



Thrive in Knowledge, Thrive in Life

RULES AND REGULATIONS CONCERNING STUDENT CONDUCT AT THE MILLENNIUM GLOBAL INTERNATIONAL SCHOOL

The School constantly seeks to improve the working attitudes, co-cooperativeness and good manners of its students.

The working spirit of the School must be that of mutual respect and community-mindedness. Students occasionally need strong handling, but correction should not lead to loss of hope or dignity. Consequently, the code of conduct of the School is neither regimented nor excessively liberal. Staff will actively teach the manners, responses and values we expect of our students. We believe strongly in our students being well mannered, helpful, responsible and honest. Indeed, successful outcome of this will depend on continued adult intervention, promptly, directly and consistently. Whilst our main concern is the welfare and good progress of every student, regard for the diversity of the student body is important.

Parents/guardians are requested to take careful note of the School's code of conduct specified here below, and make the time to ensure students understand and abide by it at all times.

1. ABSENCES FROM SCHOOL

Parents/guardians should ensure students are as regular as possible in attendance. Any absence must be substantiated by a note signed by the parent/guardian. In case of medical reasons, an appropriate medical certificate must also be attached to the note. Such notes must come in the very next time the child returns to School from his/her absence.

If a child is to remain absent from School due to a family function, permission must be sought from the School in writing, **in advance** of the date of the function and consequent absence.

If any student needs a leave of absence from the School during any term in order to travel, permission must be sought from the School, in writing, well in advance of the date of such trips and consequent absences. The School will not usually grant permission unless the reason for travel is considered as urgent or important. Also, in such cases, parents/guardians must ensure that full School and Activity Fees for the term are paid and the date of return, as agreed upon by the School, is honoured.

Medical and dental appointments will not be allowed during School hours and parents/guardians are requested to schedule such appointments outside of School times.

The School expects all students to be present on the opening day of each term. Dates of the School calendar regarding holidays and opening days should be noted. Any student who does not return to School on the opening day of term may not be allowed to continue in School.

The School reserves the right to return any child home if in breach of any of the above.

2. LATE COMING

Late coming is frowned upon as we do open later than most other Schools. All students are required to be within the School premises before 8 20am. At 8 30am, the gate will be locked and anyone arriving thereafter will be classified as **late**.

Please note, verbal excuses from students will not be accepted. If there is a genuine reason for being late, the parent/guardian/driver will be expected to come in and explain the same to the Discipline Master.

Students from Years 7, 8, 9, 10 and 11 will be sent back home if late more than two times in a term. Thereafter, any further instances of lateness will lead to suspension for a week, followed by expulsion.

Students in Year 12 and 13 will be sent back home any day they are late. This will only be done a maximum two number of times. Any further instances of lateness will lead to suspension, followed by expulsion.

3. MOBILE PHONES

Students may carry only the very **basic** types of mobile phones to School, valued at Ksh 5000 or less. Any expensive mobile phones carried to School will be confiscated.

All mobile phones must be deposited with the authority designated by the School prior to attending the first lesson of the day. Mobile phones may be collected when leaving for home at the end of the School day. If this is not done, for whatever reason, and if the phone is found in the student's possession during the School day, the phone will be confiscated.

It will be at the discretion of the School whether or not to return any confiscated mobile phones to parents/guardians. Upon admitting the child in this School, the parent/guardian accepts and agrees that the School may confiscate a mobile phone from the student if any of the above are breached and may choose not to return the same. In such cases, the parent/guardian will not take any steps, legal or otherwise, to recover the mobile phone from the School, and unequivocally accept that the said mobile phone henceforth belongs to the School

The School takes no responsibility for the loss of any mobile phone whether deposited or not, and takes this opportunity to request parents/guardians not to send children to School with mobile phones are far as possible.

4. LAPTOPS

All students from Year 7 to 13, must carry their wifi-enabled Laptop to school every day. Students without a laptop will be sent back home for the day.

Laptops may only be used in class, under supervision of subject teachers. Use of Laptops during the breaks and at hometime is strictly prohibited, and will result in confiscation of the laptop in question.

Downloaded content from home e.g. music videos, films, games, etc is strictly prohibited from being watched/used on laptops in school. Parents/Guardians are requested to ensure that even at home, laptops are being used strictly for educational purposes only.

Any misuse of laptops will result in confiscation of the same, to be returned only at the end of the term.

Parents/guardians should note that school wifi has been specially conscripted to disable and disallow any kind of access to social media, and non-educational platforms.

5. DISCIPLINE

The School has five major forms of discipline which are described here below. By admitting the child into this School, the parent/guardian will accept any of these disciplinary sanctions as decreed by the School upon the child and will not oppose the School in the implementation of the same.

a. Detention

A thirty minute detention will be given during the lunch break for the following misdemeanours. The said detention will be overseen by prefects and will consist of physical exercise and/or writing of lines.

- i. Incorrect uniform, including sports kit.
- ii. Littering classrooms, eating in classrooms
- iii. Misbehaviour in the prep court
- iv. Coming late to school (Years 7, 8, 9, 10, 11 only)

b. Incident Slip

An incident slip will be issued by a teacher/Discipline Master to a student for any of the following misdemeanours:

- i. Noisemaking in class
- ii. Distraction of lessons leading to be asked to leave any particular class
- iii. Not completing homework assignments and/or handing in work for marking when due
- iv. Not carrying correct equipment, books etc to class as required by the teacher
- v. Refusal to attend a detention and/or refusal of obeying directions given by prefects

ONCE A STUDENT HAS RECEIVED THREE SUCH INCIDENT SLIPS, THE PARENT/GUARDIAN WILL BE EXPECTED TO COME IN AND SEE THE HEAD DON OF THE SCHOOL. ANY FURTHER INCIDENT SLIPS THEREAFTER WILL LEAD TO A ONE WEEK SUSPENSION FOLLOWED BY EXPULSION.

c. **Demerits**

<u>Misdemeanour</u>	<u>Number of demerits</u>
Chewing gum	3
Loitering	2
Foul language	4
Graffiti	6
Misbehaviour at the Tuck Shop	3
Returning from absence without a note	3 (per day until note is received)
Misbehaviour in the library, computer lab, science labs (art gazebo)	3
Misbehaviour during sports lessons	3
Excessive noisemaking during breaks and after school	3
Littering school grounds during breaks	3

Upon accumulation of ten demerits, a **Warning Letter** will be sent to the parent/guardian. Accumulation of twenty demerits will lead to a one-week suspension. Any further demerits thereafter will lead to expulsion.

d. **Suspension from School (Period of suspension will be at the discretion of the School)**

Students will be officially suspended from School for a specified period in the event of any of the following misdemeanours:

- i. Coming late to School more than two times (Years 8, 9, 10, 11) and more than once (Lower/Upper Sixth)
- ii. Obtaining a fourth Incident Slip (see section on Incident Slips above)
- iii. Obtaining twenty demerits (see section on Demerits above)
- iv. Rudeness towards any teacher, Discipline Master, Administrative Staff and/or Ancillary Staff of the School.
- v. Physically fighting with any student of the School
- vi. Bullying any student of the School
- vii. Rudeness or bad behaviour in front of any visitors to the School, including any parents/guardians visiting the School.
- viii. Playing truant i.e. absconding from School and/or missing any lesson or activity deliberately.
- ix. Refusal to attend any official School function and/or activity during which attendance is compulsory.

Once a student returns to School from an official suspension, a single further misdemeanour may result in expulsion

e. **Expulsion (defined herewith as Serious Offences)**

The Director of Academics and the Director of Finance may, at their discretion, decide to expel permanently a student from this School in the event of any of the following serious offences:

- i. Rudeness to the Head Don, Director of Academics, Director of Finances
- ii. Physically assaulting the Directors, Head Don, Teachers, Administrative Staff and/or Ancillary Staff employed at the School
- iii. Cheating in tests or examinations

- iv. Posting rude, derogatory and/or defamatory comments about the Directors, Head Don, Teachers, Administrative Staff and/or Ancillary Staff employed at the School, or about the School in general, on the Internet including Facebook and Twitter, or making any such comments to the Media.
- v. Smoking, drinking alcohol, chewing tobacco on the School premises or outside of the School whilst in School Uniform or on a School sponsored outing or trip.
- vi. Being found in possession of drugs, alcohol, cigarettes, tobacco, pan masala, or any other illicit substances in school.
- vii. Theft of any items/property belonging to the School, its employees or to any student of the School.
- viii. Defacement, damage and/or vandalism of School property.
- ix. Selling and/or distributing drugs, cigarettes, alcohol or any other such substances in School
- x. Carrying pornographic material and/or any kinds of weapons including sharp knives to School.
- xi. Obtaining any detention, demerit, Incident Slip after returning from an official suspension
- xii. Strong verbal abuse and racial remarks
- xiii. Sexual harassment of any student
- xiv. Wilful, consistent absenteeism from School

The Directors of the School reserve the right, without giving any reason whatsoever, of the immediate withdrawal of any child from the School at any time.

An appeal may be made in writing addressed to the Chairman of the Board of Directors of the School to reverse a decision to expel any student from the School. However, such appeals are usually unsuccessful as decisions of expulsion are only taken after considerable thought and gathering of evidence.

6. **MOTIVATION**

We believe strongly in giving credit where it is due. The following is a list of merits that will be issued to students:

<u>Action</u>	<u>Number of Merits</u>
Greeting staff	4
Politeness to staff	3
Completing homework well	3
Good performance in tests or exams	3
Helpfulness during school activities	4
Participation in school activities	4
Smart grooming or uniform	4
Helpfulness to visitors	5