



MINISTRY OF EDUCATION AND SPORTS
SCHOOL OF HYGIENE-MBALE

SCHOOL RULES AND REGULATIONS

2020



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SCHOOL OF HYGIENE – MBALE.**

SCHOOL RULES AND REGULATIONS.

A. RULES:

1. Residence status:

All students especially direct entrants who are on government sponsorship shall be resident but others may have an option to stay out of campus.

2. Attendance and Abscondment:

All students must attend lectures, practical work and field work as stipulated without fail; -

- A student who absconds for 14 consecutive days will be discontinued.
- A student granted permission of absence and later stays beyond the period will be required to give reasons for this and if found unsatisfactory he/she will be referred for a period of one academic year.

3. Registration:

All students shall clear with the Academic Registrar at the beginning of each academic year/semester, and before end of semester exams/final examinations.

4. Negligence and mishandling of community members:

All trainees must develop appropriate behaviour towards community members. No student shall mistreat any member of the community.

5. Possession and handling of unauthorized drugs and dangerous equipment:

No student is allowed to possess or handle any unauthorized drug like; cocaine, heroin, marijuana and the like and dangerous equipment like; a gun, cleaver, stick and the like. No student shall therefore use any equipment under his/her possession with the intention of hurting or breaking into any premise, except for the latter with the authority from appropriate authority.

6. Drunkardness:

Drunkardness shall not be tolerated in the school. Any omission of school responsibilities or any misbehaviour in a drunken state will be subjected to *disciplinary measures*.

7. Outing:

Students should not leave the school during school programmes without permission from the Tutor -in-charge.

8. Theft and damage:

Government property should be handled with care and students found damaging such property will be charged with the cost of the property and be liable to further disciplinary action. No articles must be removed from or transferred from any room or place without permission from the warden, the Principal Tutor, Owner or any other officer appointed by the Principal. All articles issued to students must be accounted for and may be required to be paid for in case of any losses or malicious damage.

All keys shall be handed over to the Tutor In charge/Warden when leaving for holidays and shall be issued out only on the date of reporting. Any student who does the contrary shall be subjected to *disciplinary action*.

No property shall be kept in any place other than a store gazetted by the school authority. The school authority shall not be responsible for loss of any property kept other than in the gazetted place. Stealing, conning and impersonation will lead to disciplinary measures.

9. Fighting and Conflicts:

Fighting is forbidden. Any conflict between fellow students must be reported to the guild president, Chairperson Judiciary Commission, Warden and Tutor or Principal for settlement. The parties involved will be liable for *suspension or dismissal*.

10. Dressing:

All students must dress decently, no student shall be allowed in class or office with too short dress or hanging dress.

11. Attendance of Dances and parties:

Students are not allowed to attend dances and parties outside their school without permission of the Officer In-charge. Trainees will not normally serve in public functions except under special circumstances. Any student found violating this rule will be *disciplined*.

12. Sick students:

Sick students must report to the Health centre staff/Warden-in-charge of the hostel/Tutor on duty except those staying outside the hostel. Any student given sick or ward admission must be reported to the Principal/Welfare Officer. A student will be referred in his/her course if found to be sick, for a continuous period of one academic year so as to make up for the period lost, equally the school is given mandate to discontinue a student found with serious medical problems.

13. Immoral or unprofessional behaviour:

All trainees are expected to behave in manner consistent with their professional code of conduct. Any act that would ruin the good name of the profession will not be tolerated. Hygiene practice shall strictly be observed at all times.

14. Pregnancy:

- No female student undertaking a fulltime programme at the school shall become pregnant.
- In case a student becomes pregnant whilst at school, she will take a dead year and will resume her programme after delivery and up to the time the school is satisfied that the child can be separated from the mother. If a male student is responsible for the pregnancy he will equally be subjected to the same disciplinary action.
- The school administration will from time to time subject all registered fulltime female students to pregnancy tests.
- Students found co-habiting in hostels shall among other disciplinary measures be asked to become non-residents.
- Married couples with evidence of marriage certificates who are studying at the same time in this school and wish to stay together shall become non-resident.
- Any incidence of criminal abortion will be immediately reported to the nearest police station/post.

15. Dismissals and Transfers:

Once a trainee has been admitted in a training school, there will be no transfer to another course or school. Once a trainee is dismissed, he/she will be not re-admitted.

16. Examinations on Theories and Practicals:

- a. The pass mark will be 50% - Progressive assessment tests will be held from time to time including the end of semester examinations, any student whose performances are not satisfactory will be warned at the end of the first semester and if they continue to show lack of progress, they shall be referred or discontinued, however failure to raise the 50% by the end of any academic year will lead to discontinuation from the course.
- b. Under the semester curriculum, any student who fails a course unit will retake the course when it is offered again.
- c. Any student who has not sat tests/examinations without permission from the Academic Registrar shall not be presented for the next assessment test/examination. However, those who miss with genuine reasons shall be given chance to sit special test/examination at 20.000= per course unit.

17. Registration by Working/employed students:

All working students shall present a letter of release from their employers on first registration.

B. REGULATIONS.

1. Personal property and place of residence:

Each trainee is responsible for his/her valuables and personal property. They must keep and maintain their places of residence clean, orderly and tidy. Cleanliness is a collective responsibility and a student will be called to participate at any time of need.

2. Bathrooms and Latrine:

To avoid blockage of the waste pipes, no rubbish or sanitary towels (pads) shall be put down to the toilet pans. These must be placed in bins provided/sanitary pit. Each trainee is responsible for living toilets, showers and sinks clean after use and for participating in the maintenance of the cleanliness. Where pit latrines are provided these should be cleanly maintained. Each student should have adequate toilet paper at all times.

3. Laundry:

Trainees are to do their personal washing in the small laundries provided or other places provided for the purpose.

4. Meals:

(i) Meal time

- Breakfast - 10.00am – 10.30am, and, 6.30am - 7.30am only during examinations and other special occasions.
- Lunch -12.30 – 2.00pm
- Super -6.30pm – 8.00pm

(ii). Menu:

	Lunch	Supper
• Mon	Posho	Posho
• Tue	Posho	Rice
• Wed.	Posho	Posho
• Thursday	Posho	Rice
• Friday	Posho	Posho
• Saturday	Posho	Rice
• Sunday	Posho	Rice

All meals should be had in the dining room. Food should not be taken to the dormitories. No cooking is allowed in the hostels.

5. Water and Electricity:

- a) Taps should be turned off tightly after use.

- b) All lights must be switched off after use or when not in use in dormitories, Common rooms, Classrooms, toilets etc., the last trainee to leave any room should make sure that lights are switched off.
- c) Electric irons may be used in the laundry not in bed rooms, care should be taken to avoid accidents.

6. Out of Bounds:

The school offices, kitchen, workshop, stores and tutors' residences are out of bounds except in case of emergencies or with permission of the officers concerned.

7. Visitors:

Trainees are to receive visitors only in the reception during visiting hours i.e. 12.30pm – 2.00pm and 4.00pm to 6.30pm. Dormitories are out of bounds to all visitors. Students of opposite sexes are not permitted to each others room beyond 10.30pm. Any body found is liable to disciplinary measures.

8. Evening study:

All trainees must attend evening study between 8.00pm - 10.00pm from Monday to Friday, under supervision of a responsible person in the classroom/library.

9. Noise:

Unnecessary noise or loud music must be avoided at any place during class or study period and after lights out.

10. Punctuality:

Students should observe punctuality at all times especially to class and at the time of meals and games.

11. Disciplinary measures:

All trainees are strongly required to abide by the above rules and regulations during the entire period of their training.

Breach of any of the above rules and regulations will lead to serious disciplinary measures against the trainee.

The following disciplinary measures may be taken:

1. Verbal warning.
2. Written warning copied to parents/guardians.
3. Referral
4. Suspension
5. Dismissal
6. Non – residence

12. Oath of Allegiance:

All new students are required to sign the **Oath of Allegiance** on registration attached hereafter.



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OATH OF ALLEGIANCE FOR NEW STUDENTS

I.....swear that I will abide by the above rules and regulations and that if I break any of them, I shall be subjected to the disciplinary action stated in paragraph B11 above. (Which states that: *All trainees are strongly required to abide by the above rules and regulations during the entire period of their training. Breach of any of the above rules and regulations will lead to serious disciplinary measures against the trainee. The following disciplinary measures may be taken: 1-Verbal warning; 2-Written warning copied to parents/guardians; 3-Referral; 4-Suspension; 5-Dismissal, and 6-Non – residence*).

New Student:

- Signature of Student.....
- Name:
- Contact.....
- Date.....

Parent/Guardian (Witness on behalf of the New student):

- Signature of Guardian:.....
- Name:.....
- Occupation:.....
- Contact:.....
- Date:.....

Academic Registrar (Witness on behalf of the School):

- Signature:
- Name:.....
- Date:.....