

RULES AND REGULATIONS FOR STUDENTS

Materials and seating

1. In the classroom, students will be seated according to their previous term results. Weakest students sit in front so that the teacher can give them more attention.
2. Students should use an extra-large sized copybook to prepare their own notes. They should also use another exercise book for class work and homework. Grades 7 and 8 students will use a single copybook: half of it will be for preparing their own notes and the other half will be for class work and homework.
3. At least one student in the class must be in possession of a black, a blue and a red whiteboard marker.

Work and conduct

4. Grades 10 to 13 students will be allowed a maximum of 10 yearly absences from my class. They will be considered absent from my class even if they are participating in school assignments or projects.
5. Not doing homework or forgetting to complete homework on time will be allowed only for any three series in one year. Preparing your own notes and diagrams on a particular chapter counts as one series, underlining/highlighting the main points in the textbook counts as another, and working out the prescribed practice exercises counts as another series. A student who was absent on a particular day should contact a classmate or contact me on 57347414 and take note of any homework that had been set. Homework is also published on my personal website: <http://dushan.intnet.mu> Students should also bring their textbooks and bring a copy of their syllabus at all times. Failure to do so may count as a work not done.
6. Only three occurrences of misconduct in my class are allowed. Lateness, not remaining seated during a lesson, disturbing the class repeatedly or unnecessarily, not following class or laboratory procedures, using mobile phone in class, disclosing my passwords and/or sharing my notes with persons from other classes or schools, etc. count as misconduct. Two students who sit at the back will be appointed to note down the names of students who are not following my class.
7. Students should not enter the laboratory before the teacher does, especially when apparatus or chemicals are visible inside. They should leave their bags in the provided pigeon hole shelves before they take their seats. In the laboratory, all students should face the board. Eating and drinking is not allowed in the laboratory. Use of correction fluid is also not allowed. During a practical class, if they need any apparatus, chemical or service (e.g. lighting a Bunsen flame), they should ask it from the laboratory attendants and not from the teacher. Students are advised to wash their hands properly after visiting the laboratory. When leaving the laboratory, students should place back their chairs under the table and leave the laboratory at once, but in an orderly manner.
8. Every week, Grades 12 and 13 students have to pay about Rs 15.00 for photocopies of practicals in advance. If they are absent for one practical session, they still have to pay for their copies.
9. Class demonstrations will be performed at the end of every term, to ensure that students can score the highest marks and to ensure that the examinable syllabus has been completed first. Whenever a class demonstration or an experiment is carried out, students should keep a record of it, stating clearly the serial number, day, date, period and title of the practical.

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10. Upon completion of any chapter, students have to prepare their own notes and diagrams for that chapter, but they will be allowed to copy notes published for them on the internet. With the help of their syllabus, they also have to read in the textbook and underline, in red ink, the main points based on the examinable syllabus; they can use a highlighter if they wish, but the use of black ink, blue ink or pencil to underline the main points is discouraged. They will also have to work out, in their exercise books, selected questions for that chapter.

Class tests and preparation for examinations

11. Students have to pay for their copies one week in advance if they want to do their class tests. Otherwise, their copies will not be printed and they will not score any mark for that test.
12. Every time a chapter is completed, there will be a class test on that chapter. The test will be scheduled immediately after correcting all homework on that chapter. Students are therefore advised to start revising that chapter as soon as the correction of its homework begins.
13. At the end of every term, lower secondary students have to prepare a summary of what they have studied during that term (Questions in red ink, answers in blue or black ink, diagrams & labels in pencil). Students are allowed to work in groups and they are allowed to share their work. However, each student must produce his/her own handwritten copy of the summary.
14. At the end of every term, students have to recite (both oral and written) the abovementioned summaries. If they are absent or they perform poorly for these tests, they will have to copy these summaries up to ten times. This is done to help them memorise.
15. As for Grades 10 to 13 students, they have to take part in written tests, based on *Formulae, Definitions & Terms, General Equations, Alternative-to-Practicals, Descriptions of Experiments & Mechanisms and Labelled Diagrams*. If they are absent or they perform poorly for these written tests, they will have to copy these summaries up to ten times.
16. During class tests it is forbidden to ask questions such as: "What time is it?", "How much time is left?" or "How many marks is this question or this paper worth?" because such questions disturb the normal running of a class test. You are therefore advised to bring your watch.
17. If a student is absent for a class test s/he will be awarded zero mark, unless s/he produces an official letter of absence *and* a medical certificate. Moreover, s/he will have to complete his/her test within three days.
18. Students cannot dispute assessment marks, nor dispute the mark scheme when their scripts are shown or returned to them for remedial work. This disrupts the uniformity in marking.

We, the responsible parties of (Name of student), **agree to make our ward abide by the above rules and regulations because we care to make him/her succeed in chemistry.**

Names of responsible parties:.....

Residential address:.....

Phone:..... Mobile:..... Email:.....

Signatures:..... Date:.....

(both responsible parties must sign the agreement)