

HOLY CROSS INTERNATIONAL COLLEGE -YAOUNDE



COLLEGE RULES, GUIDELINES AND REGULATIONS

Academic Year 2015/2016

IDENTIFICATION OF STUDENT

Name of Student _____

Class: _____ Admission No: _____

Name of Father: _____

Telephone: _____ Email: _____

Name of Mother: _____

Telephone: _____ Email: _____

DECLARATION

I, have read the rules and regulations of the school and I promise to abide by them.

Signature of student

College Seal

SCHOOL RULES, GUIDELINES AND REGULATIONS

The school rules aim to:

- Ensure that students and staff work in a safe and pleasant atmosphere.
- Enable students develop self discipline through an awareness of their responsibility to others

The disciplinary system of the school has as objective:

- To preserve in all parts of the school, a standard of behavior that ensures safety, mutual courtesy and a good learning atmosphere.
- To prepare the students for adult life by placing them in a situation where acceptance or their responsibilities is insisted upon and where their rights are respected.

A – Student Conduct:

All students are expected and required to obey school rules and regulations as defined by the behavior policy statement. Any violation to the rules and regulations is subject to disciplinary sanctions.

1. Students shall not commit an act of scholastic dishonesty. (e.g Cheating)
2. Students shall not be in possession, use or circulation of drugs or narcotics on or off campus.
3. Students shall not engage in conducts that endanger the health or safety of any person on campus.
4. Students shall not incite lawless actions (Riots, strikes, etc) orally or in writing.
5. Students shall not act singly or in concert with others, to obstruct / disrupt or interfere with any teaching , educational, administrative, disciplinary services.
6. Students shall not engage in the unauthorized use of property, equipment, supplies, buildings, facilities without permission
7. Vandalism – students shall not destroy or take unauthorized possession of any property, equipment, supplies, buildings and other facilities of the college.
8. Smoking in and around the school is forbidden.

9. Students shall not alter or facilitate the altering of official records of the school or submit false information or omit requested information that is required or related to an application for admission, or any official record of the school.
10. Students will abide to the dress code as defined by the behavior policy statement.
11. Students cannot leave the school campus without permission from the principal.
12. Students will not communicate with visitors without expressed permission from the competent authority.
13. Valuables should not be brought to school. e.g. mobile phones music players, expensive jewelries, etc.

B. Class Code of Conduct:

1. Students must bring all appropriate materials for all lessons.
2. Students should arrive punctually for all classes and settle down to work quickly and quietly and diligently.
3. Students must obey instructions from staff at all times
4. Litter must be deposited in the bins provided
5. No eating or drinking in class or any part of the school except in refectory and canteen

C. Dormitory Code of Conduct

1. Students are not to leave the dormitory without permission from the dormitory master.
2. Boys are not allowed in or around the boys dormitory and vice versa.
3. Students are not allowed in private quarters
4. All students must be prompt for all meals, devotions and other boarding activities
5. School meals are compulsory and all students must be present in the refectory for all meals.
6. All dormitory residents are to be considerate of the needs of others
7. Sweet drinks and alcoholic drinks are not allowed.
8. Smoking, possession of stimulants, tobacco, narcotics, stimulants or suppressants or any harmful substance is forbidden from the college premises.
9. Students must keep their bed spaces tidy at all times
10. Damaged property will be replaced by the students responsible for them.
11. All clothing and other possession must be clearly marked
12. No use of another student's possessions without their permission
13. Respect one another's property.

MAJOR AND MINOR OFFENCES

Minor offences

1. Coming late to class
2. Poor dressing, unkempt hair, carrying of bangles, rings, necklaces, painting of nails and lips.
3. Failure to attend and or participate in the morning assembly and disturbing during assembly.
4. Disturbing during classes.
5. Going out of class without permission.
6. Failure to wear the proper school uniform.
7. Direct and indirect provocation.
8. Studying after light out.
9. Failure to go to the refectory.

Major Offences

Students found guilty of the following offences will appear before the Disciplinary Council. Corrective measure may range for written warnings, suspension or dismissal.

1. Wanton destruction of college property.
2. Theft
3. Distortion mutilation, forgery of information on registers, notice boards, Report cards and all official documents.
4. Immoral acts, love affairs, harassment.
5. Threatening of authorities, prefects and teachers.
6. Breaking bounds visiting of restricted zones.
7. Smoking, drinking alcohol, possession and consumption of narcotics and other drugs.
8. Practicing magic, incantations, occultism.
9. Instigation and or participation in strikes.
10. Poor comportment on feast days and other occasions
11. Going out of school without permission.
12. Being absent from class tests or supervised assignments without justification.
13. Cheating during examinations and tests.
14. Disrespect of authority.(Recalcitrance, insubordination)
15. Staying away from prayers.
16. Absence from punishment.
17. Possession and circulation of pornographic materials.
18. Assault, fighting, vandalism, brutality.
19. Repetition of minor offence thrice.
20. Writing on walls, desks, door, windows etc.

D. Disciplinary Sanctions

The school has a number of corrective measures which can be imposed for unacceptable behavior. These measures include:

Warning

A written or oral warning is issued where the conduct of a student is questionable and or is inappropriate and that further misconduct will result in more severe disciplinary action.

Probation. (This takes place in school)

Probation indicates that a student's attitude, behavior or academic achievement is threatening his continuance at Holy Cross International College. Any student who has been suspended or whose daily behaviour is chronically poor or any student who has violated school regulations concerning the use of drugs/alcohol will be placed on disciplinary probation. This involves;

- Parental notification and possibly a conference with parents.
- There may be a simultaneous sanction such as detention or suspension
- Depending on the violation, the student may be placed on probation for a particular period.
- Any serious violation of school rules by the student on disciplinary probation may result in the student's expulsion from school.

Suspension

Suspension is a temporary separation of a student from the school and is the first before expulsion. It will be assigned for a varying number of days and will include the following;

- I. Immediate parental contact by an administrator.
- II. Exclusion from classes or separation from the school and
- III. A parental conference at the end of the suspension before re-admittance to class.

SUSPENSION

At the recommendation of the Principal or Disciplinary council, a student is expelled. A student will be subject to expulsion for any conduct either at or away from school which is of such a nature as to jeopardize the good name of the school, or which is detrimental to the common good, or harmful or offensive to any member of the school community.

Following the second suspension, any serious infraction of the rules e.g. selling stolen books, tampering with electrical connections, distribution of drugs, vandalism, stealing,

violence, harassment, blatant disrespect, or wanton disregard of school rules will ordinarily result in the dismissal of a student.

ACADEMIC SANCTIONS

Academic misconducts include: Cheating, plagiarism, forgery, falsification, aiding academic dishonesty, theft, unauthorized access to, manipulation or tampering with laboratory equipment, experiments, computer programs etc

Sanctions may be one or more of the following:

- Oral reprimand.
- Written reprimand
- An assignment to repeat the work or an alternative
- An academic dishonesty, professional judgement may lead to sanctions as severe as giving a student a failing grade in the course/subject (before such a sanction, the teacher shall first of all attempt to discuss with the student dean of studies and the principal).
- Disciplinary probation, suspension or expulsion
- A student who has been sanctioned more than once is subject to additional more severe disciplinary sanctions.
- Decision of student progress record is determined by a class council and remarks/warnings made accordingly
- Poor academic performance will be sanctioned.

UNDERTAKING BY PARENT

Name of Parent _____

Holder of ID No. _____ issued on _____ at _____

Profession _____

Contacts: _____ Email: _____

1. The parent / guardian declare that he/she is the legal parent/guardian of the child and entitled to sign the undertaking and that he she is personally responsible for all aspects of the undertaking.
2. Undertake to pay on time the annual schools fees as agreed upon with the school. I Accept that failure to meet agreed payment arrangement may lead to my child being sent home
3. Accept responsibility for all damages caused by my child.
4. Accept responsibility to have my child immunized against contagious diseases e.g. measles, chicken pox, etc... Undertake to keep the child at home until the child is cured from such disease or until danger of infection has passed.
5. Give the school power to decide on emergency medical care and to accept the implications thereof if parents cannot be contacted immediately.
6. Acknowledge that any equipment or property of the student is brought onto the school grounds at his/her own risk
7. Accept all school rules/guidelines and regulations as well as the disciplinary sanctions.
8. Parents / Guardians are not allowed to visit their children without permission from the college authority.
9. The schools is authorized to search the content of gifts or parcels destined to students.
10. Fees paid to the School are non-refundable and non-transferable.

I CONFIRM THAT I HAVE READ THE CONDITIONS AND UNDERSTOOD THEM AND I ACCEPT THE RESPONSIBILITY FOR ANY AMOUNT DUE TO THE SCHOOL.

Signature of Child

Signature of Parent

Date: _____

Endorsement by College Authority
