BUJUUKO SECONDARY SCHOOL

Location: Bujuuko – Mityana Road | P.O. Box 27586, Kampala, Uganda
Tel: 0392 553 372, 0702 553 372, 0704 553 372

Kampala Office: 0414 371 116
Email: bujuukossch@gmail.com

SCHOOL RULES AND REGULATIONS

PART I: INTRODUCTION

1. Introduction

1.1. In exercise of powers conferred upon the Board of Directors by the Education (Board of Directors) Regulations, 2008, these Rules and Regulations are hereby issued by the Board this 4th day of February 2026.

1.2. The Board of Directors may from time to time amend these Rules and Regulations whenever it deems fit.

1.3. These Rules and Regulations bind all students while in the school and outside the school during official trips.

1.4. The Rules and Regulations are meant to guide and enable the students to achieve their positive goals while at the school.

2. Interpretation

2.1. In these Rules and Regulations, unless the context otherwise requires:

- “Board of Directors” or “Board” means the Board of Governors of the school.
- “School” means Bujuuko SS.
- “Head teacher” means the Head teacher of the School, and Deputy Head teacher shall be construed accordingly.
- “Staff” means an employee of the school.
- “Student” means a student of the school.

3. Penalties

3.1. The penalties below may be imposed either singly or in combination.

3.2. **Category P.1**

Penalties in this category shall involve one or a combination of the following:

(a) Manual labour, which may involve slashing on the school compound, mopping a floor, high dusting walls, clearing ant hills and splitting firewood.

(b) Writing an offender's apology letter, which shall be filed on the student's file.

(c) Any other punishment designed by the disciplinary committee.

3.3. **Category P.2**

Penalties in this category shall involve one or a combination of the following:

(a) Suspending the offender for up to two weeks. Suspension may be served internally or externally by sending the offender back home. Internal suspension may be served concurrently with manual labour. A suspended offender may be required to present a parent or guardian at the end of the suspension.

(b) Replacement of damaged or lost property.

(c) Payment of monetary compensation for damaged or lost property.

3.4. **Category P.3**

Penalties in this category may include:

(a) Expulsion from the school by the Board of Governors.

(b) Filing a complaint with the police against the offender.

(c) Confiscation.

3.5. **Category P.4**

Where an offender is a Prefect or Captain, or holds any other position of leadership or responsibility in the school, and the penalty imposed on them is suspension, they shall, in addition to that penalty, automatically vacate their position.

3.6. Where more than one penalty is prescribed for an offence, the degree of gravity of the offence committed shall be taken into account in choosing the appropriate penalty or combination of penalties to be imposed on the offender.

PART II: GENERAL RULES

4. General rules

4.1. **Respect and obedience.** Students are expected to respect each other, respect and obey the teachers and all those in positions of responsibility. No form of disrespect shall be tolerated. Penalties are prescribed in P.1(a), P.2(a), P.3(a) and P.4.

4.2. **Leaving the School without written permission (escapism).** The school cannot be held responsible for a student who goes outside the school compound without written permission. Any member of staff may demand written permission from a student anytime, anywhere outside the school compound. On return, the student must sign at the gate and should return the written permission from the Head Teacher's Office. The penalties are prescribed in P.2.

4.3. **Use of substances and anti-social behavior.** No student is allowed to take or consume, or to be under the influence of or in possession of alcohol, tobacco, narcotics and any other intoxicating substances. No student shall engage or coerce another to engage in anti-social behavior such as alcoholism, smoking or use of any drugs, sexual harassment, bullying, etc. The penalties are prescribed in P.3.

4.4. **Fighting.** To ensure harmony and peaceful co-existence in the community, fighting is prohibited. Any culprit shall be summoned by the staff disciplinary committee, which shall investigate the case and make a recommendation to the Head Teacher. The penalties are prescribed in P.3.

4.5. **Teasing/bullying.** No student shall tease or bully another. The school administration understands bullying to include physical or verbal attacks, stealing the property of the victim and forcing them to engage in unlawful acts. Penalties are prescribed in P.2(c), P.4.

4.6. **Vandalism and misuse of school property.** No student is allowed to cause or attempt to cause damage or deface school property, e.g. furniture, or tamper with fire extinguishers or any other gadgets installed to be used during an emergency. No student shall use laboratory chemicals and apparatus for any use other than those for which they are intended. Any authorized use of chemicals and/or apparatus shall be under the supervision of a teacher. Penalties are prescribed in P.2.

4.7. **Prohibited items.** No student is allowed to possess and use prohibited electronic devices like mobile phones, radios, CD players and other audio-playing devices and video recorders. Penalties are prescribed in P.2(a) and P.3(c).

4.8. **Computer and internet abuse.** Misuse of the internet by indulging in profanity, pornography, writing and sending pornographic messages is prohibited. Tampering with computer software and hardware is equally prohibited. Penalty is definite suspension.

4.9. **Lights.** Class captains are responsible for switching off the lights in the classrooms during the day and after preps. Dormitory captains are responsible for switching off the lights in the

dormitories at the relevant times, i.e. during the day and by 11:00pm. To ensure safety, the Prefects should ensure the security lights remain on at night. No student is allowed to misuse the lights. Penalties are prescribed in P.1(a) and P.4.

4.10. **Communication channel.** In case of a common problem affecting a group of students, they shall not approach any member of staff as a mob. This will be seen as confrontation. They must select five (or less) representatives to represent them. All students are free to air their grievances through the established channels such as the prefects' body, meetings, class meetings, suggestion box and other recognized avenues within the school. Penalties are prescribed in P.1(a) and P.2(a).

4.11. **Theft/extortion.** Any student who knowingly steals, receives stolen school or personal property without permission of the owner shall be liable for the act(s). Students shall not surrender their property under threat or undue influence from another. Penalties are prescribed in P.2.

4.12. **Vernacular.** To ensure harmony, students are strongly encouraged to use English as a common language while on the school compound. Vernacular speaking is prohibited. Penalties are prescribed in P.1(a).

4.13. **Visitors.** Students should not entertain visitors except on the official visiting day, which is once a term. However, any parent or visitor may see their son/daughter by visiting the school during office hours. Penalties are prescribed in P.1(a) and P.2(a).

4.14. **Security and safety.** Students shall value life and property and know how to protect it through being cautious and sensitive to any possible danger and loss. Students shall not engage in any act that may endanger their own life or that of others, or cause damage to property. Penalties are prescribed in P.1(a) and P.2(a).

4.15. **Image of the school.** Students shall exhibit a high sense of moral and social responsibility both in and out of school. They shall practise the knowledge and guidance given to them to protect the good image of the school. Any misbehavior or misconduct which may bring dispute to the school shall be punishable. Penalties are prescribed in P.1(a) and P.2(a).

PART III: UNIFORM AND UNIFORMITY

5. Uniform

5.1. The school uniform shall be worn during class hours, at all designated school functions and while getting out of or getting into school. Non-uniform or abuse of uniform shall not be tolerated.

'O' level uniform consists of a white short-sleeved shirt/blouse with a school badge, a pair of black trousers/red skirt and a red neck tie.

‘A’ level uniform consists of a royal blue long-sleeved shirt/blouse with a school badge, a pair of navy blue trousers/navy blue skirt and a navy blue neck tie. All students shall wear black closed shoes, and girls should have knee-length white stockings. All fancy styles of dressing shall not be tolerated within the school compound; this includes putting on hats, necklaces, etc. Shirts must always be buttoned and tucked in; hair should be trimmed. Students shall always use the appropriate places for toilets as well as dustbins for rubbish. Slippers may be used within the dormitory only. Penalties are prescribed in P.1(a), P.2(b) and P.4.

5.2. Students’ hair should be kept short and neat at all times. French cuts, buck brush and shaolin are forbidden. Penalties are prescribed in P.1(a) and P.2(a).

5.3. All boarders must be fully dressed in weekend/out-of-class uniform whenever it is the weekend or after class. Penalties are prescribed in P.1(a) and P.2(a).

5.4. Students must not wear unauthorized jackets, cardigans, sweaters, etc. Penalties are prescribed in P.1(a) and P.3(c).

5.5. All students going out for seminars, games and sports, etc. must be in full uniform and must carry their identity cards for security purposes. Shouting and nasty singing is not allowed on the truck. Penalties are prescribed in P.1(a), P.1(c) and P.2(a).

5.6. All uniforms **MUST** be bought from school. Nobody is supposed to modify or duplicate them. Penalties are prescribed in P.1(a), P.2(c) and P.3(a).

PART IV: DOMESTIC RULES

6. Respect and obedience

6.1. All students must report at school on the first day of the term. Penalties are prescribed in P.1(b).

6.2. The staffroom is out of bounds to all students. Penalties are prescribed in P.1(a) and P.2(a).

6.3. Dormitories are out of bounds to all students during class time and prep time. Penalty is prescribed in P.1(a).

Note: Sick students shall have to get a bed rest from the nurse. Approved by the school administration, warden, Head Teacher. Penalties are prescribed in P.2(a), P.2(c) and P.3(a).

6.4. Dormitories should be kept clean and tidy. Sharing beds is forbidden. You will only sleep in the dormitory allocated to you. Girls are not allowed in boys’ dormitory and vice versa. Penalties are prescribed in P.1(c).

6.5. Students are not allowed in the kitchen. Penalties are prescribed in P.1(a) and P.2(a).

6.6. Classes, compounds, toilets and dormitories are to be cleaned by students. Penalties are prescribed in P.1(a) and P.2(a).

6.7. Maligning, rumor-mongering and backbiting are highly punishable. Penalties are prescribed in P.1(a) and P.2(a).

6.8. All students must ensure proper hygiene and care for the safety of all. Any student who does anything that endangers the safety of self or others or anything unhygienic commits an offence. Penalties are prescribed in P.1(a) and P.2(a).

6.9. All students must have/use personal jerry cans and basins. Penalties are prescribed in P.1(a) and P.2(a).

6.10. Shouting and any form of noise which may disturb the freedom of others are forbidden, more especially on the eve of closing day or the term “KIRO MORE”. Penalties are prescribed in P.1(a) and P.2(a).

6.11. All students must attend Sunday services irrespective of the religious denominations; this is to ensure order. Penalties are prescribed in P.1(a) and P.2(a).

6.12. Lights out must be observed by every boarding student; this will always be at 11:00pm. Penalties are prescribed in P.1(a) and P.2(a).

PART V: EXAMINATION/ACADEMICS

7. Examination malpractice

7.1. All students should observe double margin. Penalties are prescribed in P.1(a).

7.2. Cheating of any nature in examinations is highly prohibited. This will result in instant demotion irrespective of class or term.

7.3. After the examination period, students must continue with the normal school routine, i.e. class, break, lunch, games and preps. Penalties are prescribed in P.1(a) and P.2(a).

7.4. All students must observe the sitting plan instructions and directions governing examinations. Penalties are prescribed in P.1(a) and P.2(a).

7.5. Students must observe library hours and rules. Students must take proper care of all library materials under their care. Penalties are prescribed in P.2(b).

7.6. Students with chronic illness should report with medical documents to the administration without fail to enable formal arrangements to be done for them. Such student will be sent for proper medical examination.

7.7. Prep is mandatory for every boarding student. Students must do their preps in the appropriate rooms. Penalties are prescribed in P.1(a) and P.2(a).

7.8. Missing class is forbidden. In case of sickness, permission should be obtained from the administration. Penalties are prescribed in P.2(a).

PART VI: VISITATION/VISITATION DAYS

(a) The administration shall each term designate visitation Sundays on the school programme. It is an occasion when parents re-unite with their children, but most important of all, it is a day when the parents meet and interact with the teachers to discuss the academic and social progress of the students.

(b) Parents are encouraged to visit their children on those days and equip them with necessary requirements. No items such as drinks or eats shall be allowed in through the school gate on non-visitation days. Penalties are prescribed in P.1.

(c) Visiting hours are **STRICTLY** between 11:00am and 5:00pm.

(d) All parents/guardians **MUST** come with their visitation cards.

(e) Visitors must see the school administration before talking to any student. Any student found talking to visitors without permission will be sent home with their visitors.

(f) Visitors are not allowed in the dormitories. Students taking visitors to the dormitories will be suspended.

PARENT/STUDENT'S CONTRACT FORM

By Student

I, _____, have read the school Rules and Regulations and hereby declare that I understand them.

I promise to follow and comply with them and any other directives, instructions and guidelines that may be issued from time to time by the school authorities.

I understand that in the event of failure to follow any of the Rules and Regulations or any other directives, instructions and guidelines, the school authorities shall be entitled to impose upon me the appropriate penalty or punishment.

Signed: _____
Student
Date: _____

By Parent/Guardian

I, _____, being the father/mother/guardian of _____, confirm that my son/daughter and I have read the school Rules and Regulations and hereby declare that we both understand them.

I understand that my son is expected to follow and comply with them and any other directives, instructions and guidelines that may be issued from time to time by the school authorities.

I understand that in the event my son/daughter fails to follow any of the Rules and Regulations or any other directives, instructions and guidelines, the school authorities shall be entitled to impose upon him/her the appropriate school penalty or punishment.

Signed: _____
Parent/Guardian
Date: _____

Signed: _____
Head teacher
Date: _____