



សាលាបច្ចេកទេស ដុនបូស្កូ ខេត្តកែប

DON BOSCO TECHNICAL SCHOOL KEP PROVINCE
Thmey Village, Sangkat Prey Thom, P.O.Box: 9801 - Kep City, CAMBODIA
Tel: (+855) 97 371 2020 / 10 844 820
Email: headmaster@donboscokep.org / management@donboscokep.org
Website: www.donboscokep.org

Internal Rules of Don Bosco Technical School, Kep

The following are the internal rules of the school and we would like to ask all of us to join in to set as the good example for our students.

- 1) Employees get two sets of uniforms at the beginning of work and must wear that uniform every day unless authorized by the school management. If the staff or teachers fails to wear the uniform, he / she will be educated by the headmaster 5 times a year. Cases more than 5 times a year will be educated by the school rector.
- 2) Employees or teachers are not allowed to stay with students (except siblings, cousins or parents), for example: rented house, separate room or apartment.
- 3) We as staff or teachers should not have romantic relationships with students in the school.
- 4) Employees or teachers must not take students to their private work unless the prior permission of the school management is attached to the cause and a letter of approval from the principal or school management.
- 5) All of us teachers or staff should not gossip or slander the reputation of Don Bosco Technical School in Kep or the Don Bosco Foundation of Cambodia, regardless of any means or image.
- 6) We must all set a good example for our students and do not have any attitudes contrary to the education of the Don Bosco Salesian family.
- 7) We should not eat at work or in the office unless authorized by the school management or (on any special occasion).
- 8) For all staff or teachers, please scan the medal every time you enter or leave school. In case the staff or teacher forgot to scan, please inform the administration.
- 9) We should not drink beer or alcohol, smoke or drugs with students.
- 10) We should not travel or organize other activities with students without permission from the school management.
- 11) Staff or teachers are always asked to maintain the dignity of teachers at all times.
- 12) Employees or teachers should not lend or borrow money from colleagues or students.
- 13) Staff or teachers are not allowed to hang out with students, especially at their place of residence. If so, this must be approved in advance by the school board.
- 14) The role of staff can change depending on the needs of the organization, with retraining and according to the circumstances provided for the change of job or skills. Especially for non-teaching staff. It is an opportunity to develop and increase additional skills and to provide staff according to the decision of the school management.
- 15) Employees or teachers are not allowed to bring their children to work or school during working hours without the prior permission of the school management។
- 16) Staff or teachers are not allowed to invite guests to school during working hours without the prior permission of the school management.

- 17) Alumni and our partner companies are always welcome, but prior permission from the school board or principal is required to notify the school security.
- 18) We all have to come to school before 7:30 in the morning. If an employee or teacher arrives late, the manager must be notified so that the manager can notify the security. But no more than twice a week, he must meet with the school management and explain the reasons in person.



ALBEIRO RODAS