Rules & Regulations

A. **SCHOOL UNIFORM** (Grey Pants, White Shirt, Black or Grey Shoes)

1. Every pupil *must* wear the school uniform everyday when he comes to school, even during internal and external examination periods. It is advisable to have at least 3 pants and 5 shirts.

2. For **Physical Education** classes, pupils must wear their P.E. outfit (Shorts, Gym Shoes etc...)

3. In winter pupils must wear a plain grey, dark blue or black cardigan.

4. To protect the uniform, students will be requested to wear an overcoat in the Arts classes, in the laboratories and in the workshop.

B. **PUNCTUALITY**

School starts at 08.00hrs and ends at 14.30hrs. Pupils must be punctual. A pupil who is late will be marked absent. He *must* report to the **Usher's Office** and enter his name in the lateness register. He will then be given a note that he must produce to the subject teacher who will record the time of arrival of the latecomer on the attendance card. During the first short break the subject teacher will return the note to the Usher who will mark the student late.

School starts with the Assembly (depending on the weather) and the Form Period which lasts from 08.00hrs to 08.15hrs.

The Form Teacher will record the attendance of the pupils and fill the attendance card which will be handed over to the **Class Captain**. It is the duty of the **Class Captain** to show the card to the teacher at the beginning of each period or whenever requested by a teacher.

Attendance cards must be returned to the Usher before 14.00hrs every day.
C. **ABSENCES**

A pupil who is absent *must* bring a letter of explanation duly signed by the Responsible Party on the day that he comes back to school. *If the student is absent for more than three consecutive days, he should produce a medical certificate.* A pupil who has been absent for *five* days must be accompanied by his **Responsible Party** before he can be admitted back to school.

The case of any pupil who has been absent for more than 30 days without adequate justification will be submitted to the Ministry of Education for appropriate action.

Prior to overseas travel a student's responsible party must apply to the Rector at least **three** weeks before the departure date.

**NOTE:**

1. A student who is late will not be admitted to class if he does not produce a lateness form.
2. A student who is absent on school register will not be allowed to stay on school premises.

D. **EARLY LEAVING**

**NOTE:** Requests made over the phone will NOT be considered.

**ONLY** the Rector, The Deputy Rector or any officer in charge of the school in the absence of the Rector/Deputy Rector) may authorize a student to leave early.

Whenever a pupil has to leave school for a very good reason (e.g. death of a close relative), a request for early leaving must be made to the Rector or Deputy Rector in writing and the letter submitted to the RECTOR before the end of the first short break. The letter must be signed by the Responsible Party, otherwise the pupil will NOT be allowed to leave the school premises. Parents are also advised to pick up their son/ward at school. The Identity Card must be presented.

E. **DISCIPLINE**

*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 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 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, may be expelled from the school.

1. Students should attend classes according to their time table. **Shirking classes** is a very serious offence.

2. **Leaving the school premises without written permission** of the Rector or Deputy Rector will be sanctioned with rustication.

3. **Using foul language, insulting members of staff, intimidation or damaging school property** will also be severely dealt with.

   A defaulter must expect a verbal warning, a written warning, an afternoon arrest (14.30-15.00hrs) and a Saturday detention (09.00-11.00hrs) as a last resort.

4. **Detentions**

   Pupils may be given detentions for bad behaviour and unsatisfactory conduct. Pupils are under school discipline from the moment they leave home until they come back from school.

   Pupils are also expected to behave well in the school bus and on the road.

   A Saturday detention lasts for 2 hours and must be carried out on the following Saturday (from 09.00hrs-11.00hrs). Anyone who fails to carry out his detention will have to carry out a heavier sentence. **No excuse (private tuition, ceremony at home etc...)will be accepted.**

   For serious offences, defaulters may be rusticated or even recommended for expulsion. Parents will be informed beforehand.

5. **Disciplinary Committee**

   The Rector may, if he/she feels it necessary, ask a defaulter to appear before a Disciplinary Committee. The Committee usually consists of the Rector, Deputy Rector, 5 members of the staff, the Usher, the president of the School Council and one member of the PTA.

   A minimum of five members of the Committee will hear the case. Members may delegate others to replace them. From the class of the defaulter, the Form Teacher and the class captain (or vice class captain) will also be asked to attend whenever possible. The Rector, after the recommendations of the Committee are made, will then decide on the course of action.
## Discipline

<table>
<thead>
<tr>
<th>Sn</th>
<th>Offences</th>
<th>Sanctions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Smoking</td>
<td>Call parents + rustication</td>
</tr>
<tr>
<td>2</td>
<td>Jeans</td>
<td>Call parents</td>
</tr>
<tr>
<td>3</td>
<td>Earrings &amp; Ear phones</td>
<td>Confiscation and no return until last day of 3rd Term</td>
</tr>
<tr>
<td>4</td>
<td>Hair styles</td>
<td>Call parents</td>
</tr>
<tr>
<td>5</td>
<td>Shirking Classes</td>
<td>Call parents + rustication, will be put on Special Report</td>
</tr>
<tr>
<td>6</td>
<td>Use of mobile phone in class</td>
<td>Call parents + confiscation</td>
</tr>
</tbody>
</table>

1. **Personal Belongings**
   Pupils are expected to take care of their belongings. They are advised **not to bring a lot of money and valuables to school**. Administration will not be held responsible in case of loss.

### F. HEALTH

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

2. Sick pupils will be taken to hospital in urgent cases. In other cases, the Responsible Party will be notified if he or she can be contacted by phone.

### G. PREFECTS

Prefects are nominated by the Rector in consultation with the teaching staff. They will help in maintaining discipline among the students. Class captains and vice class captains are elected by the students of each class. The vice class captain will replace the class captain whenever the latter is absent or unable to attend. The Form Teacher, after consulting the Rector, may revoke the class captain or vice class captain in case of misbehaviour or incapacity to carry out his duties.

### H. TERM REPORTS

1. First term and Second Term Report books will be issued to pupils during the first week of second and third terms. Students **must** return these Report books, duly signed by the Responsible Party, within a week to their Form Teachers who will return them to the Usher.

Third term reports will be issued directly to parents on a date which will be communicated to them. The parents may then meet the members of staff and discuss the progress of their wards.

Students **must** return these Report books, duly signed by the Responsible Party, during the first week of the first term of the following year.
Tampering with the Report Books, counterfeiting the signature of the Responsible Party will be considered as a very serious offence.

1. No Leaving Certificate will be issued if any report is missing.

I. **PROMOTION**

In case a pupil does not obtain the required pass mark, the Rector, after consulting the staff, will decide whether the student can be promoted to the next Form.

Any pupil who fails end-of-year examinations twice will have to withdraw from school.

J. **MISCELLANEOUS**

1. Parents calling at the school must contact the Usher. They should not go directly to a classroom or talk to any student.
2. Students encountering problems should contact their Form teachers first, and he will then liaise with the Rector.
3. The Administrative Section and the staff room are out of bound to pupils.
4. Pupils are NOT allowed to stay on school premises after school hours for any activity without the written permission of the Rector.
5. Physical Education is compulsory for all students. Exemption will be granted only to those who bring a medical certificate to show that P.E constitutes a risk to their health.
6. Parents must inform the school of any change of address and phone number as it is essential for the school to be able to contact parents at all times.
7. The term 'Rector' used in these rules refers to the Rector, Deputy Rector, or any person who is in charge of the school.
8. If a teacher is absent, pupils must wait in the classroom for another teacher to replace the absent one.
9. It is viewed with great concern that the use of cellular phone at school is causing much harm to the normal teaching-learning process. Hence, pupils should not bring cellular phones to school, otherwise, they run the risk of having the latter being confiscated.
10. Any of these rules may be changed of the Ministry of Education so directs.
PUBLIC HEALTH ACT REGULATIONS 2008

We would like to remind you of the following:

A. Government Notices 2008 concerning smoking and consumption of alcoholic drinks.

SMOKING

Restriction on Tobacco production

3(1) No person shall smoke a tobacco product.

(a) In a public place.

Regulation 2

Public Places

1. Outdoor premises of a health institution.
2. Outdoor premises of a pre-primary, primary, secondary or tertiary institution, including any other educational institution.
3. Outdoor premises used for the practice of sports and to which the public has access.
4. Recreational places other than public beaches, including gardens to which the public has access.
5. Cafes, bars, nightclubs and restaurants.

Contraventions:
Any person who contravenes these regulations shall commit an offence and shall, on conviction, be liable-
(a) to a fine of not less than 5,000 rupees and not more than 8,000 rupees, on a first conviction;
(b) to a fine of not less than 8,000 rupees and not more than 10,000 rupees on a second conviction;
(c) to imprisonment for a term not exceeding 12 months, on a third or subsequent conviction.

ALCOHOLIC DRINKS

The Public Health Act Regulations:
5(a) No person shall consume an alcoholic drink in a public place.

10. Any person who contravenes these regulations shall commit an offence and shall, on conviction, be liable to a fine not exceeding 10,000 rupees and to imprisonment for a term not exceeding 12 months.
**B. Sec. 349.**

**CRIMINAL CODE**

**Damaging Public Property & Government Property**

“Any person who willfully destroys, breaks down, damages or renders useless by any means, in whole or in part, any building, bridge, ship, vessel, boat, dike, causeway or other erection, any public property, any engine, utensil or any article used in the business of a country estate, or of a manufacture belonging to another person or any vehicle belonging to another person.”

Shall be punished by penal servitude not exceeding 10 years or by Imprisonment and by a fine not exceeding 3,000 rupees.

*Extract from School Management 2009, Ministry of Education, Culture & Human Resources (page 29):*

If student is caught: (i) smoking  
(ii) consuming alcoholic drinks  
(iii) damaging school property, school premises  
(iv) gambling

Police Intervention will be sought.  
The case will be referred to *Brigade des Mineurs*/Police and parents will be informed accordingly.

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**FLOREAL STATE SECONDARY SCHOOL**

I have read the **Rules & Regulations** governing Floréal State Secondary School. I have explained them to my ward who will abide by them.

**Name of Responsible Party:** …………………………………………………………………………………………………………………………………………………………………………………

**Signature of Responsible Party:** …………………………………………………………………………………………………………………………………………………………………………………

**Signature of Pupil:** …………………………………………………………………………………………………………………………………………………………………………………

**Form:** …………………………………………………………… **Date:** ……………………………………………………………

**In case of emergency, please phone:** ……………………………………………………………………………………………………………………………………………………………………

**Telephone number:** …………………………………………………………………………………………………………………………………………………………………………………