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# MORNING STAR PRE & PRIMARY SCHOOL

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## SCHOOL RULES

### INTRODUCTION

Welcome to Morning Star School. We are glad you are here. You are an important person to us. This Hand Book is to give you the necessary information so that you may adjust smoothly to the lifestyle of the school. Refer to it as much as possible as your guide. Morning Star School would like you to develop into a good, responsible and patriotic citizen of your country. We wish you well and enjoy your stay.

### **School Philosophy:**

The school seeks to foster a balanced system of education to enhance the development of the Spiritual, physical, social and intellectual capabilities of the learner.

### **Mission Statement:**

To provide quality education for quality life that offers a balanced spiritual, physical, mental, moral, social and vocational education in order to produce dependable and responsible citizens.

### **VISION**

To be a leading educational institution in Tanzania nurturing the mental, spiritual, physical and social faculties for self reliance.

### **School Motto:**

The School's Motto is: **"Quality education for quality life Jesus Christ is the Bright Morning Star."**

### **Purpose of this handbook:**

The purpose of this handbook is to provide you with basic information about the school and principles that the school holds as core values in her operations. We would encourage you to read it carefully so that you understand how the school functions.

### **Geographical Location:**

The Campus is located at **Plot number 4111 Dodoma Michese Kibaoni right hand side, 5 Km from Dodoma city Tanzania.**

## **Curriculum:**

Morning Star School operates within the curriculum frame work provided for by the Government of the United Republic of Tanzania covering the following subjects: Pre-Primary; Early life skills Arithmetic, Language and communication, Health& Environment, Arts and sports, Naipenda nchi yangu.

Lower Primary; Arithmetic, Kusoma na Kuandika, healthcare& environment, D.S.A, Writing and Reading.

Upper primary; **Mathematics, science, English, Kiswahili, Geography and Environment, Geography, Sports and Arts, Historia ya Tanzania na Maadili.**

## **Extra Subject:**

In addition to the basic subjects the school offers **computer** lessons from class one up to six.

## **School Schedule:**

The School operates from 7:00am to 3:00pm everyday from Monday to Friday and from 8:00am to 1:00pm on weekends. It is important that the school timetable is observed at all times.

## **Classroom:**

- It's your duty to ensure individual differences are tolerated and the opinions of others respected.
- Observe all classroom rules as set by your class teacher.
- Maintain order and cleanliness in your classrooms

## **Relationships:**

### **A. To God**

God is our Creator. We live because He lives. You will be given opportunity to worship we offer one day for religion knowledge as well as daily morning devotion. Thus, you are encouraged to:

- Develop a growing relationship with God through much prayer, study of His word and fellowship.
- Show reverence during all religious gatherings.
- Attend to your religious meetings punctually.
- Participate actively in the spiritual programs
- Make full use of every opportunity that Morning star school offers you to develop spiritually.

## **B. To yourself:**

Remember that you are created by God. He has a plan for your life. You are expected to develop physically and intellectually so that you can fulfill His plan for your life. Thus:

- You must exercise exceptional personal discipline.
- You must plan your time well for academic works at your disposal.
- You must attend to all school programs as scheduled.
- Strive to do good works all the time.
- Get involved in extra-curriculum activities.

## **C. To others**

Remember that no man is an island. In many ways your life touches many other lives. Let your life contribute to the happiness of others. May it bring encouragement together with renewal of body, spirit and mind Thus:

- It is expected of every student to be loving, patient, courteous and friendly towards all people.
- You will not bully or fight with anyone.
- Staff and visitors should always be greeted courteously.
- It is good manners to stand up when greeting staff and visitors/strangers.
- You must show respect to all those in authority and the elderly-prefects, teachers and administrators.
- You must Endeavour to live in harmony not despising or be littling anyone because of race, cultural or religious differences.
- You must also not ridicule those who may have difficulties in learning.
- You will also not be expected to tempt someone to morally unacceptable behavior.

## **D. To property and the environment**

When you maintain a healthy relationship with your God, yourself and others, you will also treat with respect the things around you.

- If you damage anything either for the school or somebody else, you will be held responsible.
- You are expected to report yourself to the administration for any damage. This is much better and prudent than to be reported by or found out by someone else.
- Do not play with the fire extinguishers.
- Please keep your hands off vehicles and any machines in the school unless it be for leaning purposes where the teacher will be supervising.
- The staff room is out of bounds except with permission.
- You must not be in the computer room, laboratory without supervision of a class teacher or any staff.

## **Authority:**

Here at Morning star school we have your total development .In order for you to reach your potential, it is necessary that you respect authority and give us your full co-operation.

## **RULES AND REGULATIONS**

The following School Rules and Regulations shall be binding on every student both during her stay at School and outside school.

It is important that the student and Parent/Guardian read carefully these rules and regulations and when they do agree to abide by them, then they (Parent and Student) shall sign the declaration form attached at the back.

## **BEGINNING OF SCHOOL TERM**

All students **MUST** be escorted by the registered parent/ guardian on the scheduled dates of opening the school between 8:00a.m. and 5:00p.m.

On reporting, all students must register with the Deputy Headmaster's Office, Accounts Office, Class teacher and then the Matron. Any important information regarding academics and the health of the student should be officially communicated to the school by the parent/guardian.

## **SCHOOLFEES**

School fees shall be paid in the bank on School Accounts. Bank drafts or bank slips shall be presented to the Bursar immediately on arrival at the School.

## **3.0 THE OFFICIAL LANGUAGE**

The official Language of the School is **ENGLISH**. All students therefore must use **ENGLISH** in their day-to-day communication and interactions at school. Breach of this rule will lead to instant punishment decided upon by the authorities at hand.

## **4.0 ACADEMIC PERFORMANCE**

All students shall be required to do all class exercises, assignments, tests and examinations at the scheduled time.

Dodging of assignments, exercises and examinations will not be allowed hence shall lead to disciplinary actions.

Fraudulent practice like copying in examination rooms shall be an offence and may lead to termination of the candidate in question.

A student who fails to obtain the standard average mark will be required to repeat the particular class. However, prior to that, she will be warned and where necessary the parent/guardian will be invited to the school for a discussion.

Report forms must be taken to the parents to check on the student's performance.

The school normally holds general academic consultations once every term. A particular date is set and parents are informed about it. On such a day, parents and students will meet with the teachers and consult various subjects. Failure to which the student will be required to go home and come with the parent.

## 5.0 OBEDIENCE TO SCHOOL AUTHORITY

All authority right from the top School Administration, staff and students 'leaders (Prefects, Monitors and Captains) must be respected, obeyed and honored. Any disrespect or contempt of authority is punishable by a suspension or an indefinite suspension depending on the magnitude of the offence.

Students 'leaders (Prefects,) have the right to report any student found in mistake **BUT** not give punishment. They should forward all cases to the member of staff on duty or the School Administration.

## 6.0 SCHOOLTIMETABLE/PROGRAM

No activity or assembly of any nature is allowed in the school without the permission from administration. Class attendance and homework are compulsory for every student.

While we appreciate all religions Prayers organized at awkward times shall be a breach of the School Regulations and shall not be allowed. Individual prayers maybe allowed on condition that they are conducted within the school premises and do not interrupt to the students and the rest of the school programs.

School program opens at exactly 7:00a.m.morning during working day.

All students **MUST** attend all school assemblies organized by the School Administration.

## 7.0 SCHOOL PROPERTY

School facilities such as buildings, furniture, glasses, books, sports equipment, Laboratory apparatus, Computers, dining hall equipment, school machine and vehicles etc. Must be used responsibly. Students who misuse/vandalize school property shall compensate for the loss or damage done.

All School property **MUST** be respected and protected. Any damage to school property should be reported to the prefects, teacher on duty or School Administration.

Furniture **MUST** not leave its respective rooms at any time except with the permission of the teacher concerned.

The following places shall be out of bounds to students in the absence of the concerned teachers: Staff room, Laboratories, Computer room, Library, and Offices. No student shall be allowed in the staff quarters.

## 8.0 UNIFORM AND DECENCY

Full School Uniform shall be used on School days and during academic outings. Student must be smart and look descent always. Student must be on proper uniform always. Uniform must be bought from school to avoid confusion and in differences.