

MARIGOT SECONDARY SCHOOL: RULES AND REGULATIONS

1. CITATION

These rules may be cited as the Marigot Secondary School Rules of Conduct, 2006.

2. INTERPRETATION

Unless the context requires otherwise, the following terms shall have the meanings ascribed to each of them:

"Island"	means St. Lucia.
"Minister"	means the Minister of Education.
"Principal"	means the person appointed as such to the school by the Teaching Service Commission.
"Vice principal"	means the person appointed as such to the school by the Teaching Service Commission.
"Teacher"	means the person appointed as such to the school by the Teaching Service Commission.
"Staff"	means the body of teachers appointed as such to the school by the Teaching Service Commission.
"Deans of Discipline"	mean teachers appointed by the Principal to help maintain discipline at the school.
"Student"	means any boy or girl who has been admitted to follow a course of studies at the school.
"Prefect"	means any student appointed as such by the Principal and Staff.
"Ancillary Staff"	means the person appointed as such to the School by the Ministry of Education Human Resource Development, Youth & Sports.

3. AIM

To provide clear guidelines to staff, parents and students regarding the administration of the school.

4. SCHOOL MOTTO:

"Promoting Academic and Creative Excellence"

5. SCHOOL OBJECTIVES

- (a) The School
 - i. Seeks to discover the potential of its students and expose them to the knowledge and skills that will explore this potential to the full.
 - ii. Seeks to promote the spiritual, moral, intellectual, physical, social and aesthetic development of its students.
 - iii. Seeks to inculcate self-respect and self-reliance, love and service as desirable human qualities

6. ADMINISTRATION

- (a) Authority for the administration of the school and the enforcement of these rules is vested in the principal
- (b) The Principal may delegate aspects of his/her authority to any member of staff to facilitate the efficient operation of the school.
- (c) The Vice Principal shall assist the Principal in the effective management of the school.
- (d) Deans of Discipline are appointed by the Principal. They administer all forms of discipline approved by the Principal except expulsion.
- (e) Every student is assigned to a form teacher. Form teachers are responsible for all matters related to the attendance, performance, welfare and discipline of the students assigned to them so far as they relate to the school situation. Form teachers are to refer **serious breaches of discipline** to the Deans of Discipline.
- (f) Every class shall have a school/rank prefect assigned to it. These prefects shall be appointed by the class teacher.

The prefects are responsible for:

- i. Maintaining order in the absence of a teacher;
- ii. Assisting teachers with classroom duties;
- iii. Monitoring the behaviour of students in any situation in which they happen to be without a teacher.

7. ATTENDANCE

- (a) **School Time is from 8:10am to 2:45pm.** We operate under a six (6) day cycle.
- (b) Any student who arrives to school after the attendance has been marked shall be required to present a written excuse from his/her parent/guardian to the relevant authority.
- (c) Any student who fails to submit an excuse for lateness will be disciplined.
- (d) Students who report late for class or absent themselves whilst at school shall be disciplined. Any student who cannot attend classes due to illness must report to the sick bay.
- (e) Any student who misses school for one or more days must bring a written excuse from his/her parent/guardian on the day he/she returns to school. This must be properly written, placed in an envelope and addressed to the particular teacher.
- (f) Students shall not be allowed to leave the school compound during school time without permission by the proper authority.

8. STUDENT RESPONSIBILITIES

Extract from the Education Act of St Lucia- No. 41 of 1999

Division 1 Subsection 17

17. Every student enrolled in a public school or assisted school has responsibility to:
- a) Observe the code of conduct and other rules and policies of the Ministry and of the school;
 - b) Attend classes regularly and punctually;
 - c) Participate in the educational programmes in which the student is enrolled;
 - d) Be diligent in pursuing the prescribed curriculum; and
 - e) Observe standards approved by the Chief Education officer or the principal as the case may be, with respect to:
 - i. cleanliness and tidiness of the person;
 - ii. General deportment;
 - iii. Attire;
 - iv. Courtesy; and
 - v. respect of the rights of other persons.

Division 3 Compulsory School Attendance

27. (1) Every child shall attend school from the beginning of the school year in which that child attains the age of 5 years until the end of the school year in which that child attains the age of 15 years.

Division 2 Rights and Responsibilities of Parents

Damage to school property

23. (1) Every student in a public school and assisted school shall take good care of any public property placed at the student's disposal and where such property is to be returned, the property shall be returned in good condition at the end of the school activities on a day and time determined by the principal.

(2) If a student fails to comply with subsection (1), the Chief Education Officer (the principal acting on behalf of) may claim the value of the property from the parents of the student if a minor or from the student if the student is eighteen years and over.

(3) If the property of a public school or assisted school is damaged, lost, or converted by the intentional or negligent act of a student who is a minor, the student and the student's parents are liable in respect of the act of the student.

(4) If the property of a public school or assisted school is destroyed, damaged, lost, or converted by the intentional or negligent act of two or more students who are minors acting together, the students and their parents are jointly and severally liable in respect of the act of the students.

Students are informed that the replacement cost of damaged or defaced school property must be paid upon notification of parents or students will be suspended until such payment can be made. In instances where there is irreparable damage requests will be made to the Ministry for the students' expulsion.

9. DISCIPLINE:

(a) Respect for staff members

- i. Students shall treat all staff members with utmost respect. They should be addressed as Sir or Miss/ Mrs.
- ii. Students shall stand when the Principal/Vice Principal or Teacher enters the classroom, or while addressing the Principal/ Vice Principal teacher.
- iii. At the end of the school day, students must l empty desks of all refuse; place chairs on desks in a tidy manner.
- iv. Evening Prayers should be said after the Bell for dismissal rings and not before. Students should always proceed from the class in an orderly manner.
- v. Students shall obey and carry out promptly any directive given by a teacher that complies with the school's policy. **Failure to do so by any student shall result in disciplinary action being taken against the student by the appropriate authority.**

(b) Respect for Prefects/Rank Prefects

Students shall treat Prefects/Rank Prefects with respect and carry out instructions issued by the Prefect. **Failure to do so by any student shall result in disciplinary action being taken against the student by the appropriate authority.**

(c) Respect for Ancillary Staff: Security Personal/Care-takers and Janitors on School Premises

Students shall treat the Security Guards/Care-takers with respect and carry out promptly any directive given by them that complies with the school's policy.

Failure to do so by any student shall result in disciplinary action being taken against the student by the appropriate authority.

Non- School Personnel

Extract from the Education Act of St. Lucia- No. 41 Of 1999

Division 2 Part 12 Subsection 174

Loitering etc. on the school premises.

174 (1) Any person who:

- (a) is found loitering, wandering or otherwise trespassing on the premises of any educational institution;
- (b) creates a disturbance on the premises of any educational institution;
- (c) while on the premises of any educational institution -
 - (i) uses threatening or insulting language or in any manner interferes with any student or member of the staff of the educational institution;

- (ii) assaults, insults or abuses a teacher or student; or
- (iii) disrupts any lawful activity conducted on the premises of the educational institution;
- (d) in a public place causes or makes a noise that disturbs or is likely to disturb any lawful activity carried out on the premises of the educational institution; or
- (e) commits any damage to any school building or other property found on the premises of, or forming part of the compound of the educational institution, commits an offence and is liable on summary conviction to a fine not exceeding two thousand dollars or to imprisonment for a term not exceeding one year or both.

Division 2: Part 12

172 (6)

- (f) **Buying During School Hours**
Students should not be seen buying from tuck shops, school canteen or Vendors **except** during Break or Lunchtime except in **exceptional cases, with permission from the Principal. Disciplinary action will be taken against the offending students by the Principal.**
- (g) **School Functions**
 - i) Any student who attends any function in the name of the school must attend in full uniform or any other required dress mode.
 - ii) Any student who is on suspension will not be permitted to represent the school at any function.
- (h) Students should not participate in any criminal acts
Criminal offences include:
Using obscene language, insulting words or gestures, fighting, wounding, threats, drug and alcohol use, stealing, sexual misconduct and harassment, attacking and threatening a teacher, being in possession of drugs, vandalism, damage to teachers' vehicles, possession of dangerous weapons or school instruments misused to cause bodily harm e.g. scissors, compasses etc.
- (i) **Other Offences**
Students must not:
 - Chew gum in school
 - Litter
 - Play Truant

10. INTERVENTIONS FOR DEVIANT BEHAVIOUR

- One to one conference with students
- Conference with students and parents
- Counseling
- Written or verbal apology in front of class or at assembly
- Shoes will be painted black
- Sent home to get needs
- T-Shirts and white socks will be confiscated
- Probation
- Unpleasant tasks

- Contracts
- Exclusion from certain class activities
- Lunch and after school detentions
- Suspension
- Paints to clean graffiti on walls
- Calling in School Patrol for student search
- Isolation within the classroom
- Taking away privileges
- Forfeiture of house points
- Recommendation for withdrawal or expulsion

11. SCHOOL WORK

Students must:

- Apply themselves diligently towards their schoolwork at all times.
- Be in possession of the necessary textbooks/notebooks/exercise books at all times.
- Not disrupt classes in progress.

12. 'OUT OF BOUNDS AREAS'

- The administrative block (especially the principal's office, staff room, teachers' toilets and store room.
- Behind the school buildings
- Behind school toilets
- Along the fence near the main road
- In the garden without teacher supervision
- On the court without teacher supervision
- Workshops/Labs/Learning Resource Room without teacher/supervisor

13. SCHOOL UNIFORMS

Hair

- Hair shall always be worn in a simple and tidy fashion.
- Extensions or false hair should not be worn by any student.
- Hair accessories shall be black or white.
- Boys shall be required to wear their hair short and well groomed at all times.

Jewellery

Students must:

- All students are permitted to wear a wrist watch.
- Girls may wear one pair of small earrings (gold, silver, black)
- Not wear multi-colored accessories (belts, bracelets, anklets, rubbers or chains)
- Not wear chains, rings, dangling earrings nor jingles to school.
- Not wear nail polish or other form of make-up while in school uniform.

General

- All students shall wear the approved school uniform while on the premises and to any school functions unless otherwise stipulated. **At no time must students wear jeans with the school shirt.**
- Students shall have their shirt buttons done up at all times while in uniform. Ties should be worn at all times by female students. Only white vests shall be worn under the school uniform.
- Be properly and neatly attired at all times
- Girls shall wear plain black shoes and white socks. No sandals are permitted.
- Boys shall wear plain black shoes and black socks. No sandals are permitted.

- Students must not wear rags/handkerchiefs on their heads or have them dangling out of their pockets.
- Boys should not pierce their ears, neither must they come to school with studs or sticks or earrings in their ears
- Students should not wear strings hanging out of their pants/skirts.
- Students are not allowed to shave their eyebrows.
- Caps are not permitted with the school uniform on school premises.
- All students should come to school with Physical Education uniform on the day of Physical Education. **A black track pants and House shirt should be carried in their bags to change for the Physical Education period.**

14. PUNCTUALITY & REGULARITY

Students must:

- (a) Be punctual and regular for school. Written excuses signed by parents and guardians should be submitted for absence or lateness.
- (b) Respond immediately to the bell on mornings, after break, lunch periods, between classes etc.
- (c) Not leave school premises even at lunch time unless the principal approves of a feasible excuse received from parents or guardians.

15. HOMEWORK POLICY

- (a) Students will be assigned homework that must be done and collected by the teacher.
- (b) Any student not having done a given homework assignment shall present a written excuse signed by parent or guardian.
- (c) Students should have a small notebook to record home assignment
- (d) Students shall present all written work in blue or black ink only. All diagrams or drawings shall be done in pencil. No green or red ink shall be accepted unless required by the subject teacher.

16. EXAMINATIONS

- (a) Any student caught cheating shall have his/her paper cancelled.
- (b) Students shall be required to pass a minimum of 80% of all examinations sat in order to be placed on the Principal's Honor Roll and a minimum of 70% to receive Merit Badges.

17. CLUBS

All students must join at least one club:

- Debating Club
- Young Leaders
- Drama/Theatre Club
- Journalist Club
- Environment Club
- Cadet Core
- Information Technology
- Red Cross
- Drug Free

18. GRADUATION

Students who:

- (a) have committed grave offences, continuously breeched school Rules or
- (b) have achieved an average attendance of less than 70% during the school year without valid excuses will not be allowed to graduate.
- (c) Graduation awards will be given for academic and creative excellence, attendance, behavior and participation in Extra/ Co-Curricula activities.

19. FACILITY FEES

Fees are used to:

- (a) provide students with materials for examinations,
- (b) purchase consumable items,
- (c) pay for insurance against injury
- (d) cover other needs which may arise.
- (e) **All fees are payable upon registration or on the first day of the term of year in which they are due.**
- (f) Failure to pay fees will result in students not being recipients of the provisions mentioned above.

20. WHERE RULES ARE SILENT

In case of any matter of misconduct which is not covered by the rules, the Principal shall give a ruling, and if necessary, report to the Ministry of Education for final decision.