

**Republic of Sudan
Khartoum State
Ministry of Education
Director General of Private Education
Khartoum Diplomatic School**

Rules and Regulations for K.D.S. Students.

It is not intended that these rules should be comprehensive. Courtesy, common sense, honesty and proper consideration for person and prosperity are expected from all students. Any action or conduct which falls short of these expectations, or is otherwise prejudicial to order or the good name of the school or is in branch of regulations currently in force, will be regarded as an offence against the school (indiscipline).

The school rules apply throughout school hours and on the way to and from school trips or games. At any one point a student is wearing the school uniform and is within or without the school for any official and formal school activity, the school rules will be applied. Following are the guiding rules and regulations that every student must follow:-

1. Students are representatives of our school from leaving home until they return and are thus expected to set themselves a high standard of behavior both inside and outside the school.
2. All students are expected to be punctual at school and all school activities, punctuality should be observed at all time.
3. School starts from **7:15am** and the **first lesson is exactly at 7:30 am** and the **last lesson end at exactly 1:30 pm**. Parents are requested to pick the children immediately; after **3:00pm** teachers **shall not be accountable** for the students.
4. For purpose of monitoring student's attendance, student's should notify the school through their class teachers or the office about absence for a whole school day, the parent should notify the Head teacher's/Academic supervisor's office or the class teacher in the most formal way possible.
5. All students shall wear school uniform at all times and in no way modify it or have holes or cuts on it. Students in non-uniforms will not be allowed into the school premises, and shall be sent home.
6. Students must show respect to their peers, elders and teachers regardless of ethnicity, religion or gender.
7. It is against the school rules to take someone's property without his/her consent. Negligence is also not allowed.
8. School property must be used respectfully. It is against the school rules to handle school property roughly and any act of vandalism is completely prohibited. A student who intentionally breaks school property will be asked to meet cost for repairs or replacement.

9. Students are not allowed to sit on top of school desks.
10. **Silence must be maintained in all class rooms** as noise can distract lessons and personal reading.
11. Smoking and consumption of alcohol is strictly prohibited in the school premises. Any student caught smoking or drinking will be dismissed instantly. Any student who is suspected to have smoked at school (secondary smoke) will be sent back home.
12. All home work and class work shall be done as required by the teachers. Students who refuse to do these works will be declared unfit and will be warned twice and the third time the strict actions will be taken.
13. The school has student leaders who represent the school administration in keeping discipline. Any student who disrespects them shall be punished accordingly.
14. School board markets are to be used by teachers only. Students can only use the white board markers when authorized by the teacher. Continuous violation of the rules by the students may lead to suspension for one week and will have to purchase of one full box of board markers.
15. In KDS there is co-education, but girls and boys shall not be allowed to interact indecently. Boys shall not share games with girls and girls' team will only be for girls in all cases.
16. Teacher's room is out of bounds for students unless the student enters for specific reasons.
17. Staff room is out of bounds for students unless the student enters for specific reasons.
18. No students shall leave the school compound during school hours without permission. Any student who does so shall be declared unruly and will be suspended from school. Consequent escapes from school may lead to indefinite suspension or dismissal from school.
19. All students must respect the gate keepers. Any students who forces his/her way through the gate and runs out of school shall be declared unruly and will be suspended from school.
20. Bullying of any sort is forbidden! Bullies shall be warned once and any subsequent bullying will lead to suspension and even dismissal from school.
21. Fighting or any other form of violence is forbidden! Any students caught fighting will be suspended for two weeks. Subsequent fight will lead to instant dismissal from school.

22. Staying outside of classroom during class hour is not allowed. During time for optional subjects, students not attending the lessons should have their personal reading in the library.
23. Dodging lessons when a student is at school is a grave offence and therefore prohibited!
24. Weapons and or any toy weapons are not allowed in school. Toy weapons shall be confiscated forever and anyone found with real weapon shall be dismissed from school.
25. Eating and drinking are allowed during break time. No food shall be ordered from outside during school hours. Students are encouraged to come with packed food from home or buy edibles from the school canteen.
26. **Litter.** It is the responsibility of every student in the school to ensure that the school is free from litter. Students are encouraged to place any litter in the bins around the school.
27. Leave Application. Parents, please consider carefully the effect on learning and the consequences of asking for leave during school time. The process of applying for leave is for parent/guardians to write to the school administration well in advance, notifying the reason for absence. And this has to be two weeks in advance before approval by the principal.

Note:

Please read these rules and regulations carefully and sign the consent paper attached if you have understood. In case you need any further explanation about any rules please come to the school administration office for help.