



## LAKE ROAD PTA SCHOOL

P O BOX 320042, WOODLANDS LUSAKA, ZAMBIA  
TEL: ADMINISTRATION: 263901, PRIMARY: 262295 AND SECONDARY: 260616  
FAX: 263901; Email: [lakeroad@zamnet.zm](mailto:lakeroad@zamnet.zm)

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### PRIMARY SCHOOL

### SCHOOL RULES

#### PREAMBLE

Believing that freedom is essential to growth and maturity, the school limits its rules and regulations to those considered essential to the community's well-being.

Pupils who violate the expectations and standards in this document are accountable, for their behavior. The principle of accountability is basic to providing a climate which encourages pupils to take responsibility for their own actions. Pupils can therefore be counseled, advised and disciplined accordingly so as to adhere to the regulations referred to:

The following guidelines and rules will apply to all pupils enrolled in this school. Every pupil must obey and follow the rules and guidelines stipulated below.

#### 1. APPEARANCE

- (a) All pupils must wear the correct uniform at all times. Regard should be paid to the school policy on uniform and good personal hygiene.

#### Penalty

Pupils in wrong uniform shall be sent away and will come the following school day with the correct uniform on.

#### General Rule

Anything worn under the school uniform should not show, and pupils found wanting in this regard will be made to remove the attire and be punished accordingly.

The following hair styles shall NOT be allowed:

- ❖ Wet-look
- ❖ Human hair inclusions (any hair extensions)
- ❖ Wigs
- ❖ Snipe or dreadlocks
- ❖ Fancy hair styles and make up

### **General Rule**

The girls' hair must be neatly combed or plaited **without** beads, and **only** black or white hair bands shall be allowed. The girls' hairstyles should be simple and neat, and only black mesh (wigs) will be allowed for plaiting. Girls may wear studs (earrings) only. The boys' hair must be evenly short and neatly combed. Ear piercing and wearing of earrings, beads, plaiting of hair by boys and other funky haircuts are not allowed.

## **2. BEHAVIOUR**

- (a) All pupils must line-up outside their classroom after every activity deemed to have taken place outside such as breaks, lunch or Physical Education, before entering.

### **Penalty**

Pupils will be made to go back to the place where such activity took place, walk back to class in an orderly manner and line-up outside the classroom before entering.

- (b) Pupils will always walk in silence and keep left in a single file when moving in a group, and when alone still maintain their left hand side walking accordingly.

### **Penalty**

Pupils will be reprimanded accordingly but repeat offenders will be booked and punished to clean the area around their classroom.

- (c) Pupils must always be polite, courteous and helpful to adults: Staff, school prefects, other pupils and the visitors.

### **Penalty**

Pupils will be cautioned and thereafter be made to apologize.

- (d) Making noise, shouting or running in the school hall, along the corridors and generally in school is not allowed.

### **Penalty**

Pupils will be reprimanded on first occasion and punished on repeated offences.

- (e) **Specific Offences:** The following are not allowed in, around or within the school premises.

- ❖ Possession, concealing, distribution or consumption of any kind of cigarette or alcoholic drinks.
- ❖ Possession, concealing, distribution, use or viewing of obscene materials on any media (CDs, VCDs, DVDs) or items likely to corrupt morals.
- ❖ Stealing, fighting, quarrelling, bullying or use of abusive language or language likely to corrupt morals.
- ❖ Demeaning remarks about other pupils' race, religious or political affiliation and tribe or all manner of name-calling.
- ❖ Bringing in or acting as a conveyance of cell phones or any form of electronic gadgets, indecent literature or literature likely to corrupt morals.
- ❖ Harmful or lethal objects. Beware, it is criminal to carry or be in possession of a harmful or lethal object.

### **Penalty**

Parents or guardians would be summoned for information and the offender suspended for periods ranging from five (5) school days to (60) school days. In case of cell phones, electronic gadgets or indecent literature as the case may be, such items shall be confiscated and kept in the Head

Teacher's office and may be released at the end of the term or year.

Repeat offenders may face stiffer punishments such as cleaning walls, mopping floors, cleaning the toilet walls or floors or expulsion but regard may be given to the circumstances surrounding the facts in issue.

### 3. **CLASSROOM RULES**

- ❖ Eating and drinking is not allowed in class during lessons.

#### **Penalty**

The culprit will be made to clean the class thoroughly.

- ❖ Pupils must be punctual for lessons at all times.

#### **Penalty**

Pupils may be punished and access to the class restricted if such child is not accompanied by the parent or guardian.

- ❖ All pupils must keep the classroom clean at all times.

#### **Penalty**

The culprit will be made to clean the dirty place thoroughly.

- ❖ Pupils must not leave money or valuable items in the classroom unattended to because the class will not be held responsible for any loss.

#### **Penalty**

Pupils will be held accountable for the lost item.

- ❖ Banging of desks, doors or windows is prohibited.

#### **Penalty**

Pupils will be made to clean the classroom where the banging took

occurred. Cleaning may involve sweeping or mopping.

- ❖ Pupils must attend all the lessons, however regard should be given to the circumstances surrounding the absence.

### **Penalty**

Prolonged absence for ten (10) school days without justification will warrant a suspension pending expulsion.

- ❖ Any disruptive behavior by pupils is not allowed.

### **Penalty**

Pupils will be cautioned and repeat offenders punished by detention.

- ❖ Any form of graffiti on the walls, chairs or desks is not allowed.

### **Penalty**

Pupils found wanting in this area shall be made to clean all the chairs, walls or desks on which such writings were done. The disfigured items should retain their original form after such cleaning.

- ❖ Pupils must seek permission before leaving the classroom.

### **Penalty**

Pupils may be cautioned or punished accordingly.

- ❖ Silence should be observed at all times save for educational noise in the attendance of the class teacher.

### **Penalty**

Noise makers shall be warned and repeat offenders shall be detained.

- ❖ Pupils shall greet visitors to the class be it other teachers, parents or other adults.

### **Penalty**

Pupils may be warned sternly and a record kept of such instance.

## **4. GENERAL SCHOOL RULES AND INFORMATION**

- ❖ All are expected to communicate in English at all times.
- ❖ Utmost cleanliness must be observed in school premises. Throwing litter, pieces of paper, seeds and skins of fruits is strictly prohibited. Use of dustbins provided should be made for this.
- ❖ Any kind of damage caused by pupils to school equipment, furniture or buildings will have to be replaced and penalty shall be decided by the disciplinary committee.
- ❖ Strict regularity, implicit obedience, politeness, courtesy in speech and conduct and cleanliness of books, dress and person are rigidly insisted upon.
- ❖ No books other than text or library books, newspapers or periodicals must be brought to school. Any obscene literature found in possession of the pupil shall lead to permanent exclusion or exclusion for a stipulated period.
- ❖ The school shall not be held liable for books, money, clothes and other personal articles that are lost. It is not advisable for pupils to have money, valuable articles or jewelry with them.
- ❖ Pupils shall only leave the school premises when accompanied by a parent or guardian.
- ❖ Trespassing in corridors and lawns, swimming pool area unsupervised, offices, staffroom and staff toilets is strictly prohibited.