MOOTOOCOOMAREN SANGEELEE SSS, SURINAM

OUR MISSION:

<OPTIMAE VITAE EDUCARE>

(TO EDUCATE FOR A LIFE OF HIGH ACHIEVEMENT)

SCHOOL RULES AND REGULATIONS 2014

1.1 A pupil is normally under school discipline from the moment that he leaves home for school until the time he is back at home. He should comply with the school rules and regulations. Parents should understand, however, that they are as much responsible for the behaviour of their children outside the school.

1.2 The school declines all responsibility in case pupils leave home in the morning but do not attend school. A pupil is deemed present at school if he is marked present in the school’s attendance register.

1.3 The misbehaviour of a pupil on his way to school and back home is considered more serious because 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 throws discredit on the good name of the school.

1.4 A pupil must see to it that his behaviour in the bus or wherever he represents the school away from school should be impeccable. Instructions from the bus conductor must be complied with.

UNIFORM

2. The school uniform consists of:

(a) The Summer Uniform:
   (i) A white shirt with collar and short sleeves.
   (ii) Navy blue trousers or shorts.

(b) The Winter Uniform:
   (i) Dark blue, black pullover or cardigan, (with or without sleeves), with school badge affixed.
   (ii) Navy blue shorts or trousers.

(c) The P.E Outfit for Physical Education and Sports
   (i) White T-Shirt.
   (ii) Navy Blue Shorts or Track Suit.

2.1 A pupil must wear the school uniform on all occasions when he is under school discipline i.e to attend school, at various school functions such as the Sports Day, the Prize Giving Day and during external and internal examinations. Failure to wear school uniform may entail the student to be sent back home.

2.2 All pupils must endeavour to present themselves clean and tidy in their uniforms. Hair should be properly trimmed (no punk style or long hair with ribbons); no artificial colouring of hair will be allowed, shirt should be properly set inside the trousers, long nails are not authorized. Jewellery – The attention of all students is drawn to the fact that no jewellery or accessories should be worn with the school uniform; earrings are not allowed.

2.3 Students are advised to have at least:
   (a) 3 shirts
   (b) 2 shorts/trousers
   (c) One P.E outfit.
2.4 Physical Education (PE):
The school PE outfit should be worn for the Physical Education classes and sports activities.

2.5 Physical Education classes are compulsory.

2.6 No pupil will be 'exempted' from Physical Education (P.E) classes except on the production of a Medical Certificate.

2.7 Whenever extra-curricular activities are organized by the school, the parents shall be notified through a consent form and the Responsible Party must sign and return the letter to school at the earliest.

SCHOOL TIME

3.0 School starts at 8.00 hrs and ends at 14.30 hrs. Form I students will leave their classes at 14.25 hours.

3.1 Pupils must make it a point to be on the school premises at least five minutes before the bell goes. They will not be authorized to leave the school premises before the time of departure, unless they have been granted special permission by the Rector.

3.2 If a pupil is late, that is he has turned up after the Form Period, he will have to report to the Usher's office to fill in the Lateness Form. He will not be admitted to classes unless (i) he presents the Lateness Form to the Class Teachers and (ii) he is marked late in the attendance card and the lateness sheet.

3.3 A pupil who knows beforehand that he is going to be late is strongly advised to produce a note of explanation from his Responsible Party to be handed to the School Superintendent.

3.4 In cases where the number of latenesses in a week exceeds two, the Responsible Party will be notified by writing/phone. The latter is expected to give an explanation.

3.5 Any pupil having to leave school early should bring a note duly signed by his Responsible Party, stating the reason for such application. The application should be approved by the Rector. In principle, all applications for early departure should be handed over to the Rector through the School Superintendent during the first break. No pupil will be authorized to leave school without a written approval to this effect from the Rector. Requests made over the phone will not be considered.

3.6 With regard to early departures, Responsible Parties who call at school to pick up their ward shall be required to produce their National Identity card. A Responsible Party may send a close relative along with a written request naming the relative who will have to produce his/her National Identity Card.

3.7 Responsible Parties should refrain from asking permission for their wards to leave early for social or other functions such as religious ceremonies, birthdays, trips to the airport etc.

3.8 Regularity and punctuality will be taken into account when Leaving Certificates are issued.

ABSENCES

4.1 All absences must be explained in writing immediately on the day on which a pupil comes back to school. The pupil hands over the letter of explanation to the teacher doing the roll call during the first period, who leaves it with the School Superintendent.

4.2 Absences of more than three (3) days will have to be covered by a Medical Certificate failing which the Responsible Party should accompany his ward to school on the day the latter reports to school.
4.3 A pupil who is officially absent from school has no right to be on school premises or to attend classes.

4.4 A pupil who has a prolonged unexplained period of absence runs the risk of not being readmitted to school. His case will be referred to the Ministry.

N.B: Please note that Responsible Parties are informed by SMS of the lateness and/or absences of their wards. For this exercise to be effective and efficient, you are requested to submit to the office your mobile number and, in case of change of this number, to notify the school.

**TRUANCY**

5.1 Being found missing from the classroom and/or running away from the school shall be considered to be very serious offences, and a pupil guilty of such offences shall be referred to the Disciplinary Committee.

5.2 Temporary suspension or rustication is the last step before expulsion and it will be applied in the case of very serious offences.

5.3 A pupil who is suspended from school must not come to school or be on the school premises during the period of suspension.

5.4 A pupil who comes back to school after a period of suspension must be accompanied by his Responsible Party.

**VERY SERIOUS OFFENCES**

6.1 It is a serious offence to use abusive language towards members of staff namely: the teaching, the administrative and other grades. It is also a serious offence if a pupil uses abusive language towards another.

6.2 Students should not bring to school any dangerous tools such as cutters, knives, etc.

6.3 Students should not tamper with or damage school property.

**<School Property>** includes:

1. The building (walls, gate, window panes, door knobs, taps, sanitary wares, lawn plants, flower beds, flowers in the garden and flowers in pots, grass, fencing).

2. Furniture (desks, chairs, tables, blackboards, electrical appliances, dusters).

Anyone caught damaging any bit of school property will be strictly dealt with after consultation with the disciplinary committee (Board). The culprit(s) will have to bear the cost of the item(s) damaged.

6.4 STEALING the properties of classmates is a serious offence.

6.5 Cases of misdemeanour in public places like bus-stops on the part of pupils in school uniform will be considered a serious offence.

6.6 It is strictly prohibited for students to smoke, or to be under the influence of intoxicating substances.

6.7 Pupils should not be in possession of walkman, discman and other accessories while in the school premises. Use of mobile phone is strictly prohibited during classes and examinations. **SCHOOL WILL NOT BE ACCOUNTABLE IN CASE OF THEFT, LOSS ETC.**

6.8 Beginning 2014, pupils will be forbidden to have in their possession correction fluids (blanco).
GENERAL DISCIPLINE

7.1 No pupil other than a Class Captain or Vice-Class Captain on official duty may leave the classroom for a specific purpose during a period unless he is sick and cannot remain in the classroom till the end of the period.

7.2 If a pupil feels sick while in the school premises, he must inform the office who will then take necessary actions, like informing the Responsible Party, etc.

7.3 Pupils must make it a point to move to their respective classrooms immediately after the bell goes after each break.

7.4 It is an offence to loiter in the school yard during such time when classes are in progress.

7.5 Pupils should not stay in their classes or in the corridors and stairs during the break and lunch time.

7.6 It is the school policy to ascertain that the right to learn and to feel safe and secure in respect of every student at school is safeguarded. Therefore, every student has the responsibility to ensure that he does nothing which might prevent other students likewise from learning and feeling safe at school.

7.7 The highest standard of honesty and integrity, courtesy, good manners and mutual respect are expected at all times.

7.8 Punctuality and regularity being fundamental aspects in the development of good personality traits, are considered as very important.

8.0 ACADEMIC PERFORMANCE

Parents/Responsible Parties and school are inseparable partners in the education process of the student.

8.1 Responsible Parties should come to school when summoned.

8.2 To enable our students to work to the best of their ability and to achieve their optimum academic potential, the school relies on the support of the Parents/Responsible Parties to ensure that their son/ward:

(a) shows respect for the personal and professional status of staff members.
(b) maintains good interpersonal relationship with teachers as well as classmates, does all his homework, does regular revision work, embarks on research work, participates actively in class, prepares for the next lesson, etc.
(c) develops good study habits.
(d) brings to school all his textbooks, exercise books and equipments.
(e) is not absent for trivial reasons.
(f) participates in co-curricular and extra-curricular activities organized by the school.

8.3 It is mandatory that each pupil has a Student Journal since the beginning of the academic year. The student will note down in the journal classwork done, homework given, etc. Responsible Parties are simply advised to monitor the journal to keep stock of what his ward is doing daily.

8.4 Responsible Parties are informed that their wards will be asked to repeat a class when they do not satisfy the criteria for promotion to the next class. In case a student fails twice the same class at the end of the year examination, he may have to leave school.

8.5 Based on the principle of human dignity and freedom, the School Rules and Regulations is intended to create a proper environment that encourages the development of each student’s individual potential to the maximum.