Mantove Girls Academy International

The following are most of the rules that **MUST** be observed by all students in the school:

1. Students must be courteous and respectful to all teachers, non-teaching staff, and visitors and to each other. They should always keep left to give room to the approaching fellows and elders.

2. Students must be punctual at the beginning of the term and for all school activities. These include: beginning of classes, meals, sports, clubs and any other activities. Being late for any of the activities above is liable to punishment.

3. Students must be properly dressed in school uniform when reporting for lessons and when going out of school bounds like hospital, public functions etc. Anything clothing other than school uniform worn during lesson times will be confiscated until end of the year.

4. Students are not allowed to chemically treat or have hair platted during school term. The use of cosmetics or any artificial beatification e.g. headgear, caps, bangles, necklaces is strictly forbidden in the teaching area. They will be confiscated and may not be returned.

5. Students must care for all school property. This includes textbooks, desks, chairs, water, electricity, windowpanes and buildings in general. Students will be responsible for any damage they cause and will be asked to pay for it.

6. Scribbling on walls, furniture, textbooks, doors, notice boards and all surfaces is strictly forbidden. If found appropriate punishment shall be given.

7. Going out of the school bounds is strictly forbidden, including staff houses. Any attempt to do so will result in expulsion.

8. No pupil is allowed to stay in the hostel during normal lessons or study time unless she is ill and the Matron is aware of it.

9. Students are not allowed to bring cell phones into the school-hostels and classrooms. All phones brought will be surrendered to the Matron who will keep them till end of the term.
10 Students who feel unwell during lessons must seek permission from the class teacher, the teacher on duty, or the Principal to go to the hostels, Dispensary or Hospital.

11 Visitors will only be allowed on the last Sunday of the month. Parents must take note of this and co-operate fully. Visitors are not allowed to the hostels. Only authorized visitors by parents can visit students.

12 The use of foul language, distribution of unwanted literature and publications, including throwing papers around are strictly forbidden.

13 Students are not allowed to share one bed.

14 Students are not allowed to make noise during learning time, study periods and when lights are out. Disturbances of any kind like moving from one class to another or from one hostel to another during this time is strictly prohibited.

15 No unauthorized lighting e.g. candles, hurricane lamps or any other burners is allowed. (These are fire hazards)

16 Cooking of any nature in the hostels is unacceptable and will lead to expulsion. Consequently, hot plates, electric kettles, paraffin stoves are strictly forbidden. (These are fire and health hazards)

17 Freshly cooked foodstuffs e.g. nsima, rice, chips, relish of any type, fresh maize, vegetables like tomatoes, cabbages and onions are not allowed in the hostels. Fruits like mangoes are also not allowed. Eating in the classroom is strictly forbidden. Any offence will result in suspension.

18 All meals should be taken in the dining hall and at the same time. The kitchen is out of bounds to all students.

19 The school will not provide special diet to any student unless proper medical report is produced.

20 Students who show no interest in learning will be warned and later asked to leave.
21 Students who instigate others to stage a strike will be expelled from school.

22 All Students MUST speak English at all the times and everywhere in the school campus.

23 In case of serious illness, students will be sent to the nearest hospital where they are expected to pay if they have not paid medical fee for their bills.

24 Any medicine carried from home should be brought to the attention of the Matron.

25 No student is allowed to administer medicine to a fellow student without the knowledge and authorization of the Matron.

26 All students must attend extra curricular activities e.g. sports, clubs and weekend activities.

27 Fees must be paid in full before the end of each term and will not be refunded if a student is expelled or leaves school on her own accord.

28 The following offences call for dismissal:
   ◦ Overnight absence or out of school bounds without permission
   ◦ Open defiance of the school authority
   ◦ Teasing, bullying or mocking of new comers
   ◦ Pregnancy
   ◦ Smoking, drinking beer or any alcohol of any kind
   ◦ Stealing of any kind (after investigations)
   ◦ Behaviour /actions that stop other girls from learning.

For any other offences not highlighted above, the school shall use its discretion to administer punishments.