

# CORINTH SECONDARY SCHOOL



## SCHOOL RULES AND REGULATIONS

REVISED JULY 2019

NAME: \_\_\_\_\_

These rules govern the conduct and deportment of students of Corinth Secondary School and are for the guidance of their parents/ guardians and teachers in helping the students to develop mature and responsible attitudes.

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## **School's Motto: Industry and Progress**

*At Corinth, we work and play together for the progress of the individual, the school and our wider community.*

### **Description of the Crest**

#### **Larger outer Circle:**

The global community in which our students are trained to serve.

#### **The Grey: A mixture of black and white**

We give service to all regardless of race, color, religion, nationality or economic status.

#### **The Centre: Two faces and a heart**

**Face on the Left:** Drawing experiences from the past.

**Face on the Right:** Looking towards the challenges of the future.

**The Heart:** Accumulating knowledge and wisdom and then to give service from this vital organ.

#### **Six White Rays: The six main areas of training in our school:**

Discipline, Art Sciences, Sports, Cultural and Aesthetics



# **GENERAL RULES AND REGULATIONS FOR SECONDARY SCHOOLS FROM THE MINISTRY OF EDUCATION**

## **1.0 ADMISSION**

**The following are the normal requirements for admission to a Secondary School as outlined by the Ministry of Education:**

- 1.1 The student has successfully completed the qualifying Examination set by the Ministry of Education.
- 1.2 The Ministry of Education decides that a student should be transferred from one Secondary School to another, after consultation with the Principals of the Respective schools.
- 1.3 The Ministry of Education is satisfied that a foreign student has met the Immigration requirements.
- 1.4 The Ministry of Education is satisfied that a St. Lucian National returning from overseas has necessary qualifications for admission, after consultation with the Principal.
- 1.5 A student being transferred will be required to submit a character reference from the former Principal.

## 2.0 REGISTRATION

**A student will be registered if the following requirements are met:**

- 2.1 The provision of a valid Birth Certificate or Passport;
- 2.2 The provision of a Health Certificate:
- 2.3 The payment of the stipulated registration and facilities fee:
- 2.4 A written approval by the Ministry of Education stating that the child is registered and admitted,
- 2.5 An agreement formulated by the school that shall be signed by the parents / guardian upon registration;  
(A guardian of a student is an adult person who is legally responsible for the student; or an adult person known by school authority; and who is responsible for the general welfare of the student.)
- 2.6 The provision, to parents / guardians and students, a copy of the school rules and other information pertaining to the school.

### **3.0 ORIENTATION FOR STUDENTS AND PARENTS. THIS PROCESS SHALL INCLUDE:**

- 3.1 Reminders to parents of their roles and responsibilities
- 3.2 Interviews with the Principal concerning the student's background.
- 3.3 Introduction to school rules, school plant, teachers and other members of staff.
- 3.4 Acquaintance with the school structure and organization in order to facilitate the transfer from primary to secondary school.

### **4.0 SCHOOL ATTENDANCE**

- 4.1 Every student who is admitted to the school must be regular and punctual for school and classes. Truancy will not be tolerated. Any student who is not able to observe this rule shall tender to the Principal a written excuse duly signed by a parent or guardian on the day following his or her absence from or lateness at the school.
- 4.2 The Principal reserves the right to refuse any student permission to attend school if he or she fails to produce such an excuse.
- 4.3 The Principal may require the parent or guardian of an offending student to report to the school to discuss the matter.

- 4.4 Where the school is aware that a student resides with his/her parent(s) / legal guardian(s), written consent must be given to the principal for anyone else to represent that student on behalf of the parent(s) / guardian(s).
- 4.5 Students are not permitted to leave the school premises during school hours without prior consent of the Principal.

## **5.0 CODE OF CONDUCT FOR STUDENTS**

- 5.1 Students shall treat the Principal, teachers and other staff members with utmost respect at all times. Insolence to any member of staff, both teaching and non teaching is an offence. All teachers shall be addressed as ‘Sir’, ‘Madam’, “Mister”, “Miss”, or “Ms” whichever form is appropriate.
- 5.2 Students must recognize the authority of prefects; they shall obey and carry out directives given by a prefect in relation to their schoolwork, dress, proper behavior and conduct.
- 5.3 The Principal’s office is out of bounds to students unless they have been summoned or permission has been granted by the Secretary or a teacher.
- 5.4 Students must respect each other at all times, in manner and language.
- 5.5 Students must raise their hands when they wish to speak and obtain permission from the teacher if they wish to move out of their designated seat.



- 5.6 Students must bring all prescribed texts and materials to classes.
- 5.7 Students must keep classrooms tidy and litter free at all times. All garbage must be placed in the bins and **NOT** thrown outside.
- 5.8 Students must **NOT** sit or stand on desktops and tables.
- 5.9 Chewing gum is **NOT** allowed in the classroom or anywhere on the school compound.
- 5.10 Students must move about their class only when necessary and must be orderly.
- 5.11 Students must adhere to the rules and regulations governing eating and drinking in classrooms, laboratories and workshops.
- 5.12 Students must not mark, deface, damage or destroy school property.
- 5.13 Students must seek permission to use Notice Boards.
- 5.14 Students are expected to be honest and truthful at all times. Students must refrain from committing any acts of impropriety, such as telling lies, forging signatures, falsifying documents, altering grades, serving as false witnesses, taking another person's property without permission, theft, etc.

- 5.15 Students are not allowed to have radio, walkman, video games, tape recorders, I-pods, cell phone chargers, digital cameras, Mp3 players, jewellery and large sums of money with them on the school compound.
- 5.16 Unauthorized video and audio taping with the use of video cameras, normal cameras, cell phones, and other electronic devices is strictly prohibited on the school's compound.
- 5.17 The use of cell phones is strictly prohibited. Cell phones must be completely turned off during class time. Cell phone use is allowed only during break, lunch and at dismissal time. **No headsets or headphones are permitted on the school's property at absolutely any time.** Cell phones and headphones will be confiscated and will be returned to students at a cost to be determined by the school.
- 5.18 Students must respond to the school bell promptly.
- 5.19 Students must stand when the Principal, teachers or anyone in authority enters or leaves the classroom.
- 5.20 Students should not leave the classroom before the teacher whether at the end of class, or between classes, unless permission is given by the teacher.
- 5.21 Students must obey and carry out directives given by teachers promptly and with utmost courtesy.

- 5.22 Students are to conduct themselves in an orderly manner when boarding any designated school transport. Students on a minibus or any other vehicle shall not engage in loud noise or unbecoming behaviour.
- 5.23 Students must behave themselves in a ladylike or gentleman fashion at all times on the school premises. Horseplay, disorderly and destructive behavior is strictly forbidden.
- 5.24 Students must not engage in intimate or sexual relationships with each other. Sexual behavior is absolutely prohibited in school and out of school.
- 5.25 In the absence of a teacher, students must remain in their classrooms and engage in constructive activity.
- 5.26 Students must adhere strictly to the rules and regulations posted in the various classrooms, laboratories and workshops.

**Sanctions:**

- i. Detentions
- ii. Reprimands
- iii. Discussions with parents/ guardians/ Mandatory counseling
- iv. Suspension
- v. Community Service at School
- vi. Monetary contribution for confiscated items to be returned.

## **6.0 DRESS CODE**

- 6.1 Every school has a prescribed uniform. Students must wear their prescribed uniform every day.
- 6.2 Parents should ensure that students wear complete school uniform at all times.
- 6.3 Jewellery must not be worn with uniform, except for one pair of small earrings by female students only.
- 6.4 Hair must be properly groomed at all times.
- 6.5 Makeup is not allowed when wearing school uniform.
- 6.6 Hair accessories for girls are limited and should be of colours matching school uniform.
- 6.7 Personal hygiene and cleanliness must be observed and practiced.
- 6.8 Students should not be bareback or barefooted on the premises at all times.

## 7.0 ATTITUDE TO WORK

### 7.1 Class Work

- a) All students must have the prescribed texts on the days that the subjects are being taught.
- b) All students shall have separate workbooks or exercise books for each subject.
- c) All students are expected to complete all given class work within the specified time.

#### **Sanctions:**

- i. Work must be submitted at a later date and at a time prescribed by the teacher.
- ii. Students who are known to have their textbooks and do not bring them to class will be cautioned, then subsequently subjected to disciplinary action.
- iii. School will investigate in order to determine why students do not have books and take measures to rectify the situation.

### 7.2 Homework

- a) All homework assignments must be completed and presented in an acceptable manner to the subject teacher. Written work should be neat and legible.

- b) Homework must be given up on or before the due date.

**Sanctions:**

Students who fail to do their homework satisfactorily shall be liable to any of the following:

- i. Detention
- ii. Forfeiting the marks awarded for the assignments.
- iii. Additional work

(In cases where illness or other valid excuses are reasons for non-submission of homework, a letter of explanation from parents/guardians shall be submitted to the teacher or Form Teacher)

## **8.0 EXAMINATIONS**

### **8.1 Internal**

- a) Students shall write all examinations conducted by the school, and shall not refrain from writing any examination without permission from the Principal, whose decision on this matter is final.
- b) In case of illness or other extenuating circumstances students may be exempted from writing the examination by the Principal, if a

written excuse from the parent/guardian is tendered.

- c) Where a student misses an examination due to illness or for personal reasons; the student **will not** be permitted to write the examination.
- d) Where a student misses an examination due to the student representing the school in various ways, the student will be allowed to write a supplementary examination.
- e) Any student found violating the school's examination regulations and policies, will not immediately be subjected to the penalties/sanctions to these violations.

**Sanctions:**

- i. Any student, who without reasonable excuse, fails to write an examination when required to do so shall forfeit the marks awarded for that examination and be subjected to disciplinary action.
- ii. Students found cheating at an examination will be subjected to disciplinary action.

- iii. A student who arrives thirty (30) minutes after the commencement of an exam without a valid written excuse or an excuse given in person by a parent or guardian, will not be permitted to write the exam.
  
- iv. A student who fails three (3) consecutive end of term examinations, will be recommended for academic counseling. If poor performances persist, serious consideration will be given to his/her compulsory enrolment in after school remedial classes.

## **8.2 External**

- a) All students who have reached the Form V level are expected to sit the CXC examination in at least five (5) subjects including English and Mathematics.
  
- b) Students **MUST** write **ALL** exams for which they have been registered by CXC.

## **9.0 REPORT CARDS**

- a) Report cards will be given to parents and guardians at Parent/Teacher Conferencing sessions or at another time, at which the parent or guardian visits the school to obtain a student's Report Card.
  
- b) **ONLY** parents and guardians or another adult acting with the written consent of a parent or guardian, will be allowed to receive a student's Report Card.



**Sanctions:**

- i. Any student found forging signatures, altering grades or falsifying notes, shall after a first offence be cautioned and counseled.
- ii. If there are subsequent offences he/she shall not be allowed to handle his/her Report Book.

**10.0 EXTRA CURRICULAR ACTIVITIES**

- 10.1 Students should whenever/wherever possible participate in extra curricular activities provided by the school.
- 10.2 Parents should cooperate and give their children permission to attend extra curricular activities.
- 10.3 Only students who are certified as medically unfit by a registered medical practitioner shall be exempted from participating in specified activities.

**Sanctions:**

- i. Students who are ill-disciplined will not be allowed to represent the school at sports or other school related activities.

## 11.0 OFFENCES

### 11.1 Major Offences

- a) **Stealing**  
Any student who is found stealing while attending school shall be obliged to make restitution.
- b) **Fighting and Belligerent behavior, including Wounding**  
Such offences are forbidden in and out of school
- c) **Weapons**  
Students shall not be found in possession of firearms and/or weapons on the school compound. No student shall use a weapon or dangerous object in situations of violence or confrontation with another student or a member of staff.
- d) **Drugs**  
No student shall be found in possession of dangerous drugs unless prescribed by a registered Medical Practitioner.
- e) **Smoking**  
No student shall engage in any form of smoking while a student of Corinth Secondary School.

- f) **Pornography**  
No student shall be found in possession of pornographic magazines, pornography images/videos on cell phones or other electronic devices.
  
- g) Posting derogatory, degrading and insulting photos and language on SOCIAL MEDIA about other students, staff and the school.
- h) **Gangs**  
No students shall be a member of or be associated with any gang or be involved in gang related activities, including the wearing of gang symbols.
  
- i) **Consumption of alcohol**  
No student attending Corinth Secondary School shall consume beer, stout or any other alcoholic beverage or alcoholic drink on the school compound or in ANY public place.
  
- j) **Time Wasting**  
Persistent waste of time in school and refusal of students to change poor attitudes to work and to authority will render those students liable to suspension or expulsion.

### **Sanctions:**

Any student who is found guilty of committing or being involved in any of the offenses described in this section will be liable to be searched by the Principal of the school,

where necessary. If found guilty, the student will then be liable to either detention, suspension and/or expulsion.

## **11.2 Minor offences**

- a) Students shall not be involved in dangerous pranks.
- b) Students shall not wear non school badges, pins and other paraphernalia.
- c) Students shall not engage in fist fighting.
- d) Students shall not go to other students' bags without their permission.

## **11.3 Administration of Penalty / Punishment and Suspension**

- a) The suspension period will not exceed ten (10) days.
- b) During the suspension period the student will be counseled by the relevant authorities determined/identified by parents and school.

#### **11.4 Procedure for Returning to School after Suspension**

- a) On completion of a period of suspension, accompanied by parent or guardian, the student shall report to the Principal.
- b) The student shall report to the Principal every day for a week before going directly to respective classes.
- c) This first week will be considered a probationary period.

#### **11.5 Administration of Penalty / Punishment: Expulsion**

- a) A committee should be instituted by the Ministry of Education in collaboration with the National Principals Association (NPA) to investigate and to expel students. This committee will also be expected / required to deal with appeals by parents.
- b) Ministry officials and parents shall make provision to ensure that students continue their education after expulsion.

# SPECIFIC RULES AND REGULATIONS OF CORINTH SECONDARY SCHOOL

## 12.0 SCHOOL UNIFORM

12.1 The Corinth Secondary School uniform consists of:

### 12.1.1 GIRLS

- a) A white poplin shirt with the school crest on the left breast pocket and a blue scarf fastened with the house button.

NB: Multicoloured or printed undergarments e.g. vests, t-shirts, swimsuit tops , etc., **must not** be worn under the school shirt.

- b) A grey skirt in designated style –one or two inches below the knee.
- c) Black shoes (low heeled pumps) and grey socks.
- d) Blue and white ribbons worn in hair.
- e) One (1) pair of small gold, silver, black or blue earrings.

## 12.1.2 BOYS

- a) A white poplin shirt with the school crest on the left breast pocket. N.B. multicoloured or printed t-shirts must not be worn under the school shirt.
- b) A pair of grey trousers with belt in designated style. The **bottom** of the trousers must fall over the top of shoes and must measure no less than **18 inches**.
- c) Black shoes and grey or black socks.
- d) Male students are not permitted to plait or braid their hair when attending school, except in cases approved by the Ministry of Education.

Boys hair should not measure more than 1 cm in height – all around the head.

Boys hair cuts should not depict elaborate ‘FADES’ to the sides of their heads.

- e) No earrings should be worn by male students while wearing the school’s uniform.

- 12.3** Uniforms should be neat and tidy and should give the impression that the student is proud of self and school.
- 12.3** Students should always be in full uniform during school hours and at any other time that the school uniform is worn.
- 12.4** Elaborate hairstyles are NOT permitted. Hair extensions should not be worn at school and with the school's uniform is worn. Hair should be well groomed, simple and tidy. Hairstyles which unduly distract or obstruct the view of others or which constitute a hazard in the laboratories and workshops are forbidden. Hair accessories (bows, clips, etc) should be neat and of royal blue or white.
- 12.5** No caps, jackets or coats should be worn by students on the school compound unless permission is given by the Principal.
- 12.6** The Principal reserves the right to refuse any student permission to attend class if he or she is NOT in the full stipulated uniform.
- 12.7** Students are not permitted to wear badges, pins or alp buttons as part of their school uniform other than those authorized by the Principal.
- 12.8** No student should be seen after 6:00 p.m. wearing the Corinth School uniform, loitering in the streets or in any other public place unless special permission is given by the Principal.



- 12.9** Students should NOT be bare back or bare footed on the school premises except where permission is granted by the Principal or Class Teacher.
- 12.10** Students should not wear tattoos that are visible or pose a distraction at school.
- 12.11** Jeans pants or any other pants, except the prescribed school pants (or skirt), must not be worn with the school's shirt. Caps and other similar head gear should not be worn with the school uniform.
- 12.12** The principal shall direct and give permission to students to dress out of uniform on a day stipulated as a 'Dress Down Day' or a 'Sneaker Day' for the purpose of collecting monetary contributions from students for a school organization or a worthy cause.

### **13.0 SCHOOL PROPERTY**

- 13.1** Students should handle ALL school property with extreme care and caution. Any student caught damaging and/ or vandalizing school property (furniture and equipment) or defacing walls will be disciplined. Students may be made to pay the full cost of the equipment which they have damaged or to replace the equipment as part of their punishment.

- 13.2 Students must obtain permission from teachers before moving/removing any piece of furniture or equipment.
- 13.3 a) Furniture should be lifted, not dragged.
- b) Desktops should not be banged.
- c) There should be no banging of doors and windows.
- 13.4 There should be **NO** standing on the furniture.
- 13.5 Furniture and other school equipment should not be used as toys, missiles or weapons.
- 13.6 The following items/articles are the property of Corinth Secondary and **MUST NOT** be kept as the personal property of students.
- a) Graduation gowns rented for us **ONLY** on Graduation Day.
- b) Athletes' Uniforms and Uniforms worn for football, volleyball, basketball, netball, cricket, table tennis and other sporting activities. Additionally all sporting equipment must be returned to the school after each match or competition.
- c) Costumes/ Special Wear for Dance (Quadrille & Modern Dance) choir and Drama competitions.

Failure to comply with the above mentioned regulations will result in a penalty imposed on the parent or guardian or the student.

#### **14.0 DISCIPLINARY MEASURES**

The following disciplinary measures may be implemented where students commit breaches of School Rules and Regulations.

1. Suspension of recess and lunch breaks, performing community service in school, etc. (students will be permitted to eat or use the toilet during the suspension).
2. Detention
3. Meeting with parents/guardians
4. Meetings with Chief Education Officer or District Education Officer.
5. Suspensions
6. Expulsion (Recommendation to Ministry of Education authorities)
7. Time out in the front office or Principal's office.

8. Principal's after school detention – parents will be notified)
9. Debarred from representing the school in various activities such as:- sports, on field trips, etc.
10. Written and verbal apologies
11. Community service at school e.g. cleaning, etc.
12. Debarred from attending school after examination period.
13. Signing of a probationary contract between students/parents, and the school / Ministry of Education.

Anyone who fails to meet detention requirements may be subjected in corporal punishment, or may be deprived of participation in important activities.

**PLEASE NOTE:** All disciplinary measures taken are recorded.

## 15.0 Graduation

A graduation ceremony is held at the end of students' fifth year at the school.

### Guidelines for Graduation

1. At least 90% regularity and punctuality at school or the student should not be more than 18 times late or absent unless a medical certificate is presented to the school.
2. The student should attend all classes and be punctual for all classes once he/she is present at school.
3. The student must submit **ALL** SBAs and class assignments before school deadlines.
4. The student must write **ALL** Pre CXC (Mock) and CXC Exams for which he/she registered.
5. All outstanding fees must be paid by end of the second term (i.e. April 2013).
6. The student's behaviour must be good and acceptable at all times.
7. The student must demonstrate a high level of respect to **ALL** staff members.
8. The student must always wear the proper school uniform **IN AND OUT** of school.

9. The student should not be suspended more than **ONCE** during the academic year in Form5 or more than three times during Form 4.  
(Students who, from Forms Three and Four, deliberately continue to disregard the policies and rules pertaining to hair grooming and wearing of the uniform, **will not** be permitted to graduate.)
10. The student must be free from all criminal charges such as rape, burglary and theft, murder, man slaughter, possession of dangerous weapons and drugs.
11. No student who is pregnant at the time of graduation will be permitted to graduate.
12. The student must attend **all** graduation rehearsals. Where a student is absent for a rehearsal, the parent / guardian **must** present a written excuse.
13. Students will be required to remain at their homes after Examination period.

## 16.0 SCHOOL ANTHEM

It is compulsory for each student to know the words and the tune of the school's anthem.

-1-

Corinth emblem of our dream  
Vision of our hope  
Pledge of those who labour  
In her mould and trust  
Striving with our goals  
We shall never lose  
Faith and unity  
To achieve and excel  
Through the zeal of youth.

### **REFRAIN**

Corinth emblem of our dream  
Today, tomorrow be

-2-

Corinth emblem of our dream  
Vision of our hope  
Pride and joy of leaders  
Those whose mark she bears  
Striving with our hope  
We shall never lose  
Faith and unity  
To achieve and excel  
Through the zeal of youth.

### **REFRAIN**

Corinth emblem of our dream  
Today, tomorrow be

-3-

Corinth emblem of our dream  
Vision of our hope  
Pride and joy of teachers  
May God bless and keep her  
In the path we love  
We shall never lose  
Faith and unity  
To achieve and excel  
Through the zeal of youth

**REFRAIN**

Corinth emblem of our dream  
May God forever bless.



### **Vision:**

To have a safe, healthy and cordial school environment, to promote professionalism, self-fulfillment and productivity within the plant and the wider community.

### **Mission Statement:**

to provide an educational environment that is conducive to the development of professionalism, academic achievement, emotional/social stability, positive attitudes and values to become healthy, fulfilled, disciplined and productive members of society.

## **CORE VALUES**

**Responsibility:** Signifies being accountable, reliable, answerable, trustworthy and rational. It also signifies the establishment of discipline, quality instruction and an active relationship with parents.

**Mutual Respect:** Signifies due consideration and acknowledgement for each other. It also means genuine acceptance of each other's ability, points of view, differences and accomplishments.

**Trustworthiness:** Signifies confidence and trust in one another.

**Industry:** Signifies the eagerness and constant application of work. It is the ability to see the relationship between perseverance and the satisfaction and pleasure of a job completed.

## **Environmentally**

**Conscious:** Signifies appreciation for the surroundings, and the perseverance of the flora and fauna life of the community at large.