

COMMONWEALTH OF DOMINICA

ARRANGEMENT OF REGULATIONS

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EDUCATION

S.R.O. 7

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COMMONWEALTH OF DOMINICA

STATUTORY RULES AND ORDERS No. 7 OF 2011

REGULATIONS

MADE by the Minister under section 160 of the Education Act
1997, No. 11 of 1997.

(Gazetted 31st March, 2011).

PART I PRELIMINARY

1. These Regulations may be cited as the -

Short title.

EDUCATION REGULATIONS 2011

2. (1) In these Regulations unless the context otherwise requires -

Interpretation.

“Act” means the Education Act 1997;

Act No. 11 Of 1997.

“attainment targets” in relation to a subject area means a statement that describes the intent of what a student is expected to achieve by the end of schooling for a particular subject area and includes what the student should know and be able to do and the desirable attitude that the student should display;

“authority” means -

(a) in the case of public school, the Chief Education Officer;

(b) in the case of a private school, the proprietor;

(c) in the case of an assisted private school, the Board of Management;

“Board of Management” means a Board of Management appointed under section 56, 63, 69, 70 or 72 of the Act;

“Chief Education Officer” means the person appointed as such by the Public Service Commission;

Chap. 40:07.

“controlled drug” has the meaning assigned to it in the Drugs (Prevention of Misuse) Act ;

“core subject” means a subject that is taught throughout a student’s expected tenure at school, that is to say from Grade K to Form 5;

“Curriculum Measurement and Evaluation Unit” means the Unit established by the Ministry of Education to deal with matters pertaining to curriculum measurement and evaluation;

“CXC” means the Caribbean Examinations Council;

“CXC Regulations” means the Caribbean Examination Council Secondary School Certificate Regulations 1991;

“directory information” in relation to a student means the name, religious persuasion, telephone number or residence of the student and his parent;

“education district” means a group of public and assisted private primary and secondary schools within a particular geographic area;

“education officer” means a person appointed by the Public Service Commission with the responsibility for supervising and providing support to schools;

“foundation subject” means a subject which is taught from Grade K to Form 3;

“gang” means any unit consisting of two or more persons and having identifiable leadership which on an ongoing basis regularly conspires and act concert for criminal, antisocial and disruptive purposes;

“guidance counsellor” means the support and supervision section of the Ministry of Education or a qualified teacher in guidance counselling appointed counsellor at a school;

“instructional time” means the time during which students are under instruction or otherwise under the control or supervision of a teacher; and

(a) includes recess;

(b) does not include time spent by the teacher in marking tests or examination papers, for grading and classifying students, when no students are present or under the supervision or control of the teacher.

“learning outcomes” has the meaning assigned to it in the National Curriculum;

“National Curriculum” means the curriculum established under section 137 of the Act;

“Registrar” means the local registrar of CXC Examinations;

“school day” means any day other than a Saturday, a Sunday or a public holiday which is within the school year or a working day which is within a school vacation;

“school hours” means the period during which attendance is required at school under regulation 6 and 7 of these Regulations;

“specific learning outcomes” means the desired knowledge, skills, attitudes and values that all students have to demonstrate that they have achieved in every subject in each grade;

“teacher” means a person employed by the Government of Dominica or the Board of Management or Principal of a school for the purpose of instructing students.

(2) For the purposes of these Regulations “undesirable conduct or behaviour patterns which may reasonably be associated with a gang” includes habitual use of offensive language, consumption of alcoholic beverage, involvement in the use of a controlled drug, disrespect for authority and involvement in criminal activity in or outside the school premises.

Application.

- 3.** Except as provided otherwise, these Regulations apply to -
- (a) the conduct, operations and management of every school;
 - (b) students enrolled in or admitted to schools and the parents of such students; and
 - (c) the principals and teachers of all schools.

PART II

SCHOOL YEAR, SCHOOL HOLIDAYS AND HOURS OF SCHOOL

School year.

- 4.** (1) The school year shall -
- (a) commence on the first day of September of one year and end on the thirty-first day of August of the following year; and
 - (b) unless otherwise specified by the Minister consist of not less than 180 school days divided into three terms and three periods of school vacation as set out in regulation 9.

(2) Where a school in any school year does not meet the required 180 school days within the regular time scheduled in the school time table for the conduct of instructional sessions referred in these Regulations, the principal shall make arrangements for the school to satisfy that requirement unless exempted in writing by the Chief Education Officer.

(3) The principal shall ensure that instructional classes for the school in any school year commence not later than the date of the second Monday in the month of September in a calendar year; and unless otherwise specified by the Minister, shall end not later than the date of the first Monday in July in the following calendar year.

5. (1) Every school shall be in session every school day School day. except during an interruption approved -

(a) by the Minister; or

(b) the Chief Education Officer authorised by the Minister.

(2) Subject to sub-regulation (3) and regulations 6 and 7(5), the school day shall be divided into two instructional sessions with an intervening period for lunch and a break of approximately fifteen minutes in the first instructional session.

(3) Where the school day for a school consists of one instructional session which goes beyond the noon hour, there shall be a break of no less than twenty minutes within that session.

6. (1) The sessions and hours of instruction in the case of Hours of instructions for primary schools. public or assisted private secondary schools shall commence at 8am and end at 1pm.

(2) Notwithstanding sub-regulation (1), the Minister may direct that the aggregate scheduled instructional time in each class during a school day shall not be less than six hours.

Hours of instructions for
primary schools.

7. (1) Unless otherwise specified by the Minister, the school day at a primary school shall -

(a) comprise two instructional sessions (hereinafter referred to as “the morning session” and “the afternoon session” respectively) with a lunch period of one and a half hours between the morning and afternoon sessions; and

(b) end at 3:30 pm.

(2) Subject to this regulation, the morning session in a primary school shall commence at 9:00 am and shall end at 12:00 pm and the afternoon session shall commence at 1:30 pm.

(3) Notwithstanding sub-regulation (1) a principal may, prior to the commencement of the school year and subject to approval by the Minister, determine the commencement and end of the morning and afternoon sessions in a school day in respect of the school.

(4) A principal shall ensure that there is -

(a) scheduled instructional time of not less than five hours in each class on a school day; and

(b) a break of not less than fifteen minutes during the morning session on each school day.

(5) Notwithstanding sub-regulation (4) students in the infant section of a primary school, known as Grade K and Grade 1, may be permitted a second break.

(6) The Minister may, on a written application by the authority of an assisted private school, approve in writing different instructional sessions and hours for the commencement of the session for the school.

(7) The application referred to in sub-regulation (6) shall be addressed to the Chief Education Officer and shall contain such information as may be required by the Chief Education Officer.

8. A principal shall ensure that morning assembly, roll call and collective worship are conducted within a period of not more than thirty minutes before the commencement of the first instructional session of any school day unless otherwise specified by the Chief Education Officer.

Roll call and collective worship.

9. (1) There shall be in every school year three school terms and one school vacation at the end of each school term (hereinafter referred to as the Christmas, Easter and end of year vacation respectively).

School vacations.

(2) Unless otherwise provided, the Christmas vacation shall commence not earlier than and end not later than dates fixed in each school year by the Minister, and shall consist of Christmas Day, New Year's Day and not less than five but not more than fifteen working days.

(3) Unless otherwise provided, the Easter vacation shall commence on the Thursday immediately before Good Friday and shall end on the Friday immediately following Good Friday.

(4) Unless otherwise provided, the summer vacation in any school year shall commence not later than the first week in July and end on the thirty-first day of August in that year.

(5) Notwithstanding sub-regulation (4), the Chief Education Officer may direct that principals or teachers attend workshops or staff development sessions as considered necessary by the Chief Education Officer within the first two weeks following the closure of schools.

PART III
RIGHTS AND RESPONSIBILITIES OF STUDENTS
AND PARENTS

Information on
curriculum.

10. (1) A principal shall at the beginning of a school year exhibit the curriculum for each class on the school notice board.

First Schedule.

(2) The principal shall on request provide a parent with the curriculum applicable to the particular form or grade on payment of the form or grade curriculum fee set out in the First Schedule.

(3) Where an alternate area of study is introduced for an area prescribed in a school curriculum or a change or addition is made or introduced in accordance with the Act, the principal of the school shall inform the parents of the students affected of such alternative area of study, change or addition.

First Schedule.

(4) The National Curriculum shall be made available to the public on the Ministry's website and in hard copy at the Curriculum Measurement and Evaluation Unit Office on the payment of the national curriculum fee set out in the First Schedule.

Written reports.

11. (1) A teacher shall, at least once every term, prepare a written progress report in respect of each of his students and the report shall be signed by the class teacher and the principal or other teacher as the principal may authorize.

(2) The progress report referred to in sub-regulation (1) shall contain an assessment of the achievement of the student in each subject or area of the curriculum, leadership skills, initiative and industry of the student, a record of attendance and tardiness or lateness and on the overall academic performance, ability or personal quality of the student as the teacher or principal considers noteworthy.

(3) A principal shall make available to the parent of a student a written summary report on the performance of the

student for the school year signed by the class teacher and the principal or such other teacher as the principal may authorize.

(4) Every parent shall collect the report referred to in sub-regulations (1) and (2) from the principal personally or if the parent is unable to do so, through an adult authorised in writing by the parent to collect the report.

(5) The report referred to in sub-regulation (3) shall contain -

- (a) a summary assessment of the achievement of the student in each subject or area of the curriculum, a record of attendance and tardiness or lateness and on the overall academic performance, ability or personal quality of the student as the teacher or principal considers noteworthy;
- (b) an indication whether or not the student has been promoted to the next grade level; and
- (c) in the case where the student is not promoted, the remedial action that is required;
- (d) a statement regarding the behavioural conduct of the student.

(6) A principal shall issue a student who transfers, migrates or otherwise ends his schooling at the principal's school with a record of achievement in Form A set out in the Second Schedule.

Form A.
Second schedule.

12. A principal or person authorised by the principal shall, on the registration of a student at a school, make available to the parent of the student the policies of the school respecting promotion, school safety, fund raising, student discipline and rewards, the system of education and other measures for assessment and evaluation of the achievement of students as determined by the Chief Education Officer.

Access to school
policies.

Examination of students records.

First Schedule.

13. (1) A principal shall permit a parent of a student, upon the parents' written request and payment of the examination of educational records fee set out in the First Schedule, to examine the education records of his child or ward required to be kept by the school.

(2) A principal shall comply with a request for access to records within a reasonable time but no more than thirty days after it has received the request.

(3) Where circumstances prevent the parent from exercising the right to examine the education records, the school shall provide the parent with a copy of the education records requested or make such arrangements for the parent to inspect and review the education records requested.

(4) A principal shall, on request, give a parent of a student enrolled at the school an opportunity for a hearing to challenge the content of the educational records of the student on the ground that the information contained in the education records is inaccurate, misleading or in violation of the privacy rights of the student.

(5) A principal, teacher or other person who has access to education records shall not destroy any education records where there is an outstanding request to inspect and review such education records.

(6) Where the parent believes that the education records relating to the student contains information that is incorrect, misleading or in violation of the right of privacy of the student, the parent may ask the principal to amend and correct the education records.

(7) A parent who wishes to make a request under sub-regulation (6) shall submit the grounds upon which the request is being made and any evidence in support of the grounds.

(8) Where a request is made under sub-regulation (6) the principal shall, in writing, inform the parent of its decision respecting the request.

14. (1) Every principal shall at the commencement of the school year display the school calendar on the school notice board.

Display of school calendar.

(2) At the commencement of the school year or at such reasonable time, where practicable the principal or other person authorised by the principal may provide a parent of a student enrolled at the school with a copy of the school calendar prepared in accordance with regulation 71 (2).

15. (1) Notwithstanding the provisions of these Regulations, a parent of a student enrolled at a school shall use his best endeavours to maintain frequent communication with the school in relation to the academic progress and behaviour of the student.

Communication between parents and teachers.

(2) Without limiting the generality of sub-regulation (1), parents are encouraged to meet teachers at such times as the school may arrange and make available for such purposes.

16. (1) Subject to this regulation, a principal, teacher or other person having access to the education records of a student shall not disclose information from the education records of a student without the consent of the parent.

Non disclosure of student information.

(2) Subject to sub-regulation (4), where a parent requires information from the education records of the student to be disclosed to another person, the parent shall provide a signed and dated written consent in that regard.

(3) The written consent shall -

- (a) specify the information that may be disclosed;
- (b) state the purpose for the disclosure; and
- (c) identify the person or category of persons to whom the disclosure can be made.

(4) A principal shall upon a written request disclose information from the education records of a student where the request is made by-

- (a) an official of the school whom the principal has determined to have a legitimate educational interest for which disclosure is necessary;
- (b) the principal of another school where the student seeks or intends to enroll;
- (c) an organization conducting studies for or on behalf of a school or other educational institution and the disclosure is required to assist in the development, validation or administration of predictive or diagnostic tests or to improve instruction;
- (d) an accrediting body and the disclosure is required by that body to carry out its accrediting functions;
- (e) a person in order to comply with a decision of a court of competent jurisdiction;
- (f) a person in connection with a health or safety emergency and the disclosure is necessary to protect the health or safety of the student or other person;
- (g) police officer conducting criminal investigation in which the student is a suspect.

(5) A principal shall, in respect of students enrolled in the school, maintain a record of every request for access to, or disclosure of, personal information from the education records of each student.

(6) The record referred to in sub-regulation (5) shall for each request or disclosure contain the -

- (a) parties who received or requested the information;
- and

-
- (b) legitimate interests which the parties have in requesting or obtaining the information.
- (7) Nothing in this regulation shall be construed as prohibiting -
- (a) a principal from including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students or other members of the school community; or
- (b) the disclosure of information referred to in paragraph (a) to any teacher or school official whom the school determines to have a legitimate educational interest in the behaviour of the student.

PART IV
STUDENT COUNCILS AND PARENT TEACHER
ASSOCIATIONS

- 17.** (1) Every secondary school shall and primary schools may, have a Student Council whose constitution shall be determined by the specific requirements and circumstances of the school. Student Council.
- (2) A person who is not enrolled or admitted as a student of a school is not eligible to membership in the Student Council of the school.
- (3) Every Student Council shall elect an executive body from among its members.
- (4) The constitution of the Student Council of a school shall be submitted to the principal of the school for ratification.
- (5) There shall be, in respect of the Student Council of a school, a student liaison officer who shall be a member of the staff of the school.

(6) The meetings of the Student Council may be scheduled on the school timetable.

(7) The principal and the student council shall agree upon the frequency of the meetings referred to in sub-regulation (6).

(8) Unscheduled extraordinary meetings may be held with the permission of the principal.

(9) A principal shall in the preparation of school rules and policies including issues meriting suspension of students, invite the Student Council to make a contribution on behalf of the students.

(10) The Student Council shall present the views of the student body to the principal for consideration.

(11) The principal of a school shall, through the Student Council, ensure that opportunities are given for students enrolled at the school to evaluate their teachers and programmes of study.

(12) Subject to this regulation a student council shall determine its rules of procedures.

National Student
Council.

18. (1) There shall be a National Student Council made up of two delegates from every Student Council in Dominica.

(2) The Minister shall appoint two education officers to represent the Ministry on the National Students Council.

(3) The National Students Council shall represent the views and interests of its member Student Councils to the Chief Education Officer.

Parent Teachers
Associations.

19. (1) Every school, or group of schools shall have a Parent Teachers Association which shall comprise parents of students currently registered at the school, the principal and teachers of the school and parents of past students with particular expertise who are willing to serve the Parents Teachers Association.

(2) The duties and responsibilities of the Parent Teacher's Association will be determined by the specific requirements of the school or the group of schools, as the case may be.

(3) A Parent Teacher's Association shall hold at least 3 regular meetings a year.

PART V
ENFORCEMENT OF COMPULSORY SCHOOL
ATTENDANCE

20. (1) A child who attains the age of five years on or before December 31 of the school year in which enrollment is requested shall be eligible to be enrolled in and admitted to a primary school for that school year.

Enrollment and
registration.

(2) Notwithstanding sub-regulation (1), a child who attains the age of five years by December 31 of the school year in which enrollment is requested and who has previously been enrolled in a school having an education programme equivalent to a primary grade in the education programme of Dominica and has received regular assessment from the school, shall be admitted to the appropriate grade as determined by the principal.

(3) Subject to these Regulations, where a child is eligible for admission to a school as a student the -

(a) parent shall make an application in Form B set out in the Second Schedule for enrollment and admission to the school; and

Form B.
Second Schedule.

(b) student shall not be refused admission to the school except on the grounds that accommodation for that student in that school is not available or on such other ground as the Minister may approve.

(4) A principal or such teacher as the principal may authorize shall discuss with parents of students to be enrolled at

the school the provisions of the Act and these Regulations respecting school admission and attendance.

(5) The parent of a student shall indicate on the application form whether the principal or the authorized teacher, as the case may be, has discussed the provisions of the Act and these Regulations respecting school admission and attendance and the parent understands the same.

(6) Where a student has previously attended another school, the principal enrolling that student must request the principal of the former school to briefly indicate in writing whether or not the student has any -

- (a) history of placement in special education;
- (b) past, current or pending disciplinary action;
- (c) history of undesirable, violent or disruptive conduct or behaviour;
- (d) fees due and owing to the other school;
- (e) health conditions affecting the student's educational needs.

(7) Where a student is admitted to a school the principal shall cause the name of the student to be entered in the admission register and class register required to be kept at the school with such particulars as may be required.

(8) A parent who fails to enroll a child eligible for enrollment shall furnish reasons for such failure to the Chief Education Officer and it shall be the duty of the Chief Education Officer to keep the Minister informed so that the Minister may take such action as is necessary in the interest of the child.

(9) A parent who fails to enroll a child eligible for enrollment in a school is in breach of this regulation, and commits an offence and is liable on summary conviction to a fine of one thousand dollars.

21. (1) During the enrollment of a student to a school, the parent of the student or other responsible person, as the case may be, shall furnish the school with the following particulars:

Particulars to be provided with applications for enrollment.

- (a) the name of the student;
- (b) the date of application;
- (c) the date of birth of the student proved by the birth certificate of the student;
- (d) the residence of the student;
- (e) the religious persuasion of the student;
- (f) the name, residence, and occupation of the parents;
- (g) a health certificate of a medical practitioner registered to practice in Dominica showing the record of immunization;
- (h) any physical or mental disabilities or conditions affecting the student's educational needs;
- (i) where applicable, the name of the last school attended and a transfer letter from the principal of that school;
- (j) the date the student exited the school referred to in paragraph (i) and the grade or class the student reached at the date of exit; and
- (k) where applicable, the particulars referred to in regulation 20(6).

(2) Notwithstanding sub-regulation (1)(g), a child in respect of whom admission is sought to a primary school without immunization records may be considered for admission if the parent presents a medical certificate indicating that the child has suffered or is suffering from a disease which makes immunization inadvisable or detrimental.

(3) Where there is a change in the information submitted upon enrollment, the parent or the student shall promptly notify the principal of that change.

Limitations on admission.

22. (1) The Grade Six National Assessment Examination, or such other equivalent examination as the Minister may approve, shall be the qualifying examination for admission to a secondary school.

(2) The principal of a secondary school shall only admit the number of students determined by space and standards for classrooms as specified by the Chief Education Officer.

(3) Principals shall not make arrangements between or among themselves for automatic entry of students into the system of public education.

(4) Subject to the directions of the Minister, a principal shall in considering applications for admission of children to a public or assisted secondary school, as far as is practicable, give priority to children of persons resident in the school catchment area set out in the Third Schedule.

Third Schedule.

(5) The principal of a primary school shall not admit a child to the school unless the principal -

(a) verifies the age of the child by reference to the birth certificate of the child bearing the name of the child; and

(b) is satisfied on the evidence of the immunization records referred to in regulation 21 (1)(g) that the child is immunized against Diphtheria, Pertusis, Tetanus, Polio, Measles, Mumps and Rubella.

Admission of students.

23. (1) Subject to these Regulations, a person is entitled to be admitted as a student of a school, if the person is a -

(a) child of a citizen of Dominica;

-
- (b) national of a Member State of the Community;
 - (c) child of a Foreign or Commonwealth Diplomat or Consular Officer serving in Dominica;
 - (d) child of a person employed in Dominica by an overseas or regional organization in which the Government of Dominica participates;
 - (e) child of a person, resident in Dominica, who is employed by a regional or international organization or institution which transfers staff from one country to another;
 - (f) a child who is resident in Dominica.

(2) Subject to these Regulations, a person who is aggrieved by the decision of a principal to refuse admission to a child may, in writing to the Education Appeal Tribunal, appeal against that decision and it shall be the duty of the Tribunal to dispose of the appeal within seven days of the date of the hearing.

24. A principal shall, not less than one month prior to the end of the school year, inform the public of the dates for registration and enrollment respecting new admissions to the school.

Dates and times for enrollment and registration.

25. (1) Subject to the Act and this regulation, every child of compulsory school age shall on every day in which school is in session attend the school in which the child is enrolled and the parent shall ensure that the student attends such sessions.

Certificate of exemptions.

(2) A student shall not be required to attend school and the parent of the student shall not be required to cause the student to attend school if -

- (a) any of the exemptions mentioned in sub-section (1) of section 37 of the Act apply; or
- (b) the student is temporarily unable to attend school

by reason of an unavoidable cause, and evidence of that fact is provided by the parent or at the request of a parent, a doctor.

(3) Except as otherwise provided, a student who is absent from school without a written excuse when the school is in session, shall upon his return to the school furnish the principal through the grade, class or form teacher in the case of-

- (a) a student who is under eighteen years, a written excuse signed by the parent of the student;
- (b) an adult student, a written excuse signed by the student.

(4) A principal shall not retain a student in a public secondary school or an assisted private secondary school after the end of the school year in which he shall have reached the age of nineteen years.

(5) Notwithstanding sub-regulation (4), a student who wishes to be in school for a further period of one year after attaining the age of nineteen may make a written request to the Chief Education Officer for permission in writing to do so setting out the reason for his request;

(6) (a) If the Chief Education Officer is satisfied, on a request made under sub-regulation (5), that it is desirable to allow a student a further period at school, the Chief Education Officer may grant permission allowing a student a further period not exceeding one year to complete his studies at the school.

(b) Where the Chief Education Officer decides to grant permission under paragraph (a) he shall do so in writing.

(7) Before granting the request referred to in sub-regulation (5), the Chief Education Officer may consult the principal of the school.

26. (1) A principal shall ensure that separate attendance registers are kept in respect of teachers and students and the principal shall make these registers available for inspection by an education officer, any member of the Board of Management of the school, the Chief Education Officer or such other person entitled to inspect them.

Attendance

(2) At the commencement of each school year, the name of every student on the roll of the school shall be entered in the attendance register in alphabetical order of surnames according to gender

27. (1) The roll shall be called at the beginning of each session and the grade, class or form teacher shall place a tick next to the students name in blue or black ink to mark that the student is present and an X to mark that the student is absent.

Marking of attendance register.

(2) Where the school day is divided into two instructional sessions, there shall be two markings of the registers to be done in blue or black ink as follows:

- (a) a first marking, at the commencement of the morning session; and
- (b) a second marking, one hour after the commencement of the afternoon session.

(3) Attendance shall not be recorded for any student until his attendance has been duly entered in the attendance register.

28. (1) Where a student fails to attend school without a valid justification, the principal of the school in which the student is enrolled shall in the case of -

Principal's duties upon student failure to attend school.

- (a) one unexcused absence within one month during the current school year, inform the parent of the student in writing or by telephone of the unexcused absence and of the potential consequences of additional unexcused absences;

(b) two or more unexcused absences within one month during the current school year -

(i) where practicable, meet with the parent of the student and the student at a time reasonably convenient for interested persons for the purpose of analyzing the causes of such absences; and

(ii) take such steps as the principal considers necessary so as to eliminate or reduce the absences of the student.

(2) The principal shall report the non-attendance of a student to the school attendance counsellor or education officer, as the case may be, who shall act in accordance with the provisions of the Act or these Regulations.

(3) Where a student is absent for the whole of a term, the principal shall cause the name of the student to be deleted from the attendance register, if it is known to the principal that the student has been admitted to a correctional institution or another educational institution.

(4) Where a student whose name has been deleted from the attendance register of a school pursuant to sub-regulation (3) makes an application in writing for re-admission, the principal -

(a) shall, subject to these Regulations, admit the student if the student is of compulsory school age; or

(b) in any other case, may admit the student.

(5) For the purposes of this regulation, an “unexcused absence” means that the student -

(a) has failed to attend the majority of hours or periods in an average school day; and

(b) has not satisfied the statutory requirement for excused absences.

29. (1) A principal shall -

Time-table.

- (a) ensure that a school master time-table and time table for each class in the school are prepared and ready for implementation from the first day of school in every school year;
- (b) ensure that the time-tables referred to in paragraph (a) are arranged with due regard to the necessity for recreation or intra-curricula activities;
- (c) not later than thirty days after the first day of the school year furnish the Chief Education Officer with a copy of the time-tables for approval.

(2) Subject to these Regulations, the Chief Education Officer, an Education Officer or any other officer designated by the Chief Education Officer shall approve the time tables referred to in sub-regulation (1) with such modifications or recommendations as may be necessary.

(3) Except as otherwise provided, the Chief Education Officer shall ensure that the instructional time allotted on the time-table of a secondary school to a core subject is not less than the time prescribed under the National Curriculum.

(4) Where it is found that the time scheduled for a subject in a time-table is inconsistent with these Regulations or the recommendations of the National Curriculum, the Chief Education Officer or an Education Officer designated by him shall -

- (a) in writing inform the principal of the relevant school of the inconsistency; and
- (b) take steps to address the inconsistency.

(5) The principal shall cause the approved time-table to be posted prominently and conspicuously on the premises of the school.

(6) Notwithstanding the provisions of this regulation, the Minister may approve instructional time of such duration for students receiving special education as the Minister may consider necessary in the circumstances.

Transfers.

30. (1) After the commencement of these Regulations, every school shall with the approval of the Minister and subject to section 31 of the Act adopt a policy establishing rational, fair and equitable standards for acceptance and rejection of applications for transfer to the school.

(2) Without prejudice to the generality of sub-regulation (1), a school shall on an application for transfer release a student to another school that agrees to accept the student where -

- (a) a financial, educational, safety, or health condition affecting the student would likely be reasonably improved as a result of the transfer;
- (b) attendance at the other school is more accessible to the parent's place of work or to the location of child care; or
- (c) there is a special hardship or detrimental condition affecting the student.

Form C.

Second Schedule.

(3) A parent of a student or a student who is 18 years or older may request or apply for a transfer in Form C set out in the Second Schedule -

- (a) from the school where the student is enrolled to another school; or
- (b) to a school from a home-based education programme.

(4) An applicant for a transfer from a school shall include in his application the following information-

-
- (a) the name of the student;
 - (b) the date of birth of the student;
 - (c) the reasons for the transfer;
 - (d) in the case of a student under eighteen years, evidence of a parent of the student having approved or requested the transfer;
 - (e) the conduct of the student;
 - (f) a brief statement of the performance of the student;
 - (g) the signature of a competent education officer;
 - (h) the signature of the principal of the transferring school; and
 - (i) the official stamp of the transferring school.

(5) A principal accepting applications for transfer from students previously attending another school or from students receiving home-based instruction shall -

- (a) consider all applications equally; and
- (b) provide to each applicant written notification of the acceptance or rejection of the application.

(6) A student attending a public secondary school who or whose parent seeks a transfer from that school to another school may be accepted on transfer subject to conditions as may be imposed.

(7) A school shall not without cause reject a request for a transfer made under this regulation.

(8) A principal may reject an application by a student for transfer if the -

- (a) disciplinary records of the student indicate a history of disruptive or violent behaviour, gang membership or crimes; or
- (b) student has been expelled from school or suspended from school for more than ten consecutive days.

(9) Where the school rejects an application for a transfer, the school shall provide the applicant with the reason for the rejection.

Children requiring special education.

31. (1) When a child attains the compulsory school age and there are reasonable grounds to believe that the child is mentally or otherwise challenged and is in need of special education pursuant to section 81 of the Act, the parent shall in writing inform the Chief Education Officer of that need.

(2) Where a student during attendance at a school develops the need for special education, the principal of the school shall in writing inform the Chief Education Officer and the parent of that need.

(3) The Chief Education Officer shall ensure that a student in need of special education is provided with education in accordance with the provisions of Part IV of the Act.

PART VI

DISCIPLINE, SUSPENSION AND EXPULSION OF STUDENTS

Duties of principals and teachers respecting discipline.

32. (1) Every principal and teacher employed at a school shall -

-
- (a) ensure the establishment and enforcement of the student disciplinary policy and rules of the school; and
 - (b) institute ways to observe and monitor violent incidents committed by students enrolled at the school.

(2) Subject to these Regulations, every principal and teacher shall while in and out of school use measures to-

- (a) promote and maintain a high level of discipline among students; and
- (b) set good examples in matters of respect for constituted authority, commitment to duty, punctuality, regularity, and exemplary conduct and mode of dress.

(3) In the exercise of discipline or administration of punishment, principals and teachers shall respect the rights of students to be heard in their defence and to be treated with impartiality.

33. The student disciplinary policy of a school shall contain guidelines based on-

Student disciplinary policy.

- (a) such administrative guidelines and procedures as the Chief Education Officer may issue and establish pursuant to sections 48(5) and 49(2) of the Act; and
- (b) the following principles:
 - (i) that discipline is an integral part of education and teaches and promotes the development of integrity, accountability, personal ethics and self-management;
 - (ii) that discipline must be fair, equitable and consistent with the goals of education;

-
- (iii) that corporal punishment, suspension and expulsion are acceptable components of discipline administered in the school;
 - (iv) the disciplinary policy must be established or formulated with the participation of the Parent Teacher Association and student Council of the school;
 - (v) the disciplinary policy must outline appropriate procedures and responses to be made applicable to students;
 - (vi) the disciplinary policy must be consistently enforced; but must be flexible enough to provide for reasonable adjustment in variable circumstances.

Corporal punishment.

34. (1) Except as otherwise provided, corporal punishment shall be administered on the palms of the hands of a student.

(2) When administering corporal punishment a principal or other person designated by the principal in writing shall use-

- (a) a leather strap eighteen (18) inches long, one and a quarter (1 1/4) inches wide and not more than a quarter (1/4) inches thick ; or
- (b) such instrument as the Chief Education Officer may recommend and describe in guidelines issued pursuant to section 49(2) of the Act.

(3) A principal or other person designated by a principal administering corporal punishment shall not give more than four strokes to a student for a -

- (a) breach of these Regulations or the school rules;
or
- (b) series of breaches or a number of different breaches of these Regulations or the school rules

if such punishment is being administered, at the same time, for more than one of the breaches.

(4) When corporal punishment is being administered to a student by a person other than the principal, the principal shall where practicable ensure that -

- (a) the person administering such punishment is of the same gender as the student; and
- (b) the punishment is administered in the presence of a member of staff of the same gender as the student.

35. (1) The principal may suspend or recommend the expulsion of a student for the use of a controlled drug or the control, custody or possession of or dealing with such drug on the school premises.

Actions in relation to students involved with drugs.

(2) Where a principal has evidence that a student is a drug user or dealer the principal shall, subject to these Regulations, take measures to ensure that the student is punished and receives professional counselling.

(3) Where a student has been suspended pursuant to sub-regulation (1), the principal shall, subject to these Regulations, take measures to ensure that the student receives professional counselling.

(4) Where a principal reasonably suspects that a student is a repeat drug user or is a drug dealer or pusher on the school premises, the principal shall report that information to the police and recommend the expulsion of that student from the school.

(5) A principal shall not transfer from his school to another school a student who has been disciplined for an offence related to the possession of a controlled drug unless -

(a) the principal has received professional advice respecting the transfer; and

(b) the principals of both schools agree that the student should be transferred.

Patrols and professional counselling.

36. (1) The Chief Education Officer shall, in collaboration with the police service, ensure that -

(a) regular patrols of school premises are conducted; and

(b) the relevant school is immediately provided with copies of any report made, or is otherwise informed of any action taken in respect of the patrols.

(2) The Chief Education Officer may in collaboration with the Ministry of Health provide professional counselling for a student who breaches the provisions of Part V and this Part of these Regulations.

(3) Where a principal has reasonable grounds to suspect a student enrolled in the school of being in possession of, or dealing with illicit drugs, the principal shall immediately communicate that information to the police, the parent of the student and the Chief Education Officer.

(4) Where communication referred to in sub-regulation (3) is not done in writing, the principal shall as soon as practicable after the occurrence of the event resulting in the communication submit the communication in writing.

Possession of weapons in schools.

37. (1) Except as otherwise permitted, a person on the premises of a school or in a school building shall not have in his control, possession or custody any firearm, knife, cutlass or other weapon.

(2) When a principal discovers ammunition, a firearm or other weapon on a student contrary to sub-regulation (1), the principal shall call the police, suspend the student with immediate effect pending further investigation and inform the parent of that student.

(3) Where a principal has credible information that a student has in his possession or has had in his possession a firearm or other weapon, the principal shall recommend to the Chief Education Officer, that the student be expelled.

38. Subject to the provisions of the Act and these Regulations, the parents of a student enrolled at a school shall be responsible for the conduct of the student and shall co-operate with the school in promoting and maintaining discipline in and out of school.

Parents responsible for behaviour of student.

39. (1) A student shall not display or participate in the display of undesirable conduct or behaviour patterns which may reasonably be associated with a gang.

Permitted action by principal respecting gangs.

(2) Subject to these Regulations, the principal may refuse admission to a student, or may suspend or recommend the expulsion of a student -

(a) whose conduct, mode of dress, symbols or other undesirable conduct or behaviour pattern may reasonably be associated with a gang; or

(b) where the undesirable conduct or behaviour patterns referred to in paragraph (a) give rise to a reasonable suspicion that the student belongs to a gang or is involved in gang related activities.

(3) The principal shall, before taking any action in sub-regulation (2), discuss the undesirable conduct or behaviour pattern necessitating the action with the student and the parent of the student.

(4) Where a student after repeated counselling and warnings continues to display such undesirable conduct or behaviour patterns, the principal may suspend the student from the school.

(5) Where there is no change in behaviour at the end of the period of suspension the parent shall, on request for withdrawal of the student made pursuant to these Regulations, withdraw the student from the school.

(6) Where a parent fails or refuses to withdraw a student after a request for withdrawal has been made pursuant to sub-regulation (5), the principal shall recommend the expulsion of the student.

Investigation and notification.

40. (1) A principal shall -

- (a) thoroughly research and investigate the circumstances surrounding any misconduct that would result in suspension or expulsion of a student from school before suspending or recommending the expulsion of the student; and
- (b) facilitate any investigation respecting the misconduct referred to in paragraph (a) that the Chief Education Officer may direct.

(2) Where a student has been suspended or recommended for expulsion, the principal shall within two days of the suspension or expulsion forward a full written report respecting the suspension or expulsion to the Chief Education Officer and the parent of the student clearly outlining the -

- (a) reason for the suspension or recommendation for the expulsion; and
- (b) results of any investigation conducted pursuant to this regulation.

(3) Where a student is on suspension and an external examination in relation to the student is scheduled to be held during

the period of suspension, the principal shall permit the student on the school premises only for the purpose of taking the external examination.

41. (1) Subject to these Regulations, a principal, a teacher or a parent of a student shall take such action as may be necessary to ensure that the student completes primary and secondary education without interruption.

Withdrawal or expulsion
for misbehaviour.

(2) The principal of a school may in writing -

(a) request a parent of a student to withdraw the student from the school; or

(b) recommend to the Chief Education Officer the expulsion of a student from the school

for reasons of misbehaviour or undesirable conduct or behaviour patterns which may reasonably be associated with a gang.

(3) A principal shall, when making a request for withdrawal or recommendation for expulsion of a student from the school, ensure that he satisfies the requirements of the Act and these regulations and the school's rules and policy respecting withdrawal and in particular a principal shall ensure that-

(a) he is entitled to make the request or recommendation;

(b) the name and age of the student and the nature of the problem which has given rise to the request for withdrawal or expulsion is clearly stated;

(c) the student who is the subject of the request for withdrawal or recommendation for expulsion and the parent of the student are given adequate warning of the behaviour of the student before a request is made for withdrawal or expulsion; and warning shall be evidenced in writing

(d) he has discussed the withdrawal or expulsion of the student with the parent and student;

-
- (e) the student who is the subject of the request for withdrawal or recommendation of expulsion has been given an opportunity to be heard;
 - (e) he has secured the approval of the Chief Education Officer before withdrawal of the student; and
 - (g) he has complied with the recommendation or advice, if any, of the Minister.

(4) A parent or student aggrieved by a decision made under this regulation may, subject to Part X of the Act appeal against the decision to the Education Appeal Tribunal.

Re-admission of a student.

42. A student who has been expelled or withdrawn from a public or assisted private school shall not be re-admitted to that school or admitted to any other public or assisted private school without the approval of the Chief Education Officer.

CXC and other Examinations

43. (1) A principal shall furnish the Registrar or other appropriate registration body with information required for the registration of the students enrolled at the school for the CXC or other external examinations.

(2) The principal of a secondary school shall not later than the eighth week of the first term in a school year -

- (a) inform the students preparing to write CXC or other external examinations during the school year and the parent of such students of the regulations in respect of the administration of the CXC examinations; and
- (b) convene a meeting with the parents and students referred to in paragraph (a) to discuss the regulations referred to in paragraph (a).

(3) Where a student registered to write CXC or other external examinations is expelled from a school immediately prior to the date of the commencement of the examinations, the CXC

regulations or regulations governing the external examination shall apply respectively.

PART VII
ADMINISTRATION AND OPERATIONS
OF SCHOOLS

44. (1) The authority of a school is accountable and responsible to the Minister. Management of school.

- (2) The authority of a school shall ensure that -
- (a) the school buildings and classrooms are of a standard satisfactory to the Chief Education Officer;
 - (b) the grounds of the school premises are suitable for the purpose of recreation for the students attending the school;
 - (c) a sufficient supply of drinking water is provided with suitable arrangements for the use of the water by students and teachers;
 - (d) the school is provided with toilets for use by teachers and students;
 - (e) there are separate toilets for male and female members of the school community;
 - (f) the toilets are constructed and maintained to the satisfaction of the Chief Medical Officer;
 - (g) the school is provided with all the requisite furniture and apparatus;
 - (h) the school building is kept in a state of good repair and proper sanitation condition in accordance with the guidelines set out in the maintenance manual, referred to in regulation 56;

-
- (i) provision is made for repair and inspection of the school premises;
 - (j) provision is made for inspection and verification of all records and registers required to be kept by the principal; and
 - (k) the school complies with any other requirements which the Chief Education Officer with the approval of the Minister may from time to time direct.

(4) Where recommendations in respect of the management and operations of a private or assisted private school are required to be made under the Act and these Regulations, the authority of the school shall in writing address such recommendations to the Chief Education Officer.

(5) The authority shall not discriminate against persons with regard to appointment, training, deployment or discipline on grounds of religion, politics or any other belief that does not adversely affect the rights of other persons in the school.

(6) The authority shall recognize the rights of the representative body of teachers to represent their respective members at the school.

(7) In discharging its responsibilities, the authority shall take into consideration the various documents used in the governance of the teaching service including the collective agreement with the representative bodies of the teachers and where applicable, the Public Service Commission Regulations.

Subsidiary Chap. 1:01.

Board of management.

45. (1) Where a Board of Management is appointed in respect of a public or assisted private school, the Board of Management shall be published in the Gazette.

(2) The Board of Management shall -

- (a) be responsible for the administration of the institution for which it has been appointed without

infringing upon the duties and responsibilities of the Principal; and

- (b) recognize the rights of the representative bodies of teachers to represent their respective members at the school.

(3) Any member of the Board of Management may, in the exercise of his functions and duties, visit the school during normal school hours on giving prior notice to the Principal.

(4) The Board of Management shall not discriminate against persons with regard to appointment, training, deployment or discipline on the grounds of religion, politics or any other belief that does not adversely affect the rights of other persons in the school.

(5) In discharging its responsibilities, the Board of Management shall -

- (a) make such recommendations as are required to be made under the Act and these Regulations, to the Chief Education Officer;
- (b) where applicable, take into consideration the various documents used in the governance and regulation of the teaching profession including -
- (i) the Public Service Commission Regulations and
- (ii) such collective agreement with the representative bodies of teachers.

(6) In the exercise of its responsibilities under the Act and these Regulations, the Board of Management of a school shall give due consideration to the religious, political, moral, and such other beliefs of persons in the school as long as such beliefs do not adversely affect the rights of other persons in the school.

Records to be kept.

46. (1) A principal shall keep in such form as the Chief Education Officer may approve -

- (a) a proper record of official papers including copies of the records required to be kept in respect of every teacher;
 - (b) a register of students;
 - (c) attendance registers for students;
 - (d) an attendance register for teachers and other staff;
 - (e) a permanent record card for each student;
 - (f) a log book, diary or ledger;
 - (g) subject to these Regulations, a cumulative record of every student of the school;
 - (h) a copy of the current school timetable;
 - (i) a copy of the Act and any Regulations made thereunder;
 - (j) an inventory of the equipment, furniture, apparatus, books and other material;
 - (k) a book for recording punishments for breaches of these Regulations, the student disciplinary policy and rules of the school and for recording any action taken by the school in respect of those breaches; and
 - (l) such other records as the Chief Education Officer may require to be kept.
- (2) The principal shall -
- (a) keep separate the record of a teacher from the record of every other teacher required to be kept in sub-regulation (1)(a); and
 - (b) record in the log book referred to in sub-regulation

(1)(e) every significant event occurring in the life of the school.

(3) A permanent record card under subregulation (1) (e) shall specify the -

- (a) name, address and telephone number of the student;
- (b) attendance record and academic performance of the student;
- (c) class or grade level completed by the student; and
- (d) year in which the student graduated or otherwise exited the school.

47. Every register, book or other official document or record required to be kept by a school under the Act and these Regulations shall-

Custody and inspection of records.

- (a) be kept in a secure place on the premises of the school; and
- (b) be open to inspection at all reasonable times during school hours by -
 - (i) any member of the Board of Management;
 - (ii) the Permanent Secretary in the Ministry of Education;
 - (iii) the Chief Education Officer; or
 - (iv) such other person acting under the written authority of the Permanent Secretary or the Chief Education Officer.

48. (1) A principal shall, as regards each student enrolled and admitted in the school, cause to be entered in the register of students the following particulars -

Register of students.

-
- (a) the index number, full name, date of birth of the student;
 - (b) the date of admission of the student at the school;
 - (c) the name and address of the parent;
 - (d) the name of the last educational institution, if any, that the student attended and the last date of attendance at that institution;
 - (e) the date on which the student ceased to be a student at the school in respect of which the record is kept; and
 - (f) the particulars mentioned in subsections (2) and (3) of section 30 of the Act.

(2) The record or information of the students shall be kept -

- (a) in a paper form; and
- (b) where an electronic management information system has been introduced, in electronic form, supported by a paper format.

Guidance counsellors.

49. (1) Every school shall have a qualified teacher responsible for guidance and counselling to ensure that every student registered at the school is provided with guidance and counselling as may be required.

(2) Where a principal determines that a student needs guidance and counselling, that principal shall refer that student to a guidance counsellor.

Assessment and evaluation.

50. (1) The Chief Education Officer shall ensure that arrangements are made for key stages of assessment in accordance with the provisions of the Act.

(2) A principal shall -

-
- (a) be responsible for ensuring that the administration of the evaluation and assessment of the programme of instruction is performed in accordance with the Act and these Regulations;
 - (b) arrange for periodic assessment of the work and progress of each student;and
 - (c) subject to sub-regulation (3), conduct an annual examination for students enrolled at the school towards the end of the third term in every school year or at such other times in that term as may be determined after consultation with the Chief Education Officer.

(3) Except as otherwise approved in writing by the Chief Education Officer, the annual examinations referred to in sub-regulation (2)(c) shall be administered during a period of not more than-

- (a) five consecutive school days in the case of a primary school;
- (b) ten consecutive school days in the case of a secondary school.

(4) Except as otherwise provided, the arrangements for national assessment, special examinations or their equivalent, and the assessment of students referred to in sub-regulation (1) shall be made and executed in accordance with the National Curriculum.

(5) The principal shall ensure that the programme of instruction offered by the school shall be based on, or in accordance with, the curriculum in respect of the subject area prepared and developed by the relevant subject panels in accordance with the Act.

PART VIII
CLOSURE AND DISCONTINUANCE OF SCHOOLS

Minister may request closure.

51. (1) The Minister may direct the temporary or permanent closure of a school if any of the conditions set out in section 34 of the Act have occurred and in the case of:

(a) an assisted private school, if such a school does not operate in accordance with the terms of any agreement made in accordance with the Act; or

(b) a private school if the permit granted in respect of the private school is revoked pursuant to regulation 64.

(2) The Minister may, on the advice of the Chief Education Officer, cause or request a school to be closed if the Minister is satisfied that -

(a) the school building has become structurally unsafe or dilapidated;

(b) the school plant is unsanitary and dangerous to health;

(c) an evacuation or transfer of the population from the area in which the school is located has been effected;

(d) there is a natural disaster, enemy action, or widespread civil commotion or any other sufficient reason that renders it inadvisable to permit the school to remain open;

(e) the school is operating in a manner contrary to the public welfare;

(f) the practices and operation of the school are not compatible with national educational goals; or

(g) in the case of a private school, the school does not provide instructions to its students to a standard that would ensure a reasonable proportion of the students success in recognized public examinations.

(3) The Chief Education Officer shall not advise the Minister to direct the closure of a school under sub-regulation (2)(a) unless the Chief Technical Engineer or a qualified engineer submits the report referred to in regulation 57 stating that the school building is structurally unsafe or dilapidated.

(4) Where a private or assisted private school is closed temporarily or permanently pursuant to this regulation, the authority and principal of the school shall deliver to the Minister or to the Chief Education Officer copies of such records of the institution as the Minister or the Chief Education Officer may require.

52. (1) Except as otherwise provided in the Act or these Regulations, the proprietor or authority of a private school or an assisted private school shall not discontinue such a school unless the proprietor or authority of the school gives the Minister six months notice in writing, of the intention to discontinue the school.

Notice of intention to discontinue private and assisted private schools.

(2) Where notice of intention to discontinue a school under this regulation is given to the Minister in accordance with sub-regulation (1), or where such intention otherwise comes to the knowledge of the Minister, the Minister may take such steps as he considers necessary for the continuance of the education of the students in the event of the discontinuance of the school.

53. (1) The Minister may grant annually to an assisted private school such sums of money as circumstances permit.

Grants to assisted schools.

(2) Money granted pursuant to sub-regulation (1) shall -

(a) not be disbursed without the authorization in writing of the Permanent Secretary; and

(b) be used by the assisted private school exclusively for the purpose for which it is granted.

(3) Where money granted to an assisted private school is misappropriated, the Minister may -

(a) discontinue future grants to the school; or

(b) reduce by the amount misappropriated, any future grants made to the school.

Withdrawal of grants.

54. (1) The Permanent Secretary may, on the advice of the Chief Education Officer, after consultation with the authority of an assisted private school withdraw public funds from the assisted private school if-

(a) the assisted private school fails to comply with any of the provisions of the Act or of these Regulations;

(b) the Chief Education Officer has reason to believe that -

(i) the school does not operate in accordance with the terms of an agreement made in accordance with the Act;

(ii) the school building of the assisted private school is structurally unsafe or in a state of disrepair;

(iii) an assisted private school does not provide instructions to the standards that would ensure reasonable proportion of the students at the school success in recognized public examinations;

(iv) a school building in relation to the assisted private school is not maintained in a proper sanitary condition and in all respects is unfit for the purposes of a school.

(2) Where the assisted private school is permanently closed -

- (a) money forming part of the grant which has been disbursed to the assisted private school and may have remained unspent as at the date of closure of that school shall from such date be deemed a debt due and payable to the Ministry; and
- (b) the Permanent Secretary shall -
 - (i) not disburse or authorize the disbursement of any grant or part thereof referred to in regulation 52 to the school;
 - (ii) recover from the authority of the assisted private school such money referred to in paragraph (a).

PART IX
SCHOOL BUILDINGS AND OTHER RELATED
ENVIRONMENTAL STANDARDS AND
REQUIREMENTS

55. (1) The authority of a school shall ensure that at all times the necessary facilities are provided for the school.

Standards respecting
buildings and facilities.

(2) The school buildings, premises and facilities of every school shall conform to standards and satisfy the conditions determined by the Minister and the laws relating to standards of buildings for public use.

(3) The Minister, subject to the advice of the Chief Medical Officer, the Chief Technical Officer of the Ministry of Public Works and the Chief Physical Planner, may from time to time make such decisions relating to specifications, plans, sites, and methods of construction and equipment of school buildings as may, in the opinion of the Minister be appropriate to the require-

ments of the level of education which the buildings are intended to support.

(4) The authority of a school shall ensure that every school building in use constructed before, on or after the date of commencement of these Regulations is-

(a) at all times maintained in proper sanitary conditions and repair in accordance with the approved standards referred to in these Regulations; and

(b) in all respects, fit for the purpose of a school to the satisfaction of the Minister.

(5) Where the premises of a school is not maintained in a sanitary condition and repair or does not fit the purpose to the satisfaction of the Minister, the Minister may, after consultation with the authority of the school, order the school to be closed.

School premises
maintenance manual.

56. (1) The Chief Education Officer shall, not later than twelve months after the commencement of these Regulations, cause to be prepared and issued to schools a maintenance manual in respect of school premises.

(2) The maintenance manual shall contain and list separately the maintenance activities which must be performed daily, weekly, monthly, quarterly or annually.

(3) The principal and authority of a school shall ensure that school premises are maintained in accordance with the maintenance manual.

(4) A principal may, with the approval of the authority of the school, designate qualified persons to inspect the school premises or any part thereof from time to time in order that defects in the premises may be detected at an early stage.

(5) Where a teacher employed at a school or a student of the school detects any noticeable defect in the school premises or part thereof, the teacher or student as the case may be shall report such defect to the principal of the school.

57. (1) The authority of a school shall, for the purpose of detecting structural, electrical or other defects, cause an inspection of the school premises to be made annually or at such times as may be specified in the school premises maintenance manual or from time to time as circumstances may require.

Inspection of school for defects.

(2) Every inspection referred to in sub-regulation (1) shall be made by a qualified person and every school shall be kept open at all times during school hours for carrying out such inspection.

(3) Where an inspection is carried out under sub-regulation (1), the person conducting the inspection shall within fifteen working days of the conduct of the inspection prepare a report of the inspection and submit a copy thereof -

- (a) in the case of a public school, to the Chief Education Officer and the principal of the relevant school;
- (b) in the case of any other school, to the authority, the proprietor, the Chief Education Officer and the principal of the relevant school.

(4) The report referred to in sub-regulation (2) shall specify the defects if any observed and such recommendations and actions as may be necessary to remedy those defects.

58. (1) The Chief Education Officer shall, not later than six months after the commencement of these Regulations, cause to be prepared guidelines respecting the use of school buildings, premises and facilities of public schools for purposes other than the purposes of the public school.

Use of public school buildings.

(2) The guidelines referred to in sub-regulation (1) shall contain a statement setting out the mandatory conditions which must be satisfied.

(3) Without prejudice to the generality of sub-regulation (2),

(a) a person may make an application to the Chief Education Officer through the principal of a public school for use of the school building, premises or facilities;

(b) the authority of the public school may charge the fee for use of school buildings for purposes other than the purposes of a public school set out in the First Schedule, but no fees may be charged for the use of the school by any department of the Government;

(c) the applicant shall pay the expenses arising from any loss or damage caused to the building, premises or facilities, the furniture and fixtures in connection with the use of the premises and where a deposit was requested, that deposit may be forfeited;

(d) fees under paragraph (b) do not include expenses under paragraph (c);

(e) the applicant shall -

(i) be responsible for the cleaning of the school buildings, premises and facilities; and shall

(ii) ensure that the school building is ready for school use before the next school day;

(iii) comply with such other conditions as the Chief Education Officer considers necessary.

(4) The Chief Education Officer shall, within ten days of the preparation of the guidelines referred to in sub-regulation (1),

furnish every principal of a public school with a copy of those guidelines.

(5) Except with the written approval of the Chief Education Officer, a building of a public school shall not be used for any purpose other than a purpose of the school.

(6) Subject to these Regulations, the Government may use a public school building or its premises for such purposes as may be required by the Government.

(7) A person who is desirous of using the school building, premises or facilities for an event or purpose shall make an application in writing not later than thirty days prior to the date of the holding of the event to the Chief Education Officer for the use of the school building, premises or facilities.

(8) Subject to sub-regulation (9), the Chief Education Officer may on a written application issue a permit in Form D set out in the Second Schedule to an applicant to use the school buildings or premises of a public school for -

Form D.
Second Schedule.

(a) any religious, charitable, educational, recreational, social or civic purpose; or

(b) the purpose of a political meeting.

(9) Where the Chief Education Officer approves an application for a permit to use a school building, premises or facilities under this regulation, the Chief Education Officer shall indicate the permission in writing and shall as soon as practicable forward a copy of the permission to the principal of the public school.

59. (1) A principal shall not allow any fire or open flame inside a school building except a fire or open flame emitted by a Bunsen burner, an alcohol lamp, a stove or other like device required to be used in instructional classes.

Use of open flames
prohibited.

(2) Where a barbecue grill or fire is to be used on the premises of the school, the principal shall ensure that the barbecue grill or fire be kept at a reasonable distance from the school building and outside the reach of students.

(3) The principal shall ensure that electrical connections and extensions and the installation of electrical equipment at and for the school shall be done by a certified electrician.

(4) Except as provided under these Regulations, a person shall not on the premises of the school use or possess match bombs or other like incendiary devices which pose a threat to the safety, security and discipline of the students and other persons in the school.

(5) The principal may, where he considers it appropriate, seek the assistance of the police in relation to the holding of activities involving members of the public.

PART X PRIVATE SCHOOLS

Registration.

Form E.

Second Schedule.

60. (1) An application made under section 95 (1) of the Act for a permit to establish a private school or under section 93 of the Act to register an existing private school shall be made in Form E set out in the Second Schedule and shall contain -

(a) the name and address of -

(i) the school and of the applicant, if the applicant is not the school;

(ii) the proprietor;

(iii) the principal;

(iv) the person to whom correspondence on matters

relating to the school is to be sent;

- (v) the proprietor or owner of the building in which the business of the school is carried on and the type of tenancy, which is applicable;
- (b) the number of students who will be admitted to the school having regard to the age and gender of those students for whom there is accommodation at the school;
- (c) the number of teachers presently employed, or to be employed at the school and their educational qualifications;
- (d) a description of the building referred to in paragraph (a)(v) and its grounds;
- (e) evidence of the need for the school in the community;
- (f) the aims and objectives of the school;
- (g) a statement respecting the philosophy, outcomes, content, scope and sequence of each course offered or to be offered at the school;
- (h) an outline of instructional strategies to be used;
- (i) the number of instructors for each course;
- (j) the list of major learning resources for each course approved by the proprietor of the school;
- (k) an outline of the evaluation strategies and procedures;
- (l) the fees to be charged;
- (m) the time at which the school day commences and ends including break and lunch periods;
- (n) the subjects and language of instruction and the level to which those subjects are to be taught and the examinations to be taken;

(o) a description of the accommodation provided, including the number of classrooms, recreation rooms, and separate lavatories for male and female teachers and male and female students, water supply, canteen facilities, and safety measures.

(2) The application shall be accompanied by a non-refundable fee of five hundred dollars.

Consultation.

61. The Minister shall, in considering an application referred to in regulation 60, consult the Chief Education Officer -

- (a) in satisfying himself whether the requirements specified under section 96 of the Act have been met;
- (b) in deciding on the conditions subject to which a permit may be granted under the Act to a school;
- (c) in determining the maximum number of students who can be admitted to a school under section 99 of the Act; and
- (d) in deciding any other matter that he considers necessary respecting private schools.

Display of permit.

62. (1) Where a permit is issued to an applicant to operate a private school under section 96 of the Act, the permit holder shall administer and operate the private school in accordance with the Act, these Regulations and such conditions as the Minister may stipulate in the permit.

- (2) The holder of a permit issued under this Part shall -
- (a) ensure that the permit is prominently and conspicuously displayed at all times at the school; and
 - (b) keep available at the private school, a copy of these Regulations and a copy of the permit.

Renewal of permit.

63. (1) For the purposes of section 102 (2) of the Act, a permit holder who wishes to renew his permit shall apply in writing to the Minister for such renewal not less than six months before

the expiry date of his permit and such applicant shall furnish the information required pursuant to regulation 60.

(2) The Minister may in writing request any permit holder who is seeking a renewal under sub-regulation (1) to furnish him with any register, record, book or relevant document and the permit holder shall furnish the documents within the time stipulated in the written request.

64. (1) Where the Minister has reasonable grounds to believe that a permit holder fails to operate or manage a private school in accordance with the provisions of the Act and these Regulations, the Minister may give the permit holder notice of such failures in such reasonable time as the Minister thinks necessary to remedy the failures.

Revocation of permit.

(2) Where after expiry of the time referred to in sub-regulation (1) the permit holder fails or is unable to remedy the failures within the time, the Minister may subject to sub-regulation (3) revoke or cancel the permit.

(3) The Minister shall not revoke or cancel a permit to operate a private school unless he gives a reasonable time to the permit holder to explain why the permit should not be revoked or cancelled.

65. The Chief Education Officer shall enter in the Private School Register referred to under section 94 (1) of the Act the following particulars as regards each private school issued a permit and registered:-

Private schools register.

- (a) the particulars required to be mentioned in a permit under section 100 of the Act;
- (b) the name and particulars of the principal of the private school;
- (c) the day the permit is issued;
- (d) the particulars of any notice served on the proprietor

-
- of the private school under section 107 of the Act;
- (e) the particulars of any modification, transfer or revocation of the permit or cancellation of the registration of the private school;
- (f) the particulars of any conviction of a permit holder for breach of the Act or these Regulations.

PART XI

PROFESSIONAL DUTIES AND RESPONSIBILITIES OF TEACHERS AND PRINCIPALS

Professional duties.

66. (1) As regards the exercise of the professional duties set out in section 134 of the Act, it is the duty of a teacher employed at a school to -

- (a) report to the principal, or in the absence of the principal, the deputy principal or the teacher in charge, any unauthorized activity such as the unauthorized presence of persons on the premises of the school which appears likely to disrupt or threaten the safety or security of school personnel or property; and
- (b) attend instructional planning sessions or other school related activities as may be determined by the principal, the Chief Education Officer or any person authorized by the Chief Education Officer.

School trips.

67. It is the duty of a teacher employed at a school to comply with the policy guidelines referred to in regulation 68 and the guidelines respecting school trips.

Development of policy guidelines.

68. (1) A principal shall prepare and adhere to a written statement of the policies and procedures to be used by the principal and staff in relation to disciplining students enrolled at the school, promotion, graduation, school safety and fund raising.

(2) Every teacher employed at a public school shall assist the school in developing and preparing the internal policy guidelines and procedures of the school respecting student discipline, promotion, graduation, school safety and fund raising.

(3) A teacher employed at a school may participate in preparing a written statement of the system of instruction assessment and evaluation of students at the school.

(4) A written statement of the policies and procedures referred to in this regulation and the school rules made under the Act shall not come into effect unless approved in writing by the Chief Education Officer.

69. (1) A principal shall make available to the parent of a student at his school the expected learning outcomes to be met at the end of a grade, class or division in the school by the end of the first term of the new school year.

Learning outcomes.

(2) A principal of a school shall develop special assistance programmes for students who do not or who the school has reasons to believe would not meet some of the expected learning outcomes at the end of a grade, class or division in the school.

(3) Where a principal determines that a student has not or would not be able to meet the expected learning outcomes of his grade, class or division, the school shall recommend to the parent that the student undergoes relevant remedial work in a special assistance programme referred to in sub-regulation (2).

70. (1) The Ministry of Education shall circulate an annual Calendar of Activities at the beginning of the school year shall indicate the dates of the beginning and ending of instructional sessions for each year, and the dates for school vacations and school holidays.

Preparation of school calendar.

(2) A principal shall, before the commencement of a school year, develop and prepare a calendar for the school year

on which shall indicate-

- (a) the beginning and ending of each term during the school year;
- (b) the school vacation periods for the school year;
- (c) the dates for the end of term examinations and other major school examinations;
- (d) the proposed dates for the commencement and ending of external examinations;
- (e) the dates for the school's annual graduation and other major ceremonies;
- (f) the dates for the submission of applications for admission to the school;
- (g) the dates for activities respecting the professional development of members of staff; and
- (h) any other academic and non-academic activities for the school year.

(3) The principal of every school shall not later than the last day of the sixth week of the first term of every school year forward a copy of the school calendar to the Chief Education Officer.

Teaching and class
plans.

71. (1) Every teacher shall develop and prepare teaching and class plans for each subject and class assigned to him to teach in any school year.

(2) Except as otherwise provided, every teacher shall present the teaching and class plans developed and prepared pursuant to this regulation to the principal at times as the principal or the persons delegated by the principal consider necessary.

Annual Reports.

72. (1) Every class teacher shall prepare and submit to the principal of the school an annual report in respect of each student in his class during the school year as regards the promotion and entitlement of the student to awards and receipts of rewards.

(2) A class teacher shall in the preparation of the annual report consult with members of the staff as he considers necessary and information received during such consultations shall be confidential.

(3) The principal of a public school shall -

(a) prepare an annual report in respect of the management and operations of the school for each school year outlining the following:

- (i) major activities for the school year;
- (ii) major achievements;
- (iii) challenges;
- (iv) future plans and programmes,

(b) not later than the last day of the sixth week of the first term of the school year immediately following the school year referred to in paragraph (a), forward a copy of the annual report to the Chief Education Officer; and

(c) submit an updated financial statement.

73. (1) Every teacher shall arrange his private interests in a manner that will prevent a conflict of interest in the discharge of his professional duties.

Conflict of interests.

(2) Without prejudice to the generality of sub-regulation (1), a teacher in the discharge of his professional duties -

(a) shall perform his duties and functions impartially, responsibly, diligently, efficiently and with integrity;

(b) shall not for his personal use solicit or accept directly or indirectly a fee, gift or professional benefit from a person or organization that is associated with the school;

(c) shall use or benefit from his school and school-based programmes, services and initiatives only

to the extent that a member of the public benefits from such programmes, services or initiatives;

- (d) may use or benefit from information that is obtained in the course of employment only to the extent that a member of the public may benefit from such information; and
- (e) shall not use or benefit from the use of the property or services of the school except in the course of the performance of his duties and functions and otherwise only to the extent that a member of the public may use or benefit from such property or services.

Dress code for teachers and principals.

74. (1) Every teacher and principal shall, in relation to dress -

- (a) wear business attire; and
- (b) be neat, modest and well-groomed; and
- (c) not wear garments that allow undue exposure or distraction.

(2) The principal shall -

- (a) ensure that every teacher employed at the school respects the standard in relation to dress code; and
- (b) a teacher shall not while at work during the school hours wear head covering, except on religious grounds.

(3) Where a teacher reports to work dressed in a manner contrary to this regulation, the principal shall not permit the teacher to teach and that teacher shall be permitted to return home for a change of dress.

(4) Where a teacher persists in disregarding the acceptable dress code, the principal shall in writing report the matter to

the Chief Education Officer who may refer the matter to the Public Service Commission for disciplinary action.

(5) Where a principal of a school makes a report under sub-regulation (4), the principal shall not later than twenty four hours after the making of the report deliver or cause a copy of such report to be delivered to the concerned teacher.

(6) Notwithstanding sub-regulations (1) and (2), the principal may allow the wearing of jeans, head coverings or T-shirts in special circumstances or for specific school activities, events or functions.

75. A deputy principal of a secondary school shall -

Duties of deputy principal.

- (a) in the absence or inability of the principal of the school to function, perform the functions of the principal;
- (b) assist the principal of the school -
 - (i) with the discipline of students;
 - (ii) in the administration and organization of the school and the activities of the school; and
 - (iii) in preparing a roster for the supervision of students when a teacher is absent or the time-table is interrupted for any reason;
- (c) advise the principal of the school on academic policies and discipline of students;
- (d) prepare the staff duty list as may be required;
- (e) oversee the arrangements required to be made in respect of internal and external examinations arrangements as regards the time-table, preparation of facilities, inspection and storage of internal papers, invigilation, delivery of answer papers to the appropriate persons, and such other related activities;

(f) teach such classes and subjects and undertake such other duties as the principal of the school may assign to him.

Duties of heads of departments.

76. A head of department of a secondary school shall in addition to his other teaching duties -

- (a) develop or assist in developing the curriculum in respect of the subject falling within the portfolio of his department;
- (b) advise the principal of the school on the choice of textbooks and other educational or instructional material and equipment;
- (c) arrange and conduct departmental meetings as may be necessary;
- (d) advise the members of his department on the methods of teaching in relation to a subject within the department;
- (e) assist the principal of the school on matters relating to recruitment and training of staff for the department;
- (f) conduct staff development activities as may be required; and
- (g) prepare and submit departmental plans in a timely fashion.

PART XII GENERAL

Mode of dress of students.

77. (1) Every principal of a public or private assisted school shall consult with the Chief Education Officer in determining the uniforms to be used by students at the school.

(2) Subject to these Regulations, the mode of dress in relation to the school attendance of students enrolled in a school shall be determined by the school and shall be set out in the school rules of the school.

(3) Where a student enrolled in a school who is pregnant is permitted to attend school for the duration of the pregnancy, the principal of the school may exempt the student from wearing the school uniform.

78. (1) A principal shall in respect of students at the school keep for inspection by the Minister or the Chief Education Officer, or any other person authorized in writing by the Minister or the Chief Education Officer, the following records:

Student records.

- (a) the admission register of students;
- (b) the attendance register of students;
- (c) term and annual progress reports respecting students;
- (d) a log book or diary;
- (e) the permanent record card of each student;
- (f) a visitors' book for the recording of visits made on behalf of a student;
- (g) subject syllabuses;
- (h) schemes of work books;
- (i) an inventory book in which shall be recorded school books and other school material supplied to a student; and
- (j) a punishment book.

(2) For the purposes of this regulation "punishment book" means a book for recording actions taken by the school against students for misconduct.

79. A principal may hold an annual prize-giving or graduation ceremony, the date of which shall be determined by the principal after consultation with the Chief Education Officer or, where applicable, the Board of Management of the school.

Awards and graduations.

Books, teaching aids and materials.

80. (1) The Minister shall, utilizing a participatory approach involving teachers, curriculum officers and subject specialists at all levels, prescribe the text books to be used during a four year period.

(2) Subject to the provisions of the Act, the Minister or Chief Education Officer shall from time to time -

- (a) issue the core booklist for schools;
- (b) provide to each public school teaching aids, materials, supplies and other equipment; and
- (c) supply, repair and maintain equipment as required, to conduct the prescribed school programme in classrooms, school libraries, laboratories and such other area in which the school programme or a portion of the programme is conducted.

(3) The teaching aids, materials, supplies and equipment referred to in sub-regulation (2) shall be the property of the Ministry and shall be for the use of the students enrolled in the school.

(4) A person shall not sell, buy, rent, trade in or destroy in any way whatsoever any book, teaching aid, supplies or materials provided under this regulation.

(5) A person who contravenes the provisions of sub-regulation (4) commits an offence and is liable on summary conviction to a fine of one thousand dollars.

Organization of fundraising activities.

81. (1) Except as approved in writing by the Chief Education Officer or as may be otherwise provided, every school activity in which students of the school are required to participate shall -

- (a) in the case of a primary school, end not later than 7:00 pm; and
- (b) in the case of a secondary school, end not later than 8:00 pm.

(2) Every planning committee for any fund raising activity organized by the staff, students or a Parent Teacher Association shall comprise at least the principal or a member of staff of at least five years standing as a teacher, designated by the principal.

(3) A principal shall, not less than one month prior to the submission of the proposals respecting a fund-raising activity for approval by the authority of the school, discuss such proposals with the Education Officer assigned to the district where applicable, with the Board of Management of the school.

(4) The principal shall ensure that invitations to a fund-raising activity to be held pursuant to these Regulations are by tickets or by means of such other form of document so as not to exceed the permitted capacity of the venue to be used for the holding of the activity, function or event.

(5) Where a fund raising activity involves the -

- (a) entire student body of the school, the teachers employed at that school shall attend in order to assist in the supervision of the students;
- (b) participation of both male and female students but not the entire student body of the school, teachers of both genders, where practicable, shall attend the activity.

Sale of alcoholic beverage and other items prohibited.

(6) Every ticket or sheet in relation to a raffle, sponsored walk or such other fund raising activity or any other document issued by the school in relation to a fund-raising activity shall bear the stamp of the school which shall be authenticated by the signature of the principal of the school.

(7) The principal shall ensure that students do not frequent public places to solicit sponsorship or to conduct any fund-raising activity during school hours.

(8) The principal shall ensure that, not later than one month after the holding of a fund raising activity by the school, a financial statement in respect of the fund-raising activity is presented, in such form as the authority may require to the staff and Parent Teachers Association of the school.

Books, teaching aids and materials.

82. (1) A person shall not, at a venue where a fund-raising activity is held under these Regulations, sell or serve any drinks in a glass container or bottle.

(2) A principal shall seek to ensure that alcoholic beverages are not sold, bought, served or consumed on the school premises during the staging of any function organized for and on behalf of the school by the staff, Parent Teachers Association or such other group affiliated to or associated with the school.

(3) A teacher who participates in any school activity involving students shall for the duration of that activity and while in the presence of the students refrain from -

(a) smoking; or

(b) drinking any alcoholic beverage.

(4) Teachers and students shall not, while on school premises, sell their personal items.

(5) The principal of a school shall discourage teachers and students from selling their personal items during school hours.

(6) Where a teacher referred to in sub-regulation (4) is a public officer, the teacher is liable to disciplinary action in accordance with the regulations respecting discipline of public officers.

Fees.

83. (1) Subject to sub-regulation (2), a school may, with the approval of the Minister, charge and collect fees to cover expenses incurred in the administration of the school.

(2) The proprietor or the Board of Management of a private or assisted private school shall not increase fees or charge new fees without the approval of the Minister.

(3) Where a proprietor or the Board of Management of a private or assisted private school intends to increase the fees at the school, the proprietor or the Board of Management of the school shall give at least one term's notice in writing to the Minister and to the parents of the students of the intention to increase the fees.

(4) The authority or proprietor of a school shall, in establishing the quantum of any fee to be charged or collected, adopt rules for waiving and reducing the fee in cases of a student whose parents by reason of their low income or financial status would have difficulty in paying the entire amount of the fee.

(5) Notwithstanding the provisions of this regulation -

(a) where a student or parent of the student requires a copy of a document in the control and possession of the school, the principal of the school shall where practicable furnish a copy of the document at a cost not greater than the cost of printing the copy of the document;

(b) the principal of a public school may, on the basis of a resolution adopted at a General Meeting of the Parent Teachers Association called for the purpose of increasing fees charged and collected by the school and support by a majority vote of members present and voting, increase such fees.

84. (1) Where a teacher, principal, education officer, parent or adult student has reason to believe that a person other than the Chief Education Officer has acted in a manner contrary to the Act or these Regulations, the teacher, principal, education officer, parent or adult student may file a written complaint with the Chief Education Officer regarding the act.

Complaints and investigations.

(2) The complaint filed shall contain the reasons that caused the complainant to believe that the contravention complained of under sub-regulation (1) has occurred.

(3) Subject to sub-regulations (5) and (6), the Chief Education Officer shall, within two weeks from the date of receipt of the complaint and upon giving notice in writing to the-

(a) competent principal and the education officer;
and

(b) person against whom the complaint is filed,

cause an investigation to be conducted of the alleged violation which is the subject of the complaint.

(4) The notice referred to in sub-regulation (3) shall contain the substance of the alleged violation and a request to the person referred to in paragraph (a) of that sub-regulation for a written response to the complaint.

(5) The Chief Education Officer shall not initiate an investigation under this regulation -

(a) where the complaint is not in writing;

(b) where the complaint is filed any time within thirty days immediately after the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation; and

(c) unless he is satisfied that the complainant has made the necessary efforts to have the matter which is the subject of the complaint resolved by the relevant school or Education Officer as the case may be.

Subsidiary Chap. 1:01.

(6) The procedure set out in the Public Service Commission Regulations for the conduct of an investigation respecting misconduct by public officers shall apply *mutatis mutandis* in the case of an investigation under these Regulations.

2011

EDUCATION

S.R.O. 7

85. These Regulations shall come into force on the day Commencement.
of 2011.

Regulations (10(2),
10(4), 13(1), 58(3) (b).

FIRST SCHEDULE

FEEES

	\$
Form/grade curriculum fee	
National curriculum fee	
Key stage 1	10.00
Key stage 2	10.00
Key stage 3	10.00
Examination of educational record fee	20.00
Use of school fee	
Wedding receptions	100.00

Regulations 21 (3), 30
(3), 58(8), 60.

SECOND SCHEDULE

FORM A

COMMONWEALTH OF DOMINICA

SCHOOL ACHIEVEMENT RECORD

----- to -----

student

school

PERSONAL INFORMATION

Full Name:

Date of Birth:

Date of Entry to School:

Date of Leaving School:

Courses followed	Years of study	Certification
-------------------------	-----------------------	----------------------

English Language

Mathematics

(Other subjects listed)

SKILLSPROFILE

ORALCOMMUNICATIONS

- | | | |
|----|--|--------------------------|
| A. | Can engage in critical discourse | <input type="checkbox"/> |
| B. | Can deliver a clear and accurate report | <input type="checkbox"/> |
| C. | Can describe events orally | <input type="checkbox"/> |
| D. | Can communicate adequately at conversation level | <input type="checkbox"/> |

WRITTENCOMMUNICATION

- | | | |
|----|--|--------------------------|
| A. | Can argue a point of view in writing | <input type="checkbox"/> |
| B. | Can write a clear and accurate report | <input type="checkbox"/> |
| C. | Can write a simple account or letter | <input type="checkbox"/> |
| D. | Can write simple messages and instructions | <input type="checkbox"/> |

2011

EDUCATION

S.R.O.

NUMERACY

- A. Quick and accurate in complicated or unfamiliar calculations
- B. Can do familiar or straightforward calculations
- C. Can handle routine calculations with practice
- D. Can do simple, whole numbers calculations

THINKINGSKILLS

- A. Can suggest good, reasoned solutions to complex problems
- B. Can suggest satisfactory, reasoned solutions to fairly complex problems
- C. Can suggest satisfactory solutions to straightforward problems
- D. Can suggest solutions to simple problems

MANUALSKILLS

- A. Exhibits fine control of complex tools and equipment
- B. Exhibits satisfactory control of complex tools and equipment
- C. Exhibits satisfactory control of simple tools and equipment
- D. Exhibits limited control of simple tools and equipment

CO-CURRICULUMACTIVITIES

SCHOOL/COMMUNITYSERVICE

(brief description of activities undertaken, evaluative comments should be supported by brief evidential statement)

SPORTINGACTIVITIES

PERFORMING/VISUALARTS

LITERARYACTIVITIES

OTHERACTIVITIES

2011

EDUCATION

S.R.O.

Note: Each activity has been authenticated.

PERSONAL QUALITIES

ATTENDANCE (No. of days attended/No. of possible days in last year)

PUNCTUALITY (No. of times late in last year at school)

	Excellent	Good	Satisfactory	Needs Development
CONDUCT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
COOPERATION	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
COMMITMENT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
INITIATIVE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
INTER-PERSONAL SKILLS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LEADERSHIP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
RESPONSIBILITY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature of Principal

Signature of Student

FORM B
STUDENT ENROLLMENT APPLICATION FORM

A	Full name of student	
B	Date of birth (to be accompanied with valid evidence)	
C	Full name of parent	
D	Residence of parent	
E	Occupation of parent	
F	Telephone numbers of parent	
G	Religious denomination	
H	Immunization records as proved by Health Certificate	
I	Any disabilities or conditions affecting student	
J	Name of last school (transferred student only)	
K	Date student exited last school	
L	Reason for transfer (transfer student only)	
M	Date of registration	
N	Parent's signature	
O	Principal's signature	

This form is to be completed in triplicate:

- One copy for parent
- One copy for school
- One copy for education officer

FORM C**SCHOOL TRANSFER APPLICATION FORM**

MINISTRY OF EDUCATION, HUMAN RESOURCE DEVELOPMENT, SPORTS AND
YOUTH AFFAIRS
COMMONWEALTH OF DOMINICA

SCHOOL TRANSFER APPLICATION FORM

I wish to apply for a transfer in favour of _____ (student name)

A	Full name of student	
B	Date of Birth	
C	Current school/home based education	
D	Transfer school	
E	Reason(s) for seeking transfer	
F	Signature of principal of transferring school (for school based students)	

Signature of applicant

FORM D

PERMIT FOR USE OF SCHOOL BUILDINGS

MINISTRY OF EDUCATION, HUMAN RESOURCE DEVELOPMENT, SPORTS AND YOUTH AFFAIRS

COMMONWEALTH OF DOMINICA

PERMIT FOR USE OF SCHOOL BUILDINGS

School: _____

Permission for use of school is granted to: _____
for the purpose of :

- A- Meeting
- B- Workshop/conference
- C- Wedding
- D- Fair
- E- Other function (Specify)

.....

for the period: _____

Subject to s. 59 of the Education Regulations and other terms and conditions as specified in the application.

.....

CHIEF EDUCATION OFFICER

.....

DATE

FORME

APPLICATION TO REGISTER A PRIVATE SCHOOL

MINISTRY OF EDUCATION, HUMAN RESOURCE DEVELOPMENT, SPORTS AND
YOUTH AFFAIRS

COMMONWEALTH OF DOMINICA

APPLICATION TO REGISTER A PRIVATE SCHOOL

A	Name of school	
B	Address of School	
C	Applicant (full name)	
D	Name of school principal	
E	Address of principal	
F	Name of person to whom correspondence should be addressed	
G	Address of person to whom correspondence should be addressed	
H	Name of proprietor of building	
I	Address of proprietor	
J	Type of tenancy	
K	Number of students school will cater for	Boys ____ Girls ____ Total ____ Age range _____
L	Number of teachers to be employed	
M	Proof of qualifications of teachers (attached as necessary)	Name Qualifications 1. 2.

N	<p>Description of buildings and grounds</p> <p>(additional buildings, their dimension and description should be attached separately)</p>	<p>Building 1</p> <p>Dimensions:</p> <p>Description:</p> <p>Building 2</p> <p>Dimensions:</p> <p>Description</p> <p>Grounds</p> <p>Dimensions:</p> <p>Description</p>				
O	<p>Reasons for need for school (written evidence should be attached)</p>					
P	<p>Aims and objectives of school (attached as necessary)</p>	<p>Aims</p> <p>Objectives</p>				
Q	<p>School philosophy, outcomes, course content, scope and sequence for courses offered</p> <p>(Content of courses and scope and sequence for each course should be attached separately)</p>	<p>Philosophy</p> <p>Outcomes</p> <p>Course offered</p>				
R	<p>Instructional strategies to be used (attached as necessary)</p>					
S	<p>Numbers of instructors per course</p>	<table border="0"> <tr> <td>Course</td> <td>No. of instructors</td> </tr> <tr> <td>Course</td> <td>No. of instructors</td> </tr> </table>	Course	No. of instructors	Course	No. of instructors
Course	No. of instructors					
Course	No. of instructors					

T	Approved learning resources to be used (additional courses and resources should be attached separately)	Course Resources
U	Evaluation and assessment strategies used	
V	Fees	Course Fee Course Fee
W	School times	Start Break times Lunch times End
X	Subjects, levels and examinations to be taken	Subject Level Examination to be taken
Y	Language of instruction	
Z	Accommodation (description of accommodation recreation rooms, classrooms lavatories (male and female) water supply, canteen facilities and safety measures to be attached separately) sick room or recovery room	Number of classrooms Number of recreation rooms Lavatories staff male female Lavatories students male female

THIRD SCHEDULE

Section 22 (4).

SECONDARY SCHOOL CATCHMENT AREAS

Catchment area	School
Castle Bruce Grand Fond Morne Jaune Salybia San Sauveur Sineku	Castle Bruce Secondary School
Belles Campbell Colihaut Coulibistrie Dublanc Mahaut Salisbury St. Joseph Warner	Isaiah Thomas Secondary School Nehemiah Comprehensive School
Bagatelle Bellevue Grand Bay Petite Savanne Pichelin Tete Morne	Pierre Charles Secondary School
Bense Clifton Dos D'An Paix Bouche Penville Portsmouth Savanne Paille	Portsmouth Secondary School Dominica Seventh Day Adventist Secondary School

2011

EDUCATION

S.R.O. 7

Atkinson	North East Comprehensive School
Calibishie	
Concord	
Marigot	
Wesley	
Woodford Hill	

Boetica	Dominica Grammar School
Delices	Goodwill Secondary School
Giraudel	Convent High School
Goodwill	Dominica Community High School
LaPlaine	St. Martin's Secondary School
Laudat	St. Mary's Academy
Massacre	Wesley High School
Morne Prosper	Orion Academy
Newtown	
Roseau	
Scotts Head	
Soufriere	
Pointe Michel	
Trafalgar	
Wotten Waven	

Made by the Minister this 15th day of March, 2011.

PETTER SAINT- JEAN
Minister For Education