1. **SCHOOL HOURS AND PUNCTUALITY**

1.1 School starts at 08:00 and ends at 14.30 hours. Form I students are released five minutes earlier, i.e. 14.25 hours, for the First Term only.

1.2 Students should be in attendance at 08:00 a.m.

1.3 A Student is late if he turns up after 08:10. He must then fill in an official Lateness Form from the Usher’s Office. This form must be given to the subject teacher to gain access to class up to 08:30. After 08:30, a pupil arriving late has to fill in the Lateness Form and must also report to the Usher. The Usher records the time of arrival in the Student’s Journal for the Class Subject-Teacher and for the Parent to subsequently sign in; else the student will be refused access to the class and the Responsible Party informed accordingly.

1.4 Students regularly late for flimsy reasons like transport problems, etc. will be liable to disciplinary action. A student may be given a one-hour detention for every three (3) late-arrivals. In case of repetition, the Responsible Party will be called to school for necessary explanation.

1.5 Late arrivals will be computed each term and recorded in the Student’s Report Book.

1.6 Students must make it a point not to miss the School Morning Assembly during which important messages are communicated to students. Students will develop and maintain a sense of belonging and patriotism while paying due respect to our National Anthem on each occasion.

2. **DISCIPLINE**

2.1 **Wearing of School Uniform is compulsory.**

2.2 A pupil of the School is under school discipline the moment he leaves home for school until the time he is back home.

2.3 Behaviour in class, on school premises, during school assembly and even outside school must be beyond reproach.
2.4 When school is released after the last bell (i.e. at 14:30), pupils must walk out in an orderly manner to take the school bus. Rushing and stampeding on the staircase is very dangerous.

2.5 When leaving school, pupils are expected to go home directly and not to loiter around. The School will under no circumstances intervene in favour of a student who has been reported to the police for gross misbehaviour outside school.

2.6 The misbehaviour of a pupil on his way to school and back home is considered to discredit the good name of the school. Pupils of the school should therefore behave properly in buses as well as in any other public place.

3. ATTENDANCE AND ABSENCES

3.1 Attendance is compulsory. 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.

3.2 Absences of more than three days are to be accounted for by a Medical Certificate; else the Responsible Party concerned must accompany the pupil to school and submit a written explanation for such absences.

3.3.1 The Rector must be informed in writing by the Responsible Party of any prolonged absence (more than one week) of his son/ward (e.g. long sickness).

3.3.2 The Ministry’s permission must be sought through the Rector well in advance prior to any pupil’s departure abroad.

3.4 If a pupil fails to attend school for a long period and if the Responsible Party fails to respond in spite of letters sent to him regarding such prolonged absence of his ward, the Ministry will be informed, and the pupil may have his name struck out of the register of the school.

3.5 All absences for the sake of revision will not be entertained.

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

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

4. EARLY DEPARTURE

4.1 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.
4.2 Any request for early departure must be made in writing, duly signed by the Responsible Party and submitted the Usher during the morning Short Break.

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

4.4 Appointments with doctors, dentists, public officers etc will need to be recorded on special Forms obtainable from the Usher. These will have to be signed by the doctors, dentists, public officers concerned and returned to school.

4.5 Responsible Parties should call in person at school with their National Identity Cards to pick up their wards. Requests by phone for early departure will not be entertained.

5. **SCHOOL UNIFORM**

5.1 (a) Wearing of the School Uniform is compulsory.

(b) It consists of plain black trousers without patches and white shirts (with the school badge stitched on the pocket). Jeans/Tracksuits are NOT allowed.

(c) The thread used to stitch parts should be of the same colour as the cloth material. (No colour stitching of fancy badges allowed.)

5.2 All students are expected to look neat and tidy at all times. Their shirts should be neatly tucked inside their trousers.

5.3 During P.E classes, pupils should wear the P.E. outfit (Short + White T-Shirt + appropriate sports shoes). Note that P.E. lessons are compulsory for all students, unless found medically unfit as specified on a Medical Certificate.

5.4 In winter, pupils are allowed to wear the school jacket/plain black jacket/sweatshirt along with the usual uniform. Tracksuit trousers are NOT allowed.

5.5 (a) Non-wearing of the School Uniform will entail disciplinary action.

(b) It should be worn at all times when the student is under school discipline and responsibility, while attending school functions.

(c) A pupil failing to wear the School Uniform without a valid written explanation from the Responsible Party will be sent back home.

(d) He should get himself properly dressed in School Uniform if he wants to be back to school.
(e) Flimsy reasons (such as rainy weather or single uniform, etc.) for not wearing the School Uniform will not be accepted.

5.6 Pupils are not allowed to have abnormally long hair, dyeing, spikes, fancy hair cuts on school premises. In cases where students keep long hair on religious grounds, letters duly signed by the Responsible Parties should be submitted to the School administration. Wearing elastic bands or other gadgets to retain hair upright or in some fashionable way is not allowed.

5.7 Unofficial T-Shirts, caps and other Fancy objects such as ear-rings, fancy chains, piercings, nail varnish, etc. are not allowed.

6. **OFFENCES LIABLE TO DISCIPLINARY ACTION**

6.1 Students shirking classes (considered as a very serious offence);

6.2 Pupils absent on the school register and found roaming within the school premises;

6.3 Any student found loitering around the school premises without any valid reason between periods other than during school breaks.

7. **GROSS MISBEHAVIOUR**

7.1 The following are considered as gross misbehaviour that may lead to immediate suspension and ultimate expulsion:-

- Leaving school without permission
- Insulting a member of the staff (teaching, administrative, ancillary)
- Threats of violence, intimidation, using abusive language
- Tampering with and damaging school property
- Defacing building and school furniture
- Making unwanted graffiti and caricatures
- 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, gang activity, bullying, assault, arson
- Smoking, being under the influence of alcoholic drinks or any other drug of abuse.
- 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 which reads as follow:

- “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 offence is a very serious one and it may lead to immediate suspension and ultimately to the 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. **DISCIPLINARY MEASURES**

8.1 For minor cases of misbehaviour and unsatisfactory work, a pupil will be given appropriate extra work for 30 minutes or one hour detention under the supervision of Officers concerned, with relevant work set and checked accordingly.

8.2 Serious or persistent misbehaviour or unsatisfactory work may lead to a two-hour Saturday detention. (From 08:30 to 10:30 a.m.) with appropriate work given that will be set and collected by the Usher for the teacher concerned to check accordingly.

8.3 A pupil with persistent misbehaviour or persistent unsatisfactory work will have to explain his misconduct in a Board Meeting in the presence of the Rector/Deputy Rector, members of the Disciplinary Committee and one member of the Pastoral Care Committee. 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.

8.4 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.

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

9. **EXPULSION/RUSTICATION**

9.1 Section 13(1) of the Education Regulations 1957 as subsequently amended makes provision for the Rector to temporarily suspend students whose conduct, work or progress is unsatisfactory and to expel such students from school for a specified period.

9.2 It is also provided under Regulation 13(2) that the Rector may, with the approval of the Minister, expel a student from school in a case of serious misconduct.

10. **THE REPORT BOOK/REPORT SHEET**

The Report Book/Report Sheet is an official document belonging to the school. It must be signed by the Responsible Party during his/her visit to school. However, photocopies of pupils’ term results will be issued to parents.

11. **STUDENT JOURNAL (With photograph)**

It is compulsory for every student to have a Student Journal for School and Parents to monitor his conduct and school work. It must be filled by the student after every period and signed by the Responsible Party every Friday.

12. **COURTESY TO STAFF**

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

13. **PERSONAL BELONGINGS**

13.1 Students are expected to have a close watch and look after their personal belongings all the time.

13.2 They are advised to refrain from bringing to school large sums of money and valuables.
13.3 The School Administration will NOT be held responsible for losses incurred by students on the school premises

14. CONTROL OF ACCESS TO SCHOOL PREMISES

A. Responsible Parties are informed that access to the school is controlled.

B. The school gate will be closed at 08.10 hours every day, to be reopened at 14.25 hours for dismissal and closed again at 14.45 hours.

C. A logbook is kept at the gate/Usher’s Office to record the name of the visitor, the times/he is seeking access to the school, the purpose of the visit, the plate number of the vehicle, if applicable.

D. Visitors have no right to go direct to the Rector’s Office or staff room or into classrooms to meet teachers or their wards. The Usher will channel all visitors to a responsible officer in the Administrative Block for appropriate action.

E. Responsible Parties/parents are requested to seek appointment with the Head of School (Rector/Deputy Rector) before calling at school especially between 08.30 and 14.00 hours, period during which the main gate remains closed. A copy of the list of visitors will be made available to the handyman/General Worker posted at the gate to facilitate access to the school, under control. For pupil safety and security, vehicles of parents/Responsible Parties are not allowed into school premises before 08.:30 and after 14.00 hours during a normal working day.

15 NEW ADMISSION

(a) The pupil must produce his original statement of results, letter of admission and birth certificate on the day of his admission to school.

(b) Responsible Parties must call in person with their National Identity Card to sign the admission form. Failure to comply with Para 15 (a) and 15 (b) will lead to sending away of the pupil from school. Only after complying with the above will the student be admitted. Note that two passport size photographs of the pupil are also required.

16. MISCELLANEOUS

16.1 It is strictly forbidden to play football in the classroom.

16.2 The basketball or volleyball pitch must not be used for playing football.
16.3 No student is allowed to stay in the classroom during breaks (except on rainy days), nor is it allowed to play games in the classroom or in the school precincts, other than on playgrounds.

16.4 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.

16.5 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.

16.6 P.T.A fees must be paid at the time of admission to a New class each year and after admission before the end of the first month of the Academic year at latest.

16.7 (a) Students should avoid bringing Mobile phones, Walkman and multimedia devices to school.
(b) These must be switched off if in possession of a pupil before he enters the classroom.
(c) Their use is strictly forbidden during classes.
(d) In case a student is caught using any of these devices in class, it will be confiscated and returned only to the Responsible Party.
(e) School will NOT be held responsible for any loss.
(f) Besides, severe disciplinary actions will be taken against defaulters.

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

16.9 A pupil found guilty of bullying other students or of inflicting wounds or blows on another student will be severely dealt with or referred to the authorities concerned.

16.10 The car parking space is out of bounds to students.

16.11 (a) Any pupil registered present found missing in class on a surprise roll call during the day will be liable to appropriate disciplinary action
(b) 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.

16.12 (a) Accidental damage caused to school property should be reported to the Usher immediately.
(b) A pupil who wilfully damages a school property will have to make good for it and will be made to bear the cost of the damage.
(c) Moreover, cases of damaging government property will be referred to the Ministry and this may lead to appropriate legal action being taken against the culprit.

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

16.14 (a) No student shall change a subject from his chosen options without the Rector’s written permission and no change of subject will be entertained once the Academic year started.
(b) Lower VI students admitted to the school on basis of a particular subject combination cannot change the combination afterwards. They will have to withdraw from the school if they wish to change subjects.

16.15 **ORIENTAL LANGUAGE**: Pupils of Lower Forms will be allowed to drop an oriental language by the end of the first term at latest, else they will be marked zero if they fail to it for the subject during the 2nd and the 3rd terms.

16.16 **CHANGE OF ADDRESS**: Pupils must inform the Rector through a letter signed by their Responsible Parties of any change in address, name, phone number or any other detail previously recorded in their Admission Forms.

16.17 No student should enter any classroom other than the one allocated to him as per his school time-table without a written note from the Head of School.

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

16.19 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.

16.20 **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.

16.20 **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.
17. **STUDENT IDENTITY CARD**

(a) All pupils should possess a Student Identity Card issued by the National Transport Authority.

(b) With reference to Circular Letter ME/Z2/3/70, fees for Student Identity Card is as follows:
   - *First Issue: Rs 100*
   - *Issue of Duplicate: Rs 300*
   - Change in Address: Rs 300

Kindly note that the Rules and Regulations of the school are subject to periodic revision and you will be informed of the changes.

R. Betchoo  
Rector

**PITON STATE COLLEGE**  
*La Paix, Piton – Tel: 264-9167*

-----------------------------------------------------------------------------------------------

**School Rules and Regulations**

**NOTE OF ACKNOWLEDGEMENT’**

I, ........................................................................................................................................, student of Form .............................................................., have read and understood the Rules and Regulations of Piton State College, I hereby pledge to strictly abide by them.

Signature of Student : .................................................. Form:..................................................

I/We, Responsible Party of ................................................................................................................... acknowledge having taken cognizance of the School Rules and Regulations as set out above. I/We have explained them to my/our ward. I/We also agree to see to it that my/our ward who is now aware of these will abide by them.

Signature of Responsible Party: (1)................................................................. Date : .........................

(2)........................................................................................................ Date : .........................