks/ fire crackers or any articles that may cause injury to others is strictly forbidden.
- 4.16 Viewing, showing or distributing any pornographic materials is strictly prohibited.
- 4.17 Radios, cameras, phones, tablets, and other electronic/electric gadgets should not be brought to school without permission.
- 4.18 Socially unacceptable behaviour of fighting is not allowed. Pupils involved in such behaviour may be suspended for ten school days pending review of their case.
- 4.19 Stealing is strictly forbidden and pupils involved in cases of stealing shall immediately be dealt with. Depending on the circumstances, cases involving stealing may automatically warrant a suspension pending review of the case.

5.0 ATTENDANCE AND PUNCTUALITY

- 5.1 All pupils are expected to be at School every day of the term. In the event of absence, a pupil must bring a letter explaining the reasons of the absence and must be signed by the father/mother/guardian or medical doctor. All pupils must be in School by 07:15 hours. Pupils who report to School after 07:20 hours, more than two times in a week, without valid reason/s or explanation, will be sent back home.
- 5.2 Pupils must report for all School activities punctually. Registration takes place at 07:20 hours on each School day.
- 5.3 All pupils are expected to participate in sports and club activities.
- 5.4 All pupils must wear the prescribed sports attire during sporting activities.
- 5.5 Attendance is compulsory at all official School functions. Pupils must be in their School uniform.
- 5.6 Loitering / idling in between classes is not allowed.

6.0 LIBRARY AND ASSEMBLY / SCHOOL HALL

- 6.1 Silence must be observed at all times in the library.
- 6.2 All pupils must strictly observe the rules and regulations of these places as laid down by the School.
- 6.3 No unauthorized entry is allowed.

7.0 BOUNDARIES

- 7.1** Pupils are not allowed outside the School premises without permission before knocking off time.
- 7.2** The library, laboratories, storerooms, swimming pool, technical drawing room, staff room, computer room and primary School section are all out-of-bounds. Pupils may only enter those areas if accompanied by a teacher or granted express permission by a member of staff.

8.0 LANGUAGE

The official language of the School is English and no other language may be spoken on the premises except French.

9.0 MISCELLANEOUS

- 9.1** Pupils must respect and care for School property such as desks, chairs, tables and textbooks. Pupils found maliciously damaging any of the School property shall be punished and fined for replacement of the damaged property.
- 9.2** Pupils are expected to sing the National Anthem at School Assemblies and at other gathering as prescribed in the Zambian Constitution.
- 9.3** All pupils must submit their homework, duly signed by their father/mother/guardian in time.
- 9.4** Pupils shall return all documents and/or materials that are requested for by the School.
- 9.5** Pupils are expected to pass on all communication and/or correspondence addressed to their parents/guardians without fail. Such communication/correspondence shall not be opened by the pupil where it has been placed in a sealed envelope and addressed to the parents / guardian.
- 9.6** Pupils shall observe all rules and norms of the School that may not be written down herein.

10.0 PARENTS

Only registered parents/guardian shall be allowed to collect official documents from the School e.g. School reports, transfer requests etc. Anyone else will not be attended to, unless there is written consent from the parent / guardian.

11.0 PERSONAL ITEMS

Pupils shall be individually responsible for all their items.

12.0 LOST ITEM

Any lost item, including money, found lying loose in our environment or left in an area of School jurisdiction such as the School bus, car park, shelter and playgrounds, must be reported and handed over to the School administration.

13.0 ACADEMIC PERFORMANCE

13.1 It is a serious offence for any pupil to refuse or fail, without any valid reason, to write any prescribed class exercise, tests and/or examination.

13.2 Any pupil whose academic performance is below standard or has not shown any commitment and improvement in the year shall be considered ineligible to proceed to the next grade.

14.0 AMENDMENTS

The above-mentioned rules and policies or regulations may be amended by the School authority at any time.

NB: The offender has the right of appeal.

#	DESCRIPTION OR NATURE OF OFFENCE	DISCIPLINARY ACTION OR PENALTY		
		1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE
1	Theft, attempted theft and being in possession of stolen property	Recorded warning and counselling Call parents	Final recorded warning and counselling Call parents	Recommend transfer from Lake Road PTA School
2	Failure to wear correct School uniform and P.E. attire	Counselling by class teacher Recorded warning	Call parents and 2 nd recorded warning	Recommend suspension for two weeks followed by transfer from Lake Road PTA School for non-compliance
3	Wearing (a) Wrong hair styles (b) Jewellery, fancy earrings, fingers and toe nail polishing	Counselling by class teacher Recorded warning Confiscate the wrong attire	Counselling Call parents and recorded warning	Recommend suspension for two weeks or transfer from Lake Road PTA School for further non-compliance
4	Absence from School without permission /and leaving the School grounds, whilst at School without permission	Explanatory note should be demanded and counselling	Counselling Call parents and recorded warning	Recommend suspension for two weeks or transfer from Lake Road PTA School for further non-compliance
5	Vandalism – damage to School property or any other property	Pay for full damage and counselling Call parents	Counselling and suspension from School for two weeks	Recommend transfer from Lake Road PTA School
6	Graffiti on walls of class rooms, toilets or any other School/personal property	Cleaning / Painting or replacing Call parents	Call parents Suspension for 10 school days Recorded warning counselling	Recommend transfer from Lake Road PTA School
7	Poor personal hygiene. Failing to keep body and attire clean.	Counselling by class teacher	Call parents	Recommend transfer from Lake Road PTA School
8	Failure to do homework	Counselling by class teacher and other teachers concerned	Counselling Call parents and recorded warning	Recommend suspension for two weeks.
9	Irregular or failure to attend co-curricular activities.	Counselling by class teacher and other teachers concerned	Call parents and recorded warning	Recommend transfer from Lake Road PTA School

10	Trespassing, Loitering, Littering and being found in restricted areas	Counselling. Educational or productive manual work	Call parents and recorded warning	Recommend suspension for two weeks.
11	Cell phones, Radios, cameras, phones, iPods, and other prohibited items	confiscate the item and return at end of the Term at a fee of K200.00	Confiscate item and no return	Recommend transfer from Lake Road PTA School
12	Poor academic performance	Counselling from teachers concerned	Call parents and recorded warning	Recommend transfer from Lake Road PTA School
13	Perpetual late coming	Call parents and warning	Detention Final warning	Recommend transfer from Lake Road PTA School
14	Prohibited Habits	Counselling	Call parents and recorded warning. Suspension from School for noncompliance.	Recommend transfer from Lake Road PTA School
15	Insubordination	Explanatory note should be demanded and counselling	Counselling Call parents and recorded warning	Recommend suspension for two weeks
16	Bullying, Using abusive language verbal or written	Call parents Recorded warning Counselling	Suspension for 10 school days Final warning Counselling	Recommend transfer from Lake Road PTA School
17.	Drug & Alcohol abuse	Call parents Suspension for 10 school days Recorded final warning Counselling Expulsion for serious cases	Recommend transfer from Lake Road PTA School	
18	Fighting	Call parents Suspension for 10 school days Recorded final warning counselling	Recommend transfer from lake road PTA School	

DECLARATION

I _____ (pupil's name) have read the above rules and regulations and I agree to abide by them.

Date: _____

Parent/Guardian signature _____

Pupil's signature _____

DECLARATION COPY (RETURN TO THE SCHOOL)

I _____ (pupil's name) have read the above rules and regulations and I agree to abide by them.

Date: _____

Parent/Guardian signature _____

Pupil's signature _____