



# STUDENT RULES AND REGULATIONS

**Motto:** *"Show the Light and Let the People Follow"*

The management of CCC Mankon is committed to maintaining a safe, disciplined, and conducive learning environment. All students are expected to familiarize themselves with and strictly adhere to the following rules and regulations.

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## 1. RESPECT

All students must demonstrate respect toward:

- Class prefects and school prefects
- Teachers and administrative staff
- School management
- Security personnel and support staff

Senior students are expected to treat junior students with dignity and kindness. Bullying, intimidation, fighting, theft, and any form of violence are strictly prohibited both on and off campus.

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## 2. PUNCTUALITY

Students must be punctual for:

- All classes and lessons
- Assembly sessions
- Practical activities
- Examinations
- All official school programs and events

Regular lateness constitutes misconduct and may attract disciplinary action.

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### **3. DRESS CODE AND APPEARANCE**

Although CCC Mankon does not currently enforce a specific school uniform, students are expected to dress decently, modestly, and appropriately at all times.

#### **Prohibited Clothing**

The following are not permitted:

- Jeans
- Shorts
- Tracksuits
- Hooded jackets or pullovers
- Excessively tight or oversized trousers
- Clothing with inappropriate inscriptions or images

#### **Boys**

Permitted attire includes:

- Long-sleeved or short-sleeved shirts
- T-shirts
- Trousers
- Simple jackets and pullovers

#### **Girls**

Permitted attire includes:

- Modest skirts (not excessively short and without high slits)
- Blouses with short or long sleeves
- Gowns and dresses
- Akabas
- Simple trousers
- Jackets and pullovers

Sleeveless tops are not permitted.

#### **Footwear**

Students may wear:

- Low-heeled shoes

- Flat shoes
- Sporting shoes
- Sandals

Slippers of any kind are strictly prohibited.

## **Hair and Grooming**

### **Boys**

- Hair must be neat and low-cut.
- Dreadlocks, coils, extravagant hairstyles, and beards are not permitted.

### **Girls**

- Forms 1–4 students must maintain neat, low hairstyles.
- Plaiting is not permitted for Forms 1–4 students.
- Form 5 and High School students may keep neat, simple hairstyles, including simple “Bakala” plaits running from the forehead to the back without extensions.

The following are prohibited:

- Artificial eyelashes
- Dyed or tinted hair
- Excessive makeup
- Painted fingernails

### **Accessories**

The following items are prohibited:

- Chains
- Rings
- Bangles
- Face caps
- Excessive jewellery

### **Prohibited Items**

Students must not possess or use:

- Mobile phones
- Electronic gadgets not authorized by the school

- Drugs or controlled substances
- Knives, guns, machetes, or any dangerous weapon

Any prohibited item confiscated by the school may not be returned.

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## 4. LOITERING

Students who have free periods must report to a designated reading room or study area.

Loitering around classrooms, corridors, workshops, or other unauthorized areas is prohibited.

Silence and discipline must be maintained in all reading rooms.

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## 5. DAMAGE TO SCHOOL PROPERTY

Students must protect and preserve all school property.

Any student who deliberately damages school property shall be required to:

- Pay for repairs or replacement; and
- Face disciplinary sanctions where applicable.

Any student caught writing, drawing, or defacing school walls shall be required to repaint the affected area at their own expense.

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## 6. BREAKING OF BOUNDS

Students are prohibited from scaling or bypassing the school fence.

A student caught scaling the fence for the first time shall pay a fine of **10,000 FCFA**.

Repeated offences shall attract more severe disciplinary measures, including possible suspension or dismissal.

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## 7. FEE PAYMENT

School fees shall be paid in two instalments:

### **First Instalment**

Must be completed before mid-October and before the First Sequence Examination.

## **Second Instalment**

Must be paid in full by mid-January, at the beginning of the Second Term.

## **Examination Classes**

Students in examination classes (Form Five and Upper Sixth) must pay their full school fees upon admission.

## **Refund Policy**

- School fees are generally non-refundable and non-transferable.
  - No refund shall be made in cases of dismissal or voluntary withdrawal.
  - Partial refunds may be considered in cases of serious illness supported by valid medical records.
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## **8. STUDENT CONDUCT**

The following are strictly prohibited:

- Consumption of alcoholic beverages
- Smoking
- Use, possession, or distribution of drugs
- Drug trafficking or marketing
- Any immoral or inappropriate relationships that may negatively affect academic life

Students are expected to conduct themselves responsibly and uphold the values of the institution.

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## **9. HYGIENE AND CLEANLINESS**

Students are responsible for maintaining a clean and healthy school environment.

Requirements include:

- No littering
- Proper disposal of waste in designated bins
- Proper disposal of fruit peels and other refuse

Classrooms must be swept and maintained daily under the supervision of class masters and mistresses.

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## 10. RESOLUTION OF DIFFERENCES

Dialogue remains the preferred method for resolving disputes and misunderstandings.

Students are encouraged to follow the established chain of authority:

1. Class Prefect
2. School Prefect
3. Teacher
4. Class Master/Mistress
5. Discipline Master
6. Senior Master of Discipline
7. Chief of Works (COW)
8. Vice Principal
9. Principal

Students should avoid taking matters into their own hands.

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## 11. DISCIPLINE

Discipline is the foundation of effective education.

Students are expected to:

- Exercise self-discipline
- Obey school rules
- Respect authority
- Demonstrate good moral conduct

Any form of gang activity, intimidation, or "backup" behavior is strictly prohibited.

A disciplined student develops into a responsible and respected citizen.

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## 12. ADMISSION

Admissions are open to qualified students in:

- General Education

- Commercial Education
- Technical Education

Applications are accepted for all levels from **Form One through Upper Sixth**, subject to available spaces and admission requirements.

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## *DECLARATION*

By enrolling at CCC Mankon, every student agrees to comply fully with these rules and regulations and to contribute positively to the school's academic and moral standards.

### **CCC Mankon**

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