



**ROTARY
VOCATIOAL
TRAINING CENTRE
SCHOOL RULES AND REGULATIONS**

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2.0 REGULATIONS ON CLASS ATTENDANCE

1. All students shall be required to attend all classes.
2. Students must report to class at least five minutes before the start of any lesson.
3. Absenteeism from class shall not be tolerated. Students shall not abscond from attending classes. Any student(s) who shall be found guilty of influencing other student(s) to refuse to attend any lesson shall risk a suspension of not less than three months.
4. Any student who shall wish to be absent from class, shall be required to officially report to the Head of Department. However, the reasons for absenteeism must be reasonable to warrant the permission to be absent.
5. Any student who shall report to class at least ten minutes late after the start of the lesson shall not be allowed in. The same student shall be forwarded to the relevant authority who shall in turn take the necessary disciplinary action.
6. Silence must be observed in classrooms.
7. Classes shall be kept clean at all times by a student or a group of students that shall be assigned to take charge of class cleanliness.
8. Full school uniform shall be worn during class hours.
9. Any student who shall report to class with any clothing other than the school uniform shall not be allowed in.
10. Classrooms shall not be used for entertainment/parties unless dictated by circumstances.
11. Such circumstances mentioned here in (10 above) shall be determined by the management when need arises.
12. Students or (and) staff shall not be involved in any sexual activities within the classrooms or Rotary Vocational Training Centre premises.
13. Contravening any of the above regulations by any student or group of students shall attract penalties as shall be guided by the disciplinary committee.

3.0 EXAMINATIONS POLICY

3.1 Scope

This policy shall cover all exams and Assignments that shall be administered to all students in Rotary Vocational Training Centre. The exams herein referred include CATS, Assignments and End Term exams.

3.2 Preparation/ setting of exams

Individual trainers shall set their respective unit exams, proof read and edit them before printing and handing them over to the examinations office who shall ensure security of the exams till, they are released for administration to the students.

3.4 Roles of the Examinations Body

The examinations committee/body shall be answerable to the college management.

- To receive examinations from individual unit trainers
- To safe keep the exams in accordance with article three (above) of the examinations policy.
- To release exams during the examination period.
- To deliberate on and handle all matters regarding all exams to be done by all or individual students in Rotary Vocational Training Centre.
- To advice on the right time for examination administration which shall be in line with the Rotary Vocational Training Centre curriculum.
- To make decisions on matters of examination cheating and irregularities.
- To take full responsibility in case of examination leakage.
- To tackle any other examination matters as shall be requested by the management and/ or trainers.

3.5 Administration of exams

An exam timetable shall be drawn and communicated to all students and staff on the date and time of examinations. This shall be at least one week before the exams start.

There shall be invigilators who shall administer each single unit exam as shall be guided by the examination body.

The invigilators shall do thorough planning, organization and any other measures to curb and prevent cheating of examination ten minutes prior to the start of each unit exam.

3.6 Marking and releasing of results

Each individual subject trainer shall mark and remark his or her own subject exam, give out the required score and submit his report to the tutor(s) concerned with examination data analysis.

The examination results shall be laid down before the examination committee who shall discuss them after which the exams results shall be posted on student notice board.

3.7 Cheating

Cheating before or during the examination period shall be treated as an examination offense.

Cheating shall include: examinees communicating directly or indirectly while seated for their exams, use of any written materials including “Mwakenyas”, or any other suspicious method as shall be observed by the invigilators.

The invigilator, upon having solid evidence on cheating shall:

- a) Keep the evidence of cheating if tangible
- b) Confiscate the individual/group (of) student(s) examination paper(s) and the answer sheet(s) and send the culprit(s) out of the examination room
- c) Call off the exam incase the whole group of students seated for an examination is involved after considering articles (a) and (b) above.
- d) Forward the case and evidence to the examination committee who shall come up with the necessary actions before advising the on the actions to be taken. (Ref: 3.B above)

3.8 Special Examinations

- i. A special exam shall be administered to students as advised by the class teachers and/or the Examination Committee.
- ii. No Special Examinations shall be administered to students except under the following circumstances:
 - a. For medical reasons, as verified by the respective class teachers.
 - b. For compassionate reasons, based on events such as bereavement which occur prior to and/or during the examination period affirmed who shall communicate the same to the examination office.
- iii. The decision on whether or not special examinations shall be administered shall be taken by the Examination Committee in consultation with the subject teacher upon request from the student(s).

3.9 General examination regulations

- a) All students in Rotary Vocational Training Centre shall sit for CATS, ASSESSMENTS AND End term exams.
- b) All trainers and students must adhere to the examination policy under all circumstances.
- c) Any examination issue, either from students or staff shall be forwarded to the examination committee at least an hour before the exam is administered.
- d) Under no circumstances- other than shall be allowed by the examination committee or the management shall an individual or a group of students fail to do an exam.
- e) Lack of enough time shall not be an excuse for deferment or failure to sit for an exam by any student.
- f) Any student, who participates in cheating in an exam either directly or indirectly, shall have his results cancelled.
- g) A **FAIL** shall be awarded as a grade for any student caught cheating in any exam. This shall be in addition to other punishments as shall be determined by the examination committee.
- h) EXAMINATION CARD must be produced before starting any exam.
- i) Communicating with another student during an exam shall be a punishable examination offence.
- j) Any student who shall refuse to comply with these guidelines under any reasons shall not sit for the exam and shall be awarded a **FAIL** for that specific unit in addition to other punishments as shall be determined by the examinations committee.
- k) Students shall wear full school uniform during the exam.
- l) Invigilators shall have the power to rearrange the sitting design of the students either before or during the exam period.
- m) Appeal on any action taken against anyone caught in examination malpractice shall be forwarded to the examination committee in written form immediately after the imposing of such action.
- n) Students shall not decide on when to do an exam.

- o) Conspiring not to sit for any given exam under whatsoever circumstances shall be a serious examination offence and dire consequences shall follow.

4.0 ASSIGNMENTS

Assignments shall form part of the total performance/ awarding of marks in every end of term exams. This shall be in addition to CATS and End term Exams.

4.1 Regulations of assignments

- This policy shall fall under the mandate of the examinations body and shall be part of the examinations policy.
- No student shall dictate on the type of assignment to be given or the time when such an assignment should be done.
- Time and forgetting shall not be excuses for failure to do/ complete an assignment. On the other hand, any excuse for not doing/completing an assignment shall have to satisfy the unit trainer or the administration in broad.
- Failure to do/complete an assignment shall be an act of disrespect to the assignments policy, trainers and the administration at large, and shall therefore be a direct act of indiscipline which shall be punishable according to the examinations policy or as may be, shall advised by the disciplinary committee in case of them being consulted.

4.2 Punishments

The following shall befall any individual/ a group of students who shall disregard the examination policy directly or indirectly, as shall be determined by the examination committee or the management:

- a) At least 1 week suspension
- b) Cancellation of exam results
- c) Warning letter
- d) Impromptu re-sit of another exam
- e) In case a trainer is involved in exams malpractice; it shall be upon the power of the management committee to decide on the fate of such a / group of trainers.
- f) Any other punishment that the examination or management shall deem fit.

5.0 REPORTING HOURS

1. All students must adhere to the reporting hours that shall be set and communicated to them by the management.
2. Students must be within/in the college by 7:45am on weekdays.
3. Students are not allowed to be in the compound during weekends or holidays, unless under the instruction of a teacher to do so.

6.0 ENTERTAINMENT

Entertainment shall be conducted as follows:

1. There shall be a student representative who shall be assigned the responsibility of all entertainment matters.
2. Entertainment events shall be permitted by the management office at a stipulated time and day as it shall be deemed fit.

7.0 SPORTS

1. All sports equipment shall be kept in the storeroom from where they shall be collected at every sport event.
2. There shall be a head of department of sports
3. The playing hours shall be during short breaks and after classes.
4. There shall be a student representative(s) who shall be in charge of sports.

8.0 STUDENT LEADERS

1. There shall be student leaders (as prescribed by Criteria for selecting student leaders) who shall act as link between the college administration and the students.
2. All student matters shall be aired to the administration through the student leaders or through the suggestion box.

8.1 Criteria for selecting student leaders

1. Student leaders/representatives shall be elected once in every academic year.
The following are the guidelines on how such election shall be conducted.
2. The students shall propose the names of fellow students whom they wish to be their leaders /representatives two weeks prior to the election date.
3. An individual student shall have the right to propose himself.
4. These names shall be forwarded to the college disciplinary committee for further scrutiny through the suggestion box.
5. The disciplinary committee shall communicate in written form at least two names for each post from which the students shall vote for their desired student representatives through secret balloting.
6. There shall be two staff members who shall count the votes casted and declare the winner who shall assume the responsibility of student leadership.
7. Students with pending indiscipline cases shall not be allowed to represent or be a student leader.

8.2 Dissolving student leaders/representatives' body

The management shall have absolute power to dissolve a part or the entire body of student leaders in either of the following cases:

1. If the student leader(s) are involved in inciting the students negatively e.g. to be involved in strikes.
2. If the student leaders fail in their duty as intermediaries between the management and the students.
3. In case at least three quarter of the student population demands the dissolution of the student leader's body.
4. If at least three quarter of the student representatives resign.
5. In case of any other reason not here in mentioned but one that in the considered opinion of the management or the board of directors, guarantees dissolution of the student representative body
6. If an/a individual/ group of the student leaders are involved in any form of indiscipline, such member shall be required to resign and a by election shall be conducted to fill his position.

9.0 COLLEGE PROPERTY

1. Willful Damaging of RVTC property by a student or a group of students shall be a gross misconduct.
2. Any student who shall be caught in the act of damaging or having damaged any college property shall be severely punished in accordance with the college rules and regulations.
3. Students have the responsibility to safeguard college property for the better of the entire college fraternity.

10.0. Time

1. Operational hours in the school are weekdays from 7:45 am – 4:00pm.
2. No student shall stay in the school after 5:00pm during weekdays. The students are not allowed in the school during the weekends without permission from the manger or staff.
3. Students must observe punctuality especially while reporting to college.
4. Under no circumstance(s) shall any student(s) fail to report for college on time other than shall be authorised by the administration.

11.0 General rules

1. It shall be an offence for any student(s) to fight another (other) student(s) or staff.
2. Consumption of Alcohol as well as smoking of cigarette and other stimulant drugs by students within the college is not allowed and it constitutes a serious offence.
3. Disciplined must be strictly adhered to

12.0 Dressing mode

1. Students must observe proper and descent dressing mode (full uniform)
2. Disregard to the college regulations or any other form of misconduct shall be dealt with in accordance with the college rules and regulations and a stern disciplinary action shall be taken.

13.0 STUDENT DEMONSTRATIONS/ STRIKES

1. Participating in any form of demonstration is shall not be allowed by the college.
2. Expulsion from the college shall be the punishment for any student found guilty of inciting other students to participation in strikes.

14.0 GENERAL RULES

1. All students must respect all RVTC staff- both teaching and non-teaching staff.
2. Students shall not insult, fight or threaten members of staff or other student(s) under whatever circumstances.
3. Students shall not be allowed to host any individual celebration ceremonies e.g., birthday parties, within the Rotary Vocational Training Centre premises unless otherwise allowed by the management.
4. Students shall not call each other names or discriminate each other in the brackets of tribe, race, gender, religion, personal abilities, social class, language, body size and age.
5. All students must treat each other as equal and shall be treated equitably.
6. Any form of bribery shall not be allowed within Rotary Vocational Training Centre.
7. Students shall not be involved in any sexual activities with visitors and or with each other within the College premises.
8. Students shall not be given short leaves during weekdays (except during holidays) and such leaves (Short term leaves) shall not exceed two days (48 hours).
9. Extending the short-term leave by any student shall be misbehavior.
10. Any student who shall extend his short leave period shall have to write an official letter explaining such misbehavior attaching evidence where necessary and shall not be legible for any other short leave for a period of not less than the next three months from the period of the misbehavior.
11. Students who wish to take a leave exceedingly at least three days must write an official letter with full reasonable detail warranting such leave.
12. NB/ Any act not herein mentioned in the college rules and regulations but shall be considered, as an act of indiscipline shall be punishable in accordance with the college rules and regulations.
13. No student shall be allowed to walk out of the compound without a leave sheet duly signed by the manager or any staff to which the duty to sign such leave sheet is delegated by the manager.
14. No student shall be allowed to involve in behaviors that may injure oneself or/and others while in the classes and within the Centre at large.

15. Students must maintain a respectful professional teacher-student relationship and any form of behavior(s) in a manner likely to jeopardize this relationship is a serious offence.
16. All students and staff shall follow rules and regulations that shall be established to control individual college departments. However, such departments shall have to communicate such rules and regulations in written form to all students and staff.
17. All students are responsible for cleaning and maintaining general hygiene within Rotary Vocational Training Centre premises.
18. Student(s) who shall fail to do any duty assigned to them shall not be allowed to continue with his lessons/ or to take leave from the college under whatsoever circumstances until he/she has done his duty rightly and, in the standards, as shall be required by the staff in charge.
19. All students should be flexible when they are called upon by the administration of Rotary Vocational Training Centre to assist in any duty whatsoever.
20. No student is allowed to enter or take anything from the staff offices without permission or the presence of the staff.

15.0 IGNORANCE

Any form of ignorance to the college rules and regulations shall not be an excuse for breaking the rules and or any act of indiscipline or misbehavior.

16.0 DISCIPLINARY ACTION

ANY STUDENT OR GROUP OF STUDENTS WHO SHALL ACT CONTRARY TO THE COLLEGE RULES AND REGULATIONS SHALL FACE EITHER OR A COMBINATION OF THE FOLLOWING DISCIPLINARY ACTIONS:

1. Being served with a Warning letter.
2. Being suspended for a period of not less than two weeks and not more than one year.
3. Deprivation of certain privileges that the college might be offering.
4. Expulsion from the college.
5. Being required to replace, purchase new property in case of damage or loss
6. Writing of an apology letter.
7. Any other disciplinary action as shall or may be determined by the disciplinary action committee or any other person in authority.

17.0 DISCIPLINARY PROCESS

Any student/group of students who shall be caught or associated with any act of indiscipline shall:

1. Be called to appear before the disciplinary committee individually.
2. Be informed and interrogated on the act of indiscipline. The process of interrogation may be oral or in written form.
3. Any disciplinary action taken against any student shall take effect immediately
4. No student shall be allowed to protest on behalf of another student regarding a disciplinary action

18.0 ORIENTATION TO THE SCHOOL RULES AND REGULATIONS

The disciplinary committee shall set a day to go through and explain in details the entire college rules and regulations to new students after every fresh intake of a new class.

It shall be as well the responsibility of individual academic department heads or staff to orientate new students on the departmental rules and regulations.

After orientation all student shall sign an orientation attendance register.

19.0 COLLEGE UNIFORM

Male students must put on Black trouser and white shirt while female students are to on black skirt and white blouse/ BLACK DRESS. A school T/shirt.