**Rules and Regulations**

1. **School Discipline**

A pupil is normally under school discipline from the moment that he leaves home for school until the time that he is back home. Parents should understand that they are responsible for the behaviour of their children outside the school as well. As long as the child is present at school he is under the responsibility of the school. However, the school declines all responsibility in case pupils leave home in the morning but do not attend school.

The misbehavior of a pupil on his way to school is considered more serious because then any offence or form of misbehaviour is in 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 throws discredit on the good name of the college.

A pupil must see to it that his behaviour in the bus or wherever he represents the college away from school should be impeccable. Instructions of the bus conductor must be followed without protest. Throwing water on members of the public or on other pupils, smoking, fighting, playing catapult and use of foul language in the bus are considered as serious offences.

Pupils are strongly advised not to bring lot of money, valuables (jewellery) and mobile phones at school. In case of loss the school will not be held responsible. If ever a pupil comes to school with much money (to meet specific expenses) he can seek help from the office.

Pupils caught stealing will be referred to the POLICE.

2. **School Uniform**

The school uniform consists of a White Shirt & Dark blue Trousers. In winter boys may wear Dark blue pullovers
Wearing of jeans- whether blue or other colour- is strongly prohibited.
Shirts must at all times be well tucked in and should not be worn over the trousers.

A pupil must wear the uniform for all the school functions eg;during Internal Examinations, Sports Day, etc.
Wearing of “Track-suit” will be allowed only when doing PE classes.

A pupil failing to wear the proper school uniform runs the risk of being punished at any time without warning. And he can expect to be sent home immediately to get properly dressed. Excuses such as uniform is wet, torn, dirty etc., will not be accepted.

To avoid problems mentioned above students are advised to have at least:

- Three (3) shirts
- Two (2) trousers
- One (1) white T-shirt and shorts/ jogging for P.E classes

3. School time

School starts at 8.05 and ends at 2.20 p.m. [Form 1 students leave at 2.15 p.m.]

Pupils must make it a point to be on the school premises at least five minutes before the bell goes. They may not leave the school premises before the time of departure, unless they have been granted special permission by the Rector. A pupil who comes to school after 8.05 will be considered late.

If a pupil is late, he will be marked absent in the first instance. In that case he will report to the Usher/ Matron before going to his respective class. He will have to:

- register his name and time of arrival in the lateness book
- collect the lateness form
- present his lateness form to his teacher on entering the class

On receiving back the lateness form from the teacher the Usher will mark him present in the register.

A pupil who is continuously late in coming to school without any plausible reason will be punished without warning. Three (3) cases of lateness, without a plausible explanation in one week, will automatically lead to One (1) hour detention.
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.

4. Absences

All absences must be explained in writing immediately on the day on which the student comes back to school.

All absences for more than three days must be covered either by a medical certificate or Responsible Party concerned must accompany the pupil to school after such an absence.

The Rector must be informed in writing (or in person) by the Responsible Party of any prolonged absence of his son/ward, e.g. long sickness. Ministry’s permission must be sought well in advance prior to departure on holidays abroad.

If a pupil fails to attend school for a long period (for e.g. a period exceeding one month at a time) and if the Responsible Party fails to respond in spite of letter sent regarding such prolonged absence of his ward, the latter will run the risk of having his name struck off the register of the school.

5. EARLY DEPARTURE

A student who has to leave early – i.e. during 2nd break – must submit to the Rector/Deputy Rector/Usher during the first break a letter from his Responsible Party stating clearly the reason thereof.

In case a student is sick and has to leave school early, he will be issued a form stating the reason for his early departure which should be signed by the Responsible Party and returned to the Usher on the following day.

6. Contribution to the PTA

All pupils must contribute the required amount for the PTA as the start of every school year.

7. THE REPORT BOOK

The report book is an official document belonging to the school. It must be signed by the Responsible Party during the latter’s visit to school. However, photocopies of Term Results will be issued to Parents.
8. PERSONAL BELONGINGS

Students are expected to look after their personal belongings. They should not bring large sums of money and valuables to school. The School administration will not be held responsible for losses incurred by students on the school premises. Pupils must at all times keep a close watch on their belongings.

9. Absence of teachers

If a teacher is absent, pupils must wait in the classroom for another teacher to replace the absent one. They do not have the right to take upon themselves to leave the classroom to go elsewhere, or to play games. The Class Captain/ Vice-Class Captain only must contact the Usher immediately in connection with the replacement. Pupils must not move to the playground when a teacher is not available.

Pupils shall not leave their normal classroom for another classroom except with written approval of the Rector only.

10. Change of Address and Phone Number

Parents must make it a point to inform the school immediately of any change of address and phone number as it is of utmost importance for the school to be able to contact parents at all times and especially in cases of emergency.

11. Health

Responsible Party should inform the office about any physical disability or serious health problem(s) of their ward(s).

Pupils falling sick or injured will be accompanied to the dispensary for immediate medical attention.

DISCIPLINARY MEASURES

Detentions

(a) (i) Detention classes: There will be detention for bad behaviour and unsatisfactory conduct.
(ii) Regular defaulters will be given a Saturday detention leading eventually to Rustication and, in the last resort, to Expulsion. A detention is of thirty five-minute duration on school days (from 14.25 to 15.00) and of one hour on Saturdays (from 08.30 to 9.30)

(b) **Special Report**
A student may be placed on Special Report for a pre-defined period of one or two weeks for gross or repeated misbehaviour. His conduct and work will then be monitored daily by his parents, his teachers, and the Rector of the school.

12. **Truancy**

Shirking classes and/or running away from school are very serious offences and a pupil found guilty of such offences shall be very severely punished. Here, as in all cases of punishment, failure to carry out a punishment shall lead to temporary suspension from school (the banal excuse of private tuition is inadmissible)

13. **SHIRKING CLASSES**
(a) Any student caught shirking classes is deemed to have committed a very serious offence and is liable to disciplinary action.

(b) Any student found loitering around the school premises between periods is liable to disciplinary action.

(c) Pupils absent on the school register and found roaming within school premises are liable to disciplinary action.

14. **Temporary Suspension**

Temporary suspension (also called “Rustication”) is not a regulation of the College but a constituted law of Mauritius. Regulations 13- (1) of the Education Ordinance read as follows:

“Whenever 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 case of very serious offences. The whole school will be informed about the cases of suspension.

A pupil who is suspended from school runs the risk of being expelled from the school if he is seen on school premises during the period 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 his respective class.

15. Very serious offences

Insulting any members of the staff (teaching, clerical, ancillary), 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 pornographic books and magazines, stealing (under any form), acts of vandalism, obscenity, hooliganism, smoking, drug addiction or trafficking and misbehaviour in stadium and in public and in the school bus shall be considered to be very serious offences that may lead to immediate suspension and ultimately to expulsion.

A pupil indulging in any of the above mentioned behaviour renders himself liable to public prosecution.

A pupil who has got a police case is automatically expelled from school.

Pupils are warned that they must adopt the most impeccable attitude towards one another.

16. CARRYING OFFENSIVE WEAPONS

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

An offensive weapon is defined as “an article made, or adapted for use, or causing an injury to the person, or intended by the person having it in his possession.

Section 29 of the Criminal Code is hereunder reproduced and which reads as follows:
“Any 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 are very serious offences that may lead to immediate suspension and ultimately to expulsion of the defaulter.

A student is liable to public prosecution under certain offences such as at (a) and (b) above. Any student who has been prosecuted before a court of law for any offence and subsequently found guilty will be expelled from the school.

17. Miscellaneous

(a) No pupil is authorized to leave the school premises during school hours except with the Rector’s permission; such departure will be recorded at the Usher’s office in the Early Departure Book.

(b) The basketball pitch must not be used for playing football.

(c) Except on rainy days, no student is allowed to stay in the classroom during breaks.

(d) No student shall stay after school hours on school premises for sport purposes or in classrooms for other activities except when under the control of a supervising officer and with the Rector’s permission.

(e) The use of fire crackers is strictly prohibited in the school compound.

(f) Smoking and consumption of alcoholic beverages and drugs are strictly prohibited.

(g) All activities involving financial transactions must be carried out under the control of a member of the staff who is directly responsible to the Rector for any such transactions (e.g. excursions, concerts, magazines, T-shirts etc).

(h) P.T.A. fees must be paid at the beginning of the first term.

(i) Pupils are not authorized to have abnormally long hair. Wearing of cap, bangles, earrings or any other ornaments are not authorized on school premises.
(j) The parking space reserved for teachers’ and visitors’ cars is out of bound for students during school hours including all breaks.

(k) Any officially present pupil found missing during a surprise roll call at any time of the day will be liable to appropriate disciplinary action.

(l) Pupils damaging any school property should make good for it. Moreover, damaging government property may lead to legal action against the culprit.

(m) No student shall change a subject from his chosen options without the Rector’s written permission and no change will be entertained after the first term.

(n) Pupils must inform the Rector through a letter signed by their Responsible Parties of any change in address, name, phone number or any other details previously recorded in their Admission Forms.

(o) No student should enter any other classroom other than one allocated to him as per his School Time-Table without a written note from the Rector.

(p) 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 Disciplinary Committee, Leaving Certificate and Report to Ministry.

(q) All forms of good behaviour, for example participation in extra-curricular activities and in sports, showing respect towards staff and classmates, regularity at school and always doing homework will be recorded through a “Credit for Merit Record Form” which will be placed in his personal file for future reference.

(r) No student should enter any other classroom other than the one allocated to him as per his School Time-table without a written note from the Rector.

(s) 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 Disciplinary committee, Leaving Certificate and Report to Ministry.

(t) All forms of good behaviour, for example participation in extra-curricular activities and in sports, showing respect towards staff and classmates, regularity at school and always doing homework will be recorded through a “Credit for Merit Record Form” which will be placed in his personal file for future reference.
(u) Pupils must make it a point to move to their classrooms immediately after the bell goes. **All pupils must be in their respective classes within 5 minutes after the bell rings.**

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

**The Rector**
**Bambous SSS (Boys)**