

**Msgr. MUBILIGI CATHOLIC TSS.**



**2023**

# SCHOOL RULES AND REGULATIONS



IN PRACTICAL

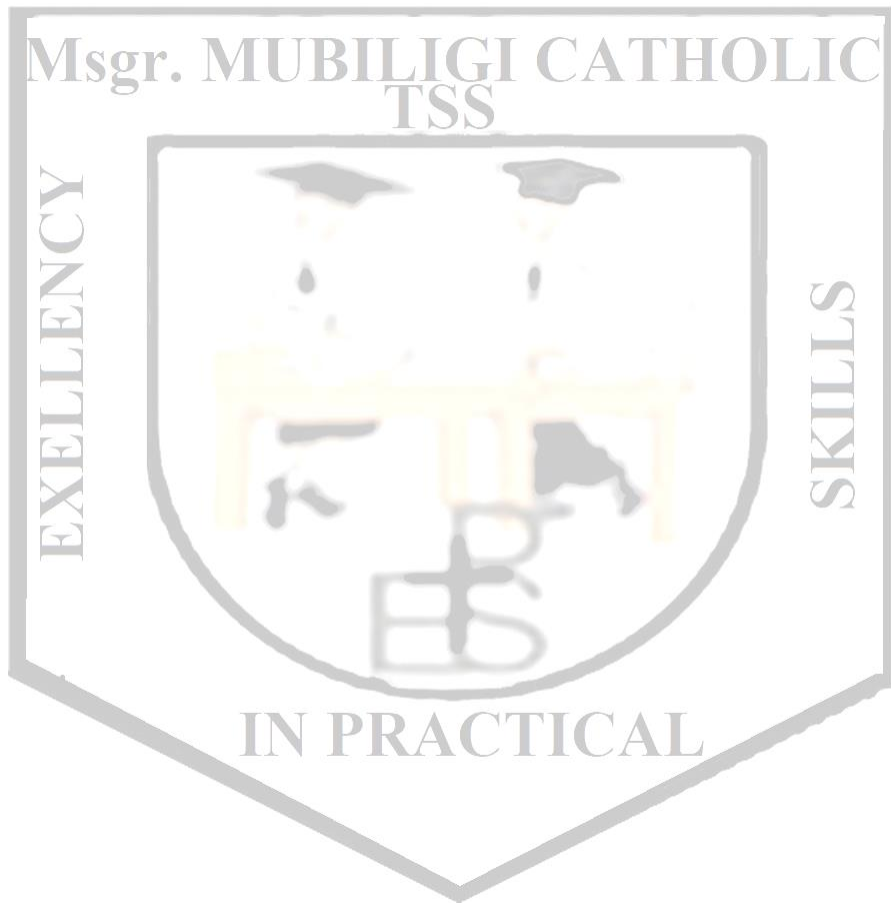
**Msgr. MUBILIGI CATHOLIC T.S.S.**

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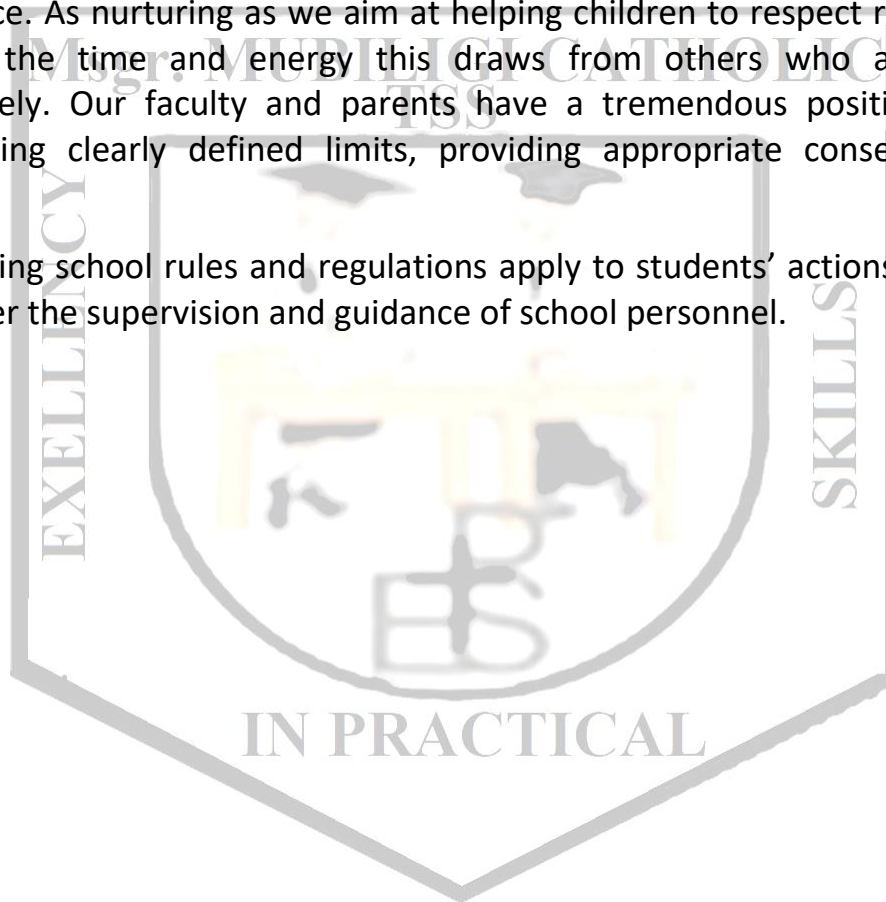
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## **PREAMBLE**

The School and parents of Msgr Mubiligi Catholic T.S.S believe that students commit themselves to learning, accepting responsibility for their work and their behavior. Our goal is to instill qualities such as common courtesy, manners, respect for others, self-discipline, responsibility and accountability, consistently enforcing the Msgr Mubiligi Catholic T.S.S Code of Conduct

We expect students to behave responsibly, recognizing the rights of others to be physically safe, emotionally secured, and to pursue their own learning without interference. As nurturing as we aim at helping children to respect rules, we also recognize the time and energy this draws from others who are behaving appropriately. Our faculty and parents have a tremendous positive influence when setting clearly defined limits, providing appropriate consequences for behavior.

The following school rules and regulations apply to students' actions at any time when under the supervision and guidance of school personnel.



## Attendance

1. Attendance at all school activities is compulsory thus during all daily assemblies, special assembly and all specified school functions.
2. All students must participate in all school programs including sports, excursion, prayers, classes and other kinds of school based ceremonies
3. P.T.A meetings and Open Day are compulsory for Parents. The head boy and head girl on behalf of other students.

## Punctuality

4. Students must attend lessons punctually
5. Lateness to school and Assembly will not be condoned
6. No student is to be found loitering around the school compound, classrooms or corridors during lessons.

## Abiding by School and Class Rules

7. A Student is expected to consistently abide by our behavior code. Obey teachers, the principal and others in authority.
8. The individual rules of each classroom should be followed, with any questions discussed first with the classroom teacher. Give full respect attention to your teachers, cooperatively following their directives.

## School Hallways and Restrooms

9. When moving on school property, walk calmly and diligently. With the exception of Physical Education or organized Recess Period activities, there is to be absolutely no running, helping to prevent needless accidents.
10. Unless during sports time, or at an organized activity students are not supposed to walk on the grass in the school compound. Found doing so one shall be subjected to deduction of marks.

## Classrooms

11. Come to class prepared with all the materials you need and be ready to begin work on time. When students enter a classroom, it should be done in an orderly manner. A student should take his/ her seats and prepare for their next lesson, and not exit until dismissed by a teacher.
12. During class lessons, excellent behavior is always expected. Raise your hand politely and wait to be called upon if you wish to speak during a class lesson. If the class is involved in an informal discussion, take turns with

others when speaking. Give your full attention to the teacher or student who is speaking, and allow other students to concentrate on their work. Behave in a manner that does not disrupt classroom learning or the operation of the school.

13. All classrooms must be kept neat and tidy at all times; the class prefect should take responsibility of all properties as provided by the school.
14. It is forbidden for a student to write or draw on classroom board, wall and doors (except when asked to do so by a teacher or any other school authority)
15. A Class prefect is to be role models to his/her classmates; he/she are to maintain order in his/her class and must be obeyed especially while carrying out their duties.
16. In assignments, tests and examinations, plagiarism, cheating and other exam malpractices are forbidden.

### **Class Assignments**

17. Homework and classwork assignments should be completed neatly, carefully, and on time. A student should work to his/her full potentials. If a student experiences difficulty in completing an assignment with “good cause”, the student’s parent/guardian should explain the situation to the teacher with a short note. The teacher may decide to oblige the student, allowing extra time to complete the assignment. This applies also in time of internship
18. The class representative has a duty to sign on the form indicating what the trainer has accomplished in each lesson.

### **Attendance**

19. Students are required to attend school faithfully. Tardiness and the early dismissal of students are discouraged. A student is considered tardy after attendance is taken before every lesson. A student should be removed from school early only when a reasonable situation prevents the student from attending school for the entire day. Early dismissals interrupt both the child’s education and other students in class.

### **The Refectory:**

20. Lunch periods at school are to be conducted in an orderly manner with socializing permitted at a normal conversational level. Respect and good manners are expected.

21. Energetic play should happen outdoor only, and only with respect for others' well-being. No rough play will be permitted.
22. According to the given time on the school time table, all students, without delay enter to take their meal on invitation by those in charge of the refectory.
23. All together students should say the grace before taking their meals and thanks giving prayer after.
24. No student is allowed in the kitchen except with permission from the authority concerned.
25. No student is allowed at any time to bring a visitor in the refectory to share a meal, students who are not in the boarding section of the school are not allowed to get meals in refectory except when given written permission by the school authority.
26. In case of a meal which is not well prepared, the person in charge of the refectory or the head prefect has to report the case to the person in charge of discipline who has the authority to talk to those in charge of preparing the meals.
27. No student is allowed to bring food into the school or the refectory from outside the school compound. No student is allowed to take food into the dormitory except with permission from the relevant authority.
28. A student, who cannot come into the refectory due to sickness or any other reason duly informed to the authority, can be served meals by the person in charge of discipline.
29. Time for taking meals, each student should be calm, composed and gentle and characterized by good table manners. Each student should have a plate, a fork or a spoon and a cup. No sharing a meal on one plate. The head of the table in collaboration with the in charge of the refectory has to make a time table for cleaning the table utensils and the refectory.
30. Its bad manners dropping food on the floor, smearing it on the walls, or on clothes.
31. Food left overs should be put in designated places only.

### **The Dormitory**

32. The dormitory is a place of sleeping not games or conversation. No shouting, playing or anything else which may hinder others from having a peaceful resting.

33. Apart from the designated times on the timetable, no one should be in the dormitory except with permission from the one in charge of discipline.
34. Each student should be having personal bed sheets, a blanket and a mosquito net. They should always be clean, and having a bed always well made. It is imperative for every student to have hygienic necessities like a bucket, a towel, sandals, toilet papers e.t.c.
35. No student is allowed to use another person's property without permission from the real owner; doing so will be understood as stealing.
36. No student is allowed to bring a visitor in the dormitory at any time.
37. The dormitory captain is the one responsible for all that which takes place in the dormitory. He or she should make sure that the dormitory is clean all the time, discipline is observed. In case of any incident she should inform the matron / patron or the person in charge of discipline.
38. No food or drinks allowed in the dormitory except with permission given by the school authority.
39. No student is allowed to expose his/her personal belongings carelessly in the dormitory.

### **The School**

40. A class is meant for academic work, thus no making unnecessary noises. Keeping the class clean at all times it is the responsibility of each and every student.
41. Each class has a class representative whose responsibility is to make sure that all class activities with teachers are well coordinated.
42. When the bell goes starting classes, all students should be in their respective classes. Students should be in class before the teacher at all times.
43. It is imperative for all students to do weekly tests, monthly exams and end of term exams. No student should absent himself/herself, come late, frequent out of class during class teaching hours or during revision time as allocated by the school. Doing so, the student should get permission from the teacher or school authority.
44. A student who has been absent from school, before going to class, should see the teacher in charge of discipline to get a clearance giving reason(s) of absence. These should be:
  - Permission which was given to him/her by the school authority;
  - Medical report from a qualified medical person;

- A letter from parents/guardians explaining reason(s) of absence.
45. A student is not allowed to change marks given by the teacher in the weekly, monthly and end of term exams. In case of any suspected under marking, the student should contact the concerned teacher if not then the dean of studies.
46. Boyfriend and girlfriend tendencies or any kind of sexual misconduct behaviors are highly discouraged in the learning environment. A student should note that sex is sacred, made for procreation and preserved for officially married couples.

### **School And Personal Properties:**

47. All properties used by students in the dormitory, class room, the refectory or any other place, should be used responsibly for the benefit of all.
48. Any property damaged due to personal negligence, irresponsibility should be reported to the school authority so as to determine the role of the student. If found guilty to pay, repair or compensate for the damaged property.
49. No student is allowed to move out of the school compound with any of the school properties without permission from the school authority, doing so will be taken as attempted stealing.
50. Each student should treat with respect other people's properties. In case of damage the concerned student should pay or compensate.
51. A student who steals or damages any property not belonging to him/her may be required to make appropriate restitution. Though the school manages a "lost-and-found" area, students are strongly encouraged to take care of their personal belongings.
52. Use equipment and materials in school for their intended purposes only. Students will be held accountable for proper care of school books, educational materials, and their classrooms, keep your work areas neat and litter-free.
53. Students are highly discouraged from writing or drawing on the walls or any other school properties unnecessarily found doing so one shall be subjected to strong punishment.

## Getting Out Of The School Compound Outings

54. Unless a school outing has been organized by a particular teacher which is in line with what he/she is teaching, getting out of the school compound, student(s) must have permission from the school authority.
55. Any type of getting out of the school compound, student(s) should seek permission from the Deputy School Manager in charge of Discipline.
56. Any student having received permission to get out of the school compound should be in the proper school uniform.
57. A student who went out of the school compound with the written permission, once going out and coming back in the school compound, he/she should sign in and out at the gate, present back that permission to the security guard to ascertain his/her presence in the school compound.
58. A student who is out of the school compound should keep the discipline and the good conduct expected out of every student.
59. Whenever necessary for students to go out of the school compound for example for sports they should be having a general permission and under the supervision of the person in charge or the sports master.
60. Whenever a student is absent from school for any reason, a note should be sent to school the day the child returns explaining the cause. This regulation is a legal protection for each child and his/her parents.

## Sports / clubs

61. Each and every student must have sportswear and sports shoes. It is a must for every student to have a sports he/she participates in plus joining at least one known club
62. Any new club to function in this school should first get registered indicating its purpose and activities it intends to do plus a list of its members.
63. All the sports activities and club meetings take place at their proper time indicated on the school timetable unless there is a special occasion and even so, there is need to get a special approval from the school authorities.
64. Each and every student should keep all the school rules everywhere and at all times.

## Dress Code

65. Daily: Students should be smartly dressed in the appropriate uniforms at all times.

- **Girls:** White shirts, Black skirt, white socks, black shoes, black tie and identity card on a blue string. No attachments to hair.
  - **Boys:** White shirts, black trouser, white socks, black shoes, black/brown belt, black tie and identity card on a blue string. No attachments to hair.
  - *Sports Wear:* Students are allowed to put on sportswear only during sports of manual work activities i.e. Blue t-shirt and Blue Shorts or sports trousers.
  - Cardigan: The school's cardigan is only acceptable cardigan. It's all blue in color, with a white strip on the neck hands and bottom
- NB:** The school uniform must maintain standard size thus the skirt should be long enough under the knees and the trouser long enough to the feet.

66.Sagging pants and miniskirts are not tolerated at any moment in the school.

67.The wearing of ear rings and piercing of earlobes by male students

68.The wearing of nose rings

69.The wearing of bracelets and anklets

### **The under listed are all prohibited in the school:**

70.A student is not permitted to bring chewing gum into the school building or on school grounds to prevent the litter it causes.

71.Refrain from the possession or use of any illegal drugs, alcohol, or tobacco products. Failure to respect this regulation may have legal consequences resulting in suspension or expulsion.

72.Gambling, immoral, disrespectful or profane language will not be tolerated in the school or on school grounds.

73.Any type of immoral or indecent behavior will be addressed with stiff punitive measures.

74.The use of mobile phones during school hours

75.The possession of micro and macro computer games

76.The use of Discman, Walkman, mp3, PlayStation, iPods etc.

77.The consumption of alcohol as well as the smoking of any substance

### **Honesty and respect for others**

78.Honesty, respect and trust are student virtues highly valued and encouraged by Msgr. Mubiligi Catholic TSS. Community. Treat others with

kindness, respect and courtesy. Make other students feel welcome with your friends.

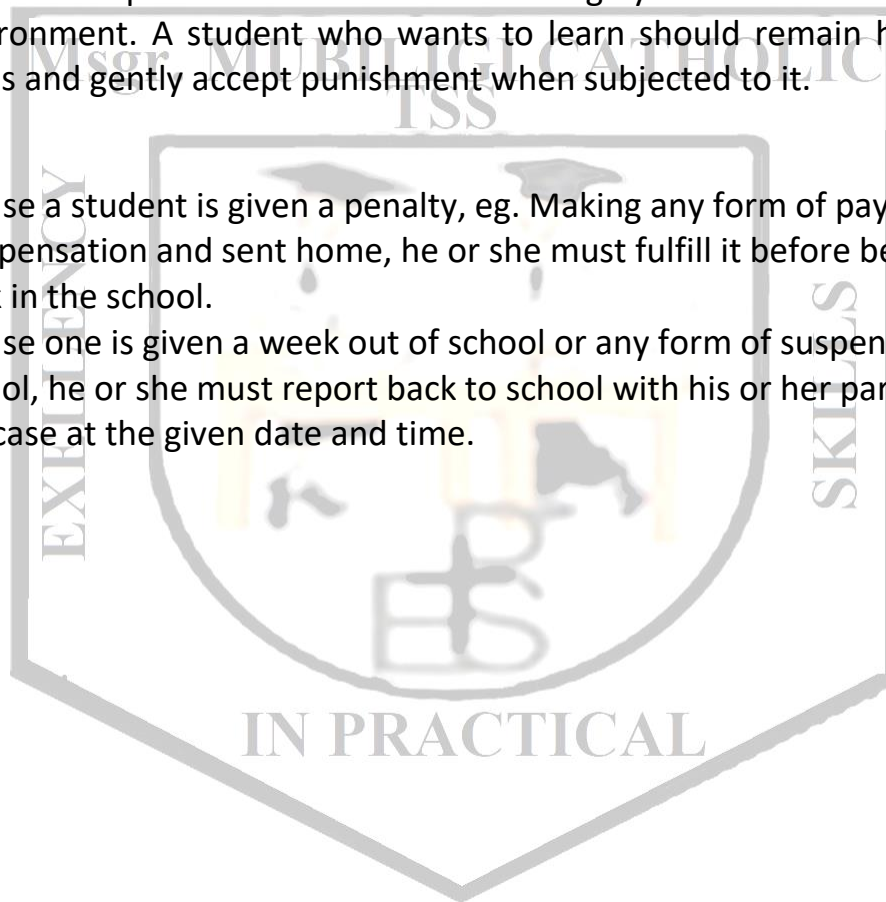
79. Settle disagreements with others through discussion, asking for help if you need it. Relate with others and speak to others in kindness only. Refrain from aggressive or threatening behavior towards fellow students, teachers or other school staff. Fighting or rough play are strictly prohibited in school. If a student experiences a problem with another student, he/she should notify the nearest teacher or aider immediately.

80. Great disrespect to the authorities is highly condemned in our school environment. A student who wants to learn should remain humble at all times and gently accept punishment when subjected to it.

### **Penalties**

81. In case a student is given a penalty, eg. Making any form of payment or compensation and sent home, he or she must fulfill it before being received back in the school.

82. In case one is given a week out of school or any form of suspension from school, he or she must report back to school with his or her parent to settle the case at the given date and time.



## CRIMES AND THEIR RESPECTIVE PUNISHMENTS AT SCHOOL

CRIME	PUNISHMENT
1. Taking or being in possession of intoxicating substances	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
2. Great disrespect	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
3. Going to a bar, found drunk and sexual misconduct	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
4. Being in possession of or using a telephone.	<ul style="list-style-type: none"> <li>• Device confiscated</li> <li>• Expulsion</li> </ul>
5. Being late for activities	<ul style="list-style-type: none"> <li>• First time minus 2 points</li> <li>• Second time minus 4 points</li> <li>• Third time, week end out of school, then comeback with parent or guardian.</li> </ul>
6. Not telling the right marks given to you by a teacher	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
7. Misappropriation or illegal change of marks	<ul style="list-style-type: none"> <li>• Week end out of school, come back with parent or guardian.</li> </ul>
8. Getting out of the school compound without permission	<ul style="list-style-type: none"> <li>• Buy 2 roles of Barbed wire</li> <li>• Expulsion</li> </ul>
9. Giving a reason which is not true so as to be given permission to go out	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
10. Stealing	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
11. Copying	<ul style="list-style-type: none"> <li>• To be stopped from doing all that exam and all other exams and given zero</li> </ul>

	<ul style="list-style-type: none"> <li>• Weekly and monthly exams given 0</li> <li>• 10 points taken away on from conduct.</li> </ul>
12. Fighting and inciting conflict	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
13. Insulting school authorities and teachers	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
14. Shouting in class during class hours	<ul style="list-style-type: none"> <li>• First time minus 2 points</li> <li>• Second time minus 4 points</li> <li>• Third time, manual work</li> </ul>
15. Not putting on the school uniform	<ul style="list-style-type: none"> <li>• Minus 5 points</li> </ul>
16. Disrespect to a teacher in class	<ul style="list-style-type: none"> <li>• Minus 10 points</li> <li>• Week end</li> <li>• Expulsion</li> </ul>
17. Getting out of class often without a serious reason	<ul style="list-style-type: none"> <li>• Minus points</li> </ul>
18. Not having the required materials in a given subject	<ul style="list-style-type: none"> <li>• Get out of class and look for them</li> </ul>
19. Having a radio in the school	<ul style="list-style-type: none"> <li>• Confiscated</li> </ul>
20. Getting out without any reason during time for revision	<ul style="list-style-type: none"> <li>• Minus 2 points.</li> </ul>
21. Sleeping on the same bed with another	<ul style="list-style-type: none"> <li>• Buy a new bed</li> </ul>
22. Jumping over the school fence	<ul style="list-style-type: none"> <li>• Buy 2 roles of barbed wire or 2 bags of cement</li> <li>• Dismissal</li> </ul>
23. Damaging any school property	<ul style="list-style-type: none"> <li>• Buy two others</li> </ul>

24. Tempering with dormitory lights	<ul style="list-style-type: none"><li>• Buy 12 bulbs</li></ul>
25. Writing or drawing on the walls, chairs or any school property	<ul style="list-style-type: none"><li>• Buy a tin of paint or Vanish</li></ul>



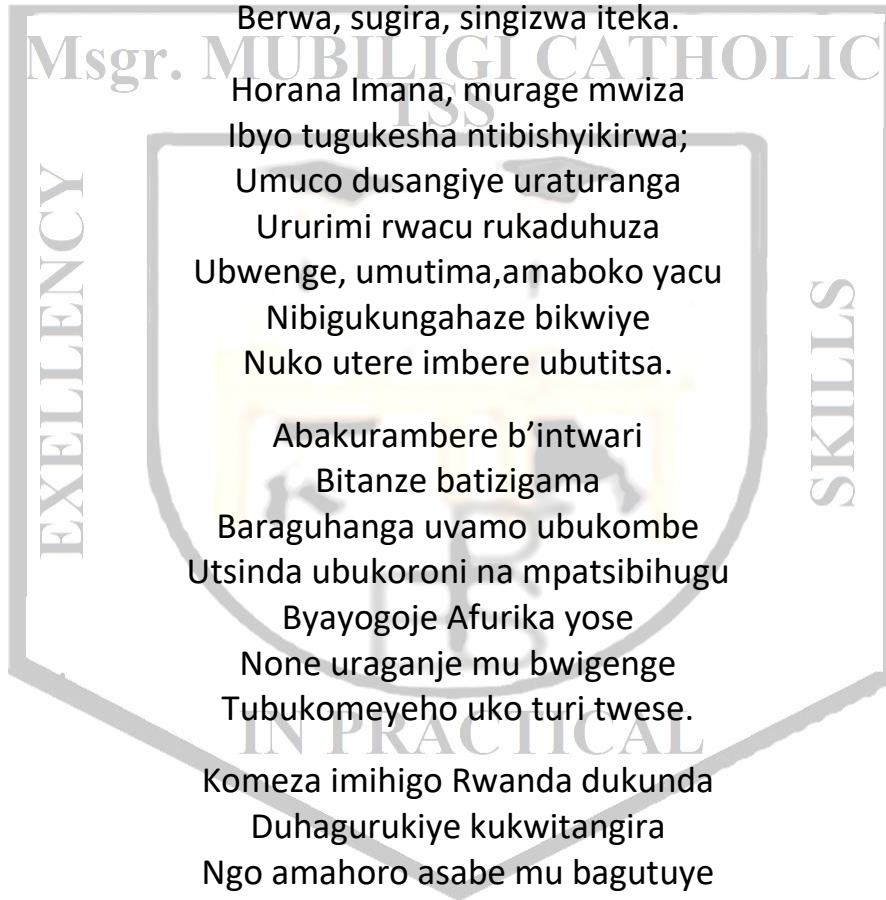
## National Anthem of Rwanda

Composed by: Jean-Bosco Hashakamana

Rwanda nziza Gihugu cyacu  
Wuje imisozi, ibiyaga n'ibirunga  
Ngobyi iduhetse gahorane ishya.  
Reka tukurate tukuvuge ibigwi  
Wowe utubumbiye hamwe twese  
Abanyarwanda uko watubyaye  
Berwa, sugira, singizwa iteka.  
Horana Imana, murage mwiza  
Ibyo tugukeshya ntibishyikirwa;  
Umuco dusangiye uraturanga  
Ururimi rwacu rukaduhaza  
Ubwenge, umutima, amaboko yacu  
Nibigukungahaze bikwiye  
Nuko utere imbere ubutitsa.

Abakurambere b'intwari  
Bitanze batizigama  
Baraguhanga uvamo ubukombe  
Utsinda ubukoroni na mpatsibihugu  
Byayogoje Afurika yose  
None uraganje mu bwigenge  
Tubukomeyeho uko turi twese.

Komeza imihigo Rwanda dukunda  
Duhagurukiye kukwitangira  
Ngo amahoro asabe mu bagutuye  
Wishyire wizane muri byose  
Urangwe n'ishyaka, utere imbere  
Uhamye umubano n'amahanga yose  
Maze ijabo ryawe riguhe ijambo.



## **SCHOOL ANTHEM.**

Composed by: Luzze John Bosco Ssentongo

**REF:**

**Oh Lord bless our school  
Msgr, Mubiligi  
Catholic, Technical, secondary school.  
The home we love to be.  
We surely stand by it**

**and we promise to defend and protect it.**

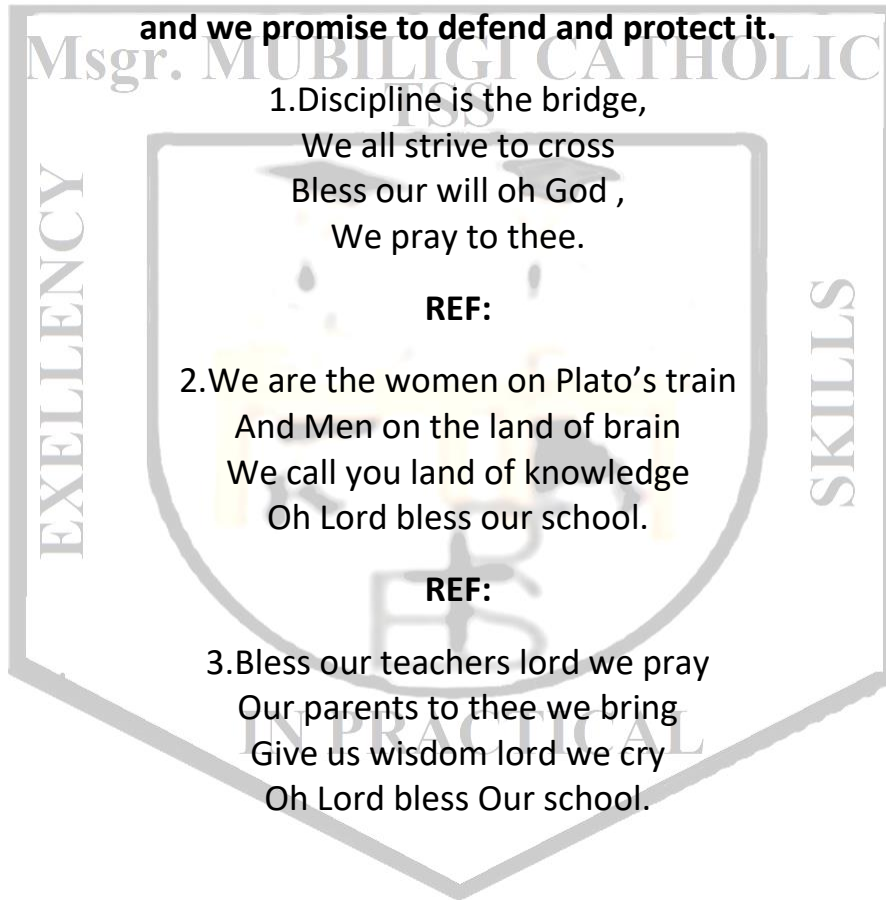
1. Discipline is the bridge,  
We all strive to cross  
Bless our will oh God,  
We pray to thee.

**REF:**

2. We are the women on Plato's train  
And Men on the land of brain  
We call you land of knowledge  
Oh Lord bless our school.

**REF:**

3. Bless our teachers lord we pray  
Our parents to thee we bring  
Give us wisdom lord we cry  
Oh Lord bless Our school.





**Msgr. MUBULIGI CATHOLIC TECHNICAL SECONDARY SCHOOL**

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DATE 16-12-2021

## SCHOOL MANAGERS, CONCLUSION AND APPROVAL REMARKS

Msgr. Mubiligi Catholic TSS. is a private school which belongs to Butare Catholic Diocese in which everyone participates in a collective educational oeuvre in the widest sense of the term. Relationships between the members, comprises (parents /guardians, students and other stake holders) based on collaboration and mutual respect as well as observing the rules and regulations provided by the ministry of Education in Rwanda. All members of the school community will strive to:

- Abstain from any propaganda incompatible with secularism, political and religious neutrality,
- Condemn all physical and moral violence,
- Respect the property of others as they would their own,
- Tolerate and respect the personality and beliefs of others.

The rules and regulations of the Msgr. Mubiligi Catholic TSS. are in accordance with the Universal general School principles of Education.

The students' obligations lie in accomplishing the tasks inherent in their studies, and include regular attendance and respect for the rules governing the running of the school and school community life. In our school, the students, while respecting pluralism and neutrality, are afforded freedom of information and speech however the exercise of these freedoms must not interfere with teaching activities.

Every student needs to feel fully responsible for their attitude. The current rules and regulations have the sole aim of helping the student understand this responsibility. The few restrictions that it lays down are those that individual good manners and the smooth working of a community dictate.

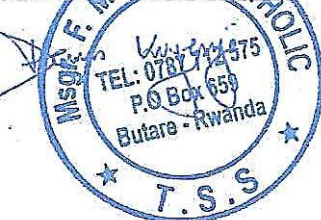
In circumstances unforeseen by the current rules and regulations, the School manager proposes other rules to the P.T.A for authorization.

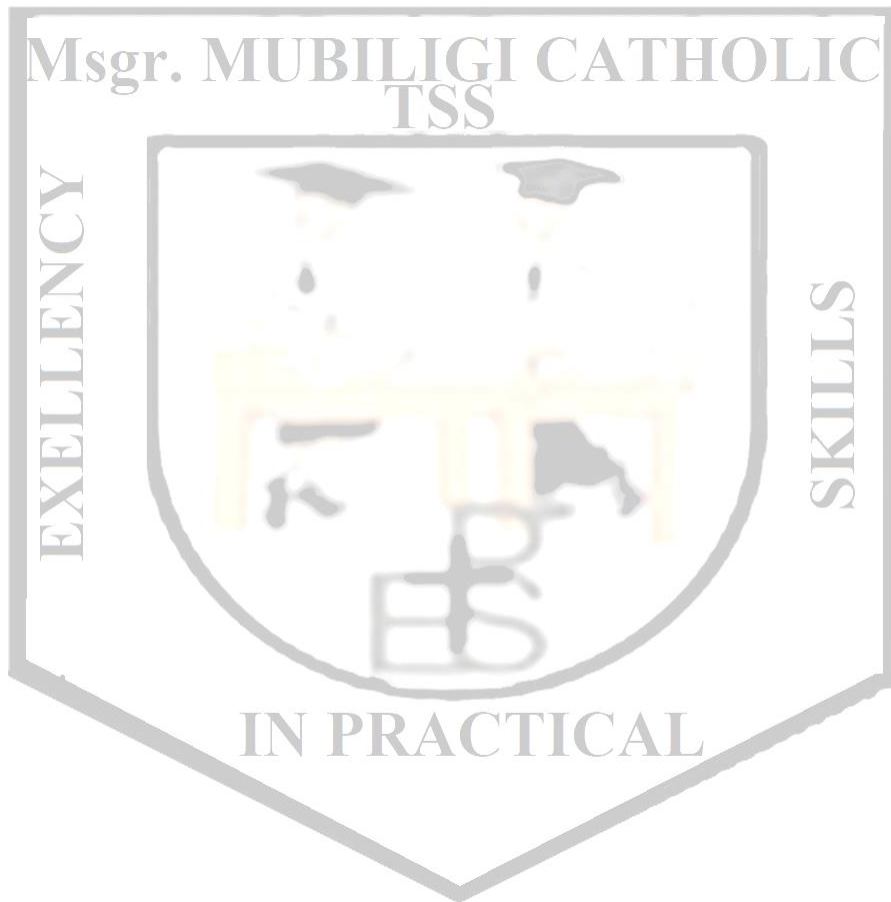
The current rules and regulations may be subject to revisions and editions proposed by the School manager and approved by the P.T.A. The School manager is responsible for ensuring their implementation.

APPROVED BY:

Rev. Fr. Denis Kiyenje

SCHOOL MANAGER







## Msgr. MUBILIGI CATHOLIC TSS

### MISSION

**Msgr. MUBILIGI CATHOLIC TECHNICAL SCHOOL** is a catholic secondary school dedicated to transforming students in heart and mind, preparing them to serve God, the Church and World.

### VISION

**Msgr. MUBILIGI CATHOLIC TECHNICAL SCHOOL** will be a diverse catholic community engaged in the process of preparing our students to live exemplary lives, committed to sharing wisdom, showing courage and supporting justice in world.

