

ACADEMIC INTERNATIONAL SCHOOL
SCHOOL REGULATIONS AND CODE OF STUDENT BEHAVIOUR

Dar es Salaam

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CONTENTS

PURPOSE

INTERPRETATION

I. SCHOOL REGULATIONS

I.1 School hours

I.2 Attendance

I.3 Class and homework assignments

I.4 Payment of school fees

I.5 Enrolment and re-admission agreement

I.6 Health

I.7 School Uniform

II. CODE OF STUDENT BEHAVIOUR

II.1 Activities and behaviour on school premises

II.2 School uniform and appearance of students

II.3 School property

II.4 School bus

II.5 Disciplinary measures

II.6 Enforcement of the Code of Student Behaviour

III. DISCLAIMER

PURPOSE

The following School Regulations and Code of Behaviour have been established for the purpose of maintaining good order, discipline and governance at the School. Parents are advised to go through them and to the extent possible help their children understand them. Students are to abide by the disciplines, rules and customs of the School. The Principal is duly empowered by the School Director to exercise authority in all matters affecting the day to day running of the School including suspension and removal of a student. Parents and students will accept

the Principal's authority at all times. These Regulations and Code of Behaviour are subject to revision.

INTERPRETATION

In these Regulations, unless the context otherwise requires:

“Academic year” means the cycle when the school provides classroom teaching. For the time being the school year runs from August/September to June except for Grade VII and A-level for which the school year is from July to June.

“Application fee” means a fee that a parent or guardian pays when making an application by a student for admission to Academic International School and is non-refundable.

"Enrolment agreement" means an agreement that a parent or guardian signs to certify that they accept the terms under which their child is admitted at Academic International School. This agreement is signed at the time a child is admitted to the School.

"Re-admission agreement" means an agreement that a parent or guardian signs at the end of the school year when students are re-admitted to school for the next school year. Among other things, the parent/guardian accepts the class to which a student is admitted in the next school year. Re-admission will be based on a student's annual performance.

“Registration fee” means a fee that a parent or guardian pays after a student has been approved for admission and is officially entered into the School register.

"School" means Academic International School for purposes of these Regulations this includes Academic International Nursery School, Academic International Primary School and Academic International Secondary School.

"School fees" means payment made for official classroom attendance and tuition at school. It is distinguished from other payments such as application fees, registration fees, transport fees and any other additional payments communicated by the school.

"School Principal" means a teacher designated by the School Director to act on his behalf as the Head of the School. The Principal will be charged with the execution of the School's academic programme and its day-to-day administrative affairs.

“School uniform” means clothing and footwear worn by students at school conforming to materials and design specified by the School.

I. SCHOOL REGULATIONS

I.1 *SCHOOL HOURS*

I.1.1 School hours will be from 07:45 am to 02:15 pm for Primary and Secondary schools and from 07:45 am to 11:30 a.m. for Kindergarten. All students must be in school ten minutes before the beginning of the first lesson. Students arriving at school late without good reason may be sent back home. Parents are encouraged to bring their children to school from 07:00 am and pick them before 03:00 p.m.; school staff will not be available outside those hours.

I.1.2 A student brought to School by parents or their representatives must be collected from the school entrance not later than thirty minutes after the child's last class. For the sake of security, parents may be required to identify individuals who will be bringing students to and from School.

I.1.3 Students are expected to remain on school premises during school hours, except during outside trips organised by the School.

I.1.4 The school is closed on Saturdays and Sundays unless announced otherwise.

I.2 *ATTENDANCE*

I.2.1 Except in case of sickness or other unavoidable reason, students are expected to attend school at all times. Where a child is unable to attend school, the parent or guardian is required to inform the School and to send a written note explaining the reasons for the child's absence. In case of sickness, parent or guardian should submit supporting medical documents. Absence from school for excessively long periods of time can adversely affect a student's overall performance. Unauthorised absenteeism for a prolonged period of more than two weeks will be dealt with all its implied consequences including removal of the student from the school register.

I.2.2 Students are enrolled for the whole academic year. In case a student has to withdraw from the School before the end of the academic year, parents/guardians should notify the School in writing.

I.2.3 For withdrawal, a minimum of one term's notice is required. If notice of withdrawal is received after a term has commenced, then fees for the remainder of that term are payable whether or not a student continues to attend lessons. Notice of withdrawal is effective from the date it is received by the School.

I.3 CLASS AND HOMEWORK ASSIGNMENTS

Students are required to complete classroom and homework assignments. Where for unavoidable reasons a student does not complete assignments within the required time, arrangements will be made to make up for the incomplete work. Continual failure to complete assignments and frequent absence may lead to poor academic performance or the student being required to repeat a class.

I.4 PAYMENT OF SCHOOL FEES

I.4.1 Fees are charged on an annual basis and are, for convenience, split into three termly accounts.

I.4.2 The tuition fees for each of the three terms will be communicated to parents/guardians before the beginning of each academic year. School fees for each term are payable in advance, at the latest by one week before the first day of the term for which they are due.

I.4.3 A student shall not be allowed into class or sit for the examination if payment has not been made in full by the deadline.

I.4.4 In addition to being excluded from class, the School will withhold school reports, certificates and academic credits of a student whose financial accounts with the School are not fully settled.

I.4.5 When a student is excluded from class for not paying full fees and when such fees remain unpaid for two weeks, the student will be removed from the school register. A student thus removed from the school register shall be required to make a new application for admission, should she/he wishes to be re-admitted to the School.

I.4.6 By accepting letters of admission or re-admission to the School, parents/guardians commit themselves to pay fees for each term. No reductions or refunds will be made for withdrawal, dismissal or absence.

I.4.7 Application fees, registration fees, tuition fees and transport fees are not refundable.

I.4.8 Any additional costs for books, school supplies, transport and other school-related activities will be paid for separately, that is, in addition to tuition fees.

I.5 ENROLMENT AND RE-ADMISSION AGREEMENT

I.5.1 An enrolment agreement, confirming acceptance of School Regulations, will be signed by parents/guardians of students being admitted to the school for the

first time. Similarly, at the end of each school year, all Parents/guardians will sign a re-admission agreement, confirming acceptance of the School Regulations.

I.5.2 Parents/guardians shall sign enrolment and re-admission agreements, on behalf of their children, thus undertaking to abide by the School Regulations.

I.6 HEALTH

1.6.1 The School may require any student to undergo medical checks and tests deemed necessary by the Principal. Acting on the advice of medical authorities, the School may suspend a child from attending classes, if it is deemed necessary for the protection of other members of the school community.

1.6.2 In case of emergency involving injury or sickness of a student, the School will be at liberty to arrange for medical treatment to a student. In such cases the final cost of medical treatment shall be borne by parents/guardians of the child.

II. CODE OF STUDENT BEHAVIOUR

II.1 ACTIVITIES AND BEHAVIOUR ON SCHOOL PREMISES

II.1.1 The School premises are to be used exclusively for educational activities as stipulated in the school syllabus and class timetables, or as may be authorised by the Principal and other Teachers from time to time.

II.1.2 Students are strictly prohibited from

- a. Possession and usage of electronic objects of any kind which includes the following but not limited to the list below.
 - i. laptops
 - ii. tablets
 - iii. mobile phones
 - iv. smart watches
 - v. portable video games
 - vi. music players and speakers
 - vii. walkie-talkies
- b. bringing excessive amount of money which exceeds Tzs. 10,000/-.
- c. bringing to school potentially offensive objects which includes
 - i. knives
 - ii. Swiss army knife

- iii. switch blades
 - iv. fire arms
 - v. fireworks
 - vi. any kind of sharp objects
- d. bringing in to school the following items:
- i. alcoholic beverages
 - ii. illegal drugs
 - iii. cigarettes
 - iv. e-cigarettes
 - v. vapes
 - vi. any kind of obscene or pornographic material

POSSESSION OF ANY OF THE ABOVE MENTIONED ITEMS IN THE SCHOOL PREMISES SHALL MERIT SEVERE PENALTIES INCLUDING AUTOMATIC SUSPENSION OR DISMISSAL FROM THE SCHOOL AS PER THE DECISION OF THE DISCIPLINARY COMMITTEE LED BY THE SCHOOL PRINCIPALS.

II.1.3. The School shall not tolerate any of the following actions on the School premises

- a. Use of any type of abusive language
- b. bullying of other students
- c. unruly behaviour and vandalism
- d. physical violence, including fighting
- e. stealing school property or other students' property
- f. Repeated disobedience and disrespect for instructions and warnings given by the Principal and teachers
- g. making unnecessary noise in school
- h. littering school premises
- i. damaging school property.
- j. consumption of alcoholic beverages or illegal drugs on School premises
- k. smoking on the school premises
- l. indulging in sexual practices or any obscene and indecent behaviour
- m. Examination malpractices, including copying from other students' papers, copying from answer sheets, bringing in cheat notes, colluding to obtain exam answers, impersonating another student during an examination, refusing to stop taking the exam when the exam time is over, use of unauthorised materials, disruptive behaviour and use of mobile phones during exams.

VANDALISM OF THE SCHOOL PROPERTY WILL BE DEALT WILL ALL ITS IMPLIED CONSEQUENCES. IN THE INSTANCE OF DELIBERATE DAMAGE OR THEFT OF SCHOOL PROPERTY, THE STUDENTS WILL BE HELD RESPONSIBLE AND WILL NEED TO COMPENSATE FOR THE DAMAGE CAUSED.

II.2 SCHOOL UNIFORM AND APPEARANCE OF STUDENTS

II.2.1 Students are required to wear the School's designated and approved uniform during school hours and when travelling to and from school.

II.2.2 Students' dresses must be according to dimensions specified by the Principal and should not reflect extremes of prevailing fashions or any religious practices.

II.2.3 Ornaments and jewellery should not be worn at school

II.2.4 Students should always be neat and clean.

II.2.5. Only modest hairstyles are permitted (no weavings, rasters, wigs, beads, highlighting and bleaching are allowed)

II.2.6. Students are not allowed to maintain long and polished nails

II.3 SCHOOL PROPERTY

School property may not be removed from school premises unless by authority of the Principal or her/his representative. Parents of a student who causes damage or loss to school property shall be required to make appropriate compensation to the School.

II.4 SCHOOL BUS

Students using the school bus are to assemble at points and hours announced by the School from time to time. Students must respect the cleanliness of the buses and follow instructions of the bus attendants, drivers and teachers. Those who misbehave and engage in vandalism on school buses may be discontinued from using the transport service.

II.5 DISCIPLINARY MEASURES

II.5.1 If a student has failed to pay school fees, or committed a grave offence, or if her/his conduct is detrimental to the interests of other students or the school at large, the Principal is free to order the removal of the student from the school. In these circumstances, no claim shall arise for the remission or return of any portion

of the fees payable for the term.

II.5.2 The decision to remove a student from the School and the manner and form of the removal shall be the discretion of the Principal in consultation with Disciplinary Committee. Parents may appeal to the Parents' School Committee if they are not satisfied with a dismissal of a child from the School.

II.5.3 The Principal and teachers, acting on her/his behalf, are free to apply other forms of disciplinary measures, such as suspension, which commensurates with the type and gravity of offences committed by students.

II.6 ENFORCEMENT OF THE CODE OF STUDENT BEHAVIOUR

Students shall be responsible for abiding by the behaviour standards defined in this Code. In case of violation of the Code, teachers and the School Principal shall be responsible for implementing corrective measures. The School Principal will consult the counseling committee, disciplinary committee and the School Director in instances such as suspension and dismissal of a student.

III. DISCLAIMER

The School shall decline responsibility for the following:

- (a) injury of any sort caused to a student, by accidents, by third parties, or by students' negligence
- (b) loss of a student's property
- (c) damages to a student, arising from the misdeed of third parties and by staff members when not acting in their official capacity as school employees
- (d) loss of a place in the school when a student has not fulfilled conditions for the payment of fees or when a student has been removed from the School for disciplinary reasons.

IV. CONTACTS

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