

DUDLEY HIGH SCHOOL

SCHOOL RULES

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ATTENDANCE

1. All students must be regular and punctual in attendance.
2. All students must be present in school by 8.00am and remain in school until 3.40pm.
3. All application for leave must be made by a note from parents and approved by Form Teacher. The Principal or Vice Principal will authorize all leave.
4. No students are allowed to leave the school compound during school hours.

UNIFORM AND APPEARANCE

- All students must wear prescribed uniform with logo during school hours and on all official functions (eg. excursions, prize giving, parents' interview etc.) This includes school, sports and other school organized educational excursions which should be worn fully and correctly.
- Boys should not grow beard or moustache.
- Unnecessary ornament or jewelry is not allowed. Girls are allowed only ear studs (1 pair)
- Students must wear black sandals or black shoes with white socks. No slippers are allowed unless permission has been granted by the A. Principal or V. Principal.
- Students must appear neat and tidy with an acceptable school haircut. Number one haircut and hair dying are not allowed.
- Girl's hair must be plaited and tied neatly. No Buns. Only white, purple or black hair accessories are allowed.
- Boys must tuck in their shirts properly at all times. No colored T Shirts to be worn inside, only white vests.
- On cold days' school jackets or school plain cardigan only are allowed.
- Girls dress lengths are to be below the knees and must not be too tight.
- Make up and long polished nails are not allowed.
- All students must be in their full uniform until they reach home
- No one should be seen loitering around town with their school Uniform unless accompanied by their Parents or Guardian.
- Any students taking part in PE may do so only with school sports uniform or prescribed sports wear

BEHAVIOUR IN SCHOOL

- All students must attend the morning devotion.
- All students must attend the school assembly on Tuesday. No students shall remain in class during the assembly.
- Students must attend all classes.
- Students are not allowed to enter the staffroom or the staff tea room unless authorized to do so by a teacher.

- During recess and lunch intervals, students are to minimize the noise as much as possible.
- No students are to enter another classroom without the permission of a teacher.
- Students who are required to move from one class to another must do so quickly and silently.
- Anyone found misbehaving in school or using abusive language will be penalized severely. Any physical abuse (punching, hitting etc.) of another student will be punished by suspension of the offender. It is the responsibility of the prefects of each form to bring the matter immediately to the notice of the form teacher, Assistant principal, Vice principal.
- Chewing of gum in the school compound is forbidden. Students will be fined 50 cents if caught chewing in school.
- Students must show respect to staff members and for each other at all times.
- The use of the public phones is prohibited during class time. Student's phone calls directed to the office.

CARE OF PROPERTY.

- Students must keep the premises clean at all times.
- All discarded rubbish must not be lying around. All these must be thrown in a designated rubbish bin.
- All school property e.g. Library books, Text books, Furniture, Laboratory equipment, Tools etc. must be well cared for and replace after use. Any damage to school property will be paid for or replaced by the offender.
- Any students found stealing books, pens lunch parcels, calculators, money etc., and also writing on the walls, furniture and books, will be dealt with by the disciplinary committee.

CLASS REQUIREMENTS

- All students must bring the necessary books and materials needed to class.
- Students must do their homework regularly.

BEHAVIOUR AWAY FROM SCHOOL

- Students who loiter in town, poolrooms, cinema houses or seawall during school hours will be suspended in their second offence and recommended for expulsion if the offender continues with the habit.
- High standard of behavior must be maintained in the bus. Students having bus ride during school hours will be penalized appropriately.
- High standard of discipline and moral behavior is to be maintained at all times.
- Student wearing school uniform must not be seen in town after 4.30pm. Breaking any of these rules will lead to immediate disciplinary action, except for sports training and after classes.

SERIOUS OFFENCES

- Smoking, liquor offences, drugs, sex-related offence and others under the criminal code will be punishable by suspension or Relocation.
- Please note that these are only guidelines as each case will be dealt with in accordance with the nature of the offence.
- Offence committed out of school in activities in which the school name is used, the offender will be dealt with as specified in (a)

CAUTIONARY ADVICE

- No responsibility will be taken for an accident as a result of unauthorized climbing or playing or whereabouts of students unsupervised. Outside the school-own responsibility.
- Students carrying more than \$5.00 are to leave the money with their Form Teacher or at the office for safe keeping. The school will not be responsible for the loss of money during school hours.
- Radios, tape recorders and mobile phones are not permitted in school. These items will be confiscated if found in the school

CONDITIONS OF ACCEPTANCE

- Students are accepted for one year at a time. Students may lose their place in the school, if they fail consistently in any of the following areas:
 - Attendance at school
 - Co-operation with teachers
 - Observance of school rules
 - Consistency in not doing homework and assignment
 - All school fees for a particular term must be paid in full before entering the school, in first week of each term. Any arrangements will be accepted.

CO-OPERATION OF PARENTS/GUARDIANS

Parents are expected to co-operate with the school in

- Disciplinary matters
- Observance of school – especially
- Punctuality before 8.15am
- Proper uniform and appearance
- Attendance of all school meeting
- Giving full support to PTFA activities and functions
- Parents / Visitors are not allowed to enter the classroom to meet students- should come to the office.

CLASSES

LATE

- Except for those travelling by public transport (buses) arrival time is 7.45am.
- Parents who drop/pick their children to/from school are requested to do so outside the gate.
- Quiet Time must be strictly observed from 7.45am to 8.00am, and to be followed immediately by Form Devotion – that is to be observed with great reverence.
- Anyone therefore arriving after 8.00am will be a latecomer who should be noted by the TOD in the TOD daily report book
- AP to action as appropriate

ABSENCE

- ✓ Any absence must return with an absence note written and or signed by a parent or guardian. If a student is absent for more than a day then they must come with a medical certificate or accompanied by a parent or guardian if the student is without a medical certificate.
- ✓ Upon arrival he/she is to report to AP who will sight the note and clear the student to enter class by forwarding signed note to Class Teacher/Manager or Assistant Class Teacher/Manager – who should then enter reason in DAR then pass notes to Level Coordinator and Office Staff for filling.
- ✓ Anyone returning without a note or parent/guardian if being absent for more than a day and is without a medical sick sheet will be given the opportunity to get it the following day – failing to do so, he/she is not to return to school. This is a serious offence.
- ✓ FTs (or AFTs) are reminded/directed to move about in the morning (7:45 – 7:55) with DAR to facilitate this process and absentees prior to period 1. FTs must also record the number of students absent in the file provided by the Principal.
- ✓ VP will furnish my office and staff (Staff Book) of absence summary weekly.

SICK IN CLASS

- ✓ Anyone sick in class should see teacher-in-charge for that period/session who will fill Section A of Referral Note. All teachers to carry this form with them to all classes they attend.
- ✓ Student is to take sheet to AP or VP in the absence of AP, Matron and back as relevant.
- ✓ Any and all sick students must go through this process at all time
- ✓ Students are not allowed to go directly to AP for any sickness.

MOVING BETWEEN PERIODS

- ✓ All students must move quietly, quickly in a single file together on the left hand side of the road, path or corridor. Where walkway and corridors are built using road should be avoided (Receiving Teachers are to “Check”)
- ✓ No one is allowed to go for a drink or visit the toilet this time unless it is absolutely necessary and only after the permission of a teacher is obtained.

UNDONE HOMEWORK

- ✓ For the first time to be warned by the teacher.
- ✓ Second time to be brought to the AP and referred to the Counselor.
- ✓ Repeated offenders to be referred to the Vice Principal/Principal and if need be then the parents or Guardians are to be called.

SCHOOL MATERIALS

- ✓ Anyone without any of these (books, pen, etc) is to be **cautioned first time**
- ✓ **Any repeat** offender should be **brought to the AP** and referred to the **School Chaplain**.
- ✓ Repeated offenders to be referred to the Vice Principal/Principal and if need be then the parents or Guardians are to be called.

SLEEPING/DOZING

- ✓ **First offender** to be **cautioned after reason** is obtained/ noted.
- ✓ **Any repeat** offender should be **brought to the AP** and referred to the **Counselor**.

INDISCIPLINE – the following are strictly forbidden and must never be tolerated at any time.

- ✓ **Talking back** to or **being rude** or **disrespectful** to teachers
- ✓ **Initiating** any wrong things in class
- ✓ **Disturbing/** being **Rowdy**

VISITORS

- Must seek report to the Office to receive a Tag before proceeding further to those they wanted to visit and their names to be noted in the Visitors book.
- Be received at the office vicinity only at recess/lunch
- Only in exceptional cases are they to be received outside recess/lunch.

LEAVE

- No students must leave the compound at any time except after obtaining leave from AP/VP or Principal
- This includes going into forbidden areas outside the park, roundabout, Lab, Tech Block, Creek, Workshop, Agricultural Farm

ENTRY/LEAVING

- This is only to be through the Main Gate except those leaving and entering around the school Fence Gates.
- Leaving may be only after official release. (Lunch and after school).

RECESS/LUNCH

- All students must move out of their rooms unless it's raining or the student is doing some school work.
- Eating in the classroom is strictly forbidden unless permitted by AP or in Bad weather.
- Noise is to be kept to the minimum during these times.

ROOMS/FURNITURE

- Students are strictly forbidden to enter other classrooms unless during split classes
- Students must sit only at their chair/desk unless in split classes.
- Student's furniture must be arranged neatly and chairs put up at the end of the class daily. PSs are to check
- All Rooms must be closed (louvers' and Doors) after the last period or extra class. PSs to monitor.

ENGLISH

Students must speak in English from 7.45am to 3.30pm. Teachers to monitor.

LITTERING

- After sweeping the classrooms students must pick around designated form areas
- Any new rubbish must be removed by the Form. Monitored by TOD.
- Papers should be discarded in the school incinerator.

MANGOES AND COCONUTS & OTHER FRUIT TREES

- Climbing and throwing at mangoes is strictly prohibited. A long stick will be provided when they mature and ripen
- Coconuts in the compound are strictly forbidden to be picked on trees.
- Picking fruits and cutting trees are forbidden.

FORBIDDEN ITEMS

This includes mobile phones and other electronic gadgets. If found in possession in school, it will be confiscated and forwarded to AP who will label and forward it to the Principal's office who will have the discretion to return it, or not or at a later time.

ANYONE FOUND NOT ADHERING TO THESE INSTRUCTIONS WILL BE DEALT WITH USING THE SCHOOL BASED BEHAVIOUR MANAGEMENT SYSTEM.