



GREENLIGHT GIRLS HIGH SCHOOL

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SCHOOL RULES

INTRODUCTION

Welcome to Greenlight high School. We are glad you are here. You are an important person to us. This Hand Book is to give you the necessary information so that you may adjust smoothly to the life style of the school. Refer to it as much as possible as your guide. Greenlight high School would like you to develop into a good, responsible and patriotic citizen of your country. We wish you well and enjoy your stay.

School Philosophy:

The school seeks to foster a balanced system of education to enhance the development of the physical, social and intellectual capabilities of the learner.

Mission Statement:

To provide quality education that offers a balanced physical, mental, moral, social and vocational education in order to produce dependable and responsible citizens.

VISION

To be a leading educational institution in east Africa nurturing the mental, physical and social faculties for self reliance

School Motto:

The School's Motto is: **"Excellence is our pride."**

Purpose of this handbook:

The purpose of this handbook is to provide you with basic information about the school and principles that the school holds as core values in her operations. We would encourage you to read it carefully so that you understand how the school functions.

Geographical Location:

The Campus is located at **Plot number 01 Madale Mivumoni Kwa Mwenda. It is 6km from Tegeta Kibaoni** stands of **Bagamoyo** road just after the **Wazo hill Cement** industry in Kinondoni District Dar -es -salaam Tanzania.

Curriculum:

Greenlight high School operates within the curriculum framework provided for by the Government of the United Republic of Tanzania covering the following subjects:

Mathematics, Physics, Chemistry, Biology, English, Kiswahili, Civics, Geography, History, Book Keeping, Commerce,

Extra Subject:

In addition to the basic subjects for secondary, the school offers **computer** lessons from form one through to form six . The school will also be having **Guidance and Counseling Services Every Week.**

School Schedule:

The School operates from 5:00 am to 10:00 pm every day from Monday to Friday and from 6:00 am to 9: 00 pm on weekends. It is important that the school time table is observed at all times.

Classroom:

- It's your duty to ensure individual differences are tolerated and the opinions of others respected.
- Observe all classroom rules as set by your class teacher.
- Maintain order and cleanliness in your classrooms

Dormitory life:

- **The matron is the key leader in the dormitory.**
- The dormitory is there for you for sleep
- You are not supposed to be in the dormitory during class time
- Never remain in dorm when others are out for school routine
- Food should not be taken into the dormitory
- Maintain cleanliness and orderliness in your dormitory
- Shouting and disturbing others in the dormitory is unethical
- Respect the dorm mothers who take care of you in the dorm.

Relationships:

A. To God

God is our Creator. We live because He lives. You will be given opportunity to worship Him on your day of worship. Thus, you are encouraged to:

- Develop a growing relationship with God through much prayer, study of His word and fellowship.
- Show reverence during all religious gatherings.
- Attend to your religious meetings punctually.
- Participate actively in the spiritual programs
- Make full use of every opportunity that Greenlight high School offers you to develop spiritually.

B. To yourself:

Remember that you are created by God. He has a plan for your life. You are expected to develop physically and intellectually so that you can fulfill His plan for your life. Thus:

- You must exercise exceptional personal discipline.
- You must plan your time well for academic works at your disposal.
- You must attend to all school programs as scheduled.
- Strive to do good works all the time.
- Get involved in extra curriculum activities.

C. To others:

Remember that no man is an island. In many ways your life touches many other lives. Let your life contribute to the happiness of others. May it bring encouragement together with renewal of body, mind and spirit. Thus:

- It is expected of every student to be loving, patient, courteous and friendly towards all people.
- You will not bully or fight with anyone.
- Staff and visitors should always be greeted courteously.
- It is good manners to stand up when greeting staff and visitors/strangers.
- You must show respect to all those in authority and the elderly – prefects, teachers and administrators.
- You must Endeavour to live in harmony not despising or belittling anyone because of race, cultural or religious differences.
- You must also not ridicule those who may have difficulties in learning.
- You will also not be expected to tempt someone to morally unacceptable behavior.

D. To property and the environment

When you maintain a healthy relationship with your God, yourself and others, you will also treat with respect the things around you.

- If you damage anything either for the school or somebody else, you will be held responsible.
- You are expected to report yourself to the administration for any damage. This is much better and prudent than to be reported by, or found out by someone else.
- Do not play with the fire extinguishers.
- Please keep your hands off vehicles and any machines in the school unless it be for leaning purposes where the teacher will be supervising.
- The staff room is out of bounds except with permission.
- You must not be in the computer room, laboratory without supervision of a class teacher or any staff.

Authority:

Here at Greenlight high School we have your total development at heart. In order for you to reach your potential, it is necessary that you respect authority and give us your full co-operation.

RULES AND REGULATIONS

The following School Rules and Regulations shall be binding on every student both during her stay at School and outside school provided she is still a member of GREENLIGHT HIGH SCHOOL.

It is important that the student and Parent/Guardian read carefully these rules and regulations and when they do agree to abide by them, then they (Parent and Student) shall sign the declaration form attached at the back.

1.0 BEGINNING OF SCHOOL TERM

All students MUST be escorted by the registered parent/ guardian on the scheduled dates of opening the school between 8:00 a.m. and 5:00 p.m.

On reporting, all students must register with the Deputy Headmaster's Office, Accounts Office, Class teacher and then the Matron. Any important information regarding academics and the health of the student should be officially communicated to the school by the parent/guardian. Failure to register is an offence.

- 1.1 A student who reports without a parent/guardian shall not be received.
- 1.2 Any student who does not report on the official day as stipulated shall be required to be accompanied by her parent/guardian at the time of reporting to the School. And provide genuine reasons for not reporting in time.
- 1.3 Students must always use the main School gate to and from School. A student breaching this rule shall face disciplinary actions which may involve suspension out of school for not less than one week.

2.0 SCHOOL FEES

- 2.1 School fees shall be paid in the bank on the stipulated School Accounts.
- 2.2 Bank drafts or bank slips shall be presented to the Bursar immediately on arrival at the School. A reporting form shall be obtained from the Deputy Head teacher before a student shall proceed to the dormitory and or class.
- 2.3 All financial issues shall be handled by the Headmaster together with the parent/guardian of the student.
- 2.4 Any student without a clearance form from the Bursar or Deputy Head teacher shall not be admitted in the class or dormitory and shall be denied school facilities/accessibility to the school.
- 2.5 The school shall not be held responsible for the school fees lost by a student while at school or on the way to school.
- 2.6 Misuse of school fees by the student is an offence dealt with by the Disciplinary Committee.

3.0 THE OFFICIAL LANGUAGE

The official Language of the School is **ENGLISH**. All students therefore must use **ENGLISH** in their day-to-day communication and interactions at school. Breach of this rule will lead to instant punishment decided upon by the authorities at hand.

4.0 ACADEMIC PERFORMANCE

- 4.1 All students shall be required to do all class exercises, assignments, tests and examinations at the scheduled time.
- 4.2 Dodging of assignments, exercises and examinations will not be allowed hence shall lead to disciplinary actions.
- 4.3 Fraudulent practice like copying in examination rooms shall be an offence and may lead to termination of the candidate in question.
- 4.4 A student who fails to obtain the standard average mark will be required to repeat the particular class. However, prior to that, she will be warned and where necessary the parent/guardian will be invited to the school for a discussion.
- 4.5 Report forms must be taken to the parents to check on the student's performance.
- 4.6 The school normally holds general academic consultations once every term. A particular date is set and parents are informed about it. On such a day, parents and students will meet with their teachers and consult various subjects. Failure to which the student will be required to go home and come with the parent.

5.0 OBEDIENCE TO SCHOOL AUTHORITY

- 5.1 All authority right from the top School Administration, staff and students' leaders (Prefects, Monitors and Captains) must be respected, obeyed and honored. Any disrespect or contempt of authority is punishable by a suspension or an indefinite suspension depending on the magnitude of the offence.
- 5.2 Students' leaders (Prefects, Dormitory leaders and class captain) have the right to report any student found in mistake **BUT** not give punishment. They should forward all cases to the member of staff on duty or the School Administration.

6.0 SCHOOL TIMETABLE/PROGRAM

- 6.1 No activity or assembly of any nature is allowed in the school without the permission from administration.
- 6.2 Class attendance and homework are compulsory for every student while prep is **MANDATORY** for every student. Students **MUST** do their prep in the designated rooms.
- 6.3 While we appreciate all religions Prayers organized at awkward times shall be a breach of the School Regulations and shall not be allowed. Individual prayers may be allowed on condition that they are conducted within the school premises and do not interrupt other students and the rest of the school programs.
- 6.4 School program opens at exactly 5:00 a.m. morning preps during a working day. Evening preps begin at 7:30 p.m – 10:00 p.m. from Monday to Friday. Preps shall be shortened on weekends .
- 6.5 All students **MUST** attend all school assemblies organized by the School Administration.

6.6 Late coming, misconduct or absenteeism during the above school activities without reasonable excuse or permission, shall lead to a punishment or indefinite suspension in case of persistent misconduct.

7.0 SCHOOL PROPERTY

- 7.1 School facilities such as buildings, furniture, glasses, books, sports equipment, Laboratory apparatus, Computers, dining hall equipment, school machine and vehicles e.t.c. Must be used responsibly. Students who misuse/vandalize school property shall compensate for the loss or damage done.
- 7.2 All School property **MUST** be respected and protected. Any damage to school property should be reported to the prefects, teacher on duty or School Administration.
- 7.3 Malicious damage of any school property will lead to a 2 weeks suspension on top of requiring replacing the property damaged or destroyed.
- 7.4 Furniture **MUST** not leave its respective rooms at any time except with the permission of the teacher concerned.
- 7.5 Inscribing on school buildings or property is prohibited. A student caught in the act will be required to replace the furniture spoilt or mend or buy materials necessary for repairing the relevant school property.
- 7.6 The following places shall be out of bounds to students in the absence of the concerned teachers: Staff room, Laboratories, Computer room, Library, and Offices.
- 7.7 No student shall be allowed in the staff quarters.
- 7.8 Dormitories shall be out of bounds during class time, prep, school assemblies and other school programs. Any student found in the dormitory during this time will be punished.

8.0 UNIFORM AND DECENCY

- 8.1 Full School Uniform shall be used on School days and during academic outings, T-shirts, shamba dress will only be used after classes, and weekends
 - (i) Students shall put on light blue short-sleeved blouses; deep green skirts; a green with white strips necktie and dark green school sweater.
 - (ii) Slitted skirts (uniform) shall not be allowed in school, if found with any will be confiscated and shall only be returned at the end of the year.
 - (iii) Balancing of the pair of skirts is prohibited and is punishable.
- 8.2 Tampering with the school uniform in any way shall be an offence leading to confiscation and buying a proper one.
- 8.3 No other attire should be brought to school or worn outside classes apart from the school T-Shirts and sports shorts provided by the school – if non-uniform is found with a student will be confiscated and only returned at the end of the year.
- 8.4 Students leaving school or reporting back from their homes **MUST** be dressed in their full school uniform.
- 8.5 Ornaments such as earrings, ear pins, necklaces, long fingernails, bracelets, rings, cutex, lipstick, bangles, **MUST** not be worn at any one time while at school.

- 8.6 Any student who shall breach the above rules or dressing code shall face disciplinary action which may involve confiscation of unwanted property; suspension for at least one week depending on the magnitude of the offence or indefinitely upon failure to change.
- 8.7 Only low-heeled closed black shoes and long white stockings **MUST** be worn during class time. Sandals should never be worn beyond the dormitories. Open shoes and rubbers should only be used after classes and weekends.
- 8.8 Disorderliness including being shabby, having unkempt hair untidy and failure to put on a school uniform will be punishable. Failure to reform will lead to disciplinary action by the School Administration.
- N.B:** Bathing, Washing, Polishing shoes, Brushing and Combing hair will fall in this category of tidiness and cleanness.

9.0 SCHOOL MEALS

- 9.1 Students shall eat food/meals prepared by the school.
- 9.2 No special diet will be provided to any student.
- 9.3 Private cooking and boiling in the dormitory is strictly prohibited, punishable expulsion. Gadgets confiscated will not be given back. The school provides **four** meals for all students [breakfast, break tea, lunch, and supper]. No student is allowed to prepare his/her own meal.
- 9.4 Meals shall be served as per the school timetable. Students are expected to be punctual and orderly during school meals, breach of which will lead to disciplinary action.

10.0 ELECTRICAL GADGETS/APPLIANCES

- 10.1 With the exception of flat irons, other gadgets like water heaters, electrical kettles, hot plates, radios, cassettes. TV sets, video tapes, mobile phones, radio calls, etc, are not allowed at school.
- 10.2 Using, carrying or possessing any of the above forbidden gadgets will lead to their confiscation and disciplinary actions.

11.0 VISITORS

- i) Students shall not receive, host, entertain or accommodate any visitor without the Administrators' knowledge and permission.
- ii) During Visiting Days, registered parents/guardians shall not be allowed in the dormitories. No visitor shall carry any alcoholic drink to the school or play loud music or act immorally while at school. The student who will host a visitor carrying forbidden drugs and drinks shall be suspended indefinitely.
- iii) The school has a right not to allow any visitor at the school.
- iv) During external examinations period, parents and other visitors will not be allowed to visit their children. In case of any emergency, only the Headmaster will grant the necessary permission.

- v) Failure by parents (visitors) to abide by the school rules on Visiting Days may lead to indefinite suspension of the student concerned. Further still the visitor shall be regarded as a trespasser.
- vi) On the Visiting Day or in case of any problem at School with any student, the parent/guardian who was registered by the School Administration will be the only one entertained or given audience.
- vii) Parents/guardians who visit students will be required to have an identification card obtained from school.

12.0 OUT OF BOUNDS

- 12.1 Staff quarters are strictly out of bounds for students.
- 12.2 The staff room and Administrative Offices shall be out of bounds to students except with genuine reasons and permission.
- 12.3 The cafeteria shall be out of bounds to students except during meal hours.
- 12.4 All students **MUST** carry their identity cards wherever they are for security and easy identification purposes.
- 12.5 The Science and Computer Laboratories can only be used in the presence of Laboratory attendants or the respective teachers.
- 12.6 Entry in any School Vehicle is only possible with permission from the staff in charge.

13.0 OFF CAMPUS PERMISSION

- i) Students who may need permission start with the Matron, the Deputy Headmaster, gatekeeper and then the Parent signs and the form is returned to the Deputy Headmaster's Office.
- ii) Escaping from school is punishable by an indefinite suspension from school.

14.0 SANITATION

- 15.1 Proper hygiene **MUST** be strictly observed in classrooms, dormitories, dining hall toilets, public places, school compound, etc.
- 15.2 Trespassing together with destruction of vegetation and flowers, dumping waste materials, polythene papers etc, within the school compound is a serious offence.
- 15.3 A high level of personal hygiene shall be expected of every student.
- 15.4 School work program is compulsory to every student.
- 15.5 Any student breaking the above rules shall face disciplinary action by the School Administration.

16.0 DORMITORY USE

- 16.1 Between lights out (10:30 p.m.) and waking up (04:30 a.m.), every student shall be expected to be in her respective dormitory.
- 16.2 Maximum silence shall be observed in the dormitories after lights out.
- 16.3 No student shall be allowed to organize or conduct any party or social activity in the dormitory or at the school without permission from the School Administration.
- 16.4 Burners, lamps, candles, petrol, paraffin, match boxes, cigarette lighters, etc are not allowed in the dormitories otherwise they will be confiscated and the owner suspended for not less than 2 weeks.

17.0 GRIEVANCES

- 17.1 Any grievances or complaints **MUST** be channeled through the established school channels i.e. form/dormitory captain, prefects, teachers, Matrons, Deputy Headmaster or Head teacher.
- 17.2 Fighting or any physical assault of one another or abusing, confiscating/vandalizing/damaging one another's property is unacceptable.
- 17.3 Organizing illegal meetings or mobilizing other students for purposes of defying school authority will lead to indefinite suspension of the students concerned and shall be arrested and handed over to Police for prosecution.
- 17.4 Publication of any materials or magazine for external/internal consumption or circulation of any such materials **MUST** obtain the approval of the Headmaster or the teacher on duty at the school.
- 17.5 Teasing of new or young students is prohibited and punishable by suspension for not less than 3 weeks.

18.0 GRAVE OFFENCES

The following offences shall lead to immediate expulsion of the student(s) in question.

- 18.1 Drinking of alcohol or being in possession of the same on the school compound.
- 18.2 Smoking of cigarettes or marijuana or taking of drugs or being found in possession of the same.
- 18.3 Carrying of any dangerous weapons like a pistol, bullets, grenade, fuel or any lethal instruments like blades, knives, e.t.c.
- 18.4 Forging documents like altering bank slips, reports, pass out chits, e.t.c.
- 18.5 Insulting or assaulting a student, teacher or any member of staff or community.
- 18.6 Violence including teasing and bullying, use of foul (vulgar/obscene) language, hooliganism and fighting.
- 18.7 Theft will lead to the culprit compensating the offended party plus two weeks' suspension for the first offence and indefinite suspension on a second offence.
- 18.8 Indecent relationships among students (Love affairs), being in possession of things like condoms, contraceptives, pornographic materials, Homosexuality and Lesbianism are totally unacceptable.
- 18.9 No leaving school premises without written permission.

19.0 OTHER OFFENCES

- 19.1 Students **MUST** not buy or sell to each other or to any school employee, articles like mattresses, blankets, bed sheets, clothes, books, foods or drinks, e.t.c
- 19.2 No student is allowed to mobilize or collect funds from fellow students.
- 19.3 Borrowing and exchange of items/articles by students is **NOT** allowed at the school. If done, it will be at the owner's risk.
- 19.4 Pocket money shall be kept with the Accounts Office. The school is not answerable for money lost in the dormitories or any other place in school.

MEDICAL FORM

TO BE FILLED IN BY A QUALIFIED MEDICAL PERSONNEL AND THEN MUST BE FORWARDED TO THE SCHOOL

NAME.....

AGE.....

CLASS.....

1. PHYSICAL APPEARANCE:

HEAD: Ringworms should be treated

EYES: _____

MOUTH: Dental problems to be

treated: _____

ABDOMINAL EXAM: (Enlarged liver, spleen and Hernia)

CHEST PROBLEMS: Breathing, asthma etc.

2. OBSERVATIONS:

Blood – MPs _____

Widal _____

VDRL _____

Stool- worms: _____

3. KNOWN SERIOUS DISEASES TO BE OBSERVED

4. PREGNANCY TEST:

RECOMMENDATIONS: _____

NAME OF DOCTOR: _____

HOSPITAL: _____

DATE: _____