

Maldon High School



STUDENT'S HANDBOOK

Maldon High School



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Student's Handbook Revised July 2022

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Introduction

The student's handbook has been written to provide students and their parents with a brief history of the school and to inform them about its policies, structure and activities.

This handbook must be studied and students familiarize themselves with the regulations and expectations of the institution and its staff.

Profile of a Jamaican Student

1. Responsibility to Self

- Acceptance of self, rights and responsibilities
- Actively acquires knowledge and skills that are necessary for gainful engagement in honest livelihood activities
- Accept responsibilities for his/her actions
- Possess good time management skills
- Engages in life-long learning
- Is able to cope with stresses / challenges of a changing world
- Is literate, numerate and technologically competent
- Practices a healthy lifestyle
- Embraces a religious belief
- Shows appreciation of / for nature, the sciences and the arts

2. Responsibility to Others

- Communicates effectively
- Displays good manners
- Be able to build and maintain healthy interpersonal relationships
- Shows respect for other people's rights, property and beliefs
- Accepts diversity
- Demonstrates empathy and compassion

3. Responsibility to Community/Country

- Is patriotic and is loyal to the nation
- Volunteers time, talent and other resources
- Demonstrates a strong work ethic
- Understands and practices the preservation of the natural and built environment
- Exercises civic pride, demonstrates responsibilities by participating in advocacy, governance and political processes
- Is socially conscious and aware of the responsibilities of citizens of Jamaica

Taken from the Citizenship Education Programme, 9/3/2010. Presented by the Ministry of Education – Region 4

Motto, Mission Statement, Vision Statement & Aims

MOTTO: “Learn to Live”

MISSION STATEMENT: To prepare young people for a life of excellence in learning, achievement, leadership and service.

VISION STATEMENT: To be recognized as an exemplary institution in preparation of young minds for personal development, leadership and service.

AIMS

In order to realize our vision, we aim to:

1. Develop optimally rounded individuals according to the values and principles of honesty, integrity and mutual respect
2. Fascinated the process of knowledge and acquisition, dignity, self-worth and Self-respect
3. Develop the school as a community; one in which all the stakeholders are active participants in providing a safe, secure and stimulating learning environment
4. Provide the requisite skills for a smooth transition into further studies and/or the world of work
5. Be exemplified as a torch-bearer within the community
6. Partner with the community for community growth

SCHOOL SONG
We're going up to Maldon

Over the hills and down the slope
There stands an epitome of hope
A beacon that so brightly shines
Where we proudly wear our turquoise and white
O'er the plains the bells keep ringing
As up the hills we keep singing

CHOROUS

We're going up to Maldon
We're going to school
We're going up to Maldon
Maldon High School

A sound education our teachers give
As we the students learn to live
In sports, in arts, science and skills
As with our efforts our nation builds
O'er the plains the bells keep ringing
As we Maldonians keep on shouting
MALDON!

BRIDGE

As Buddie's spirit keep on lingering;
We Maldonians keep on shouting

What Maldon Stands For

M is for MOULDING - The shaping of young minds

A is for ASPIRING - Not wanting to be left behind

L is for LEADERSHIP - Determined to pave the way

D is for DOMINANCE - Is business or even at play

O is for OBJECTIVE - That which we strive to reach

N is for NURTURING - We practice what we teach

History of Maldon High School

Maldon High School, located in Southern St. James at Summer Hill near Maroon Town was officially opened on September 1, 1969 as a Junior High Secondary High School.

The school operated as a single shift beginning at 8:30am and ending at 3:30 pm. It had Grades 7, 8 and 9 with approximately five hundred and forty (540) students sent through feeder school. There were twenty (20) teachers, a Bursar, three Administrative Staff and eight (8) ancillary Staff.

The first Principal and Chairman were Mr. Stanley Buddle and Rev. Edwards respectively.

The curriculum at that time was general and included the core subjects English Language, English Literature, Mathematics, Social studies and Integrated Science. Other subjects included Spanish, Agricultural Science, Music, Physical Education, Religious Education, History, Art & Craft and Home Economics. Biology Health Science and Civics were offered in evening classes. Students were prepared for the National Examination—Jamaica School Certificate (JSC) as well as the British based examination—General Certificate Examination (GCE) Ordinary Level. In 1974, Technical / Vocational subjects were introduced to the Junior Secondary School's Curriculum. This saw Maldon Constructing an additional block of classrooms to facilitate nine Technical/Vocational subjects, namely, Agricultural Science (Animal & Soil), Clothing and Textile, Child Care, Food & Nutrition, Electrical Installation, Welding / Machine Shop and Carpentry and Joinery. This curriculum change came with a new National Examination Secondary School Certificate (SSC) and new name—Maldon Secondary School.

The new curriculum required Grade ten students to opt for any of the nine Technical / Vocational areas offered. This two year course also included three weeks on the job experience at another public or private sector work places. This programme saw approximately three hundred and twenty (320) students participating annually.

This extension of the school's curriculum resulted in a significant increase in the number of student's intake on a national level; hence the shift system was introduced to accommodate this expansion. The shifts operated from 7:00am to 12:00pm and 12:00pm to 5:00pm respectively.

In 1993 when the Government's Reform of Education (ROSE) programme came into effect, Maldon was again reclassified to Comprehensive High and Junior High. This resulted in a change to the curriculum with emphasis being placed on Resource and Technology for Grade seven through nine students. This also saw the introduction of the Junior High School Certificate (JHSC) Examination at the end of Grade nine. Based on this examination, students from All Age Schools were awarded places at the school for the Technical/Vocational areas. For the first time in the history of the school a total of thirty (30) Common Entrance students were awarded places to the school. In subsequent years the numbers grew to a maximum of three hundred and sixty-three (363) students through the present Grade Six Achievement Test (GSAT).

In that same year Computer Studies were introduced to the school by Ms. Andrea Rossi, an American resident under the recommendation of Doctor Harvey Morgan whose company sponsored the programme.

By 1994, the Caribbean Examination Council Examination (CXC) was introduced as an option for students who wanted regional certification as well as to meet matriculation requirements for tertiary institutions.

In 1995, the school was again reclassified Maldon Comprehensive High and finally in 1999, it was changed to Maldon High School having acquired equal status with traditional high schools.

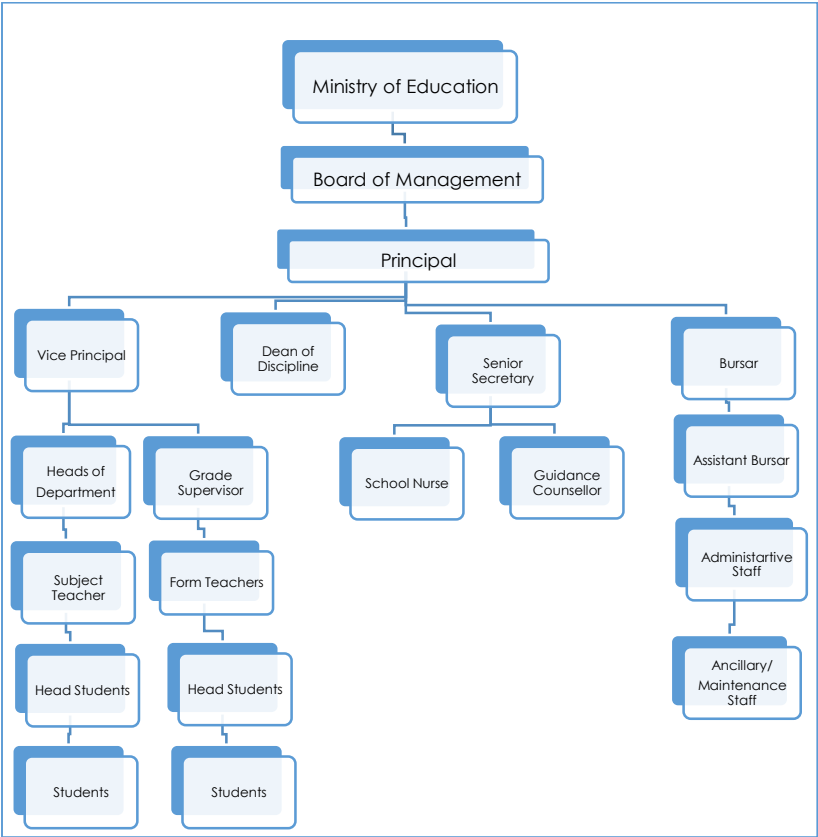
During this year it was further upgraded through the Secondary School Enhancement Programme (SSEP). The areas refurbished and upgraded were the Science Laboratory, Library, Computer Room and a Reading Room was established.

An additional four classrooms and administrative office space was constructed in 2004. September 2006 saw an additional group of special students being placed at the school, under the Government's Enhancement Programme (Empowerment). This programme was introduced to facilitate students who fell below the cohort of Grade Nine Achievement Test (GNAT) awardees.

Presently there are (36) classrooms of which (17) are specially designed for the Technical / Vocational subjects and Laboratories, with the remaining (19) for general use. The staff consists of (52) academic, (16) ancillary and (9) administrative.

Organizational Chart

Management and Administration



The School's Symbols

The Colours: Turquoise and White

The School Crest:



A shield bordered by turquoise. It is divided into four triangles; the upper triangle has an open book representing academics, the lower triangle has a tree and farmer's fork in a map of Jamaica representing Agriculture, while the triangle to the right contains a cricket bat and ball representing sporting activities. In

the left triangle are a claw hammer and a pair of scissors representing other technical areas. At the bottom of the crest the school's motto, "Learn to Live", is inscribed.

The School Houses and Colours

The houses are named after four of the planets.

Jupiter	-	Fuchsia
Mercury	-	Lavender
Saturn	-	Maroon Red
Venus	-	Orange

The National Anthem, Song & Pledge

The National Anthem

Eternal Father bless our land
Guard us with thy mighty hand
Keep us free from evil powers
Be our light through countless hours
To our leaders great defenders
Grant through wisdom from above
Justice, truth be ours forever
Jamaica land we love
Jamaica, Jamaica
Jamaica land we love

Teach us true respect for all
Stir response to duty's call
Strengthen us the weak to cherish
Give us vision lest we perish
Knowledge send us heavenly father
Grant true wisdom from above
Justice, truth be ours forever
Jamaica land we love
Jamaica, Jamaica
Jamaica land we love

THE NATIONAL SONG

I pledge my heart forever
To serve with humble pride
This shining homeland, ever
So long as earth abide

Oh green Isle of the Indies
Jamaica strong and free
Our vows and loyal promises
Oh heartland, 'tis to Thee

I pledge my heart this Island
As God and faith shall live
My work, my strength, my
love and My loyalty to give

THE NATIONAL PLEDGE

Before God and all mankind
I pledge the love and loyalty of my heart
The wisdom and courage of my mind,
The strength and vigour of my body
In service of my fellow citizens
I promise to stand up for justice,
Brotherhood and peace
To work diligently and creatively,
To think generously and honestly,
So that, Jamaica may, under God,
Increase in beauty, fellowship
And prosperity, and play her part
In advancing the welfare
Of the whole human race.

General Information

School Hours

The school hours are 7:45a.m. to 2:30p.m.

No student may leave the school premises during school hours without permission from the Vice Principals or Principal. A written request from Parent/ Guardian is needed if the student needs to leave school during school hours.

Devotional Exercise

- General Devotion is held on Mondays and Fridays. Announcements are also made during this time
- Grade devotion is held on Wednesdays
- Homeroom Devotion is held on Tuesdays and on Thursdays. Upper school (grades 10 & 11) will be separated from lower school (grades 7 -9)

Visitors

- All visitors must seek and obtain permission from the security guard at the main gate, where they will be given a visitors pass to enter the compound.
- All visitors must report directly to the *administrative office* for information and directions
- Cell phones must be turned off or put on vibration so as not to disturb the school.
- Parents are accommodated on **Mondays** and **Tuesdays** for parenting conferences

Illness

A student who is ill with a communicable disease should remain at home for the full period during which the disease is considered contagious. A Doctor's Certificate must be sent to the homeroom

Teacher or Grade Supervisor informing the school of the student's illness.

Skin Bleaching

Bleaching is not allowed at school. Parents should discourage their children from engaging in this practice.

Members of the medical fraternity all agree that this is a dangerous and unhealthy practice.

Tattoos

ABSOLUTELY NO TATOOS ARE ALLOWED

Truancy

Students who do not attend classes for all or part of any school day are truants and are subject to punishment for work missed.

Tenure

The period of academic study for students consists of a number of days not less than two thirds of the total number of school days per academic year as prescribed by the *Ministry of Education, Youth & Information*. A breach may incur repetition of class or denial of school leaving certificate.

Grooming

Students must be properly groomed for school regardless of religion, socio-economic background, age, ideology and trend. This means that students should adhere to the prescribed dress code at all times.

Structure, Organization and Curriculum of the School

Students are grouped in seven grades: 7-13.

The subjects offered in the lower school (7-9) are:

- Agriculture
 - Business Basics
 - English Language
 - English Literature
 - Geography
 - History
 - Home and Family Management
 - I.C.T.
 - Industrial Techniques
 - Information Technology
 - Library Skills
 - Mathematics
 - Music
 - Physical Education
 - Social Studies
 - Spanish
 - Theatre Arts
 - H.F.L.E.
 - Visual Arts
 - ICT
 - Performing Arts
- Integrated Science
 - Physical Education is compulsory for students in grades 7 to 9. A permanent excuse maybe obtained only with a **Doctor's Certificate**.
 - Business Basics, Information Technology begins at Grade 9 level.
 - **NO "DROPPING" OF SUBJECTS IS ALLOWED.**

Grades 10 & 11, 12 & 13 comprises the upper school. On entering grade 10, students are placed in **Technical/Vocational** areas based on their first or second choice and are required to do the core subjects listed below

Technical / Vocational

- Agriculture
- Electrical Installation
- Mechanical Technology
- Visual Arts
- Business Education
 - Principles Business
 - Principles of Accounts
 - Office Administration
- Building Technology
- Food and Nutrition
- Clothing and Textiles

CAPE

- Food and Nutrition
- Environmental Science
- Logistics and Supply Chain Management
- Com. Studies
- Tourism
- Entrepreneurship
- Digital Media
- Physical Education

Compulsory Subjects

- Technical Drawing (**Compulsory for technical students**)
- Chemistry (**Compulsory for science students**)

During the Grade 11 year students are required to complete two (2) weeks of on - the - job working experience in their technical/ vocational area at either public or private sector work places.

Grades 10, 11, 12 & 13 students are prepared for **the Caribbean Secondary Education Certificate (CSEC)** and **Caribbean Advanced Proficiency (CAPE) Examinations**; taken at General Proficiency and or Technical Level, **City and Guilds** and **CVQ**

External examinations are done at the end of grade 11, 12 & 13. In order to be entered for these examinations, students **MUST** pass the screen test set by subject teachers.

Internal Examination

Periodic Assessments are set by subject teachers and administered to students as a part of their continuous assessment.

Two comprehensive examinations are given for the school year, End of 1st Term (**September –December**) and End of Year (January – May). (See **guidelines - Appendix I**)

End of year examination together with the monthly test marks form the basis for promotion at the end of each school year.

Grade 11 will do a mock examination during the second term. Tests are usually marked out of 100. The grades and percentage equivalents are as follows:

The Grading System

Grade	Percentage	Comments
A	85 - 100	Excellent
B	65 - 84	Good
C	50 - 64	Satisfactory
D	30 - 49	Unsatisfactory
E	0 - 29	Poor

Final Grades

The final grade is a combination of two scores; the term grade and the examination grade. The break-down is as follows:

$$\begin{aligned} &40\% \text{ - Term Grade} \\ &+ \underline{60\% \text{ - Examination}} \\ &= \text{Final Grade} \end{aligned}$$

Collection of Reports

Two reports on student's performance are prepared for the school year.

The first report reflects achievement from September to December – **the first term of school**. The second report is prepared for the summer term which reflects the achievement between **January and May**.

REQUIREMENTS FOR REPORT COLLECTION

Reports are to be collected by parents **ONLY** on the dates specified by the school.

- If the parent is unable to collect the report, written permission may be given to an adult designate.
- This designate **MUST** also present an identification of the designator with matching signatures.
- The designate must also present a valid form of identification card indicating him/her as the designate.

REPORTS WILL NOT BE GIVEN TO ANY DESIGNATE IF THE ABOVE REQUIREMENTS ARE NOT MET

Books and Supplies

The school operates a Book Rental Scheme where students can obtain required textbooks. Students are notified when their grades will be issued books, usually at the beginning of the school year. They are also notified when they should return same, usually at the end of the school year.

Exercise books, pens, pencils and other stationeries are sold at the Book Shop as well as Ties and P.E. Gears.

Rules and Standard of Conduct

Hairstyles

Hairstyles must be restricted to that prescribed by the school.

Boys

- a) Hair must be low cut, free from all signs and shapes **N.B. A student who decides not to cut and or comb his hair because of a fashion trend will not be accommodated, as this constitutes a breach**
- b) Eyebrows must not be shaved or waxed

Girls

Hairstyles must be kept simple. No elaborate or fancy hairstyles are allowed.

- a) No Nubian knots (Chiney Bumps), extension, braid or hairpieces should be worn
- b) Hair must not be bleached or dyed
- c) Hair must be neatly combed and not over adorned. **Only blue, black or white clips must be worn, one colour at a time**
- d) **No beads are to be worn**
- e) **Hair must not be pasted with gel**
- f) **The use of make-up and nail polish is strictly forbidden. If caught it must be removed at once**

Uniform

Students are required to attend school dressed in the appropriate uniform.

Boys

- a) Khaki shirt and pants must be made according to outline specified on the uniform pattern
- b) Pants must not have multiple pockets or pleats
- c) Pants should not be cuffed. They must be worn at the waist and not the hips
- d) Shirts must be tucked neatly in pants and waist belted at all times.

Undershirt

- a) Only V-neck undershirt must be worn with the khaki shirt
- b) Only plain white undershirts must be worn with white shirts. NO PRINTED ones are allowed

Ties

Grades 10 and 11 students must wear ties at all times. (**Ties must be properly tied.**)

Belts

Plain black belt must be worn. NO STUDS or LARGE MULTI-COLOURED FASHION BUCKLES MUST BE WORN

Shoes

Plain black shoes must be worn **N.B. NO UPPERS SHOES WILL BE ALLOWED**

Socks

Black socks must be worn with black shoes

Girls

- a) Skirts and Tunics must be gored and **be 4 inches below the knee** Skirt/Tunics **MUST** be GORED and should not be tight and revealing. Students who are in breach will be asked to do changes immediately
- b) Grades 10 and 11 girls must wear a tie at all times.
- c) If an under blouse is worn it should be plain white. **NO BRIGHT COLOURED OR PATTERNED ONES SHOULD BE WORN**
- d) Brightly coloured brassieres should **NOT** be worn with white blouse

Shoes

Plain black, low heeled SHOES without **patterns or big buckles**.
(No ballet or uppers shoes will be allowed)

Socks

- a) Socks must be black to match shoes
- b) Socks must be folded two inches above the ankle **N.B. NO ANKLE SOCKS** will be allowed

Jewelry

- a) Only a wrist watch is allowed for all students
- b) **NO EARRINGS whilst in uniform on or off the compound**.
This goes for all Students. Students in breach of this will be punished.
- c) Apart from buttons and badges authorized by the school to indicate responsibilities, no other insignia or decoration should be worn with the uniform. These will be confiscated.

- d) Written excuse must be brought immediately for incorrect uniform.

Physical Education

- a) Participation in Physical Education is compulsory for all students: 7-9. All students must report for Physical Education at the specified times, wearing the appropriate clothing.
- b) Permanent excuse will be granted on a written request from a parent, supported by a medical certificate
- c) Temporary excuses from P.E. must also be written and signed by a parent
- d) All sports equipment used by students must be returned in good condition. Misuse or destruction of such equipment is subject to fines covering the cost of repair or replacement.
- e) At the end of the school day, students are not allowed to use the playfield except under the supervision of authorized persons.
- f) Unless involved in Physical Education students **MUST NOT** be found on the playfield during class time.

Eating Areas

- a) There should be no eating in the **classrooms**. Students must have their lunch in the designated eating areas
- b) Students are not allowed to go to the gate to purchase food/drink during school hours.
- c) All garbage must be disposed of in the bins provided outside the eating areas.

Littering

Students caught littering any area of the compound will be required to clean up the area for a period of time as specified by the teacher.

School Grounds

- a) Students are expected to remain on the school compound throughout the school day
- b) **Students should not break through or climb over the fence to enter or exit the school compound. STUDENTS IN BREACH WILL BE REQUIRED TO PAY FOR DAMAGE DONE TO PROPERTY.**
- c) Students must not loiter at the entrance of the school compound. All students must leave the school premises as soon as classes are dismissed, except where students are:
 - i. To report to teachers
 - ii. Participating in organized rehearsals, clubs, academic work, games or training
 - iii. Serving detention

Field Trips

1. Field trips are organized as is required in subject areas
2. Students are expected to dress in their uniforms and bring the necessary tools to gather information
3. Students are also expected to submit a prescribed consent form on the school's letterhead signed by parent/guardian before going on the trip.

Use of Corridor

- a) There must be no playing on the corridors (Running along the corridor or up the stairs is prohibited)
- b) Students must walk on the left in single files at all times
- c) Under no circumstances should students be seen sitting on the rails of the corridor

Classroom Rules

1. A student must be punctual for classes and must secure permission from his/her teacher if he/she wishes to leave the classroom for any reason
2. Students must respond promptly to the bell and walk briskly in a line, on the left from one classroom to another
3. In the absence of the teacher from class, the class monitor or prefect is in charge
4. Students must respect the rights of classmates and should not behave in such a manner which will disturb the class or otherwise deprive classmates of learning opportunities
5. Students are expected to show respect to their teachers and student leaders and to be obedient and responsive
6. All acts of vandalism or activities which destroy or damage classroom furniture and school property are prohibited and will be met with a fine
7. Students are encouraged not to leave their belongings on their desks without proper supervision
8. The cleanliness of the classroom is each student's responsibility and must be upheld.

Students in breach of any of these regulations governing classroom conduct are subject to punishment by their teachers, or referral to administration.

- Respect and obey **ALL** members of staff, and all other personnel connected to the school
- Respect fellow students at all times
- Respect property of the school, fellow students and staff member

- Use acceptable language at all times
- Cooperate in keeping the school building and premises neat and clean
- Demonstrate honesty, courtesy and kindness in relationships with fellow students, staff members and adults
- Obey all rules and regulations with respect to the safe and orderly operation of the school
- Observe the required school dress code policy as outlined
- Be punctual for school

Loitering

- Loitering, remaining idle and inexcusably absent from designated places or prescribed activities are prohibited and may attract punishment
- During class times bathroom and pipes, must only be used if a student is provided with a **corridor pass** by the subject teacher. The pass must be produced if at any point the student is stopped by another teacher or security officer
- Students must not be seen on the corridors after the start of classes. All students must endeavour to be seated in classes at least five minutes after the start of the session.

Further Guidelines for Students' Conduct

1. Students are not allowed to take any cutting implement (knives, sticks, stones, scissors, broken bottles) to school. They are also ***prohibited*** from using guns or dangerous weapons. If students are found in possession of any of the implements mentioned above, it will be brought to the attention of the police as it is a criminal offence
N.B. The use of these implements or weapons to inflict bodily harm or damage to school property will lead to such cases being reported to the police.
2. The possession, use or sale of any form of dangerous or prohibitive substances on the school compound or indoctrination of anyone in their use **warrants the attention of the police as it is considered a criminal offence.**
3. The formation of groups for the purpose of disrupting school routine is an offence
4. Students should not write on walls or deface them in anyway. If caught they will be required to wash/repaint the walls or stand the cost incurred
5. Students will be required to make restitution to the Board of Management for any damage willfully done to the school property
6. Fighting on or off the school compound is prohibited. Fighters will be referred to the Disciplinary Committee and finally to the Board of Management
7. Disputes should be brought to the attention of the Homeroom Teacher, Grade Supervisor or Vice Principal
8. Students should refrain from committing acts of violence, including threatening or intimidating other students. Such action will be brought to the attention of the police
9. Smoking, gambling and the use of alcoholic beverages by students are forbidden

10. The use of indecent language by a student in his/her uniform, on or off the school compound is forbidden
11. Bicycles should not be ridden on the school compound
12. Property is 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
13. Students should not wear valuable articles to school such as: rings, expensive watches, chains, bangles or articles which are not prescribed by administration. **N.B. Under no circumstance will the school accept liability for jewelry or any form of computer gadget, to include cellular phones along with other items that are not required for school or classes.**

Pornographic Literature

Pornographic material in the form of books, magazines, DVD or materials obtained from the internet are not allowed in school.

Caring For Personal Belongings

Students are responsible for taking care of their personal belongings.

N.B. Under NO circumstance will the school accept liability for the following items if brought on school premises. Radios, tapes recorders, CD Players, DVD Players, Video Games, iPods, hand held games, cellular phones and other articles which get lost or stolen.

Cellular Phones

Cellular phones are not allowed at school. However, students are allowed to leave their phones at the security check point with a specified **Senior Teacher** for a small fee and retrieve same after school is dismissed

- **The student's cellular phone will be confiscated if found in his/her possession during school hours.**

Miscellaneous

Any money brought to school must be kept on the student's person or handed to a teacher for safe keeping especially when students go for Physical Education, Break or Bathroom

No financial transaction must take place between students. E.g. Partner schemes

Sanctions

Any student who persistently behaves in breach of the rules and standards of conduct will face strong disciplinary action/s.

Any student whose conduct and discipline is unsatisfactory will not be allowed to represent the school or hold office of responsibility. In cases where a student already enjoys the privilege, it will be taken away.

Rewards

Individual students, groups or entire classes will be publicly acknowledged at General Devotion and other appropriate forum for commendable deeds.

Library Rules

The Library is open throughout the day. Encyclopedia and other reference books are kept there and can be easily accessed by students.

All students of Maldon High School have the right and privilege of using the Library for reading, reference work and study. Cooperation, Self-reliance and good citizenship are qualities expected of students who appreciate the services of a spacious, beautiful, well-stocked library. However, please remember:-

1. The Library is a place of work. Silence must be observed in the library and corridor outside
2. Books must be used with care-clean hands (no ink, paint, food or drink)
3. Books lost or damaged must be reported to the Book Attendant promptly
4. Borrowed books are on loan for one week only. They are to be signed out at lunch time or afterschool by the Librarian/Librarian's Assistant. A fine is charged for books which are returned after the stamped date.
5. Bring only the books you need to the library.
6. Reference books are used only in the library
7. Library tables must be kept empty and clean. Chairs should be left in place when you leave
8. Keep books in the right places. (a misplaced book is as useless as a lost book)
9. No food or drink should be taken to the library. (No eating is allowed in the Library)
10. The computers in the library are for research. (Each student has a limited time to use the computer.

A student who disobeys the library rules may be barred by the Librarian from using the library for a specified period.

What to do about

Leaving School Before The Specified Time

A letter from parent/guardian addressed to the Vice Principal in charge of Students Affairs must be brought by the student to the Front Office before 7:30 a.m. The letter must indicate:

1. The reason for the request (medical appointment, visa interview, funeral, etc.)
2. The desired time of leaving.
3. How the student will be transported?

The student will be handed an **off-campus permit** when he/she presents himself/herself at the Front Office at the stated time of departure. The permit must be given to the Security Guard at the gate. No student will be allowed to leave the premises before dismissal unless the written request from the parent/guardian is received.

Lateness

A student is late for school if he/she enters the compound after the bell has rung. The names of all late students will be entered into the late book at the **security post**.

After instances of lateness, parents will be invited to a meeting to discuss the matter. Students who are habitually late will earn demerits .and detention

How to Regain Merits

A student who has earned demerits can redeem his/herself by doing community service at the school, in his/her community at a reputable Government Institution.

N.B. Each demerit point requires one (1) hour of community service.

Sickness

Report to your subject teacher who will give you a pass to visit the school nurse in the Medical Room, accompanied, if necessary by another student. You may not go to the Medical Room during class time without permission. Students will not be re-admitted to class without a note from the nurse.

Being Excused From Any Rule Or Regulation

A letter must be presented in writing to the Principal/Vice Principal stating the request and explaining why an excuse is being sought. The student is not excused until the Principal/Vice Principal advises the parent/guardian.

Absence:

From School

You must bring to school with you a written excuse signed by your parent/guardian, which you are to present to your Grade Coordinator in order to be re-admitted to class. Students absent for more than Three days must bring a doctor's certificate where applicable. This is to be presented to the Coordinator or Home Room teacher. Any student who does not bring a letter of absence on her return will be sent to the Front Office until the letter is received.

From a Test

If you missed a test because of absence from school, on the day that you return to school you must consult with the teacher who gave the test.

From an Exam

If, for a grave reason a student misses an examination, the parent/guardian must contact the Coordinator or the Home Room Teacher on the day of the exam and submit the reason, in writing, on the day the student returns.

N.B. Please present all correspondence addressed to a Teacher, Vice Principal or Principal in an envelope.

Criteria for Graduation

To be qualified for participation in the School Leaving Exercise students must:

- 1.** Be a student of Maldon High
- 2.** Complete Grades 10 and 11
- 3.** Have attended school not less than Two-Third (2/3) the number of total possible days within the Grades 10 and 11 school years.
- 4.** Have paid all fees owing to the school
- 5.** Have participated in the work experience programme (internal or external)
- 6.** Be free of any disciplinary breeches
- 7.** Be deemed satisfactory by the Grade Coordinator / Homeroom Teacher, in conduct, attitude and deportment
- 8.** Return all books and or school property
- 9.** Sit Internal and External Examinations (including completing ALL SBAs)
- 10.** Have attended all classes for the respective courses as determined by the school's administration
- 11.** Attend all graduation practices and rehearsals
- 12.** Pay the graduation fee
 - Assessment of the students' academic performance and behavior is done over a two-year period (Grades 10 and 11)

Reasons Students Will Not Graduate

1. Truancy - students who do not attend classes
2. Not adhering to school rules
 - Carrying and using weapons
 - Using drugs
 - Fighting on or off the school compound
 - Verbal and physical abuse of teachers, students and others
 - Sexual abuse
 - Having criminal record while attending the Institution
 - Being involved in fraudulent activities
 - Having tattoo on visible body parts
 - **Wearing earring, makeup and bleaching of skin**
 - Persistent wearing of short and / or tight skirts
 - Persistent wearing of tight pants
 - Walking out of class without teacher's permission
 - Not doing assignments and or class work
 - Being deliberately absent when tests are administered
 - Not returning rental books
 - Being suspended three or more times during grades 10 and 11
 - Damaging and/or defacing school property. E.g. furniture or school equipment
 - Intimidating other students, teachers or prefects
 - Incomplete SBA (s)
 - Not doing community service

N.B. Any student found guilty of committing any of the above mentioned offences, will automatically be exempted from the graduating class

Appendices

Appendix I

Guidelines for Internal Examination

1. Devotional Exercise begins at 7:45 a.m.
2. Examination begins at 8:00 a.m. and ends at 1:00 p.m. Please ensure that your child/ward arrives on time for the examination.
3. If a student arrives late, he/she will be allowed to sit the examination, but he/she will not be given extra time to complete the paper. If he/she arrives 30 minutes after the examination session, he/she will not be allowed to sit the examination unless he/she presents a written excuse from parent/guardian or receives permission from the Vice-Principal or Examination Coordinator.
4. Students will not be allowed to leave the examination before the time it is scheduled to end.
5. Students must be properly dressed for school. A letter of excuse signed by Parent/Guardian must be presented to the Vice-Principal or Grade Supervisor if the incorrect uniform is worn, who will then sign and forward this to the invigilator who will then permit the student to sit the examination.
6. If a student is found cheating or suspected of cheating, then he/she will not be allowed to finish the examination. However, a notation will be attached to the answer paper along with any physical evidence seized. The matter will be dealt with by Grade supervisor and subject teacher. If the student is found guilty, the student will be given a zero for the paper or have the marks lowered.
7. Students who are disruptive will not be allowed to continue

- 8.** If a student has to be absent from the examination due to illness a doctor's certificate must be submitted on his/ her return to school. The student will then be marked absent. If a doctor's certificate is not produced, the student will be given zero. If absence is due to other reasons, a letter of excuse signed by parent/guardian must be submitted.
- 9.** Candidate must provide their own pencils, sharpeners, erasers and pens—blue or black ink for writing, rulers, compasses, set squares and protractors. Borrowing **WILL NOT BE** allowed.
- 10.** Your child / ward must always remember that the invigilator is in charge of the examination. The invigilator must be respected at all times. All instructions given by him/her must be followed.
- 11.** **NO CELL PHONES ALLOWED.** Students found with cell phones will be asked to leave the room and the phone confiscated. He/she will also be given a zero for the exam.
- 12.** Students will not be allowed to take any of the following items into the examination room: text books, notes, cellphones, instruments or articles containing/bearing data. These will be confiscated.

Appendix II

Study Hints

What is study? Study is the ability to carry on the mental work that is necessary to solve a problem, think through an issue, or master a method of doing a task. Learning to study effectively is very important in the career of a student. The following suggestions are recommended to help develop proper study habits:

- 1.** Choose a place that is free from distractions
- 2.** Make a schedule of what subject (s) is/are to be done on each day of the week. Stick to this schedule as closely as possible
- 3.** Decide on what aspect of the subject (s) for the day you are going to study before starting any work at all
- 4.** Get all equipment needed for the day, e.g. pen, pencil, ruler, books before starting
- 5.** Make notes while doing reading assignments, diagrams etc.
- 6.** Make sure you understand what one section is saying before moving on to the next.
- 7.** Note any problem area and seek help and advice from the subject teacher or other competent person
- 8.** Rest your mind by walking for a few minutes or doing something not concerned with study, (stay away from the T.V., radio, etc.) when you find yourself rejecting the material you are studying

Appendix III

Guidelines for Creating a Safe, Peaceful and Productive Environment

Student

- Be a role model and take personal responsibility by re-acting to provocation and anger without physical or verbal abuse
- Do not carry guns, knives or other weapons to school
- Report crimes or suspicious activities to a prefect, school authorities or your parents
- Tell a school official immediately if you see another student with a gun, knife or weapon
- Tell a teacher, parent, the Guidance Counselor or trusted adult if you are worried about a bully or threats of violence by another student.
- Do not use alcohol or other drugs and stay away from places and people associated with them
- Listen to your friends and if they express troubling feelings, encourage them to seek help from an adult whom you trust
- Volunteer to counsel peers
- Study the students' handbook and be familiar with the school's rules of discipline Remember the three "R" s:
 - **Respect for self**
 - **Respect for others and**
 - **Responsibility for your actions**

When you are angry, count to ten and take a hold of yourself before you act.

Appendix IV

Parents

● **SUPERVISE YOUR CHILDREN**

- Sharpen your parenting skills. Emphasize and build your child's/ward's strengths.
- Teach your child/ward how to reduce the risks of becoming crime victims
- Know where your child/ward is, what he/she is doing and know whom he/she is with at all times.
- Set clear rules in advance about acceptable activities and time for returning home
- Teach him/her to think before acting. Let him/her know that inappropriate behavior can result in trouble for him/her
- Ask your child/ward about what goes on during the school day. Listen to what he/she says and take his/her concerns and worries seriously and discuss them.
- Tell your child/ward violence is bad. Talk to him/her about the problems that violence can cause. Let him/her know the benefits of living in peace.
- Teach him/her to think before acting. Let him/her know that inappropriate behavior can result in trouble for him/her.
- Encourage your child/ward to join clubs and societies at school or within his/her community
- Take your child/ward to church with you
- If you have problems and need help you can go to any one of the following:
 - A Police Officer, Pastor, Guidance Counsellor, Teacher, or friend

Any of these persons should be able to help you deal with your problem or direct you elsewhere to get assistance.

Appendix V

Guidelines for Visitors

All visitors **must** be properly dressed. Visitors wearing the following will NOT be allowed on the compound.

Females

1. Short revealing skirts
2. Tights
3. Weapons
4. Deeply cut sleeveless tops
5. Exposed belly buttons
6. Blouse/dress with spaghetti straps
7. Tops with revealing bust line
8. Tight or short shorts

Males

1. Mesh under shirts
2. Sleeveless vest
3. Without shirt
4. Cut-off jeans
5. Shorts
6. Merino
7. Weapons
8. Slippers
9. Revealing under pants

All visitors should expect to be searched at the main gate for weapons. Vehicles will also be checked.

- Students are not allowed to entertain visitors on the school compound or in the classrooms
- Absolutely no expletives will be tolerated

Appendix VI

Demerit Ticket

Violations	Number of Demerits	Comments
1. No Tie	5	
2. Tight Foot Trousers	10	
3. Incorrect Colour Shoes	5	
4. Incorrect Shoes	5	
5. Incorrect Colour Socks	5	
6. Short/Tight Skirt	10	
7. Incorrect Colour Belt	5	
8. Revealing Under Shirt	5	
9. Absence of Grade Shift Identification	5	
10. Incorrect Shade Uniform	5	
11. Consecutive Absences	5	
12. Habitual Lateness	10	After being absent three days
13. Drug Use	50	Suspension/referral
14. Truancy	50	
15. Bleaching	50	
16. Fighting	100	Suspension/referral/2 wks. community Service
17. Loitering	20	
18. Disruptive Behaviour	10	
19. Using profane Language	30	
20. Littering	20	Campus Duty
21. Graffiti	100	Buy Paint to repaint walls
22. Weapon Possession	5	Suspension/2 weeks community service
23. Eating in Class	50	
24. Bad behavior on the street/bus	50	Conference with parent/referral
25. Using a cellular phone	100	
26. Sexual Misconduct	100	Referral
27. Insolence	50	Campus Duty/Public Apology
28. Other		

Student's Signature

Administration