

## AKADO VOCATIONAL TRAINING CENTER

### Rules and regulations

1. All the trainees are expected to keep time strictly in all school activities; any lateness will lead to disciplinary action.
2. Absenteeism is not allowed without permission;
  - i. In case of sickness, a trainee **MUST** submit a document from the recognized medical facility
  - ii. Any other absenteeism should be accompanied by a guardian /parent
  - iii. No trainee should leave the compound without permission. a trainee should obtain leave out sheet from MOD
3. **FIGHTING** is totally forbidden and if occurs shall lead to punishment, suspension or expulsion. Any fight should be reported to instructor on duty or sectional heads.
4. All visitors to be directed to the office
  - i. Any stranger is prohibited from classrooms, workshop and hostels.
  - ii. Trainees are prohibited into the staff room without permission.
5. Theft, alcoholic drinks and smoking of any kind are prohibited. Any student found involved will lead to expulsion or will be handed to the police.
6. There should be no romantic affairs amongst trainees or trainees and staff. Action will be taken against anyone involved in this action.
  - i. Abortion is a criminal offence any trainee found to be involved will have to face the law.
7. Trainees **MUST** be clean and in full school uniform, failure to which shall be subjected to punishment.
8. Use of tools and equipment **MUST** be handled responsibly. Any loss or damage will be accounted for by the user
9. Use of abusive language is prohibited
10. Trainees are prohibited from making or receiving phone calls during class hours .in case found, the phone will be confiscated and kept throughout the term
11. All the trainees are expected to channel their grievances through the laid down procedures
12. All the trainees should be in school compound not later than 7.30am in the morning and leave by 5.00pm in the evening failure to which the trainee will be send back home to bring the parent.
13. Manual work is a **MUST** for all trainees throughout the week
14. School time table and term program must be followed by all trainees.
15. Official language is English and **Mother tongue** speaking is not allowed

Declaration:

I ..... Adm. No.....declare that I have read and understood the regulations above. I commit that I will abide by them.

Trainees Signature..... date.....