

MNB COLLEGE

YOUR PASSION YOUR PROFESSION

SCHOOL RULES AND REGULATIONS

Learner Handbook for Day Scholars and Boarders

Institution	MNB College
Location	Plot 6, Corleiner Farm, Chegutu - along the Chegutu-Chinhoyi Road
Revision	September 2026

Institutional draft prepared for MNB College. It should be read together with applicable Zimbabwean law, Ministry requirements, and examination-body regulations.

Document Guide

This guide is organised so that learners, parents, teachers and administrators can quickly identify responsibilities and procedures.

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1. Purpose, Scope and Core Values

These rules establish the minimum standard of behaviour expected from every MNB College learner while on campus, in boarding facilities, during trips, at sporting or academic events, while using school transport, and when representing the school online or in public.

MNB standard

Every learner is expected to be respectful, honest, responsible and self-disciplined. Discipline is intended to protect learning, safety, dignity and the reputation of the school, not merely to punish wrongdoing.

- **Respect:** Treat learners, staff, visitors and community members with dignity; obey lawful and reasonable instructions.
- **Honesty:** Do not lie, steal, forge documents, conceal serious misconduct, falsify attendance, or cheat academically.
- **Responsibility:** Attend lessons, complete work, care for property, meet deadlines and accept consequences for choices.
- **Self-discipline:** Control language, behaviour, use of technology and relationships even when direct supervision is absent.

2. Attendance, Punctuality and Movement

Attendance is a core academic requirement. A learner who is physically enrolled but does not attend may not be marked present. Registers must reflect actual presence, and learners must cooperate with all attendance checks.

- Learners must attend every scheduled lesson, study period, assembly, devotion, examination, practical, sports activity and other compulsory programme unless officially excused.
- Late arrival must be reported through the designated office or staff member. Repeated lateness may trigger parent contact and corrective action.
- A learner may not leave a lesson, school grounds, hostel, study venue or school activity without permission from the responsible staff member.
- Absence must be supported by an acceptable explanation from a parent/guardian and, where appropriate, medical documentation.
- Leaving campus during the school day or boarding period without formal authorisation is a serious safety and disciplinary matter.
- Learners must never ask another learner to answer roll call, sign a register or misrepresent attendance on their behalf.

Attendance verification

MNB College may compare class registers, subject-teacher attendance, lesson/QC records, boarding records and system logs. Any inconsistency must be investigated rather than automatically treated as present.

3. Uniform, Grooming and Personal Presentation

Learners must wear the approved MNB College uniform correctly, neatly and with pride. Uniform rules apply during normal school hours and at any event where learners represent the school, unless management announces an alternative dress arrangement.

- Uniform items should be clearly labelled with the learner's name to reduce loss and disputes.
- Clothing must be clean, appropriately fitted and worn in the manner prescribed by the school.
- Hair, jewellery, cosmetics, footwear and accessories must remain neat, safe and consistent with school standards announced from time to time.
- A learner may not deliberately alter the uniform to create an unauthorised style or display offensive wording or symbols.
- Religious, medical or other reasonable accommodations should be raised with management for proper consideration.

4. Conduct, Respect and Relationships

MNB College expects learner relationships to support education, maturity, safeguarding and mutual respect. Conduct that distracts from learning, creates coercion, harassment or secrecy, or breaches school relationship rules is prohibited.

Area	Requirement / Standard
Respect for staff	Use courteous language; follow reasonable instructions; raise disagreements through proper channels rather than insults, defiance or public confrontation.
Peer conduct	No bullying, intimidation, humiliation, fighting, hazing, threats, extortion, discriminatory abuse or deliberate exclusion.
Romantic/sexual relationships	The school maintains a strict rule against learner romantic/sexual relationships and related conduct on campus or during school

Area	Requirement / Standard
	activities. Safeguarding concerns are escalated immediately.
Language	No obscene, degrading, threatening, discriminatory or sexually explicit language.
Public behaviour	Learners must protect the dignity of the school when in uniform or publicly identifiable as MNB College learners.

A learner who experiences bullying, harassment, coercion, sexual misconduct or threats should report the matter to a trusted staff member, school management or the designated safeguarding channel. Retaliation against a person who reports a genuine concern is prohibited.

5. Academic Work and Classroom Behaviour

- Arrive with required books, stationery, calculator or approved device and any subject-specific materials.
- Participate actively, take notes, complete classwork, homework, exercises, tests, assignments and corrections.
- Do not disrupt lessons through talking, sleeping, wandering, horseplay, unauthorised eating or technology use.
- Submit work on time. If genuine circumstances prevent submission, communicate promptly rather than waiting until marks are closed.
- Plagiarism, copying, collusion, impersonation, use of unauthorised notes/devices and falsification of results are academic misconduct.
- Learners must keep assessment scripts and feedback where required and review corrections to improve future performance.

6. ICT, Mobile Phones, Laptops and Online Conduct

Digital devices are learning tools and must be used only for approved educational purposes during controlled periods. Access to the school network or a personal device does not create a right to bypass school supervision.

- Use of WhatsApp Web, social media, gaming, streaming, entertainment sites or messaging during lessons/study without permission is prohibited.
- A device being used contrary to school rules may be confiscated for a period determined by school policy and the seriousness/repetition of the offence.

- Learners must not photograph, record, livestream or share images/audio of another person without permission, especially in hostels, bathrooms, changing areas, counselling or disciplinary settings.
- Cyberbullying, impersonation, hacking, password theft, unauthorised access, malicious software and attempts to bypass content controls are prohibited.
- Passwords are personal. Learners are responsible for protecting their credentials and reporting suspected compromise.
- School digital platforms, including the ERP and parent/learner portals, must be used truthfully and responsibly.

7. Boarding Rules and Daily Routine

Boarding life requires greater personal discipline because learners live in a shared environment. Boarders must follow hostel routines, quiet times, hygiene standards, study periods, meal arrangements and instructions from boarding staff.

Area	Requirement / Standard
Wake-up	04:00 unless management issues a revised timetable.
Morning study	Approximately 06:16-07:00, with punctual attendance and quiet study.
Lessons	Formal lessons begin from 07:00 according to the timetable.
Afternoon academic programme	For designated forms, additional lessons/study may run approximately 14:00-16:00.
Sports	Scheduled sports/activity period generally follows afternoon lessons, subject to the school programme.
Evening study/devotion	Attendance is compulsory when timetabled. Noise, roaming and unauthorised device use are not permitted.
Laundry and hygiene	Learners must follow supervised laundry arrangements, care for personal hygiene and use school equipment responsibly.

Area	Requirement / Standard
Rooms and beds	Keep sleeping areas clean and orderly. Do not move beds/furniture, change rooms or host unauthorised visitors without permission.

Boarding welfare

Boarding staff may conduct reasonable inspections for safety, hygiene, prohibited items and protection of school property while respecting learner dignity and applicable safeguarding standards.

8. Safety, Health, Prohibited Items and Property

- Weapons, dangerous objects, explosives, illegal drugs, alcohol, tobacco/nicotine products, intoxicating substances and pornographic or highly inappropriate material are prohibited.
- Medication should be declared and managed according to school health procedures. Learners must not share prescription medication.
- Fire equipment, electrical systems, cameras, locks and safety devices must never be tampered with.
- Report illness, injury, hazards, suspected abuse or unsafe behaviour immediately.
- Theft, deliberate damage, vandalism or unauthorised use of another person's property may result in restitution and disciplinary action.
- Large sums of cash and high-value personal items should not be brought to school unless specifically permitted.

9. Sports, Meals, Visitors and Campus Facilities

- Use sports fields, courts, laboratories, workshops, computer rooms and other specialist facilities only under authorised conditions.
- Follow safety instructions and wear appropriate protective clothing/equipment where required.
- Dining areas must be kept orderly. Queue respectfully, avoid food wastage and follow health/hygiene instructions.
- Boarders must use only approved food-storage arrangements. Items that create hygiene, pest or electrical hazards may be restricted.
- Visitors must follow school visitor procedures. Learners may not arrange secret or unauthorised meetings on or near school premises.
- Learners must not enter construction areas, plant rooms, staff-only areas or restricted zones without permission.

10. Discipline, Corrective Action, Appeals and Reporting

Discipline should be consistent, proportionate and documented. Serious safeguarding or criminal allegations are handled through the appropriate authorities and procedures, not treated as ordinary classroom misconduct.

Area	Requirement / Standard
Examples of minor misconduct	Lateness, incomplete work, noise, untidy areas, first-time low-level uniform or routine breaches.
Examples of serious misconduct	Fighting, bullying, theft, deliberate property damage, leaving campus without permission, serious defiance, repeated technology misuse, examination misconduct.
Examples requiring urgent safeguarding/safety response	Weapons, drugs, sexual misconduct, exploitation, threats of serious harm, dangerous violence, abuse allegations or serious criminal conduct.

1. The concern is recorded and the learner is informed of the allegation or rule involved.
2. The learner is given a fair opportunity to explain what happened. Relevant witnesses, records or digital evidence may be checked.
3. The responsible authority determines an appropriate response based on seriousness, repetition, age, impact, honesty, safety and previous interventions.
4. Parents/guardians are informed where the matter is significant or recurring.
5. Possible responses include counselling, warning, restorative action, detention or supervised work, restitution, behaviour contract, restriction of privileges, device confiscation under school policy, suspension or other lawful school action.
6. A parent/guardian or learner may raise a review/appeal through school management where they believe procedure was unfair or material information was overlooked.

11. Parent/Guardian Responsibilities

- Provide accurate contact, medical and emergency information and update it when circumstances change.
- Support punctual attendance, correct uniform, academic work, respectful behaviour and school routines.

- Use official channels for complaints or concerns rather than confronting learners or staff in ways that disrupt safety or learning.
- Review ERP/portal notices, report cards, attendance information and school communications regularly.
- Pay school fees and approved charges through official school banking/payment channels; cash should not be handed to unauthorised persons.
- Label learner belongings and ensure prohibited items are not packed for school or boarding.

12. Learner Acknowledgement

By enrolling and remaining at MNB College, a learner is expected to know and follow school rules. Parents/guardians are expected to support the school in applying these standards consistently and fairly.

Learner name	_____
Learner signature	_____
Parent/Guardian	_____
Date	_____

Adoption and Acknowledgement

This document becomes an operational MNB College instrument when approved by authorised school management. The school may issue supplementary circulars where circumstances, law, safety requirements, technology, or examination-body rules change.

Approved by	_____
Position	_____
Signature	_____
Effective date	_____