SEBASTOPOL STATE SECONDARY SCHOOL
SCHOOL RULES AND REGULATIONS

1. SCHOOL HOURS AND PUNCTUALITY

1.1 School starts at 8.00 a.m and ends at 2.25 pm.
1.2 All students should reach school a few minutes before school starts.
1.3 Any late comers will have to sign in the pupils’ lateness book.
1.4(a) If a pupil is late, that is, if he turns up after 8.10 am and the form period is over, he will be marked absent, unless he fills a Lateness form at the Usher’s Office and hands the form to the Subject Master who will sign it, record the lateness of the pupil on the attendance card and give the form back to the pupil.
1.5 A pupil who is regularly late for flimsy reasons (such as transport problems, etc) will be liable to disciplinary action.
1.6 A pupil who knows that he is going to be late, is strongly advised to produce a note of explanation from his Responsible Party on the same day.

2. DISCIPLINE

2.1 Wearing of school uniform is compulsory.
2.2 A pupil is under school discipline the moment he leaves home for school until the time he is back home.
2.3 The misbehaviour of a student on his way to school and back is considered to be very serious as this throws discredit on the good name of the school. Hence, behaviour in school buses and in other public places must be exemplary.
2.4 Students must respect the school environment and keep it clean. Pupils should make themselves personally responsible to see to it that they do not leave litter around school premises and in the classroom. Litter boxes are provided. Throwing litter in the schoolyard, classrooms, staircases, etc is considered a serious offence.
2.5 When leaving classrooms after the last bell, pupils must not rush in a chaotic manner to take the bus. Stampeding in the staircase is prohibited as it can be dangerous.
2.6 When school is released, pupils are expected to go home directly and not loiter around. The school will, under no circumstances, intervene in favour of a student who has been reported to the police for gross misbehaviour.

3. SCHOOL UNIFORM

3.1 Wearing of school uniform is compulsory. It consists of a plain dark red trousers without patches (NOT JEANS) and white shirt with the school badge.
3.2 All students are expected to be clean and tidy at all times. Their shirts should be neatly tucked inside their trousers.
3.3(a) During P.E classes, pupils should wear their P.E outfit-Short, White T-shirt and appropriate sport shoes.
(b) Please note that P.E lessons are compulsory for all students unless found medically unfit as specified on a Medical Certificate.
3.4 In Winter, pupils are allowed to wear the school jacket/sweatshirt along with the school uniform. Tracksuit trousers may be used for sports events/P.E classes only.
3.5 Non-wearing of the School Uniform will entail disciplinary action. It should be worn at all times when the student is under the school responsibility or is attending school functions. etc. Disciplinary action will be taken against a pupil failing to wear the School Uniform without a valid, **written explanation** from his Responsible Party.

3.6 Pupils are not allowed to have abnormally long, dyed, spiked hair, fancy haircuts on the school premises. In cases, where the student, has to keep long hair, on religious grounds, letters duly signed by the Responsible Parties should be submitted to the school administration. Wearing elastic hands and other gadgets to retain hair upright or in a fashionable way is not allowed.

3.7 Unofficial T-shirts, caps and other fancy objects such as earrings, fancy chains, piercing, etc are not allowed.

4. **ATTENDANCE AND ABSENCES**

4.1 Students should not absent themselves from school except for urgent matters or in cases of illness.

4.2 All absences must be explained, in writing, immediately on the day on which the student comes back to school. The pupil will hand over the letter of absence duly signed by his Responsible Party to his Form Master marking the Register. The Form Master will leave the letter with the Usher, after signing the letter.

4.3 **Absences of more than three consecutive days should be supported by Medical Certificate.**

4.4(a) The Responsible Party must inform the Rector, in writing, of the reason (e.g. long illness, etc) of his son’s/ward’s prolonged absence (more than one week).

(b) The Responsible Party must seek the Ministry’s permission, through the Rector, for any pupil travelling abroad.

4.5 Absences from school will be reported to Responsible Parties on a regular basis and disciplinary action as appropriate will be taken against students who absent themselves frequently without justification. In particular, unjustified absences of more than 30 days will be reported to the Ministry for action as deemed appropriate.

4.6 All absences, on grounds of revision, will not be allowed.

4.7 A pupil who plays truant will not be admitted to school unless and until his Responsible Party calls to school.

4.8 Absences will be computed each term and recorded in the Report Book of the student.

5. **EARLY DEPARTURE**

5.1 No pupil is allowed to leave school during school hours, except with the permission of the Head of School. This is to be recorded in the Early Departure book at the Usher’s office.

5.2 Any request for early departure must be made, in writing, duly signed by the Responsible Party and submitted to the Usher during the morning short break at around 9.30 am, but before 10.00 a.m.

5.3 In case a student is sick and has to leave school early, his Responsible Party will be called to pick his ward.

5.4 Permission for early departure will NOT be given for such reasons as appointment with a private medical practitioner or attending religious ceremonies. Responsible Parties should make alternative arrangement for such matters to be attended after school hours.
5.5 Responsible Parties should call in person to school with their National Identity Cards to pick up their wards. Requests by phone for early departure will not be entertained.

6. **OFFENCES**

6.1 No pupil other than a class-captain or vice class-captain, on official duty, may leave the classroom for a specific purpose, during a lesson, unless he is sick and cannot remain in the classroom till the end of the period.

6.2 Pupils must make it a point to move to their respective classrooms immediately after the bell goes indicating the end of a break or a change of period.

6.3 It is a serious offence to loiter in the school yard during school hours.

6.4 If a pupil is working on an important and approved project, and wants exemption from his class he must seek permission from the teacher concerned showing evidence of his project. He should indicate to the teacher where he will be so that the latter can verify. If the above is not complied with, he may be declared ‘missing’ from school, and risks getting detention.

6.5 Pupils absent from class, giving the explanation ‘there was no teacher’ is unacceptable.

7 **GROSS MISBEHAVIOUR**

7.1 The following are considered as gross misbehaviour:
- Leaving school without permission
- Insulting a member of staff (teaching, administrative, ancillary)
- Threats of violence, intimidation, using abusive language
- Tampering with and damaging school property
- Defacing building and school furniture
- Cheating at tests or examinations
- Falsifying signatures, forging documents, tampering with marks and grades in Term Reports
- Failure to carry out detentions
- Insubordination
- Reading or being in possession of obscene audio visual materials, books or magazines
- Stealing under any form
- Hooliganism, arson, assault, gang activity, bullying, misconduct
- Smoking, being under the influence of alcoholic drinks or any illegal substances
- Misbehaviour in stadiums, school buses or in any other public place

7.2 Carrying offensive weapons

Any pupil caught in possession of an offensive weapon within or outside the school premises will commit a very serious offence.

Carrying offensive weapon is defined as “being in possession of an article made or adapted for use, or capable of causing or intending to cause injury to a person.”

Section 29 of the criminal code is hereunder reproduced:

“All person who, without lawful authority or reasonable excuse, the proof of which lies on him, has with him in any public place any offensive weapon, shall commit an offence and shall, on conviction, be liable to imprisonment for a term not exceeding one year and to a fine not exceeding 10,000 rupees”.
The above mentioned offence is a very serious one and it may lead to immediate suspension and ultimately to expulsion of the defaulter.

7.3 Any student is liable to public prosecution for offences under sections 7.1 and 7.2 above. Any student who has been prosecuted before a court of law for such offences and subsequently found guilty will be expelled from school.

8.1 DISCIPLINARY MEASURES

(i) For minor cases of misbehaviour and unsatisfactory work, a pupil will be given one hour detention under the supervision of officers concerned, with relevant work set and checked accordingly.

(ii) Serious or persistent misbehaviour or persistent unsatisfactory work will lead to a two hour Saturday detention. (from 8.30 am to 10.30 am) with appropriate work given that will be set and collected by the Usher for the teacher concerned to check accordingly.

(iii) A pupil with persistent misbehaviour or persistent unsatisfactory work will have to explain his misconduct in a Board Meeting in the presence of the Deputy Rector, members of the Disciplinary Committee and one member of the Pastoral Care Committee and a parent. Actions may subsequently be taken against him, following the recommendations of the board. Some students may need to be referred to the Pastoral Care Committee if their situation so requires for necessary follow-up.

(iv) A student may be placed on Special Report for a period of two weeks for misbehaviour. His conduct and work will then be monitored daily by his parents, teachers, and the Usher of the school. His parents are to call on the Rector at the end of the Special report for follow-up or recommendations on the next working day.

(v) The Attendance Card (pink card) is an important official document. In case of loss, the Usher will issue a duplicate. However, disciplinary actions will be taken against the student responsible for the pink card on that particular day.

8.2 EXPULSION/RUSTICATION

Temporary suspension (also called rustication) is not a regulation of the college but a constituted law of Mauritius. Regulation 13-(1) of the Education Ordinance which reads as follows:-

“Whenver it shall appear to the Principal of a 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 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”.

- Temporary suspension/rustication is the last step before expulsion and it will be applied in the cases of very serious offences. The whole school will be informed about cases of suspension.
A pupil who comes back to school after a period of suspension must be accompanied by his Responsible Party. First, they contact the Rector, then the pupil moves to the respective class.

9. STUDENT JOURNAL

9.1 All students should have a student journal for the proper monitoring of their conduct, work and performance. It is also used as a means of communication between the school and the parents. Absences and Latenesses will also be recorded in the journal.

9.2 The student should bring his student journal to school everyday and be able to produce it upon the request of the Rector or any teacher.

9.3 The Responsible Party is advised to check the journal everyday.

10. THE REPORT BOOK

10.1 The report book is an official document and is the property of the school. All end of term reports should be signed by the Responsible Parties and returned to the Usher through Form Masters at the end of the first week following resumption of studies.

10.2 For the Third Term, the Responsible Party should call personally to school to collect his ward's report book.

10.3 Pupils tampering with grades or signature of Responsible Party will be severely punished.

11. PARENT TEACHER ASSOCIATION

In order to safeguard and promote the general welfare of their wards, parents are strongly advised to be in permanent contact with the school by joining the PTA.

The Responsible Party is kindly requested to pay the Annual contribution of Rs 200 to the Association. The Annual General Assembly is usually held in February/March.

12. LIBRARY

- Students should exchange their books during their Library Period or during breaks/recess.
- No tampering with books/magazines will be allowed.

13. PERSONAL BELONGINGS

Students are expected to have a close watch and look at their personal belongings all the time.
They are advised to refrain from bringing to school large sums of money and valuables.

The school administration will not be held responsible for losses incurred by students on the school premises.
14. CONTROL OF ACCESS TO SCHOOL PERMISES

14.1 Responsible Parties are informed that access to the school is controlled. The school gate will be closed at 8.30 am everyday, to be re-opened at 2.25 pm. A logbook is kept at the gate to record the name of the visitor, the time he is seeking access to school, the purpose of the visit, the number plate of the vehicle, if applicable.

Visitors have no right to go directly to the staff room or into classrooms to meet teachers or their wards. The handyman will channel all visitors to a responsible officer in the Administrative Block for appropriate action.

Parents/Responsible Parties who wish to meet the Rector for discussion or information should preferably make an appointment. If a parent wishes to discuss a student’s work with a teacher, he or she should make an appointment with him or her through the Rector. Please, refrain from calling on Rector before 9.00 a.m unless urgent.

15. CLASS CAPTAIN & VICE-CLASS CAPTAINS

15.1 One Class Captain, one Vice-Class Captain and one Student Council representative will be elected at the beginning of the year by the pupils themselves.

15.2 Class Captain/Vice-Class Captain who is not shouldering his responsibility as expected may be demoted by the Rector in consultation with the Staff and School Council.

15.3 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. HEALTH

16.1 Each student has a personal file which is filled in enrolment. One important item to be included is his health condition. This information is confidential and kept only in the office and retrieved when required.

16.2 First Aid: Basic First Aid for injuries suffered at school is administered by the Usher. In all cases where the injury is more than minor, we contact parents and seek advice. The injured child is transported to the nearest hospital/dispensary, if urgent, or is picked up by parents for treatment.

16.3 The Usher keeps a record of all injuries and sicknesses.

16.4 Occasionally, students fall sick at school and are placed in the sick room. Worse cases are sent home where possible. Parents are advised not to send their sick children to school if they cannot follow classes.

16.5 Infectious diseases: Some diseases require children to be kept home from school to prevent the spread of infections e.g: H1N1.

17. ASSISTANCE TO NEEDY STUDENTS-TEXTBOOKS ONLY
17.1 The Government is operating a "Book Loan Scheme" for students whose parents are eligible for "Unemployment Hardship Relief", "Social Aid" or who would have been eligible to receive "Social Aid". Such parents should inform the school so that needful could be done for the issue of textbooks by the Ministry of Education & Human Resources.

18. **STUDENT IDENTITY CARDS (SIC)**

18.1 All students are required to have their Student Identity Card which enables them to travel on public buses free.

18.2 The SIC should be properly kept to avoid damage and loss. Any loss must first be reported to the Usher who will issue a certificate to be produced to the nearest Police Station for further formalities:

- For a 1st issue against payment of Rs 100
- For a 2nd issue for a lost SIC Rs 300 payable to NTA
- For any change of residential address Rs 300

19 **EXAMINATIONS AND RESULTS**

19.1 The school holds continuous assessments over and above examinations. There are at least three tests during the First Term, three during the Second Term and two during the Third Term.

*Assessments Procedures*

(a) Subject teachers carry out individual assessments for their classes for the three terms. An End of Year Internal Examination is held in October.
(b) Parents are informed of their children's academic progress and conduct through Term report books and called to school to discuss specific problems, if necessary.
(c) Parents meet teachers after the October Internal Examinations to discuss the performance of their wards.
(d) Promotion is not automatic. Those who have failed will be followed more closely.

20. **MISCELLANEOUS**

20.1 It is strictly forbidden to play football in the classroom.
20.2 The basketball or volleyball pitch must not be used for playing football.
20.3 No student is allowed to stay in the classroom during breaks (except on rainy days) nor is he allowed to play games in the classroom or in the school premises, other than on playgrounds.
20.4 No student shall stay after school hours on school premises for sport purposes or in classrooms for other activities, except when under the supervision of an Educator and with the Rector's permission.
20.5 All activities involving financial transactions (e.g., excursions, concerts, magazines, T-shirts, etc) must be carried out under the supervision of a member of the teaching staff who is directly responsible to the Rector for any such transactions.

20.6 Students should refrain from bringing Mobiles Phones, Walkman and multimedia Devices to school. These must be switched off on school premises. Their use is strictly forbidden at school. In case a student is caught using any of these devices in class, it will be confiscated and returned only to the Responsible Party. School will not be held responsible for any loss.

20.7 No student is allowed to play with rollers or skate-boards on school premises.

20.8 The car parking space is out of bound to students.

20.9 Pupils not officially registered present should not be found within school premises unless prior permission sought and granted by the Head of school on strict business.

20.10 Accidental damage caused to school property should be reported to the Usher immediately. A pupil who wilfully damages any school property will have to bear the cost of the damage. Moreover, cases of damaging government property will be referred to the Ministry and may lead to legal action against the culprit.

20.11 Pupils are expected to keep their environment clean and tidy. Scribbling on desks, chairs, walls or defacing school property in any way are all serious offences. Pupils found guilty of such acts will be liable to severe disciplinary actions.

20.12 No student shall change a subject from his chosen options without the Rector's written permission.

20.13 Whenever the school organises any function or activity either indoor or outdoor involving the participation of students, Responsible parties will be duly informed and their consent sought through letters signed by the Head of school.

20.14 DISCIPLINARY RECORD /WARNING FORM: All forms of misbehaviour will be recorded in the "Disciplinary Record Form" and placed in the personal file of the student for future reference, for example meeting with parents, action to be taken by the disciplinary Committee, School Leaving Certificate and Report to the Ministry.

20.15 CREDIT -FOR -MERIT RECORD FORM: All forms of good behaviour, for example participation in extra-curricular activities and in sports, etc will be recorded through a "Credit-for-Merit" Record Form which will be placed in the student's file for future reference.