SCHOOL RULES AND REGULATIONS

1.1 A pupil is under school discipline on school days from the moment he leaves home for school in uniform, until the time he is back home. However, Parents should understand that they are as much responsible for the behaviour of their children outside the school.

1.2 The misbehaviour of a pupil on his way to school and back home is considered more serious because then any offence or form of misbehaviour is a violation of both internal school rules and external regulations governing the attitude that a pupil is expected to adopt towards outsiders and members of the public in general. The offence in the latter case also tarnishes the reputation of the school.

1.3 A pupil must see to it that his behaviour in the bus or wherever he represents the school is impeccable.

2. THE UNIFORM

2.1 A pupil of the school must wear the uniform during school days and in all school functions (e.g Examinations, Sports Day, Prize Giving Day, Outings etc). Responsible parties should see to it that their son / ward attend school in uniform.

2.2 The uniform consists of PLAIN WHITE SHIRT AND PLAIN DARK BLUE TROUSERS. (NO EARRINGS, JEANS, PIERCING, BODY PAINTINGS ARE ALLOWED) THE HAIR STYLE MUST BE SOBER (i.e without extravagance)AND WELL TRIMMED.

2.3 In case a pupil fails to wear school uniform, his parents will be asked to bring the uniform to school to ensure that his ward is dressed in proper school uniform. The pupil will also be referred to the Disciplinary Committee.

3. SCHOOL TIME

3.1 School starts at 8.00 a.m and ends at 2.30 p.m. Pupils are expected to be on school premises at least five minutes before the bell goes. They may not leave the school premises until the time of departure, unless they have been granted special permission by the Rector. Form I Pupils are released at 14.25 exceptionally to avoid transport difficulties at the traffic centre.

3.2 If a pupil is late, that is he has turned up after the Form Period, he will be marked absent. It is only when the Usher obtains the lateness form that he will be marked ‘L’, i.e late.

3.3 The pupil who is late must, before entering the class, record his name and his time of arrival in the ‘Lateness’ book available in the Usher’s office (Room A20) and follow the procedures for the Lateness Form. The same will have to be recorded in his Journal.
3.4 Disciplinary measures may be taken against a pupil who is late at school without any plausible reason. A pupil who knows that he is going to be late for a valid reason is strongly advised to produce a note of explanation from his Responsible Party on the same day. Repeated latenesses will lead to disciplinary measures.

3.5 Permission to allow their ward to leave school early will not be entertained under any circumstances, unless Responsible parties call in person at school for official permission.

3.6 Attendance is mandatory in the morning and in the afternoon.

4. **ABSENCES**

4.1 All absences must be explained in writing by the Responsible Party immediately on the day on which the pupil comes back to school. The pupil hands over the letter of explanation to the Form Teacher, who leaves it with the Usher.

4.2 All absences for more than 3 days must be covered by a medical certificate. The medical certificate must reach the Rector on the fourth day of absence.

4.3 A pupil who is often late or absent or whose work and conduct are not satisfactory will be set on ‘Special Report’, i.e he will be issued a Special Report sheet to be signed by:

(i) the Rector in the morning before the Form Period.
(ii) the Subject Teacher at the end of every single period.
(iii) the Rector after the last period, and,
(iv) the Responsible Party when the pupil is back home.

This sheet should be presented to the Subject Teacher at the beginning of the class.

4.4 If in spite of the above measures, there is no improvement, the pupil will be referred to the disciplinary committee and ultimately to the Ministry.

4.5 Failure to bring a note of explanation of absence /s renders a pupil immediately liable to disciplinary action.

5. **TRUANCY**

5.1 Pupils shall attend all classes appearing in his Time-Table, and shall not join any class late. Shirking classes and/ or running away from school shall be considered to be very serious offences and a pupil guilty of such offences will be referred to the disciplinary committee.
6. **TEMPORARY SUSPENSION, EXPULSION**

6.1 Temporary Suspension (also called ‘Rustication’) is not only a regulation of the college but a constituted law of Mauritius. Regulation 13-(1) of the Education Ordinance 1957 reads as follows:

> “Whenever it shall appear to the Principal of the Government......... Secondary School..... that the conduct, work or progress of 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 shall, with the approval of the Director, be expelled from the school.”

7. **VERY SERIOUS OFFENCES (Non–exhaustive list)**

7.1 Insulting members of the staff (Teaching or non-teaching), 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 carry out detentions, insubordination, reading or being in possession of any pornographic materials, stealing under any form, acts of vandalism, obscenity, hooliganism, smoking or in possession of cigarettes, drinking of alcoholic beverages, drug trafficking and consumption, racketing, misbehavior on stadiums and in public etc. shall be considered to be **very serious offences** that may lead to immediate and appropriate disciplinary measures.

7.2 A pupil also renders himself liable to public prosecution under the above.

7.3 A pupil who has got a police case is automatically referred to the Ministry.

7.4 Pupils are warned that they must adopt the most impeccable attitude towards one another (and also towards any other person).

8. **WHEN CLASSES ARE UNATTENDED**

8.1 If a teacher is absent, pupils should wait in* the classroom for another teacher to replace the one absent. They have no right to take it upon themselves to leave the classroom to go elsewhere or to play games. The Vice Captain only must contact the Usher immediately (or, if the Usher is not available, the Deputy Rector) in connection with the replacement while the Class Captain supervises the class.

* [In case of Labs. and other specialist rooms, pupils will wait in the corridor just outside the room for P.E classes pupils to wait in the shelter]

8.2 Pupils shall not leave their normal classes to go to another classroom except with the written approval of the Rector or the Deputy Rector.
9. **TERM REPORT**

9.1 Report Book for the first term will be issued directly to the students on the first day of the second term and these for the second term will be issued on the first day of the third term. Only those parents whose wards have failed will be called at school to collect report books. For the third term, all Responsible Parties will have to call in person at school to obtain the report books. They will be informed on which date they will have to call at school.

No results will be issued to those who have not returned their report books.

**Note:** Report books are handed to Responsible Party and in no circumstances to a third party (sister, brother, cousin, uncle, etc)

9.2. Report Book is a most important official document. No Leaving Certificate will be issued if the Report Book is missing. Pupils are therefore requested to give back their Report Books in time.

10. **DISCIPLINARY MEASURES**

10.1 **Conduct Form**

Any misconduct reported in the conduct form will be dealt with by the Disciplinary Committee.

10.2 **Detention**

(i) The invariable rule is that detention given must be carried out; otherwise the matter will be referred to the Disciplinary Committee.

(ii) A detention consists of a maximum of three hours on Saturdays from 08.00 a.m to 11.00 a.m. The pupil must bring all necessary writing materials do the work as set by the Teacher (or the Usher or Deputy Rector or the Rector) and produce sufficient work. Failure to submit sufficient work is considered as insubordination and will lead to further disciplinary action.

(iii) Failure to attend a Saturday detention class will automatically lead to two detention classes.

11 **ROAD SAFETY**

11.1 All pupils coming or leaving school on foot, bicycle or auto cycle / motorcycle must strictly abide by the Traffic Code.

11.2 At the “Cross Here / Traffic Lights” in front of the school (or elsewhere) pupils are to follow the instructions of the Police Officer, if any, who is posted there.

12 **INTERNAL EXAMINATIONS AND ASSESSMENTS**

12.1 Assessments and Examinations are compulsory. Pupils should not have any incriminating material in their possession during an Assessment or Examination. A pupil who is absent for an Assessment or Examinations gets zero for that paper. End of Term Marks are on 100, except for HSC Principal Subjects which are counted on 200 marks.
12.2 Pupils should follow the specific rules which are issued about one month before Internal Examinations and posted on the different Notice Boards.

12.3 Draft time-table is affixed on the Notice Board one month prior to examination. Any clashes will have to be reported to the administration at the earliest. Any pupil caught cheating in Assessments and Examinations would be disqualified for the paper.

12.4 *Criteria For Promotion*

Promotion is not automatic. Students will have to satisfy the promotion Criteria as established by Ministry / School.

13. **ASSEMBLY**

13.1 It is compulsory for all pupils to attend Assembly. Disciplinary actions will be taken against those who stay in class or lurk in corners.

13.2 Exemplary behaviour is expected during Assembly.

13.3 After an assembly pupils are to proceed directly to their respective classes or as requested by the Rector.

14. **STUDENT IDENTITY CARD**

14.1 All pupils should possess a Student Identity Card issued by the National Identity Card issued by the National Transport Authority. Student I.D Card is also meant to be used for Examination purposes.

14.2 With reference to circular Letter ME/Z2/3/70, Fees for Student Identity Card is as follows:

- First issue Rs 100
- Issue of duplicate (Loss) Rs 300
- Change is Address Rs 300

14.3 Request for any Duplicate Student Card should be addressed to the school with the amount of Rs 300.

14.4 Student should pay Rs 100 by the end of the school year for renewal of their respective I.D cards.

15 **MICELLANEOUS**

15.1 All correspondences should be written on A4 sized paper and bear clearly the full name, the class of the pupil (e.g III B) and the date.

15.2 No pupil shall stay after school hours on college premises or in classrooms for sports purposes and other activities, except with the Rector’s written permission.
15.3 Pupils should make themselves personally responsible to see that they do not leave litter of any kind in the classrooms / school compound. Litter boxes are provided. Before leaving a classroom pupils should see to it that no mess has been left under their desk and that pencil sharpening or waste paper are deposited in the waste paper basket.

15.4 For a pupil who is planning to go abroad, the Responsible Party should well in advance request in writing permission to leave the country. Permission is not granted to leave the country during Examination days. Requests should be addressed to the Director, Zone 2, through the Rector of Sir Leckraz Teelock SSS with photocopies of necessary documents such as Air Tickets, Visas etc.

15.5 Pupils should avoid bringing to school Mobile Phones, Walkman, MP3/MP4, Electronic games etc any valuable or large sum of money. **THE SCHOOL WILL NOT BE RESPONSIBLE FOR ANY LOSS.**

15.6 **Mobile phones, MP3 /MP4, IPOD electronic games ….. etc should be switched off during class hours. Such items, if used during class hours, will be confiscated and returned to the Responsible Party ONLY.** In case of a repeated offence the item will be confiscated.

15.7 A pupil in possession of pornographic materials (mobile phones, magazines, CD/DVD/Pendrive etc) will be referred to the Disciplinary Committee, Responsible Party and the Ministry.

15.8 Responsible Parties calling at the office are requested to bring along with them, their National Identity Card.

**NOTE:**

All disciplinary measures taken against a pupil are kept in his personal file. Any adverse report will have an influence on his Leaving Certificate.

*The above Rules and Regulations are subject to periodic revision.*

*It is the duty of each pupil to read and apply the latest version. (Updated copies are available in the Library).*

Date: 24 October 2011

(P. BUNDHUN)
Rector

I acknowledge having taken cognizance of the rules. I also understand that non-compliance with same may subject me to normal college disciplinary measures.

**Signature of Student:** ___________________________

I acknowledge having read the school rules. I /We agree that my / our ward is aware of them and will abide by them.

**Signature of Responsible Party:** ___________________________

Date: ___________________________