RULES AND REGULATIONS

1. SCHOOL HOURS | ATTENDANCE | PUNCTUALITY

1.1 School starts at 08 00 a.m. with morning assembly. Pupils are expected to reach school a few minutes earlier.

1.2 After the morning assembly all pupils must proceed to their respective classrooms for the form period where attendance is taken down by the Form Master.

1.3 Form period lasts from 08 00 to 08 10 a.m.

1.4 One school day consists of 9 periods each of which is 35 minutes duration.

1.5 School ends at 02 30 p.m. Form I is released five minutes earlier at 02 25 p.m.

1.6 If a pupil is not present when the register is taken, he will be marked absent.

1.7 Parents should see to it that their wards are punctual daily.

1.8 When a pupil comes late in the morning, he has to sign in the pupils' lateness book. An entry is also made in his student journal. His Responsible Party must acknowledge his lateness by signing his student journal.

1.9 No pupil will be admitted after 08 30 a.m. unless he is accompanied by his Responsible Party or he has a valid written explanation from his Responsible Party.

1.10 A pupil who is regularly late for flimsy reasons (such as transport problems etc) will be liable to disciplinary action.

1.11 A pupil who is late three or more times during a week will be given a one hour detention. In case of repetition the Responsible Party will be called to school for necessary explanation.

1.12 The Last Period.

Pupils work until the last period is over. They are not allowed to "pack up" earlier. If, to all appearance, a Form has stopped working before the end of the last period the teacher or Rector may decide to detain the Form a few minutes longer than usual.

2. MORNING ASSEMBLY

2.1 All pupils must attend Morning Assembly, properly lined up in their respective class row.

2.2 Any pupil caught shirking morning Assembly will be liable to severe disciplinary action.

2.3 Pupils wearing caps, talking with other pupils, listening to Discman, MP3, MP4 etc, using mobile phone will be severely sanctioned.
3. **SCHOOL UNIFORM AND TIDINESS**

3.1 Pupils must always wear the school uniform.

3.2 It is compulsory for all pupils to wear the prescribed school uniform.

3.3 The uniform consists of a plain white shirt with the school badge, dark grey trousers with white socks and black or white shoes.

3.4 Pupils who fail to wear their school uniform may be sent back home to change or may not be given access to class.

3.5 Unofficial T-shirts, fancy jackets and jeans of whatever colour & fancy shirts, caps and other fancy objects such as earrings, fancy chains etc. are not allowed.

3.6 **Shirts must be well tucked inside trousers.** During PE Classes, pupils should wear proper attire (short + T-shirt + appropriate sports shoes).

3.7 **School Track Suit:**

In winter, pupils are allowed to wear the school jacket along with the usual uniform. The track-suit may be used for sports events / PE classes only but should not be worn as uniform.

3.8 A pupil failing to wear the school uniform without a valid written explanation from the Responsible Party will be sent back home to get him properly dressed. Flimsy reasons (such as rainy weather, single uniform etc.) in order not to wear the school uniform will not be accepted.

3.9 All students are expected to be always clean and tidy. Fancy hair cuts are not allowed.

4. **COURTESY TO STAFF / ABSENCE OF STAFF**

4.1 All pupils are expected to show courtesy and due respect to all members of the teaching and non-teaching staff.

4.2 If a teacher is absent, pupils wait in or outside the classroom for another teacher to replace the absent one.

4.3 Pupils are not allowed to leave classrooms without prior permission from their class teachers.

4.4 During replacement periods, pupils are not allowed in playgrounds or in school compounds.
5. **DISCIPLINE**

5.1 A pupil is under school discipline the moment he leaves home for school until he is back home.

5.2 When school is released pupils are expected to go home directly and not to loiter around.

5.3 The school will under no circumstances intervene in favour of a student who has been reported to the police for gross misbehaviour outside school.

5.4 When leaving classrooms at the last bell pupils must walk out in an orderly manner. Rushing and stampeding on the staircase is very dangerous.

5.5 The misbehaviour of a student on the way to school and back is considered to discredit the good name of the school. Pupils should behave properly in buses as well as in any public place.

5.6 Nobody should lean out of the window or throw anything from the bus.

5.7 Pupils should show courtesy towards the teachers and must accept the authority of Prefects who represent the administration and are in charge of discipline and good behaviour outside the school premises.

5.8 The Student Journal must be filled by all pupils after every period, and signing of Journals is held every Thursday during a Special Form period from 0800 - 08:40. Responsible Parties are strongly advised to monitor and sign the Journals weekly.

5.9 Individual Report Book showing student's performance during a term is issued at the beginning of the following term. The Responsible Party should take note of results and report and insert signature on the space provided.

6. **ABSENCES / TRUANCY**

6.1 Attendance is compulsory. All absences must be explained in writing immediately on the day on which a pupil comes back to school. The pupil will hand over the letter of absence signed by his Responsible Party to the Form Master marking the register.

6.2 Absences of more than 3 days must be covered by a Medical Certificate.

6.3 A pupil who is absent for more than 5 consecutive days will have to be accompanied by his Responsible Party for necessary explanation.

6.4 Absences will be computed each term, recorded in the Report Book of the student and may be taken into account in the overall assessment scheme.

6.5 Parents are requested not to keep their wards away from school except during illness or urgent private matters.

6.6 A pupil will not be allowed to leave school early for weddings, birthday parties etc. unless a letter is produced duly signed by the Responsible Party and the Responsible Party takes the responsibility of collecting him at school and signing the Departure Book.
6.7 Truancy is punishable by law. A pupil who plays truant will not be admitted to school unless and until his Responsible calls at school.

6.8 Missing class lessons and I or running away from school is considered to be a very serious offence and a pupil guilty of such offence runs the risk of being rusticated. Temporary suspension (also called "Rustication") is not a regulation of the college but a law in force in Mauritius to which rectors can have recourse.

TEMPORARY SUSPENSION

Regulation 13(1) of the Education Ordinance 1957 reads as follows:

"Whenever it shall appear to the Principal of a Government Central or Secondary School... that the conduct, work or progress or any pupil is unsatisfactory, he may temporarily suspend a pupil or require the Responsible Party of the pupil, by notice in writing, to withdraw him from the school within such a period as may be specified in the notice. If the Responsible Party fails to withdraw the pupil within that period the pupil, with the approval of the Director, be expelled from the school."

Temporary suspension is the last step before expulsion, and the Rector shall have recourse to it in cases of gross misbehaviour and insubordination.

7. **STUDENT JOURNAL (with photograph)**

7.1 It is compulsory for every pupil to have a Student Journal in order to monitor his conduct and performance.

7.2 Student Journal should be kept neat and clean.

7.3 Every pupil has to insert his photo in his Student Journal.

7.4 Student Journal is sold at Rs 50.00 each.

7.5 **Lost of School Journal**

Duplicate School Journal may only be issued upon a fee of Rs 50 after submitting a letter duly signed by the Responsible Party.

8. **TERM REPORTS**

8.1 The report must be returned to the school on the day specified.

8.2 For the Third Term it is recommended that the Responsible Party calls personally at school to collect his ward's report book.

8.3 Pupils leaving school must ensure that they have returned their report books failing which considerable delay is caused in the issue of School Leaving Certificate.

8.4 Please note that pupils who fail an end-of-year examination twice have to withdraw from school.
9. **STUDENTS IDENTITY CARD**

9.1 Each student will be issued and ID Card against payment Rs 100. 00.

9.2 Issue of duplicate card (lost) : Rs 300.
Amendment(s) to card "change in address, wrong information submitted to NTA etc" : Rs 300.

**NOTE:** Students would have to pay adult fare if they are not in possession of their student Identity cards. Students are strongly advised to take good care of their ID card.

10. **LOSS OF PROPERTY**

10.1 All pupils are responsible for their belongings which they should take good care of. They are advised to refrain from bringing to school valuables as the school will accept no responsibility for any loss.

10.2 A student who loses any article belonging to him will report the matter immediately to the Ushers! P.E Teachers.

11. **MOBILE PHONE/ MP3/ MP4/ DISCMAN**

11.1 Mobile Phone, MP4, MP3! Oiscman is strictly forbidden during classes. Severe disciplinary action will be taken against defaulters.

12. **DAMAGE TO SCHOOL PROPERTY**

12.1 Accidental damage caused to school property should be reported to the Usher immediately.

12.2 A pupil who willfully damages any school property runs the risk of incurring disciplinary action. He will moreover be made to bear the cost of the damage caused. His case will be referred to the Ministry for further action.

12.3 Scribbling on desks, chairs, walls or defacing school property in any way are all serious offences. Pupils caught doing such acts will be liable to disciplinary action.

12.4 Pupils are not allowed to stay in the classroom during the breaks nor should they indulge in games considered dangerous.

13. **OTHER OFFENCES**

13.1 No pupil is authorized to organise tours or any other activity in the name of the school without prior consent from the office.

13.2 A pupil found guilty of inflicting wounds or blows on another student, will be referred to the authorities concerned.
14. DISCIPLINARY ACTIONS

14.1 For minor cases of misbehaviour or unsatisfactory work, pupil will be given extra work or an hour's detention after school hours.

14.2 Persistent misbehaviour or unsatisfactory work will lead to a Saturday detention lasting 2 hours. The pupils may also be put on Special Report. Parents will be informed accordingly by means of a note from the school administration or through Student Journal.

14.3 VERY SERIOUS OFFENCES

Insulting members of staff-teaching, clerical, domestic-threats of violence, intimidation, using abusive language, tampering with and damaging college property, cheating at tests or examinations, falsifying signatures, forging documents, leaving school without permission, shirking classes, prolonged periods of unexplained absences, failure to turn up for detentions, insubordination, reading or being in possession of erotic / pornographic pictures, books, magazines and films, stealing under any form, engaging in any type of business on school premises, acts of vandalism, subversion, obscenity, hooliganism, drug addiction or trafficking and misbehaviour on stadiums and in public shall be considered to be very serious offences that may lead to immediate suspension and ultimate expulsion.

14.4 Smoking is strictly forbidden on all occasions whatsoever inside or outside college premises.

DETentions

This is carried out from 2.20 p.m. to 3.00 p.m.

Responsible Parties will be informed in advance through a detention Form which will be given to them by their wards. This form, duly signed, should be returned to the office.

TWO (2) HOURS SATURDAY DETENTION

This punishment is carried out from 8.30 to 10.30 a.m. on Saturday in case of gross-misbehaviour.

15. CORRESPONDENCE

15.1 Letters requesting special permission must be submitted at least 3 working days in advance where this is possible. Examples of such letters are those for appointments at the hospital, religious ceremonies etc. The letter should be supported by relevant documents e.g. appointment card of the hospital or letter from religious organisation etc.

15.2 However the Administration reserves the right to refuse to grant such permission subject to school exigencies.

15.3 In case of urgency e.g. for attending a funeral, the letter should be submitted before the first period.

15.4 Permission forms issued to pupils must be returned to the Usher's Office duly signed by the Responsible Party. Permission for urgent leave is not entertained on phone. Responsible Party or parent should call in person to take his ward in cases or urgency.
16. **CLASS CAPTAINS, VICE-CLASS CAPTAINS & PREFECTS**

16.1 One Class Captain and one Vice Class Captain and one student council representative will be elected at the beginning of the year by the pupils themselves.

16.2 Prefects are nominated by the Rector in consultation with the Staff.

16.3 Prefects will be chosen yearly in all Forms (I-V).

16.4 Pupils should respect the Prefects / Class Captains who have been placed in position of special responsibility by the Rector.

16.5 The Head boy and the Deputy Head boy will be nominated after consultation with the Staff.

16.6 A Head boy / Prefect / Class Captain / Vice Class Captain who is not shouldering his responsibility as expected may be replaced by the Rector in consultation with the Staff and School Council.

16.7 Class Captains and Vice Class Captains will maintain order and discipline in the absence of the teacher. They will also carry out other duties assigned to them, such as Attendance Cards etc.

16.8 Prefects are expected to help maintain order and discipline outside classrooms and outside school especially in school buses. They will also carry out other duties assigned by the Rector, Deputy Rector and Staff.

16.9 Every pupil should heed any advice or instruction given to him by his Class Captain or Vice Class Captain or Prefect and carry it out in the spirit in which it is given.

16.10 Any pupil who feels that he has been unreasonably imposed by a Prefect or Class Captain should consult his Form Master.

17. **PRIZE GIVING**

Prize Giving Ceremony is organised every year to reward pupils for academic excellence in different subjects. Pupils are also rewarded for achievement in co-curricular and extra curricular activities.

Pupils who have scored an aggregate of 10 or less at School Certificate are rewarded with cash prizes of at least Rs 1000.00.

Pupils who are ranked among the best candidates at national level in a particular subject are also rewarded with cash prizes.

Parents of Prize Winners are usually invited to attend the ceremony.

18. **CROSS COUNTRY / SPORTS DAY**

Cross Country and Sports Day are annual features of our school. Pupils of all forms are encouraged to take part in the different events and are rewarded for excellence in each field.
19. **PARENT TEACHER ASSOCIATION (PTA)**

The annual subscription for the Parent Teacher Association is to Rs 250.00 and all pupils are expected to contribute to the PTA at the beginning of the first term. The PTA is managed by its executive committee which meets at least once a month.

Parents are encouraged to join the PTA and attend its annual general assembly in order to give suggestions on how to improve academic environment of their wards.

**MISCELLANEOUS**

(i) Pupils spoiling books or magazines, defacing them, tearing off pages etc. or failing to bring them back shall have to make good the losses and will be subjected to severe disciplinary action.

(ii) No pupils shall stay after school hours on college premises or in classrooms for sport purposes and other activities, except with the Rector's written permission.

(iii) All activities implying financial transactions must be carried our under the control of a member of the staff (or more) who is directly responsible to the Rector or to the PTA committee for any such transactions (e.g. concerts, magazines, uniforms, tracksuits, excursions, etc.) Receipts must always be submitted in duplicate.

(iv) If at home already a child is so ill/weak that he cannot follow classes, Responsible Parties must do what is necessary.

(v) Whenever pupils or parents write to the Rector, the full names and the form of the pupils must be clearly inserted in the letter, not on the envelope.

(vi) Whenever a cyclone warning No.2 is in force the school day begins, pupils must not come to school, unless otherwise directed on the radio.

20. **NOTE**

1. This list is not exhaustive. Further additions may be made by the Head of the school as and when required.

2. **Responsible Party** refers to the person whose signature has been affixed on the admission form.

Rector
## PUPIL DISCIPLINE MONITORING SHEET (MISCONDUCT MARKS)

<table>
<thead>
<tr>
<th>SN</th>
<th>Act of Indiscipline</th>
<th>Misconduct Marks</th>
<th>SN</th>
<th>Act of Indiscipline</th>
<th>Misconduct Marks</th>
<th>SN</th>
<th>Act of Indiscipline</th>
<th>Misconduct Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wearing ear-rings/ wristband/tattooing, piercing, hair/style and colour</td>
<td>3</td>
<td>14</td>
<td>Home work not done/notes not taken even when absent</td>
<td>2</td>
<td>27</td>
<td>Lingering outside school premises</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Not attending morning assembly or nor showing due respect in assembly</td>
<td>1</td>
<td>15</td>
<td>Class work not done</td>
<td>2</td>
<td>28</td>
<td>Consuming liquor</td>
<td>7</td>
</tr>
<tr>
<td>3</td>
<td>Late at school</td>
<td>1</td>
<td>16</td>
<td>Eating/drinking/ chewing gum in class</td>
<td>4</td>
<td>29</td>
<td>Misbehaviour when representing the school (outing, sports events or in bus)</td>
<td>7</td>
</tr>
<tr>
<td>4</td>
<td>No proper uniform/ shirt not tucked Books/Journal</td>
<td>1</td>
<td>17</td>
<td>Littering in class/school</td>
<td>2</td>
<td>30</td>
<td>Smoking in class/school</td>
<td>7</td>
</tr>
<tr>
<td>5</td>
<td>No letter of absence</td>
<td>1</td>
<td>18</td>
<td>Disturbing the class (eg. fighting; disruption, dancino ...)</td>
<td>3</td>
<td>31</td>
<td>Taking/dealing with drugs</td>
<td>10</td>
</tr>
<tr>
<td>6</td>
<td>Non-return report books/consent forms within deadline</td>
<td>1</td>
<td>19</td>
<td>Leaving class earlier or without permission</td>
<td>3</td>
<td>32</td>
<td>Bullying / using foul language against students</td>
<td>7</td>
</tr>
<tr>
<td>7</td>
<td>Journal not signed by Responsible Party</td>
<td>2</td>
<td>20</td>
<td>Using mobile phone in class</td>
<td>2</td>
<td>33</td>
<td>Bullying - Beating students</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>Non-return/loss of pink card</td>
<td>1</td>
<td>21</td>
<td>Viewing obscene clips on mobile phone</td>
<td>7</td>
<td>34</td>
<td>Bullying - Threatening students</td>
<td>7</td>
</tr>
<tr>
<td>9</td>
<td>Late in Class</td>
<td>5</td>
<td>22</td>
<td>Writing words on the walls, desk. bench, chairs/stools</td>
<td>7</td>
<td>35</td>
<td>Flouting authority</td>
<td>7</td>
</tr>
<tr>
<td>10</td>
<td>(Less than 10mins) Not in class (Missing)</td>
<td>1</td>
<td>23</td>
<td>Carrying/using dangerous weapons in class/school</td>
<td>7</td>
<td>36</td>
<td>Damaging class/school property/ Arson</td>
<td>8</td>
</tr>
<tr>
<td>11</td>
<td>No book/s</td>
<td>1</td>
<td>24</td>
<td>Misbehaviour in school neighbourhood</td>
<td>7</td>
<td>37</td>
<td>Insubordination towards teacher</td>
<td>8</td>
</tr>
<tr>
<td>12</td>
<td>No copy book/s</td>
<td>1</td>
<td>25</td>
<td>Act of theft</td>
<td>7</td>
<td>38</td>
<td>Using racial behavior/ words in school premises</td>
<td>8</td>
</tr>
<tr>
<td>13</td>
<td>No pen/stationery</td>
<td>26</td>
<td></td>
<td>Forgery</td>
<td>7</td>
<td>39</td>
<td>Verbal abuse of teacher</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Range of Misconduct</th>
<th>Action/Punishment</th>
<th>Action/Punishment</th>
<th>After 2 verbal/written warning</th>
<th>Lunch break detention</th>
<th>After 2 lunch break detention</th>
<th>1 Lunch break detention</th>
<th>After 2 Saturday detention</th>
<th>1 Saturday detention</th>
<th>2 rustications</th>
<th>1 rustication</th>
<th>Longer rustication period and expulsion procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 3</td>
<td>Verbal Written warning</td>
<td>After 2 verbal/written warning</td>
<td>1 Lunch break detention</td>
<td>After 2 lunch break detention</td>
<td>1 Lunch break detention</td>
<td>After 2 Saturday detention</td>
<td>1 Saturday detention</td>
<td>2 rustications</td>
<td>1 rustication</td>
<td>Longer rustication period and expulsion procedure</td>
<td></td>
</tr>
<tr>
<td>4 - 6</td>
<td>Lunch break detention</td>
<td>After 2 lunch break detention</td>
<td>1 Lunch break detention</td>
<td>After 2 Saturday detention</td>
<td>1 Saturday detention</td>
<td>2 rustications</td>
<td>1 rustication</td>
<td>Longer rustication period and expulsion procedure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 - 9</td>
<td>Saturday detention</td>
<td>After 2 Saturday detention</td>
<td>1 Saturday detention</td>
<td>2 rustications</td>
<td>1 rustication</td>
<td>Longer rustication period and expulsion procedure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 - 12</td>
<td>One to three days rustication</td>
<td>After 2 rustications</td>
<td>1 rustication</td>
<td>Longer rustication period and expulsion procedure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Important:**
For all action/punishment, the Responsible Party will be informed by letter or appropriate Report in Pupil Journal. Misconduct will be anounced in the morning assembly. Special rules will be communicated and applied during tests and examinations.