



OUTER-RING HIGH SCHOOL

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RULES & REGULATION- **(© 2013-*All rights reserved*)**

MISSION

“To provide the best learning environment of disciplined students, despite the background.

VISION

To prove that something good can come out of private schools; as the Chinese adage goes:-

‘A long journey starts with a single foot – step’

SCHOOL ANTHEM:

Outer-ring my school....

My home and my life

Our knowledge precious

I love thee outa,

I will sing with strength and joy,

I will offer thee all my life

To learn to be champion, champion, champion,

When the sun is shining above us

The Lord is there for us

Rejoicing in thy name,

See no tribe speak no tribe; talk no tribe outer-
ring.....

I fear no one, I hate no one

My strength my pride in outer-ring

Champion!

Champion, champion, champion...

I love thee outa, outa

I love thee outa!

It is herein stated hereto as follows: *That outer-ring School fraternity is like a family thus:*

1. Outer-ring high school is established on Christian/Religious faith belief and values, therefore every student (except the Muslims) shall attend scheduled prayer meeting and services. The student shall respect God all other members of Outer-ring school community.
2. The student shall remain part of the school family unit until such a time when the student voluntarily transfers from the school, clears fourth form or is expelled.
3. The student shall only be suspended or expelled after all avenues of rectification have been exhausted with no success (There shall only be three warnings).
 - (a) In an case of suspension the students is not supposed to interact with the rest of the students until such a time he/she is supposed to come back officially to solve his/her case and in doing so the student must be in school uniform and must come with the required person.
 - (b) Where the student is expelled or transfers, he/she is not permitted to come back or interact with Outer-ring students or teachers under whatever circumstances. Such a move shall be

treated as trespass and shall be dealt with accordingly.

- (c) Students joining outer-ring from other schools are prohibited from interacting with students from the formers school in school, during school trips and outings unless permitted to do so by the accompanying teacher or club patron.

4. Parents must give medical details of their children upon admission accompanied by a doctor's letter.

- (a) A medical fee of Ksh. 200 (two hundred to be paid by the parent upon admission to cater for fast aid and transport if the child is to be rushed to the hospital or home.
- (b) Procedure for reporting sickness or emergency cases must be followed to the nearest authority-first aider, scout, prefect or teacher.
- (c) Students on prescribed medication must declare the same to the class teacher and class captain upon arriving in school in the morning or from hospital.

5. Every student who joins Outer-ring must put maximum emphasis on his/her academic work and aim at achieving the best in all the subject he/she is undertaking.

- (a) The student seek shall seek the help of teachers and fellow students voluntarily and not wait to be pushed by teachers to do so when the student finds difficulty in his/her academics.
- (b) The student must do and complete all the class/ home work assignment and submit them for marking in time.
- (c) The student shall without hesitation produce his/her notes upon request by the subject teacher, class teacher, heads of department, head teacher or principal.
- (d) Cheating and plagiarism in **Examinations** are unacceptable and will result in examination cancelation and severe punishment.
- (e) Noise making in class and the study designated study areas are not permitted.(read the signs in front of the classroom)

6. All students are expected to participate in Games/ sports and club activities unless permitted on medical grounds in which case a Doctor's letter (from recognized Hospital) must be produced.

- (a) Student are also encourages to nurture their talents in various extra-curriculum activities while in outer-ring and parents are expected to support the school and the student in such activities.

7. The student shall not discriminate fellow students, teachers or visitors on the basis of race, colour, religion, social status, creed or tribe.

(a) All students shall stand when teachers and visitors enter their classes.

(b) The student shall also give way to the teachers, staff members and any other visitor in the school compound.

(c) The student shall use the right language and posture at all time in school when communicating to fellow students, prefects, teachers and visitors (official language is English all days except **Wednesdays** and **Fridays** when Kiswahili is permitted.).

(d) Use of 'SHENG 'and any other language like mother tongue which is not part of the curriculum is not permitted in the school.

(e) Disrespectful actions like vulgar language, rudeness, gestures and booing are not permitted.

8. Students are not permitted to receive visitors unless the visitor is the recognized parent /Guardian or sponsor.

9. Sexual relationships and sexual orientation of any kind within the school shall result to expulsion.

10. The student shall not indulge in drugs/alcohol /illegal activities like theft and sales of all kinds of items in and outside the school, bullying, fighting, threats, instilling fear deliberate destruction and thefts or conspiracy of the same. **Such activities shall warrant an expulsion**

(a) The student shall maintain discipline throughout by not walking with bad students/people in and out of the school.

(b) The student shall not be involved in gossip against the authority and fellow students.

(c) Also prohibited in school are domestic stories including TV Programs especially the soap operas.

11. Every student must maintain, conserve and account for school furniture, books and school equipment given to him/her or which comes to him/her by virtue of being an Outer-ring high school student.

(a) Loss or damages to school property willfully or through negligence must be compensated by the student.

(b) The student shall not write or draw graffiti or step on walls and chalk boards

(c) Any student who writes graffiti on the chalkboards shall buy two (2) packets of dustless chalk.

(d) Any student who steps on wall and write graffiti on walls, desks, chairs and lockers shall buy 4 liter-tin of paint.

12. The student shall attend and be punctual to school regularly as per the class time table.

(i) Form1 and form2

❖Arrival: 7.30am

❖departure.4.30pm **(unless involved in club activities)**

(ii) Form3 and form4.

❖Arrival: 7.10am (morning preps mandatory to all)

❖Departure: 5.45pm (evening prep mandatory to all)

a)Assemblies, flag-raising parades (Mondays) and all other school functions such like debate and, sports and any other planned school functions are compulsory.

b) Every student is expected to remain within the school compound throughout the learning period except when permitted to go out.

- c) Any student who is found or will be reported to have sneaked out shall be sent home to come with his/her parent.
 - d) **The school runs for five and half days from Monday to Saturday.** The student shall attend Saturday lessons and holidays tuitions unless otherwise stated by the school administration (**Saturday and holiday tuition starts at 8am to 1pm**).
 - e) Parents to make phone calls and report the student's sickness, the school not accept verbal explanations from the student.
 - f) The student upon reporting back is expected produce a valid letter from parent or doctor for any failure to attend the lesson in (d) above. Failure to do so the student shall accept the kind of punishment given out by the class teacher, prefect or teacher on duty.
 - g) Students who fail to report to school must report to the class teacher before getting in class when they come back.
13. The student Shall take responsibility of his/her mistakes and not blame anyone else
- (a) The student shall accept the punishment given as a form disciplinary measure when

found on the wrong depending on the kind of mistake.

(b) Any student who refuses or engages the prefect or teachers in argument when being punished shall be suspended pending further actions to be taken.

14. The student is expected to wear clean, neat school uniform all the time unless otherwise stated by the administration; and that the students shall have his/her shirt/blouse neatly tucked in with the tie put to the minimum length.

(a) The student shall surrender any other clothes which is not part of school uniform to the prefect or teacher and shall not ask to be given back

(b) The student shall observe personal hygiene; polish shoes, brush teeth, comb hair, plait neatly for girls or shave with no style for boys. No piece or dye is permitted (No make up in school).

(c) Every student is expected to maintain cleanliness in their area of operation at all times.

(d) Every student is expected to observe/ conserve and participate in environmental conservation as per the duty roster.

- (e) Every student is expected do all the duties given by the teachers or prefects as stated on the roster or when requested to do so.
 - (f) The Shall only put on wrist watch,; bangles, necklaces, long earrings, henna, and lipstick, chewing are not permitted.
15. The student shall not carry the following to school or school trips unless permitted by teachers: mobile phones, music and video discs, walkman radios or magazine, TV/computer games. Electronic coils or any other electronic gadget. Screw drivers, knives or sharp objects. (Shall surrender such items to when found with them and not ask to be given back).
- (a) Where this rule involves a form four, the student shall be suspended pending further actions.
16. The following places are out off bounds to student unless with permission from the teacher or prefect in charge: Principal/head teacher office, staffroom, computer/library, laboratory store, the gate keepers table(idling)
17. School fees must be paid with bankers cheques/money order or deposited in the school accounts by parents/sponsors or guardian to avoid wastage of learning time.

(a) For form 1-3; COOPREATIVE BANK
KARIOBANGI BRANCH- 01109178679800
Kariobangi branch

(b) FORM 4: EQUITY BANK -0260101215531 -
Kariobangi branch.
(NO CASH ALLOWED IN SCHOOL.)

(c) Parents with financial request must report
the same in person; the school shall not accept
Phone calls or verbal reports from the student.

18. Every student is expected to contribute positively towards
the running of the school through participation in class
and schools meetings.

(a) Students are also encouraged to use the
school official social network :

E-mail address :
outeringschools@gmail.com

Face book : **outeringschools**
Facebook Fan page : **outering high school.**
Twitter : **outeringschools**

(b) Students are also encouraged to make direct
approach to the prefects, class teachers,
counselors, head teacher or Principal depending
on the issue at hand.

19. The student shall be responsible for the type of the image the school has in and out of school with the rest of the public and the other schools.
20. Every student must be loyal to the school, master and be able to sing the school anthem, school motto and be ready to defend the school's good name at all the times.
21. **The student shall use common sense all the time.**
22. The school reserves the right to review the rules and regulations from time to time.

BY THE ADMINISTRATION

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