

***St. Andrew High School for
Girls***



Student Handbook

*Operated under the regulations of the Ministry
of Education*

*Owned by the Methodist Church-
Jamaica District and the United Church in
Jamaica and the Cayman Islands*

Founded 1925

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Message

To: St. Andrew High School Student, Parents/Guardians, Teachers and Friends.

The Founders of St. Andrew High School declared two aims in 1925:

1. To provide a secondary education for its scholars;
2. To aim at a Christian education for each girl, keeping in mind the fourfold development – physical, mental, spiritual and social, so as to equip her with a healthy body, a well trained mind, religious habits and ideals to gain her own living and to serve her community worthily.

Their hope was to give each one who enters this school, the opportunity to experience the ‘Life More Abundant’.

This is our school motto and it reflects that same desire for full personal development combined with unselfish service.

While we plan for the future we are cognisant of the fact that we will undergo some major changes in attitude towards curriculum and towards our community. We need to strive to meet the demands of our new era in national development, in which objectives of social equality and justice are paramount. At the same time we will endeavour to maintain the traditions of excellence established for our school in 1925.

We therefore now re-emphasise the importance of our students’ physical, mental, spiritual and social development as these related to the present environment, to the need to develop a well trained mind equipped to relate to the technological world of today and tomorrow, and to face the challenges that these bring.

Each student’s sense of public awareness must be sharpened as life becomes increasingly community oriented. She will need to experience a good educational background and be ready to take fully advantage of the opportunities being offered by our school. Good discipline is essential to a productive and meaningful learning environment and the best discipline is ‘self discipline’.

The general purpose of this handbook is to provide information on our school, its history, structure, policies and operational procedures. Detailed information relative to the disciplinary programme adopted by the Ministry of Education is also reflected in this handbook.

Though not exhaustive in detail, this handbook provides adequate information on the school for members of the St. Andrew High School Family.

More specifically this handbook emphasises the great relevance of:

1. The original aims and objectives of the founding fathers of the school and the traditions built on these tenets.
2. The relationship between the members of the St. Andrew Family and the results of this co-operation as it relates to the development of the school.
3. Up-to-date information on the operations of the school with special reference to new students, parents and teachers.
4. The need for maintaining an environment for learning which is devoid of harassment and protected from disruptions.
5. The need to commit oneself, as a student together with parents/guardians, to the standard of discipline set by the Ministry of Education and the rules of this church school.

Where more information is required reference may be made to the EDUCATION ACT ARRANGEMENT OF REGULATIONS (1980) (now under review) or to the Board of Governors or the Principal.

Your support for our school is encouraged as together we commit ourselves to maintaining the standard of excellence and the traditions for which this institution has been known.

You as student/parent/guardian, together with our teachers will enjoy a good learning and working environment when we strive hand in hand to achieve, and to understand the need for good relationships in order to create a better climate for excellence.

Yours Sincerely,

Principal

NB. An addendum may be provided from time to time conveying changes to the contents of this handbook and should be placed with this booklet as part of the official information.

Home Address: _____

Date: _____

The Principal
St. Andrew High School for Girls
10 Cecelio Avenue
Kingston 10

Dear Madam,

RE: STUDENT HANDBOOK

We have read the document relating to the operations of the school and the expected behaviour of my daughter/ward _____ while at St. Andrew High School. We understand the contents, pledge our full support and co-operation and agree to uphold the regulations herein.

PLEASE PRINT NAME

FORM

Yours sincerely,

Parent/Guardian

I give my full commitment to the school that I will display the proper form of behaviour expected of me as a student of St. Andrew High School for Girl and will do my best to attain the highest standards and fulfil my greatest potential. I will also comply with the procedures set out to ensure the proper and efficient operations of the school.

Student's Signature

Please complete this copy and keep for your records.

This agreement remains in force for the duration of the student's tenure in school.

Home Address: _____

Date: _____

The Principal
St. Andrew High School for Girls
10 Cecelio Avenue
Kingston 10

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Parent/Guardian

I give my full commitment to the school that I will display the proper form of behaviour expected of me as a student of St. Andrew High School for Girls and will do my best to attain the highest standards and fulfil my greatest potential. I will also comply with the procedures set out to ensure the proper and efficient operations of the school.

Student's Signature

Please complete this copy, detach at the perforation and return it to the office for placement on the Student's File.

A Brief History of St. Andrew High School for Girls

On September 21, 1925, the Jamaica High School for Girls, as it was first called, opened in the recently purchased dwelling house on an 8-acre site on Cecelio Avenue. The Centenary Synod of the Presbyterian Church in Jamaica had decided that this was a fitting way to celebrate its anniversary and in partnership with the then Wesleyan Synod of Jamaica, had started the venture.

The aim of the school as set forth by the promoters was “to provide a secondary education for boarders and days scholars.” It would aim at the ‘Christian education of each girl keeping in mind the fourfold development, physical, mental, spiritual and social so as to equip her with a healthy body, a well-trained mind, religious habits and ideals, to gain her own living and to serve her community worthily’.

The school started with 10 ‘day girls’ and 11 ‘boarders’, but grew rapidly so that by October, 1929 when it was recognised by the Schools’ Commission for grant-in-aid there were 153 of whom 51 were boarders. At this time the name was changed to ST. ANDREW HIGH SCHOOL FOR GIRLS.

The estimated cost for the whole range of buildings which was to be erected section by section, was £6,000. It is reasonable to assume that by the time this building was completed in 1942, far more than the original estimate had been spent. In 1944 the block of buildings to the west comprising large and small laboratories, recreation room and library was built, while in the 1950’s an additional laboratory, four new form rooms to the north-west and the new hall were built and 6 Cecelio Avenue was purchased. The year 1959 saw the renovation of the western block creating additional laboratory facilities as well as a new library, from remodelled maids’ rooms.

In 1958 the school entered into a new phase of its history with the introduction of the Common Entrance Examination resulting in an increase in Government grant-in-aid. Under-age separation was completed, producing two school, ST. Andrew High School (for older girls), grades 7-13 and ST. ANDREW PREPARATORY SCHOOL (which since its inception in 1930 had been a department of the high school) for children 4 ½ to 11 years kindergarten to Grade 6).

This history of this school must record the tremendous effort of the school family – teachers, students, parents and friends in its development over the years. Much of the growth in physical facilities has been due chiefly to this team work. The expansion created the opportunity for the introduction of many new programmes.

Between 1957 and ’68, Craft, Home Economics and Commercial Subjects were introduced. Boarding accommodation was phased out in 1965 giving room for the Commercial and Home Economics Departments and an increased enrolment.

An elegant library was constructed from funds raised by parents and ‘Old Girls’ of the School to facilitate the ever growing population. The Mary Dawson swimming pool was also constructed.

After 1968, the school expanded from three streams to four streams. With this expansion came one additional block which provided new science laboratories. This was done with the assistance of the Ministry of Education. Within this period also, it was found necessary to double the size of the school's library and so phase two was completed. The population had now grown to 880 students and the tuck-hop was now most inadequate to serve the needs of the student body. As a result, the canteen was greatly expanded to provide covered areas with seating accommodation. The kitchen was upgraded and a store-room built.

An Audio-Visual Centre was completed in 1977 to help enhance the learning environment. This was a self help project and was accomplished with some assistance from the Ministry of Education and was spearheaded by the Golden Jubilee Committee to mark the school's 50th Anniversary.

In 1978, a shift system was put in place, thus enabling the school population to increase to 1320 students. At this time also the students themselves raised funds and a much needed school bust was purchased.

In 1983 the Fay Saunders Counselling Centre was constructed to facilitate the increased need for student guidance.

By 1988 the school family had raised the necessary funds to start the Vocational Block to upgrade the facilities for Art, Craft, Food and Nutrition, Clothing and Textiles, Computer Science and Business Education. This building was completed for the start of the 1988-89 Academic year and this was made possible with a loan of \$1,000,000 from the Victoria Mutual Building Society.

With the construction of the M. Joan Reader Vocational Block in 1988, the school was able to revert to a 'one-shift' system. By 1991 the problems which had been created by the two shift system in relation to the school environment, personal attitudes and performance were diminishing.

The Curriculum is constantly being widened and consists today of a full range of The Arts, Sciences along with Business and Vocational subjects. Economics and Accounting were introduced at the Advanced level. More recently Technical Drawing at the CXC level and Religious Education and Information Technology at the Advanced level have been added. Since 1999 Sociology has replaced Religious Education.

The curriculum continues to be strengthened by numerous co-curricula activities. There are various clubs and societies e.g. Drama, Music, Debating, I.S.C.F., Red Cross, a School Choir, a Speech Choir, a Ranger Unit, three Girl Guide companies and U.N.E.S.C.O. among other activities.

Sports and Games play a vital role in the life of the school. The P.E. Department offers netball, hockey, tennis, swimming, table tennis, gymnastics and other indoor games. The school has done well in track and field events and has also had a creditable record of achievement in various competitions over the years.

Involvement in community activities has increased over the years and has enabled our students to gain real life experiences to contribute to their personal development.

St. Andrew High as had a most remarkable record of academic achievement over the years and up to the present has won twenty-three Jamaica Scholarships, seven Jamaica Centenary Scholarships, eight Issa Scholarships, ten Independence Scholarships and many other scholarships to Universities here and abroad.

The school has continued to maintain a high standard in the Cambridge Advanced Level and Ordinary Level, General Certificate of Education and Caribbean Examinations Council Secondary Education Certificate Examinations.

Throughout the years the school has been well served by loyal and dedicated personnel who have given devoted service and who continue to maintain the high standards so well known in St. Andrew.

The 'Old Girls' Association members enhance the school's traditions by their successes in many fields and contribute to the welfare of the present day students. Parents play a vital role in the life of the school as they continue to be most cooperative and helpful in many areas.

In 1991 the school gave birth to a separate tertiary department utilising the commercial sixth form unit. The St. Andrew Business College then provided graduates with additional options to obtain training and certification at the middle management level. This unit was upgraded to the St. Andrew Community College in 1993 and established links with the University of Technology offering year one of the Diploma in Business Administration. The college is governed by an Advisory Committee and operates day and evening programmes.

A 'New Phase' has undoubtedly begun and as the school looks back on its remarkable achievements, it must also focus on future development. As we pass through a period of rapidly changing concepts in education, technology and attitudes we must be prepared to grow and develop strategies to overcome the problems that this period will bring, and to grasp the opportunities presented.

The school formed by the vision of the Presbyterian church and the Methodist Church, reaches out to future generations and stands guided by the many faithful pioneers and devoted workers from whom it has benefited over the past decades.

'LIFE MORE ABUNDANT' will continue to be our goal as we plan for the future and set new objectives.

THE SCHOOL'S CREST

The design of the school's crest was arranged by Miss Loan Humphrey of the Old Girls Association and the mould was presented to the school at the First Reunion Dinner on April 6, 1940.

To the left of the crest is the white cross on the blue background – the flag of our patron saint, St. Andrew. To the right is the flag of St. George (England) with five pineapples, this being taken from the first coat of arms, given Jamaica in 1661.

The motto, 'Life More Abundant' suggested in 1925 by first principal Miss J.K. Garthshore is taken from the New Testament book of St. John, Ch. 10, vs. 10 – "...I came that they might have life, and that they might have it more abundantly."

SCHOOL SONG

Life more abundant, abundant be
We'll mould a heritage in our land made free,
We are young citizens, young citizens are we,
Living more abundantly we'll strive for victory.
Victory over evil and victory over sin,
We will win life's battles, for as we now begin
Living more abundantly, abundantly we'll win,
Justice will prevail; truth and righteousness come in!

Kathleen Hickling

SCHOOL HYMN

1. We build our school on thee O Lord
To Thee we bring our common need;
The loving heart, the helpful work,
The tender thought, the kindly deed;
With these, we pray,
Thy spirit may
Enrich and bless our school always.
2. We work together in thy sight
We live together in thy love;
Guide Thou our faltering steps aright
And lift our thought to heaven above;
Dear Lord, we pray,
Thy spirit may
Be present in our school always.
3. Hold Thou each hand, to keep it just;
Touch Thou our lips, and make them pure;
If Thou art with us, Lord, we must
Be faithful friends and comrades sure;
Dear Lord, we pray,
Thy Spirit may
Be present in our school always.
4. We change; but Thou art still the same
The same good master, teacher friend.
We change; but Lord, we bear Thy name
To journey with it to the end
And so we pray
Thy spirit may
Be present in our school always. Amen.

Sebastian William Meyer, 1856-1946

Mission Statement

To provide a secondary education for our students in a Christian environment, keeping in mind the four fold development – physical, mental, spiritual and social – so as to equip them with healthy bodies, well trained minds, religious principles and ideals to serve their country worthily to enable them to earn a living and to live a ‘Life More Abundant.’

OBJECTIVES:

1. To provide a secondary education which takes into account and is responsive to trends and demands at the level of the community – locally, nationally, regionally and globally.
2. To nurture and enhance literary skills and natural curiosity and to foster a love of learning as a foundation for increasing knowledge and understanding.
3. to develop a person with a balanced and well trained mind, able to think critically; having problem solving skills , able to use initiative, to reason and analyse efficiently and effectively in order to make informed decisions.
4. To create a Christian environment that provides the opportunities for the development of good and acceptable social skills and ideals.
5. To encourage the formation of leadership skills and an understanding and acceptance of the role and responsibilities of being a member of a community and a nation.
6. To inculcate the importance of living together harmoniously and the requirement to give service worthily and unselfishly.
7. To encourage the development of a healthy body and mind through the participation in sports, other co-curricula activities and relevant stimulating academic programmes in a wholesome, physical and social environment.
8. To expose and equip each student with the student with the attributes necessary to earn a living and develop her full potential to take advantage of opportunities to live a ‘Life More Abundant’ in a rapidly changing and challenging society.
9. To create the best environment for teaching and learning through the provision of appropriate and adequate resources.
10. To ensure the highest quality education for students by recruiting and retaining qualified and highly training staff, facilitating staff development and support programmes.

Ratified by the Board of Governors, April 1997.

Amended by the Board of Governors October 1997.

School Uniform

UNIFORM

The uniform identifies a student as a member of this school community. Hence each student is expected to uphold the values for which the school stands. All students must wear the designated uniform comprised of the following:

A tunic and blouse for Forms I-V and a skirt and jacket for Forms VI (pattern sheets are available, please, use details provided.). Ready made uniforms are available from garment manufacturers listed on the separate sheets provided.

Shoes Only BLACK SHOES are to be worn with the uniform. Black shoes should be of leather-like material, NOT patented or of canvas or rubber material . They should be regular ‘low-cut’ and not ‘high-tops’ as is fashionable for casual dressing today. If laces are worn they should also be black. The heel should be low. The height at the back of the heel should not exceed 3 cm (to ensure proper skeletal growth.) The shoes must be CLEANED AND POLISHED. NO SNEAKERS, OR CANVAS, RUBBER OR PLASTIC shoes are allowed.

Socks Plain or unpatterned white girls’ socks are to be worn. White heavy men’s/boys’ socks which have coloured tops, logos or lacy patterns are not acceptable. Socks should accommodate a turned cuff of approximately 5cm above the ankle.

Hair Accessories Only black hair accessories are allowed with the uniform. Beads are not permitted.

Bags Books should be carried in a regular school bag. Knapsacks should be worn on both shoulders to prevent bone and muscular damage. ‘Dress’ or ‘recreational’ type bags are not allowed.

Jewellery The only form of jewellery acceptable is a wrist watch and one pair of earrings. The wristband of the watch should be black, brown, white dubonnet, gold or silver and NOT of bright iridescent colours.

Earrings are worn in the base of the ear lobes and may only be small thin sleepers (continuous ring) no larger than 1.5cm or 5/8 of an inch in diameter or a knob which is without a pattern or stone which is less than 55cm or 3/16 of an inch in diameter. Students who have graduated may wear THEIR school ring.

Undergarments A black or white half slip (preferably of cotton fabric) is to be worn with the uniform. Shorts or tights are not to replace slips.

NO SHORTS – long or cycling type is acceptable. (close fitting articles of clothing worn for long periods create a moist and hot atmosphere for the growth of bacteria. They also damage muscles.

Full fitting panties are to be worn under the uniforms. French cut types create unattractive marks in a well dressed individual.

Badges To complete the uniform – the school badges are worn on the left side of the blouse for FORMS I-V and on the left lapel for VIth Formers. These include a minimum of two badges – the School Crest and the House Badge.

Sweater If a sweater is absolutely required (because of the low temperature or for medical reasons) this must either be the grey school sweater or a singer coloured unmarked regular sweater.

Hair Students must be well groomed at all times with clean, neat and tidy hair-styles which are appropriate for school. Artificial hair, extensions, gels and colouring are not allowed. The uniform does not include a head covering of any kind.

Nails Clean, short and well groomed nails are appropriate for school Nails must be natural and unpolished.

UNAVAILABILITY OF UNIFORMS

If a student for any reason is unable to wear the designated uniform, a written excuse stating the reason for this is expected and should be shown to the Form Teacher who signs and dates it. The student should have this in her possession so that it is available for inspection on request.

As an alternative, a plain white short-sleeved blouse and a plain dark skirt (knee length) appropriate for school will be acceptable. (Shorts or pants may not be worn). Badges, shoes and socks as stated above are required. The regular rules governing other aspects of the uniform still apply.

Students attending school for any reason e.g. returning books – must wear the full uniform once school is in session. All students must leave the compound in school uniform.

P.E. Uniform This uniform is required for all Physical Education classes and for sports and games played by the school. This consists of a white pair of shorts of regular length with a white blouse. This blouse may be replaced with T-shirts identified by House Colours and sold at the school. Swimsuits should be of modest design. Teams wear designated outfits made in the school colours. These are sold at the school.

Sneakers White sneakers (with very little additional colours) or plain black canvas shoes are worn with the P.E. Uniform.

Guidelines to Student Behaviour

INDTRODUCTION

It is recognised that a handbook for students, parents and teachers will not contain a comprehensive list of all forms of proper behaviour, types of relationships or forms of operation.

It is there fore understood that guidelines are provided and where incidents occur which are not identified in writing, then the Principal and/or Vice Principal with a Senior member of staff may determine upon consultation what constitutes proper or improper behaviour given the precepts upon which this school is founded.

The rules of the school therefore relate to, and incorporate matters associated with its operations, traditions, and the code of conduct as prescribed by the Ministry of Education, all of which relate to accepted standards for good human relations and success in learning.

Once a student is a registered member of the school then proper behaviour applies ‘in-school’ as well as ‘out-of-school’ also ‘in-uniform’ as well as ‘out-of-uniform.’ We feel that a student of our institution should uphold the values and principles for which the school stands and must do her utmost to practise these in school as well as in her community.

The role that parents/guardians play in cooperating with the school is most important as the school seeks to work with parents/guardians in the development of their children to maximise their potential in all spheres of life.

THESE GUIDELINES ARE SUBJECT TO CHANGE.

GENERAL OPERATIONS OF THE SCHOOL

Attendance

1. Attendance at school, classes and official school functions is compulsory.
2. Students are required to have an official school ID in their possession at all times. This is to be presented upon request and is compulsory for sitting examinations.
3. If a student wishes to leave the school premises during normal school hours she must bring a written request from her parents. This should be signed by her Form Teacher and taken to the office by the student just before she leaves. She will be required to sign the ‘leave of absence book’ and will then be given a pass which she must hand to the guard at the gate.
4. During the period of examinations or any other period when normal school hours do not necessarily apply, once a student has reported to school she may not leave the campus without a written request from her parent/guardian.
5. Previous permission in writing must be asked if a student has to be absent for a day or part of a day. Such permission will only be given for serious, legitimate reasons. Excuse for absence must be brought on return after illness or other absence – reasons **MUST** be stated. Any student unable to take part in Physical Education or games must bring a written excuse together with a medical certificate.

NB. All official correspondence coming into the school should be addressed to the principal. However, many items will be dealt with by designated officers.

6. Students who stay in the afternoon and are not playing games or attending clubs and societies must be in the preparation rooms from the time when the bell for the afternoon activities is rung at 2:40 p.m. until 3:30 p.m. After 3:30 p.m. they must remain in the area in front of the main building (by rooms 1-10).
7. For proper protection of our students we ask that ALL girls must be off the school premises by 4:00 p.m.
8. Attendance at a number of school functions is considered compulsory.

These include:

- Commemoration Service (September)
- Awards Ceremony (November)
- Any other special function required by the school from time to time.

Unexcused absence from these are noted on the student's record.

PUNCTUALITY/TARDINESS

The school requires punctuality in attendance at school and classes. This allows for smoother operations on a daily basis and provided maximum time for preparation and for learning. This habit once developed enhances a lifestyle that is healthy, acceptable and helps to lay a good foundation for a proper work ethic.

Where tardiness occurs the following needs to be observed:

To School/Tardiness

1. Students arriving after 7:25 a.m. is recorded as late.
2. The name and form of the student arriving after 7:25 a.m. and before 8:00 a.m. must be given to the Sixth Former on duty, at the front or back gate. (Parents are asked not to drive students past these points.)
3. After 8:00 a.m. late students are required to show their IDs to the guard who will write the relevant information in the late book.
4. After four (4) late arrivals per month a 'late detention' is issued and parents will be notified. Three (3) 'late detentions' will be notified. Three (3) 'late detentions' will be equivalent to an infraction or one school detention.

To Class/Tardiness

1. Students arriving 5 minutes after the bell signalling the beginning of the period, are considered late.
2. Students arriving to class late without a written excuse will have an infraction recorded against them.

VALUABLES

Any item of value brought to school must not be kept on the student's person but must be handed to the office for safe keeping. This is to be clearly labelled.

Equipment such as radios, CD players, cellular telephones and other personal gadgets are NOT to be brought on the campus. If it is necessary to use a cellular phone, personal computers, electronic equipment or typewriters permission must be sought from the Principal or Vice Principal.

Musical instruments when not being used should be left in the office.

VISITORS

A visitor coming on the school premises to see a student is required to go directly to the office. Visitors are limited to parents/guardians for emergencies only.

OFF CAMPUS FOOD

No food is to be brought in for students during the school day or during examination periods.

VENDING

No vending is to be done on the campus without written permission from the administration.

OUT OF BOUNDS AREAS

The Hall and Audio Visual Centre are out-of-bounds unless when classes or clubs which are supervised are meeting there. The area between the Hall and Cecelio Avenue is OUT OF BOUNDS. No chairs are to be left in the front entrance of the Hall at any time. Students are not to wait there and should not eat in this area.

OTHER AREAS

A number of other buildings and areas of the grounds are out-of-bounds unless students are in supervised activities.

Example: Staff Room Prep Rooms
 Kitchen Science Laboratories
 Music Room Computer Room
 Home Economics Rooms Art/Craft Rooms
 Typing Room Tennis/Netball Courts
 Guard Houses Front Steps –Administrative Building

SWIMMING POOL

No student or visitor is to enter the Swimming Pool or the area surrounding the pool unless accompanied by a member of the Physical Education Staff who is certified in Life Saving Skills. Club members will enter only when accompanied by their coach who has Life Saving Skills. The Swimming Pool is therefore OUT OF BOUNDS without a 'Life Saver.'

THE SCHOOL LIBRARY

The school library is one of the finest school libraries in Jamaica. There are over 15,000 volumes with a good reference section. It serves all grades in the school and prepares students for the first two years of tertiary education.

Reading areas though limited are available throughout the school day and the afternoon periods. The school offers instructions in Library information to all entry level students.

1. Each student from Forms I-V may have one (1) ticket.
2. Sixth Formers may have three (3) tickets.

3. Books are available for one week but may be renewed for a further week provided there are no requests for them.
4. Reference books must be re-shelved after use. Other books should be placed on the trolley for re-shelving later.
5. Reference books must be used in the library only, and must be signed out on request and signed in on return.
6. Books should be returned on or before the date stamped.
7. A fine per day is charged for overdue books.
8. Lost books may be replaced either by another copy of the book or a similar type of book, or by payment at the replacement value.
9. Tickets are not interchangeable.
10. Worn out tickets may be replaced at no charge.
11. Lost tickets may be replaced at a cost of \$1.00 per ticket
12. Under no circumstances may periodicals be removed from the library.
13. During school hours, Sixth Formers are allowed to use the library for study. All other girls please consult the Librarian.
14. No food or drink is allowed in the library.
15. The library is intended for study and reading. SILENCE* must be observed. Persistent noise-makers will be banned from the library.
16. No item is to be defaced, damaged or destroyed.

SAFETY

Emergency drills are carried out on a regular basis to familiarise students and staff with the required procedures. Both Fire and earthquake drills are conducted from time to time. Students are apprised of the procedure before hand and all are required to participate. See page 45 for details on disaster management. A modern fire alarms system is in place and fire fighting equipment is placed strategically and maintained regularly. Every effort is made to ensure the safety of the individual on the school campus.

LOST AND FOUND OR IMPOUNDED ITEMS

Items which are identified as lost and found are stored at a central point. Students may approach the office at the lunch time in order to claim items. Any such piece not identified by the end of the term will be sold or given to charity.

Items which are impounded because they are unsuitable for school are stored securely until the end of the term at which time they may be claimed. Where these are not collected by the end of the academic year they may be sold or given to charity.

TELEPHONE CALLS

These calls should be no longer than 3 minutes. Students are permitted to make telephone calls at the School's Call Box at Lunch time. A telephone card is needed. Emergency calls are placed for students who are ill and may need to see a doctor or to go home. These calls are placed by the Nurse or office personnel and not by students.

GENERAL BEHAVIOUR

1. Chewing gum is not allowed on the school campus. Students are not allowed to chew gum while in uniform.
2. Students are not allowed to walk around the compound while eating. There should be no eating between classes.
3. Where concrete benches have been provided students are not to sit on the upper level (table-top) portion.
4. Harmful, Scandalous, Print/Non-Print Pornographic materials are NOT allowed in school.
5. No outside communication such as posters or invitations etc. may be mounted on the school's notice board or distributed on the campus unless approved by the office.
6. Electronic equipment such as radios, cassette players, cellular phones etc. should not be brought to school. Permission must be sought from the school's administration if there is need for this equipment to be brought to school for a special reason. Such equipment must be left in the school office until needed.
7. No vending of any kind is to be undertaken by students or parents. Under special conditions the office may give written permission.

GENERAL CLEANINESS AND CARE OF PROPERTY

Part of keeping our environment wholesome is that of maintaining the grounds and buildings clean and in good condition. Each student needs to make the effort to place garbage in the designated bins to facilitate separation for recycling. Students are required to assist in ensuring that work rooms are swept and dusted. In order to maintain high standards in our buildings and furnishings, care needs to be taken in keeping walls clean and furniture well maintained. Therefore students are reminded that it is prohibited to write on walls or furniture. Items of furniture should not be left outdoors where they are exposed to severe elements. All furniture needing repairs should be taken to the Workroom.

Destruction or the defacement of property, cannot be tolerated as great value must be placed on structures such as buildings, furniture, equipment, class materials and text books. Where destructive action can be identified, the student concerned will be billed.

FUNDRAISING

In order to provide quality education for our students it is necessary to continue fundraising activities. Therefore, each family is asked to cooperate in the sale of tickets and other forms of participation which may be required.

PUBLIC INVOLVEMENT AND GROOMING POLICY

As students, being prepared to take their place in the national community and the world, there is need for training of the mind, the spirit and the body. Training of the mind is focused on the transfer of knowledge and also on the search for new knowledge, while the growth of the spirit is nourished through the teaching of wholesome values which are evidenced in human relations, linked with one's religious beliefs and lifestyle.

Self respect, self discipline and dignity are wholesome values which are often quite obvious in one's appearance. A well groomed individual pays attention to neatness, to cleanliness, to good hygiene and to healthy body.

Of major consideration for good grooming of our students, is their appearance in uniform in and out of our school. We are also concerned about their general deport as young ladies as they attend public functions at school and elsewhere.

Our founders, established the principles and ideals for our school in 1925. The school has continued to uphold these in its efforts to have each student experience 'Life More Abundant' bearing in mind the four-fold development: Physical, Mental, Spiritual and Social.

The school takes its role seriously and recognises that the activities we provide for each student need to pattern these established ideals. Our expectations have also been that the activities in which our students engage outside of school will also be guided by these principles, as both parents and school strive to contribute positively to the development process of our children.

As parents you selected our Christian school for your daughter, and therefore there is an understanding that you will assist us, as we help you to find the best possible approach to educating her. We ask therefore that you help us to eliminate double standards, which result from the thoughtlessness or lack of knowledge which so many of our adult population display.

We know that when you are thinking of giving approval to the involvement of your daughter in extra-school activities, you give full consideration to all aspects of this involvement. The consequences of such action, may be the serious distraction from school work and the inability to handle unexpected and unfamiliar situations in a mature manner.

We therefore ask you NOT to allow you daughter/ward to enter any beauty or modelling contest, or to get involved in any activity which requires her to interface frequently with the public or to appear scantily or inappropriately dressed. We ask that the school be notified of any desire to participate in talent competitions so that we may be aware of her involvement, and her abilities and be in a position to give guidance.

Kindly ensure that our children are involved in healthy activities which we know will benefit their development and not contribute to the acceleration of this process beyond their stage of mental and emotional maturity.

We expect our students to display decency in uniform or dress while in the public view and that their general deportment and conduct will be acceptable and becoming of students of our school.

See other 'grooming' details under uniform section (Pages 15-16)

TRADITIONS/ACCEPTED STANDARDS FOR GOOD HUMAN RELATIONS

A. Proper Behaviour in the Classroom

Classroom behaviour is based on respect, order and individual participation.

1. Students should proceed to all classes quickly and quietly.
2. Students should form a line outside the classroom and enter quietly when instructed to do so by the teacher or person acting on her/his behalf.
3. Students must stand whenever an adult enters the classroom.
4. Students should all make an effort to participate in class activities and there should be no private conversation while the class discussion is in progress.
5. Discussion in class should be orderly and there should be no shouting or yelling.
6. While someone is speaking it is common courtesy to listen and not to speak at that time. If there is need to ask a question, a student should raise her hand and wait to be acknowledged before proceeding.
7. Verbal communication is expected to be in standard English unless otherwise specified for a particular exercise.
8. there should be no eating whatsoever during class. Water may only be had between classes. Each girl should be seated at a desk and should be sitting in a lady-like manner.
9. All assignments must be completed and handed in on time. School Based Assessment items are the responsibility of the student – Forms IV.V and VI.
10. Classroom duties, whenever assigned, must be carried out promptly.
11. Under no circumstances will lewd or vulgar behaviour be accepted – no fights, no bad words, or aggressive behaviour should take place in or out of the classroom.
12. Students should leave the classroom clean and tidy with the desks and chairs neatly arranged in identifiable rows. The chairs should always be replaced under the tables/desks at the end of the class.
13. Students should not drag their chairs or combination units on the floor but lift when moving them. If they need to move them they should be lifted in a safe manner i.e. all legs pointing downwards.
14. Laboratories are to left in a tidy and clean state at the end of each class and students must respect the equipment and materials used and stored in all rooms.
15. If the teacher responsible is not present after ten minutes of the period has elapsed, students must report this to the staff room and the office. A Form Captain or Vice Captain or a Student Council Representative is responsible for maintaining order. Students must always report to the office and staff room to ascertain if the assigned teacher is away and request a substitute teach to sit with them in their class.

In order to create a suitable learning environment students are expected to sit quietly and to occupy their time constructively with some work when the teacher is not present in the classroom.

B. Proper Behaviour for Worship

As a Christian school, worship is important and forms an essential part of each day's activities. This period of worship is intended to focus our minds and to set the tone for the rest of the day. Our founders stressed the development of the spiritual life of each student and so our preparation and conduct during worship determines whether we will succeed or fail to live up to the expectation of our mother churches. Students' response to the bells and to the periods of quiet, will go a far way in ensuing the success.

1. Girls are expected to walk over to worship in straight lines and in silence.
2. Silence should also be observed on entering the hall as well as on leaving.
3. Disruptive behaviour is not allowed.
4. All students are expected to take their Hymn books to worship each morning and to participate fully in the non-denominational worship.
5. After assembly, students should leave the hall in their form lines in an orderly manner an in silence.

C. Proper Conduct for Examinations

The examination period is a very critical time in the life of the school. Students are being prepared to face the rigours of testing which in the present education system ultimately determines their future. They are therefore urged to take this time very seriously and to observe strictly the guidelines laid down in order to ensure that they perform at the level of which they are capable.

Please note that diligent and systematic preparation prior to the start of the examination period is vital if students are to do their best. An Examination Time Table is supplied to each student approximately two weeks before the commencement.

School begins as usual at 7:20 a.m. Prayers/Registration take(s) place as usual between 7:30 - 8:00 a.m. and students are expected to be on time.

The Examination is divided into two (2) sessions.

Session A – 8:00 a.m. – 10:30 a.m.

Session B – 11:15 a.m. – 2:00 p.m.

Students are responsible for checking their Time Tables and ensuring that they are present for all the sessions that they have examinations.

Students are to be present and seated at their desks in the examination room at least ten (10) minutes before the start of the session.

All students are responsible for providing their own supply of pens and pencils for the examination. It is also the responsibility of each student to take to the examination all materials/instruments required for the particular subject. There is to be no borrowing during the examination.

Writing paper or Answer Sheets are provided by the school and students are NOT allowed to take any extra paper with them or to remove examination materials from the examination room.

At the start of the session students are to have on their desks all that they require for use in the examination as they are not allowed to go into their bags during the examination without permission from the invigilator.

There is to be absolutely NO verbal or non verbal communication between students once the invigilator has started to hand out the papers

All girls must remain in the examination room for the full session and may not hand in scripts early. If the examination is a short one then the students will be allowed to revise for a while and the examination will be started in time for it to be completed close to the end of the session.

The following heading will be placed on the blackboard by the Form Teacher and will remain for the full period of the examination.

End/Mid Year Examination

Student's Name: _____ Subject: _____
Name of Teacher: _____ Date: _____
Form: _____ ID No.: _____

Each girl must copy this heading on her first answer sheet. The other sheets must have the student's name. Sheets must be numbered and tied together loosely in the correct order.

Students are advised to go to the bathroom before the start of the session as they are not allowed to leave their seats during the examination. If there is an emergency and the student needs to leave the room then this can only be done with permission from the invigilator.

Students who wish to gain the attention of the invigilator should simply raise their hand.

Students are not allowed to use correction fluid on examination scripts. If an effort has been made, the student should neatly put a line through the incorrect section and continue. Students are only allowed to use blue or black ink for writing during the examination.

Any student suspected of cheating will be spoken to immediately and advised that investigations will follow. The student will then be allowed to finish the examination. At the end of the session, the student will be taken by the invigilator along with the examination script and any other evidence to the Vice Principal in charge of the year group. The Vice Principal in conjunction with the Head of Department, Subject Teacher and invigilator will then conduct the investigation. A decision will be taken based on the evidence as to whether the student is innocent or will be totally disqualified and given a demerit.

Students are expected to attend all scheduled examinations

Any excuse for absence due to illness should be accompanied by a Doctor's Certificate. If a student has to be absent due to any other extenuating circumstances the school must be informed immediately. An excuse must be brought in and handed to the Form Teacher/Subject Teacher or Supervisor on the first day the student returns to school. The matter will immediately be discussed with the Vice Principal responsible for the examination.

Students in the First and Second Forms who have missed an examination will be marked absent. They may however be allowed to sit the examination for practice, but the mark obtained will not be officially recorded.

Students in the Third to Sixth Forms who have been legitimately absent may be allowed to sit the examination within a maximum of two days. If the examination is done later than two days after, then the mark is kept by subject teacher for reference only but the student is officially recorded absent.

If a student deliberately missed an examination without a legitimate excuse she is given zero in the particular paper/subject. She will be reported immediately to the Vice Principal in charge of her Year Group who will give her a demerit and call in her parents.

D. Proper Conduct on the Streets and Public Transportation

Proper behaviour should extend beyond the home and the school as students should be recognisable in uniform and should conduct themselves in public activities in a manner befitting that of a St. Andrew High School student.

1. All girls must wear the complete uniform on the streets and on public transportation.
2. Girls should display good conduct in public and should be courteous and lady-like while walking on the streets or when on public transportation.
3. It is important that our students be the catalyst in the formation of lines at bus stops.
4. Students are asked to change out of their uniform on arrival at home. If they intend to go out again no part of the uniform should be worn.
5. Students should not be in their uniform in a public area after 6:00 p.m. unless accompanied by a parent or while coming directly from a school function.
6. Students are encouraged to give assistance to the physically challenged, the young and the elderly where possible.
7. Girls should not eat in public places while wearing school uniform.
8. Girls may not attend a cinema in school uniform except when in a supervised school party.
9. Girls in uniform are not allowed to visit shopping areas including Plazas, Restaurants, Food Shops, Pharmacies, Games Arcades and Record Shops unless the following conditions apply.
 - When necessary a student may visit a shopping area if accompanied by her parent/guardian.
 - Girls with genuine business in shopping areas after school hours must take a written request from their parent/guardian and seek permission from the Year Group Supervisor to do so.

FIELD TRIPS

The school encourages Field Trips in several areas. Every effort is made to provide the safest conditions as it relates to transportation and the other aspects of these visits.

All activities and events away from the school campus require the approval of the parent or guardian of students. A letter communicates the details of such trips to the Parent/Guardian and is delivered by the student. Accompanying each letter is the Consent Form which must be signed by parent or guardian and returned to the Office before the student participates in the event.

See below for the format of such a letter and consent form.

NB. Students not covered by their own or the school’s insurance will not be allowed to participate in these activities.

Date: _____

Dear Parent/Guardian:

RE: SCHOOL TRIP

We write to advise that _____ [has been selected]

NAME

FORM

[has expressed a desire] to participate in an [activity/event].

This will include the following:

On _____ members of the school will be

- a. travelling to _____ by _____
- b. staying at _____
- c. participating in _____

The group is due to return to the school campus at approximately _____

We would ask that you note the following: (other administrative details)

Please note that a teacher will/will not be accompanying

(_____/This party of students)

The letter is also to advise that whilst the school intends to have a teacher, in attendance supervising the activities of the group, the school cannot accept any responsibility for any injury or loss that your daughter/ward may sustain as a result of her participation, unless the damage or loss is caused by any negligence of the school’s employee.

The school does have in effect the following types of insurance, which are available for claims made by students:

- a. Motor Insurance which covers the school vehicle and its passengers.
- b. Accident insurance, which covers particular situations (See Accident Insurance details distributed by the office.)

This requires a contribution from you of \$ _____ to have the coverage extended to cover your daughter/ward for 365 days. (This contribution must be paid at the start of each school year.)

Hired Transportation carry insurance for the vehicle and its passengers.

Please sign in the space provided on the attached form to indicate your understanding of the foregoing and to indicate your consent to _____
NAME
_____ attendance and participation subject to the conditions outlines above.
FORM

Yours sincerely,

Principal

Dept. Head/Teacher Supervising

CONSENT FORM

I consent to _____ of _____
NAME FORM

ATTENDING AND PARTICIPATING IN THE ACTIVITY SEPECIFIED IN THE RELEVANT LETTER AND I GIVE MY CONSENT TO HER PARTICIPATION SUBJECT TO THE CONDITIONS OUTLINES HEREIN AND I AGREE NOT TO MAKE ANY CLAIM ON THE SCHOOL SAVE AND EXCEPT IN CIRCUMSTANCES WHERE THE SCHOOL'S EMPLOYEE (AGENT OR REPRESENTATIVE) HAS BEEN NEGLIGENT.

Signature

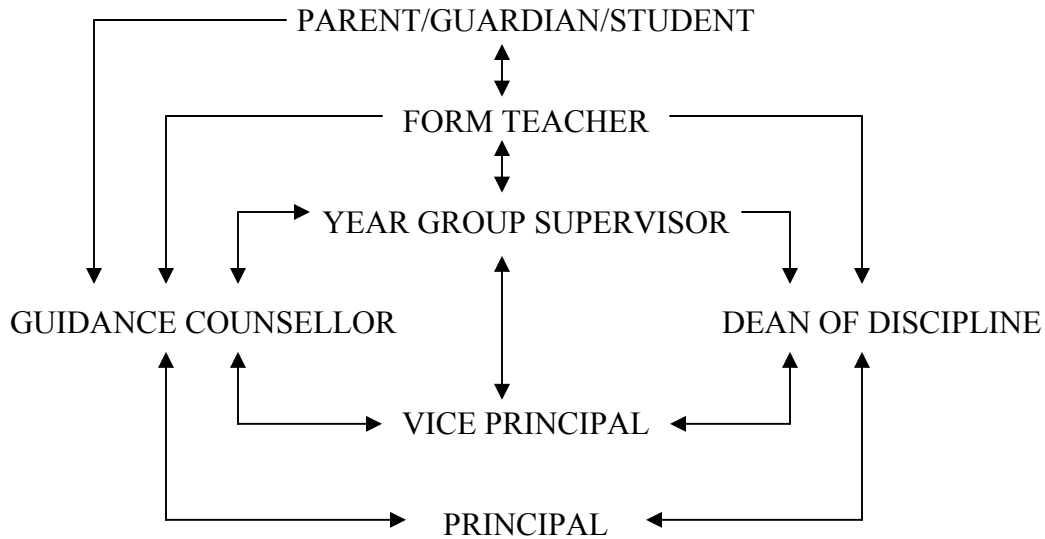
Name
Parent/Guardian

Date

Lines of Communication

It is expected that parents/guardians will from time to time, have matters of concern which need to be discussed in an effort to find solutions.

The institution has over the years developed a structure for this activity and asks that as much as possible the system be adhered to.



Where the circumstances indicate that severe or urgent measures need to be taken, then this format may be by-passed.

Assessment of Students Academic Performance

Students are assessed on a continuing basis during a school year. This involves different forms of activities and include: Classwork, Homework, Projects, Tests, Nine Weekly Tests, Participation in class, etc. Progress Grades, Mid Year Examination, Semester Examination and End of Year Examination all form part of the process.

Departments attempt to standardise the method of assessment at each level and determine the weight that each component is ascribed towards the final grade.

Set out below is the current sequence and relevant detail regarding this process.

I. TERM I Christmas Term

September to December

End of October Six Week Marks – These are placed on the Mark Sheet and kept as an internal record.

November Nine Week Tests – These marks are held by Departments as they contribute to End of Term Report marks.

December Progress Marks – End of Term All work for the term contributes to the final mark which is put on the Term's Report.

II. TERM II Easter Term

January to March

January Reports – The End of Term Report for September to December is discussed with parents/guardians on the first two days of the Easter Term during interviews that are scheduled. Only Parents/Guardians are allowed to collect these reports.

February Mid Year Examination Mark – All students sit an examination at this time including:

- a. Students ending a Semester are given final marks for the year's work – Progress and Examination.
- b. All Forms I-IV and LVI
- c. Examination Forms V and UPVI sit a 'Mock Examination'. This mark is placed on the Mid Year Examination Report as well as on the Record Card. Students are given this report at the end of the Easter term to take home to their parents.

April

(End of Easter Term) End of Term Marks – These are placed on the common Mark Sheet for each Form and are kept as an internal record.

III. TERM III Summer Term

April to July

May Six Week Marks – These marks take into consideration the work done from the start of the Summer terms only and are placed on the mark sheet and kept as an internal record.

June/July End of Year Report – Progress and Examination Marks are derived at by Department procedures. Progress covers January to June. Examination covers the entire year/semesters’ work. These reports are collected by Parents/Guardians on the date in July specified by the school.

All school reports are preserved for posterity.

CXC – School Based Assessment

The Caribbean Examinations Council (CXC) requires School based Assessments (SBA) in most subjects. This contributes a significant percentage of the students’ final grade in the examination. Therefore SBA is a compulsory part of the course and failure to submit the SBA will result in the student being assigned “U” i.e. ungraded for that subject in the examination.

AWARDS

I. Awards - School

School awards are given on the following basis:

a. Certificates of Good Progress and Excellence

FORMS I-III 4 A’s and no failures or all B’s – Certificate of Good Progress

8 A’s and no failures – Certificate of Excellence

FORM IV 3 A’s or 6 B’s and no failures – Certificate of Good Progress

6 A’s and no failures – Certificate of Excellence

FORM V Certificates awarded on results of ‘O’ level and CSEC examinations.
3 A’s and no failures or 3 1’s and no failures or all 2’s and no failures.
Certificate of Good Progress

6 A’s and no failures, or 6 1’s and no failures – Certificate of Excellence

LOWER VI ‘C’ average for the 3 main subjects and at least a C for General Paper
– Certificate of Good Progress

An A or B average for the 3 main subjects and at least a C for General Paper – Certificate of Excellence

b. Certificates of Good Work – Students qualifying for the Certificate of Excellence or Good Progress with one failure.

c. Certificates of General Improvement – These are awarded on the recommendation of the Form Teacher and Supervisor after discussion with the staff.

d. Certificate of School Citizenship – These are awarded for outstanding services to the school, e.g. in house, clubs and societies, library etc.

e. Certificate of Public Spirit – these are awarded for sustained or outstanding services to the community outside of the school.

II. Awards – School Community (PTA etc.)

The Parent Teachers Association’s Prizes are awarded in each subject area and at all levels. Awards are also given for Outstanding Performance at all levels.

Other prizes are donated to the school over the years in different areas and if the criteria are met, the awards are made at this time.

All students have the opportunity to earn awards and should make every effort to work towards achieving this goal.

III.Stars

These are given for a number of pieces of good work or one outstanding piece of work. The criteria for earning stars in a particular subject are determined by each department. Each star values five (5) house points.

IV.Merit Marks

These are awarded for exceptional helpfulness in the form, house, library etc. Each merit mark values two (2) house points.

Discipline Official Regulations

CHURCHES' POLICIES

St. Andrew High School for Girls is jointly owned by the Methodist Church Jamaica District and the United Church of Jamaica and the Cayman Islands and as such reflects the beliefs of these two great institutions of our nation.

Reflected in our overall approach to discipline are the Christian precepts of both denominations.

LAW

The Education Act –ARRANGEMENT OF REGULATIONS – 1980, Section 29 (I) titled “Student Behaviour” states

“A student shall obey the rules of the school she is attending”.

The Ministry of Education Youth and Culture Circular of June 5, 1994 addresses the issue of Access and Search and recommends procedures as seen in Section 15/15 Below.

MINISTRY OF EDUCATION CODE

The Ministry of Education publication “Guidelines for the code of conduct and admission of all students in school” October 1978, makes reference to the Education Act – revised. Arrangement of Regulations Reg.: 47 Sections 2 and 3 (now revised under the 1980 Regulation Section 29 (I).)

These specific guidelines were provided in this code of conduct within which the rules of individual schools should be formulated. These are set out below with slight modifications in keeping with our traditions.

1. Students are not allowed to take cutting implements to school. They are prohibited from using knives, sticks, stones, broken bottles, guns or any cutting implement or dangerous weapon. They should not use them for purpose of injuring other students, teachers or any other member of the school community or the wider community.
2. The possession or use of any forms of dangerous or prohibited drugs is a most serious offence. Students are not allowed to use, sell purchase or transport any form of drugs or to indoctrinate anyone into their use.
3. The formation of groups for the purpose of disrupting school routine is an offence.
4. (a) Students while in uniform are expected to communicate in Standard English on or off campus.
(b) They should not use indecent language.
5. Ownership of property is usually obtained by hard work. Students should respect the property of others and on no account should a student deprive another of what is rightfully his/hers i.e. stealing is an offence.
6. All students are accepted irrespective of religious commitments. A student may be excused from participating in special religious activities which are against her religious denominational belief, provided that her parents make application in writing to the principal of the school. However, all students are expected to participate in the routine

assembly and devotional exercise of the school as this is required as a normal school function.

7. All students are required to conform to the dress prescribed by the particular school authority.
8. Students should be properly groomed which requires that the apparel or dress of each student be clean and tidy and conforms to conventional standards of neatness.
9. Students (in their dress and person) should conform to proper standards of hygiene which require that hair be clean and well-groomed.
10. Standards of conduct should conform to generally accepted notions of decency, morality, sobriety, orderliness, respect, courtesy, discipline and other modes of behaviour that serve to promote the advancement of the education system.
11. There should be no unauthorised gatherings on the compound.
12. School buildings and other property are valuable and should be preserved. Students should not wilfully destroy any part of the building or fencing. They should not destroy desks, tables, chairs or other items of furniture or equipment.
13. Students should not write on walls or deface them in any way. Slogans should not be written thereon.
14. Students will be required to make restitution to the School Board for any damage wilfully done to school property at the cost of replacement.
15. The school reserves the right to undertake the restriction of access to, or presence on, the school campus. Hence a condition for access is that the person is subject to search for dangerous weapons or harmful drugs and failure to acquiesce in such a search will result in disciplinary action being taken.
16. The school may report any incident involving dangerous weapons or harmful drugs to the police.

DISCIPLINARY PROGRAMME

The Dean of Discipline is the Senior Teacher responsible for monitoring the programme and investigates each case. The Dean coordinates discussions with the Principal or Vice Principals, Supervisors, teachers, students and parents involved and applies the sanctions involved or prepares a report on the case for the consideration of the Board. Staff Members mentioned above, form a Disciplinary Committee.

When a student commits an infraction which is confirmed as a result of discussion or investigation, a number of different sanctions may apply depending on the severity of that action. Examples are as follows:

I. Detentions

(a) Academic Detentions are given:

1. for refusal to do work set by the teacher
2. if a teacher wishes to give a student written assignments as a disciplinary measure e.g. in cases of rudeness, untidy attire, lateness etc.

Academic detentions are held on Mondays, Tuesdays, Thursdays and Fridays in Room 7 from 2:30 – 3:00 p.m. Students are expected to sit in silence in the room for the entire period and do the work assigned. Students are given a days notice for afternoon detentions. If however, a teacher wishes the student to sit the detention on the same day, this may be done during the break from 11:30 a.m. to 12:00 noon. The room assigned for this is Lab 36. If a Student Council meeting is being held, then the small room between P1 and P2 is the alternate venue.

In cases of various misdemeanours not warranting a demerit e.g. slight rudeness, noisy behaviour, lateness, members of staff may give Work Detentions.

(b) Work Detentions – are some form of manual labour which students are assigned to do e.g. cupboards, windows, picking up litter, moving chairs. Work detentions may be at the same time as Academic Detentions. Cleaning materials will be provided in a box in the staff office. Students are expected to wash out the cloths after they have used them and they may be hung on the lines behind the health Centre and taken up when dry.

(c) Class Detentions – may be given but are not encouraged. Class detentions will not result in a loss of house points. However, these will be take into consideration when deciding Best Form or any other Awards.

ALL other detentions are recorded immediately and result in a loss of three (3) house points.

(d) Prefect's Detentions - Three (3) Prefect's detentions are equivalent to a teacher's detention.

II. Demerits – According to the Disciplinary Code, more serious infractions result in a Demerit. Such infractions include:

- (a) Skipping classes (single offence)
- (b) Repeated tardiness
- (c) Classroom disturbance depending on the effect
- (d) Failure to accept disciplinary action from staff
- (e) Eating in between classes
- (f) Insolent behaviour to staff

III. Suspension See the disciplinary system for more details.

IV. Expulsion These are governed by the Education act and have specific procedures for dealing with such

DISCIPLINARY SYSTEM

Violations are classified based on the severity of the misconduct. Each infringement is viewed as it relates to oneself, to other individuals to the school community in general and to the community at large. These are supervised by a Disciplinary Committee.

Many offences which take place generally in schools are called 'minor infractions' and will relate to similar levels of discipline whereas major infractions will result in immediate and sever levels of discipline. Repeated minor violations however after counselling and appeals for compliance through a system of graduated penalties, will lead to severe levels of discipline.

Thus a number of processes exist:

- I. **Minor Infractions** result in: Detentions
 - (a) Physical work
 - (b) Academic work
 - (c) Recorded on report
 - (d) Loss of 3 points to House
 - (e) Three Prefect's detentions are equivalent to one Teacher's detention.
- II. After **Two** detentions parent is notified and the child is sent for counselling.
- III. After **Three** detentions – demerit
 - (a) Parent notified
 - (b) Recorded on report
 - (c) Loss of 10 points to House
 - (d) Loss of 10 points to Form (Best Form Competition)
- IV. **Repeat Demerit** (2nd) result in Suspension 1-3 days
 - (a) Parent notified
 - (b) Board Governors notified
 - (c) Students notified
 - (d) Loss of 20 points to House
 - (e) Loss of 20 points to Form
- V. **Second Suspension** results in: Expulsion
 - (a) Board of Governors notified
 - (b) Parent/Student notified to attend
 - (c) Ministry of Education notified or Appeal heard
- VI. **More Serious Infractions:-** Demerit
 - (a) Skipping classes and prayers (single offence)
 - (b) Repeated tardiness
 - (c) Classroom disturbance depending on the effect
 - (d) Failure to accept disciplinary action from staff etc.
 - (e) Eating between classes
 - (f) Insolent behaviour to staff
 - (g) Casual use of indecent language
 - (h) Possession of any pornographic material
 - (i) Deliberate absence from examination
- VII. **Repeat DEMIRIT** (2nd) Suspension as above
- VIII. **Major Infractions** – Immediate Suspension
Involving and including:
 - (a) Possession of illegal drugs, tobacco and alcohol or harmful weapons e.g. knives, guns, icepicks, etc.
 - (b) Bodily harm of any type and including – the pulling of chairs and stools from behind students and the throwing of stones or any other missiles.
 - (c) Serious disruption, violence, threats, harassment etc.
 - (d) Abusive use of indecent language/gesture, indoctrinating others, stealing, property damage, gambling, vending, disrespectful behaviour to staff, truancy, forging of

documents e.g. reports, permission slips or excuses, leaving the school compound without permission.

(e) Refusal to carry out reasonable instructions of staff i.e. defiant behaviour of students.

SUSPENSION up to 10 days – Action involves:

- (a) Notifying police where necessary
- (b) Notifying parents/students
- (c) Notifying Student Council
- (d) Notifying Board of Governors

IX. Board Action:

REINSTATEMENT: with or without reprimand or warning to student and parent.

SUSPENSION: up to 5 days (additional period).

Student is permanently EXCLUDED from attending this school.

See Education Regulations 1980 for details of Procedure.

This Act is now under review – 1997.

The school community is informed periodically in assembly of all awards and disciplinary actions which relate to students.

Criteria for the Award of Graduation Certificate

POINTS SYSTEM

Students are granted points based on their performance. Points are allocated according to the system set out below which covers attendance from Form I with special expectations in Forms IV & V.

1. Conduct: In Forms I-III, one (1) point is awarded if conduct is of an acceptable standard. Students receiving demerits and suspensions are not awarded this point.

2. Attendance: Forms IV-V one (1) point is awarded to:

Students who have not been absent for more than twenty sessions in any one term.

NB. Extenuating circumstances will be considered.

3. Co-curricula activities: one (1) point is awarded to:

Students who have been fully involved in at least one (1) extra-curricular activity each year of their school life.

4. Punctuality: Form IV-V one (1) point are awarded where:

Students who have not been late for more than twenty (20) sessions in any one year.

5. Academic: Form V two (2) points are awarded where:

(a) students in the eight (*) subjects group pass at least five (5) subjects in the External Examinations held in May/June.

(b) students in the six (6) subjects group pass at least four (4) subjects in the External Examinations held in May/June.

If they pass 4 of 8 or 3 of 6 subjects they would gain one (1) point.

If they pass less than this they lose both points

6. Behaviour: Forms IV-V two (2) points are awarded to:

students with no demerits or suspensions during this period. If a student during Form IV or V gains:

- One demerit: Student would lose one point
- Suspension: Student would lose both points.

NB. Students with more than one suspension during this period would not be considered for receipt of a graduation certificate.

TOTAL EIGHT POINTS

(a) Students with 7 or 8 points receive – First Certificate

(b) Students with 6 points receive – Second Certificate

(c) Students with less than six points would not receive a graduation certificate.

Students entering school in Fourth Form MAY receive a graduation certificate with 5 points on examination of their record from their previous school. Individual consideration will be given in these circumstances.

A list of students to receive Graduation Certificates is prepared after the results of the May/June CXC examinations are made available.

NB. We reserve the right to withdraw from the list of Nominees any student who subsequent to the publication of the list is found not to have met the criteria for receiving the Graduation Certificate.

Certificates are issued in October after the results of the May/June External Examinations are known.

All students are required to comply with a 'Check Out List' to be completed in May/June in order to participate in the Valedictory Service held at the end June. This list includes the return of all school property and the fulfilment of financial obligations to the school . All students are required to attend the rehearsals and the Valedictory Service.

External examination results may be withheld from students who have not received approval for the 'Check Out List'.

These criteria and other details are subject to change as they are reviewed on a yearly basis.

(Last amendment – 1997)

BELL SCHEDULE AND RELATED ACTIVITY

7:20 a.m.	Start of one minute silence – Students freeze wherever they are
7:21 a.m.	End of one minute silence – Group 1 girls go to their Form rooms and line up to lead directly to the Hall for assembly Group 2 girls go to form Rooms for Form Time
7:30 a.m.	Assembly/Form Time – Group 1 girls lead over to the Hall
7:45 a.m.	Form Time/Assembly – Group 2 girls go to then Hall
8:00 a.m.	Period I
9:00 a.m.	Period II
10:00 a.m.	Period III
10:55 a.m.	Form I ONLY to go to Break
11:00 a.m.	Break
12 Noon	Period IV
1:00 p.m.	Period V
2:00 – 2:03 p.m.	Silence
2:03 – 2:15 p.m.	Registration
2:30 p.m.	Afternoon Activities/Classes
2:40 p.m.	Students not involved in afternoon activities go to the Prep Room
3:30 p.m.	End of Prep

All students are expected to be off the compounded by 4 o'clock unless they are involved in an activity which is supervised by a member of staff, Parents must ensure that students who have attend classes/activities on the campus on a Saturday are adequately before giving permission for them to attend that proper arrangements are made for transportation.

Disaster Management Plan

EARTHQUAKE

This information represents procedures for two conditions:

Earthquake Drill

Additional Action in case of an earthquake

DRILL

Each room must have a specific Evacuation Route. This plan gives the instructions of movement from that room to the holding areas.

Student Instructions

Instructions to be conveyed to students:

- (a) Signal – short bells (10 seconds duration)
- (b) Move under table/desk, door jam; protect head
- (c) Wait 2 minutes after shock or end of signal bell
- (d) File out in lines and go quietly to the temporary holding areas designated. Leave heavy items behind
- (e) Teacher of class to check off students using the numbering system. (Students are numbered from 1, according to the register's alphabetical entries)
- (f) Students and class teachers move to the Hockey field and assemble in Forms. A final report is made by the Form Teacher or Supervisor to the Vice Principal in charge of student numbers on the Hockey Field.

Team Instructions

Fire Prevention Team

- (a) Gas – Turn off gas cylinders etc.
- (b) Electricity – Switch off mains
- (c) Obtain Fire Extinguishers
- (d) Collect water and secure tanks

The Principal/Vice Principal or Senior Teacher together with the Groundsmen constitute this TEAM.

After completing the four activities above this team remains prepared for fires and joins the Search and Rescue team.

Search and Rescue Team

(Groundsmen to join this team)

Ancillary Staff together with the Senior Staff (excluding Year Group Supervisors) make up this Team.

One Vice Principal or Senior Teacher is responsible for this team which reports to the Principal on the Hockey field.

- (a) This team is to search the campus buildings, areas and grounds.
- (b) Note damage and areas for shelter of First Aid

First Aid Team

The Nurse assisted by the Guidance Counsellors and Girl Guides/Rangers/red Cross are responsible for First Aid. All persons with knowledge of First Aid join in final 'check off' and maintain order. The First Aid Team is to meet behind the Music Room and await instructions in order to commence activity.

Student/Teaching Staff Count Team

- (a) Students – Form Teachers or Year Group Supervisors are to ascertain the number of students present on that day and report to the Vice Principal or Senior Teacher in charge of student numbers on the Hockey Field.
- (b) Teaching Staff – These numbers are to be checked by the Department Head as well as by the Year Group Supervisor. Reports are to be made to the Vice Principal or Senior Teachers in charge of staff numbers on the Hockey Field.
- (c) Ancillary Staff – The Supervisor is to report the number of the Ancillary staff to the Vice Principal or Senior Teacher in charge of ancillary staff numbers on the Hockey Field
- (d) Administrative Staff – The Supervisor is to report the number of Administrative staff to the Vice Principal or Senior Teacher in charge of Administrative staff numbers on the Hockey Field.

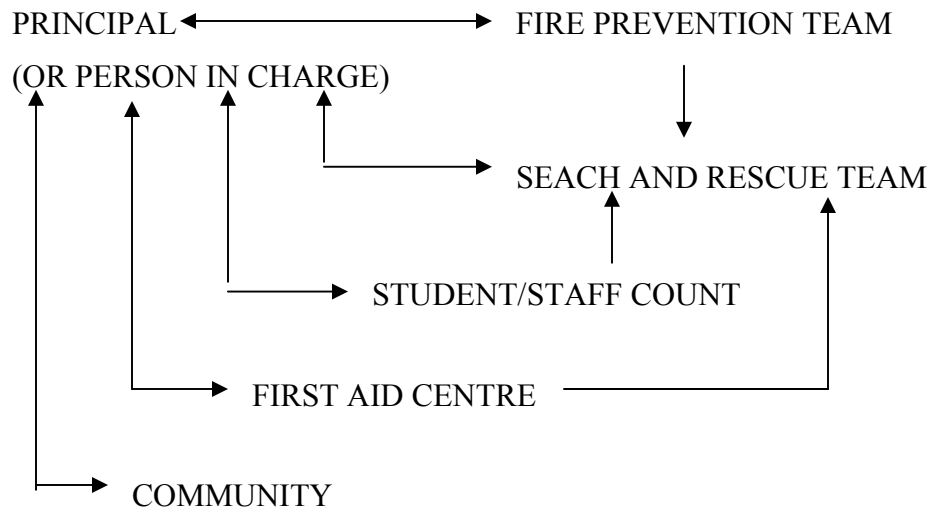
The Vice Principal or Senior Teacher in charge conducts the final check of all on the Hockey Field. Students are then dismissed in an orderly fashion.

WHEN ALL ARE ASSEMBLED ON THE HOCKEY FIELD GENERAL ANNOUNCEMENTS AND FURTHER INSTRUCTIONS ARE GIVEN.

IN THE CASE OF AN EARTHQUAKE THE ABOVE PROCEDURES ARE STILL FOLLOWED WITH SENIOR PERSONNEL TAKING ON THE RESPONSIBILITY WHERE ADMINISTRATORS ARE ABSENT OR NOT ABLE TO FUNCTION IN THE CAPACITY DESIGNATED ABOVE.

ADDITIONAL ACTION AND AREAS OF RESPONSIBILITY IN CASE OF AN EARTHQUAKE

- A. First Aid Team
 - Identify a First Aid Centre
- B. Communications (between Teams/Community) – Establish lines of communication between



Check for telephone lines, cellular telephones, radios, bullhorn, whistles, two way radios etc.

C. Fire Prevention Team to Assist Search and Rescue

During search and rescue, this group should secure any water, food, fuel, utensils, clothing, bedding and any item of value for survival. These are to be secured for use in the shelter.

D. Shelter Planning

Administration of shelter for

- (a) Short term care – up to three (3) hours
- (b) Long term care – up to 72 hours

The Administrative staff led by the Bursar or Senior Teacher together with the Principal (or person in charge) constitute this group.

Efforts must be made to contact:

- The Red Cross
- Office of Disaster Preparedness and Emergency Management
12 Camp Road
Kingston 4
Phone: 928-5111/4
Fax: 928-8763 or 928-5503
- Other organisations for assistance with food and bedding etc.
- Establish lines of communications for Parents' enquires
- Pick-up procedures
- Prep School linkages

E. Records and Equipment – Secure all records and expensive equipment where possible.

F. Traffic Arrangements: Search and Rescue Team

A quick check of traffic patterns possible under the circumstances should be established for parents and guardians to pick up students and other relatives without creating road blocks.

This information should be passed on to the 'Shelter Planners' for communication to the public.

The following exits need checking:

- Cecelio Avenue – 2 gates
- Prep School – (explore C.I.B.C. Fence – Half-Way-Tree Road if necessary)
- Strathairn Avenue
- Hope Road

ALL SENIOR PERSONNEL ON THE ACADEMIC, ADMINISTRATIVE AND ANCILLARY STAFF ARE EXPECTED TO PLAY A LEADING ROLE IN ANY EMERGENCY ON THIS CAMPUS AND TO ASSIST WITH THE CARING, CALMING AND ENSURING OF DISCIPLINE OF INDIVIDUALS.

FILES OF ALL INDIVIDUALS SHOULD CONTAIN EMERGENCY CONTACT PERSONS AND INFORMATION.

ALL PERSONS ON THIS CAMPUS MUST ESTABLISH: EMERGENCY ARRANGEMENTS WITH RELATIVES.

INCLUDE – ALTERNATIVE PERSONS TO PICK YOU UP.

HOMES CLOSE TO SCHOOL FOR YOU TO GO TO

ALTERNATE METHODS OF TRANSPORTATION e.g. TAKING THE BUS OR WALKING HOME

PERSONS TO CALL IF POSSIBLE

FIRE

In the event of fire, the procedures as set out in the Fire drill below are to be followed.

Fire Drills (Signal – continuous bell)

As soon as the bell is heard, girl should close windows in the form room, line up and lead out to the Hockey Field as quickly as possible on the instruction of the teacher. (The last person out should close the door).

- I. No running
- II. All girls lead to the Hockey Field and line up in alphabetical order in forms.
- III. Form Teachers check their forms to see that everyone is present and report to the Vice Principal or Senior Teacher in charge of numbers. Form Supervisor will do this if any form teacher is absent. (The staff register is also checked).

IV. All staff members are expected to participate. Supervisors of the Academic Administrative and Ancillary Staff are to check their numbers and report to the Vice Principal or Senior Teacher responsible for staff numbers.

V. Everything is done in SILENCE.

VI. Form Teachers should draw the attention of girls to fire drill rules.

Additional action and areas of responsibility as described under Earthquakes should be followed. (see page 47)

Notes