

St Jago High School Handbook



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PREFACE

Introduction

Unity of purpose underlines the work of the St Jago High School 'Family', which aims at creating and maintaining a closely-knit school community for all who work and study here.

To this end teachers are urged to read and understand this document and the policies which govern all aspects of school life.

This document is a summary of our executive policy. The Management Committee and persons with operational responsibility may determine the operational procedures that are used to carry out and enforce this policy.

Intended Audience and Purpose

This document is intended as a policy guideline and regulatory framework for the operation of teachers employed at St Jago High School. All teachers are expected to conform to these guidelines.

Acknowledgement

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Definition of Terms

CDA	Child Development Agency
Online Management System	The online website used by parent, student and staff for communication and record keeping. sms.stjago.com
Parent	A mother or father not legally removed from a child, Or an adult legally responsible for the care, security and welfare of a student
PSA	Past Student Association
PTA	Parents Teachers Association
Ravensworth	The name of the property on which the school is built.
Regular attendance	Regular attendance is defined as being present or accounted for at least 95% of all scheduled session in a given period.
School	St Jago High School
Student	A person enrolled in the School, or any person who is below the age of 18 years
Vincit	This Latin word is pronounced “winkit” and means “it conquers”

THE SCHOOL

Over 270 Years of Achievement

St. Jago High School has a longer and richer history than most high schools in Jamaica. In 1739, Peter Beckford, Lieutenant Governor, a rich planter and an Anglican who had a desire to help his fellow-men, left one thousand pounds in his will “to be applied towards the building of a Free School for the poor”.

Following his example, other people made contributions and in 1744 ‘The Free School of St. Jago de-la-Vega’ was established at the Northwest Corner of Young and Beckford Streets. In 1830 the Honourable Francis Smith, Custos of St. Catherine and an Anglican, bequeathed three thousand pounds to establish a school “in the doctrines of the Church of England”. In 1833 the “Smith’s Charity School” was opened on the grounds of the Cathedral of St. Jago de la Vega.

In 1846 these two fairly small schools were amalgamated to form a powerful new one. It was called ‘Beckford and Smith’s School’, the institution most often recognized as the direct ‘ancestor’ of St. Jago High School. In 1925 the school was moved to the premises in Spanish Town Square now referred to as the Old Assembly Building.

In 1897, the Anglican Archbishop Enos Nuttall, established ‘The Cathedral High School for Girls’. This is the direct forerunner of St. Jago Girls’ High School.

In 1955 the Cathedral High School for Girls was amalgamated with Beckford and Smith’s School for Boys and, moving back to a name closer to the original, was renamed ‘St. Jago High School’.

In 1956 the St. Jago Girls’ High School and St. Jago Boys’ High School, as they could be called because they occupied different sites, finally came together when the parcel of land, ‘Ravensworth’, on Monk Street was purchased and the school built.

Under the watchful eyes of Board Chairman, Mr. A.S. Campbell, and Principal, Mr. O.R. Bell, the school continued its tradition of being the leaders in many fields of endeavour.

By 1991, the headship now in the supremely capable of Mr. Victor Edwards, research conducted by Professor Miller of the U.W.I. led him to state openly that St. Jago was the number one school in all of Jamaica.

In 1992 St. Jago High School got its third Principal, Mr. Keith Noel. The aim was not only to establish undeniably the fact that St. Jago High is the best in Jamaica, but to move to make her the best in the Caribbean.

January 2009 was an important milestone in the history of St. Jago High School. The first female and the first past student, Mrs. Sandra Swyer Watson, was appointed the fourth Principal of St. Jago High School.

In January 2016, Mrs. Collette Feurtado Pryce was appointed the fifth principal of St. Jago High School. In addition to this, the two Vice Principals, Ms. Ardene Jones and Mrs. Antoinette Wright Dallen, are also Past Students.

Philosophy

Through highly qualified, motivated and committed staff, St. Jago aims to provide educational opportunities that will develop fully rounded students within a Christian framework; with integrity, the desire to serve others, to achieve excellence, to be responsible, productive, patriotic, socially conscious citizens with the ability to be magnanimous in victory and resilient in defeat.

Vision Statement

In 2021, St. Jago High School is well known for its vibrant school spirit, stimulating and enjoyable learning environment and robust stakeholder involvement; enabling it to be ranked among the top 5 schools in Jamaica in academics, sports, the arts and in student conduct and decorum.

Mission Statement

The Mission of St. Jago High School is to provide educational opportunities that will develop fully rounded students.

Our Goal: To be (always) Number One

Our Objective: To develop in students the desire to serve, to win, and their ability to be creative and firm yet humble and respectful when in power, obedient yet ambitious when in service.

With God's help we can achieve!

Core Values

S - STRONG

T - TENACIOUS

J - JUDICIOUS

A - AMBITIOUS

G - GRACIOUS

O - OPTIMISTIC

Z - ZEALOUS

School Motto

Our motto is LABOR OMNIA VINCIT which means “WORK CONQUERS EVERYTHING”.

If, with prayerful effort, all students use this guideline, the time spent at St. Jago High School should be highly successful.

School Crest



The Crest is a shield in Emerald Green surmounting an up-arching banner. The banner is of gold and bears the original Latin motto of the school in black upper-case letters. The banner shall be neither cut nor clipped. The edges shall be straight. It shall be folded under once at each end.

The lion on the Crest is representative of the Anglican (Church of England) tradition of the school. The three birds are martlets and are taken from the Coat of Arms of the family of Peter Beckford, the original founder of the school.

The lion signifies strength, courage, leadership and royalty. The birds signify the value of hard work, not depending on what has been handed down to you, but building your own legacy and worth. The green signifies hope and fruitfulness, while the gold signifies high morals and values as well as intellectual capacity.

The School Colours

Our school colours are green and gold. The colours permitted for school uniforms and to be worn with uniforms are detailed in the dress and deportment section of this document.

The School Song

Born in the shade of Ancient Santiago
Old Mother Church our School still lives and toils
Proudly to serve and serving to enlighten
Darkness that hinders, ignorance that spoils.
Stand we today where others stood before us
Faithful, united, burning with a flame
Fire that will purge the evil things around
Fire that will cleanse our Island Home from blame

Healthy in mind and vigorous in body
Now do we seek the welfare of our land
Build homes that may be worthy of the Master
Facing the task before us hand in hand.
To those who follow, those who went before us
To those who gave that we might work and play
Pledge we ourselves to follow in their footsteps
To work and build while in God's name we pray.

The St. Jago High School Standard

A Student of St. Jago High School is:

God fearing, polite, ambitious, talented creative, willing to learn, honest, respectful, responsible, resilient, hopeful, humble, obedient, willing to stand for what is right, not easily misled, helpful especially to those less fortunate.

A Graduate of St. Jago High School is:

- Strong, tenacious, judicious, ambitious, and optimistic in his or her approach to life experiences.
- Socially balanced, resilient, motivated, and exhibits the ability to excel.
- Creative and firm yet humble, respectful when in positions of authority, and obedient yet ambitious in service.
- A positive example to others
- A capable leader who motivates others
- Respectful of others
- Spiritually grounded

A Parent of St. Jago High School student:

- Is loyal, responsible and committed
- Understands and appreciates the culture of St Jago High School and is willing to work with the school for the betterment of their child.
- Accepts and supports the School's Administration, with the knowledge that a difference in opinion can be resolved using appropriate channels within the school.

- Respectful (to) (of) ALL members of staff
- Gives his/her child moral and financial support to aid in his/ her child's development.
- Works with the school for the betterment of their child and the school.

A Teacher of St. Jago High School:

- Sees himself /herself as important in shaping the lives of the students and staff members who are within his/her sphere of influence.
- Is loyal, resilient and innovative.
- Is a team player who is willing to share ideas and welcomes opportunities for professional growth.
- Is ambitious yet humble and respectful to everyone.
- Is concerned with the wellbeing of students and staff members.
- Sees the school as a family to which he/she belongs
- Will take criticism and learn from it
- Is efficient and seeks to be better worker
- Understands the importance of accountability in education and does not resent it but views it as a means to encourage professional development and institutional growth.
- Seeks to improve the quality of learning at St Jago High School
- Knows and carries out his/her responsibilities effectively.

An Employee of St. Jago High School:

- Sees himself /herself as important in shaping the lives of the students and staff members who are within his/her sphere of influence.
- Is loyal, resilient and innovative.
- Is a team player who is willing to share ideas and welcomes opportunities for professional growth.
- Is ambitious yet humble and respectful to everyone.
- Is concerned with the wellbeing of students and staff members.
- Sees the school as a family of which he/she is a part of
- Will take criticism and learn from it
- Is efficient and seeks to be better worker
- Understands the importance of accountability
- Seeks to improve the quality of learning at St Jago High School
- Knows and carries out his/her responsibilities effectively.

Academic Priorities

Foremost in our pursuit is academic excellence, we will therefore continually:

- Review, align and strengthen existing curriculum and instructional delivery to first world standards of learning
- Establish a rigorous system for examination preparation to enhance student performance in external examinations such as CSEC, CAPE and, City and Guilds

- Develop and implement literacy and numeracy programmes for Forms 1-3 (Grades 7-9)
Establish an effective assessment and monitoring programme for continuous improvement of student achievement
- Strengthen family-school relationships and expand civic, business, alumni and community partnerships that support student achievement

Affirmation of the Presence and Influence of the Anglican Church

Worship

St. Jago High School is an Anglican Trust School. As such the school holds fast to the basic tenets of the Christian Faith. This is affirmed by the daily devotional life of the school.

Although the school is Anglican we have chosen to adopt a pluralistic approach to worship. Students are encouraged to respect the religious beliefs of their peers and they are also encouraged to respect the religious beliefs which guide our institution.

Students are required to attend Morning Prayer, which is a daily activity. Morning Prayer is usually led by the Chaplain or an assigned group. Themes for the week are assigned, and reflect lessons about God and life, which it is hoped, will inspire and enrich our lives.

We strongly believe that beginning the day with a devotional exercise 'gets things off on the right foot' and that our students are more likely to go through the day in a positive, receptive frame of mind after a session dedicated to the communal worship of God. We also believe that we should do all in our power to help our students realize the importance of daily prayer and meditation on the word of God.

Teachers are encouraged to say a short prayer at the end of each class. At midday the school engages in a short prayer. Teachers and students are to stop whatever they are doing to participate in this short prayer session.

The Role of the Church

The Diocese of Jamaica and the Cayman Islands in the Province of the West Indies (The Anglican Communion) is given an annual report on the activities within the school - academic, sports culture, spirituality, etc. This report is presented at the annual Synod of the church.

All school functions begin with prayer and we invite priests (mainly, but not solely Anglicans) to lead all of these functions.

The Prayer of Dedication

Significance

In saying this prayer we remember that our school is dedicated to God and that we in turn should dedicate our life and our time to God.

Prayer

Almighty God, we thank you for the gift of your Holy Word.

May it be a lantern to our feet, a light to our paths, and strength to our lives.

Take us and use us to love and serve all persons in the power of the Holy Spirit and in the name of your Son, Jesus Christ our Lord. Amen.

The Common Doxology

Significance

The doxology is the typical form of dismissal from school meetings, functions and services. It may be sung before or after the benediction.

Song

Praise God, from whom all blessings flow;

Praise Him, all creatures here below;

Praise Him above, ye Heavenly host;

Praise Father, Son, and Holy Ghost.

Amen.

THE ORGANIZATION

ADMINISTRATION & SUPERVISION

1. The academic staff is accommodated in three staffrooms.
2. There are two sets of offices which accommodate:
 - The principal's office, administrative staff, the Bursar's office and the Guidance Counsellors' office.
 - The vice principals' office and the Dean of Discipline's Office.
3. A vice principal is in charge of each section of the school ie. LOWER SCHOOL and UPPER SCHOOL.
4. The Principal has overall responsibility for the school.
4. The Grade or Year Supervisor has special responsibility for each grade.
5. A form teacher has special responsibility for particular form.
 - A form teacher comes under direct supervision of the Grade Supervisor of the particular grade.
 - A department head is in charge of a particular subject and has special responsibility for curriculum planning, development and assessment of subject teachers within the department.

ROLES AND RESPONSIBILITIES

Principal

The Principal holds full responsibility for the day-to-day operation of the school. He or She is directly responsible to the Board of Governors and through the Board, to the Ministry of Education and the Schools' Trust.

The Principal is responsible for the following:

- Staff employment, deployment and management.
- Curriculum planning and development
- Provision of a nurturing, empowering and caring environment built on the principles of mutual trust and respect, moral integrity and love.
- He or She is responsible for the formulation of teacher development plans and programmes and the implementation of an approved schedule of teacher development seminars and workshops
- Financial management: budgeting, auditing of accounts, fund-raising, fee collection and all other matters related to the finances of the school.
- Plant development, management maintenance, use and improvement
- School security and the maintenance of a safe and secure school environment
- Discipline and its maintenance at all levels of the school.
- Building technological capabilities among students and staff, the use of technology to enhance the learning experience and the building of competences suitable for the global environment
- Provision of remedial education facilities to assist students with special needs to enhance their learning and development

- Establishing and maintaining good relationships with the community, the Parent Teachers' Association, the alumnae, the general staff and the students
- Preparation of the schools' calendar
- Carrying out duties as may be required by the Board of Governors and the Ministry of Education
- The principal is the chief accountable officer of the school

Vice Principals

Vice Principals perform duties in the administration and supervision of the school as assigned by the Principal. These duties may include teaching when required.

During short absences of the Principal, a Vice Principal will be put in charge of the institution and will be required to carry out the responsibilities and perform the duties of the Principal. While the Vice Principal is required to assume the full responsibility of the office and to perform all the duties normally carried out by the Principal, he or she must not seek to undermine the authority of the Principal at any time.

Vice Principals are the chief assistants to the Principal and carry out specific management roles in addition to teaching duties. Duties include:

- Direct supervision of heads of department and year/grade supervisors
- Student development, through the provision of a well-structured curriculum, including academic and co-curricular activities, stimulating teaching methodologies and the use of modern technology
- Student population: entry, supervision, academic and social development promotions, suspensions, expulsions

- Constant review of best practices in educational institutions locally and internationally and promoting their adoption by the school where relevant
- Curriculum development and upgrading, including the use of modern technology, where possible
- Monitoring of teacher punctuality and absenteeism
- Making adequate provision for teacher substitution
- Monitoring teaching methodologies and classroom management
- Early identification and monitoring of students who are not performing up to required levels, both academically and socially
- Early prescription of remedial sessions for students who are not performing to required levels
- Monitoring of students' attendance and punctuality at school and at all classes
- Ensuring that parents are notified on a timely basis of student underperformance and regular absence from classes
- Holding of regular scheduled meetings with Department Heads and Block Supervisors to review action plans, teacher reports relating to student performance in all areas, classroom management and teaching methodologies
- Preparation of a master timetable and the proper allocation of teaching resources
- Keeping abreast of new technologies being utilized in schools and making recommendations to the Principal regarding their acquisition
- Organization of special events and school functions

- Provision of professional guidance to the teachers
- Performance evaluation of teachers
- Meeting with teachers, parents or students to discuss problems
- Working closely with the Principal and Dean of Discipline in the management of discipline in the school
- Working closely with the Department of Guidance & Counselling concerning student welfare
- Commenting on reports, Time-tabling and Deployment of subject teachers
- Carrying out other duties assigned by the Principal.

Dean of Discipline

The Dean of Discipline is responsible for the conduct and deportment of students to ensure that a high standard of discipline is maintained at all times. These duties include:

- Ensuring that the school campus and general school environment are safe and secure at all times
- Monitoring of student activity to ensure compliance with the school's disciplinary code of conduct and school rules generally
- Management of students with disciplinary issues in a manner befitting a school.
- Approving merits and demerits and, in conjunction with the Principal, Investigating and deciding on matters warranting suspension or expulsion.
- Submission of names of students of concern for the mentorship
- Facilitating the selection of Head Students, Prefects and Sub-Prefects

- Assisting with the deployment and monitoring of the Prefects and Sub-Prefects.
- Arrangement and monitoring of the school's detention system
- Convene the Disciplinary Committee and chair meetings of the Committee
- Coordination of the work of the school's Disciplinary Committee
- Monitoring, training and assignment/deployment of all security personnel assigned to the school and in the case of external contractors, ensuring that security personnel receive special training required by the school
- Organizing Promotions Meetings
- Creating intervention strategies or referring students for external intervention where necessary
- Carrying out other duties assigned by the Principal

Grade Supervisors

Each grade has two coordinators who are senior teachers, appointed by the Principal and the senior management team to ensure the smooth and effective functioning of classes under their supervision.

The responsibilities of Grade Supervisors include:

- Supervising and assisting form teachers in their work with students
- Holding regular scheduled meetings with form teachers to receive feedback on student performance and teaching issues, and sharing information generally
- Monitoring form teachers attendance and punctuality at school and to their form classes
- Ensuring that form teachers are utilizing form time in a constructive manner

- Ensuring that form teachers are marking the student register as required by the school, both mornings and afternoons
- Carrying out on-going performance appraisals of form teachers assigned to the relevant grade level
- Ensuring that form teachers are completing required reports in a timely manner
- Supervising the keeping of records and preparation of reports which involves:
 - a) Ensuring that names of students, dates of birth and addresses of parents or guardians are entered in the class register and on the school's online management system
 - b) Seeing that students' attendance is entered in the daily register, in the summary of numbers and on the school's online management system
 - c) Ensuring that reports are accurately prepared
 - d) Submitting the relevant reports to the Principal/Vice-Principal
- Dealing with problems and discipline
- Liaising with administration and parents on matters pertaining to students in the particular grade level
- Organizing and planning programmes for personal and social development of the grades assigned
- Ensuring that classrooms and equipment are properly maintained
- Assisting the Vice Principal, in cooperation with others, in the general organisation and management of the school

- Maintaining a cordial relationship between parents and form/subject teachers; this includes organizing meetings (at least once per semester) at which problems relating to the grade level are discussed and solutions suggested
- Carrying out other Supervisory duties as may be required by the school
- Other duties assigned by the Principal or Vice Principal

Head of Department

Responsibilities of Department Heads include:

- Providing guidance to teachers in the assigned department on methods and instructional materials
- Checking lesson plans on a timely basis and making suggestions for improvements where necessary
- Checking examination scripts prepared by relevant subject teacher(s) for reliability and validity and making comments for improvement where necessary
- Visiting teachers in the department in class at least once per term in order to monitor teaching methodologies and evaluate classroom management techniques
- Completing performance evaluations for all assigned teachers
- Facilitating the arrangement of a syllabus for each year group and/or each subject
- Reviewing CSEC subject report(s) and discussing findings with CSEC teachers
- Checking CXC website for current information on changes in syllabus and SBA submission.
- Organising of facilitate the organization of field trips when necessary

- Reviewing text books with subject teachers on an annual basis and recommending updates where necessary
- Preparing booklist and budget for the department annually
- Arranging seminars/workshops for teachers assigned, to upgrade skills
- Maintaining accurate department records
- Preparing documents/reports as required by the school
- Assisting in staff deployment based on competence, experience and other variables.
- Liaising with Principal, Vice Principals, form teachers and parents when required.
- Maintaining records of equipment and other teaching aids assigned to the department, and keeping records of materials given to teachers and materials returned by same.
- Performing regular teaching duties as outlined in the timetable.
- Organising department meetings as scheduled.
- Attending meetings as required.
- Ensuring that Student Based Assessments are completed in a timely manner, standardized as far as possible and adequate guidance is provided in the completion of the assigned tasks
- Standardizing the marking of all scripts and projects within the department
- Supervising and adjudicating discrepancies arising from the marking of scripts and awarding of grade.
- Carrying out other Supervisory duties as may be required by the school
- Other duties assigned by the Principal or Vice Principal

Guidance Counsellors

Under the direction of the Principal or Vice-Principals, Guidance Counsellors are required to implement an appropriate Guidance and Counselling Programme, using the framework of the National Programme. The role of the Guidance Counsellor integrates four major components: preventive, interventive, administrative and supportive.

- **Preventive:** Pro-active initiatives implemented to deter or undermine the onset of individual or group problems.
- **Interventive:** Activities initiated to reduce the risk of, or the impact on, the group by an existing problem situation.
- **Administrative:** Activities related to the proper and timely delivery of the service.
- **Supportive:** Activities important to achieving the overall objective of student development, facilitated by the Counsellor but not necessarily initiated by him or her.

Responsibilities of Guidance Counsellor include:

- Providing guidance to teachers on matters involving student welfare and social conduct
- Supervising the community service of all students
- Organizing career guidance programs for students
- Arranging seminars or workshops for members of staff to assist with social behaviour modification technique for students
- Arranging seminars or workshops for students to assist with social etiquette and career path development
- Maintaining accurate department records
- Preparing documents and reports as required by the school
- Assisting in staff deployment based on competence, experience and other variables.

- Liaising with Principal, Vice Principals, form teachers and parents when required.
- Maintaining records of equipment assigned to the department, and keeping records of materials given to teachers and materials returned by same.
- Organising department meetings as scheduled.
- Attending meetings as required.
- Carrying out other Supervisory duties as may be required by the school
- Other duties assigned by the Principal or Vice Principal

Form Teacher

Each form is supervised by a form teacher [who reports to a Block Supervisor]. The form teacher's duty is to guide and counsel the students under his/her care and maintain records relating to the student's punctuality and attendance to school.

Form Teachers are expected to:

- Regularly attend school and classes
- Be punctual to facilitate the various functions such as the marking of the class register,
- To use form times and form devotions to discuss current topics and issues relating to the children in the class and to get to know the children in the class
- To dress in accordance to the school's dress code
- Be an example in conduct, speech and deportment
- To project a positive image for students to emulate
- Insist on a note from parent or guardian after each absence. Report absences of more than a week, unexplained absences etc. to the Senior Teacher in charge of your group in the first instance.

Apart from the register, the Form Teacher is also responsible for:

- Monitoring the availability and distribution monthly grades, end of term reports, and incidental reports to parents.
- Distributing circulars to parents are distributed by Form Teachers.

Record Keeping

- Form Registers are to be marked each morning at 7:50am – 7:55am and afternoon. **N.B.** This must not be delegated to any student not even the form prefect.
 - The register should be wrapped and kept neat
 - Name: Surname in BLOCK LETTERS first, followed by other names e.g. SMITH, John Henry
 - Boys listed alphabetically, followed by girls listed alphabetically.
 - The Form teacher must also record the student's date of birth, parent/guardian's contact information. These should be clearly and neatly written in the register by the end of September each school year.
- Class registers are not the property of teachers and should not be taken home, they also should not be left with students. A note book with students' names can be given to form monitors or the form prefects to take the names if the form teacher is absent.
- The House Name and co-curricular activities as well as full names of sisters or brothers in the school and their Forms should also be recorded and kept in the back of the register.
- This information must also be maintained on the school's online management system. It must be updated in the first month of each term.

Subject Teacher

- Each subject teacher must plan and execute effectively the subject curriculum and keep appropriate records to track student performance and is also responsible for maintaining discipline inside their classes and other wise.
- Each subject teacher is to also ensure that they create their classes on the school's ORS systems in a timely manner as this ensures proper record keeping. Subject teachers are also to enter grades and meet deadlines given for the entry of monthly grades as well as examination grades, subject recommendations for 3rd form and CXC recommendations at the end of 4th form.

DAILY PROCEDURES

1. Student Absence

If a student is absent for a day, he/she should bring a letter of explanation from his/her parents/guardian the following day. The form teacher should make a note of this and give the letter to the staff at the front desk for it to be placed on the students file. Note, if a student is absent for three days or more without explanation the form teacher must call the students parents to find out what is happening. If the form teacher is unable to make contact with the parent this must be reported to the guidance counsellor and the block supervisor. If a student is absent for a week or more without explanation the same actions should be taken. The Guidance Counsellor may conduct a home visit and should give the form teacher an update on the student's case.

The number of students in attendance to the form class **MUST** be recorded twice daily in the numbers book.

2. Students Leaving School or Sick Leave

If there is a request for a student to leave school before dismissal or if someone comes to the school for a student, the form teacher should check to ensure that the person who makes the request to take the student has been given the authority to do so by the student's parent or legal guardian.

Form teachers are also to submit any letters or leave forms which they receive concerning students in their form, to the office (to be placed on the student's file). The form teacher should make a note of the date the letter/leave form was received and what it is related to. In addition to this information from any letter/document received should be relayed to the relevant authorities in a timely fashion.

3. *The First Day of School*

On Registration/Orientation Day the form teacher is to ensure that students attend devotion. After devotion students and parents will gather in the form room. A register of students in attendance is to be taken. The Form teacher is to briefly address the students and parents. In this address the form teacher is to outline his /her expectations and the school's expectations. Also, during this meeting, the form teacher is to distribute information sheets to parents and instruct parents and students to fill them out correctly. The information sheets are to be collected from parents and kept by form teachers in a safe place until otherwise instructed. School Vouchers are also to be collected.

4. *School Vouchers*

A record must be kept of parent contributions to the School Resource and Development Charge.

Vouchers for the School Resource and Development Charge and PTA fees should be collected on Registration/Orientation day. At the end of the day these vouchers should be turned over to the bursary. Students who come in with late vouchers should be sent to the bursary to turn in their vouchers. Teachers *MUST NOT* keep vouchers or take late vouchers which might be misplaced.

5. *Reporting Problem Students*

The form teacher is to report to the Block Supervisor any problem with a student which he/she cannot deal with. These may include:

- students being frequently absent from school
- students with poor academic performance
- students who are reported by subject teachers for frequently being absent or late for class (this should also be reported to the Dean of Discipline)

- students not wearing the correct uniform (this should also be reported to the Dean of Discipline)
- persistent disruptive behaviour (this should also be reported to the Dean of Discipline)

6. Class Responsibilities

Form teachers should:

Ensure after registration every morning that students line up in an orderly fashion and make their way to devotion.

Ensure that students stand quietly as a form during devotions.

Reprimand or punish students who disrupt devotions in any way.

Remain with their form class for the duration of devotion.

Co-ordinate the organization of meaningful class devotions

Ensure the elections of all class representatives at the beginning of the school year: these include-form monitors, student councillors, environmental wardens, and any other student officer the form teacher may see fit to appoint.

Plan /organize interesting activities which will encourage camaraderie in the class and encourage the personal development of students.

7. School Reports

Form teachers should:

- Prepare students term reports in a timely manner - the following should be filled in: personality ratings, late and absences, student information such as clubs and societies achievements etc.
- Request for merits or demerits and detentions from the Dean of Discipline in a timely manner so that these can be approved by the Dean of Discipline before the reports are printed. This is done using the Online Reporting System - ORS.

- Check on the status of these reports to ensure they are completed
- Package the reports and organize them in alphabetical order for dissemination.

8. Report Day

Form teachers should collect the reports, envelopes and parent signup sheet from block supervisors (either the day before report day or on report day). Teachers should make themselves available for the distribution of reports to parents on report day. Teachers should also know enough about students' academic performance and conduct in order to give parents relevant updates on students. These activities are subject to change and form teachers must make themselves available for duties which they may be assigned for the smooth running of report days.

9. Morning Assembly

While attendance at devotion is not compulsory for staff, it is hoped that teachers will attend, Form Teachers staying with their forms. The Form Teachers, together with Form Prefects see their groups to their positions for assembly.

Mondays: Lower School (Forms 1 - 3) will occupy the Auditorium while (Forms 4 - 5) occupy the corridors around the quadrangles.

Tuesdays: Lower School will occupy the Auditorium while Upper School forms have Block Worship at specified venues.

Wednesday: Upper School will occupy the Auditorium while Lower School forms have Block Worship at specified venues.

Thursdays: Upper School will occupy the Auditorium while Lower School forms occupy the corridors around the quadrangle.

Fridays: Form Worship

10. Form Teacher's Period on Thursday

This can be employed usefully in such matters as obtaining information from students for records, engaging students in talks about hygiene, interpersonal skills, and relationships with other students, dress, and the rationale for school regulations. Students can take part in debates, discussions, short talks, and can be encouraged to take responsibilities e.g. special jobs, such as uniform inspection and classroom duties.

Uniform Inspection: Form Teacher is to see to this each day.

Classroom furniture: Encourage students to care these items. Keep a check on losses or breakages and take appropriate steps e.g. class collection to replace a broken louvre.

Other responsibilities: The Form Teacher should help, guide and correct students in all matters affecting them as a group or as individuals e.g. conduct, work and attitude to teachers, speech, personal relationships, study, health, personal problems and dress.

Other Duties

The form teacher should encourage student support of fundraising activities of the school/PTA

The form teacher is expected to carry out other duties as required by the Principal and the Vice Principal.

SUPPORT STAFF/PERSONNEL

The administrative and ancillary staff is important to the effective management of daily activities of the school. These staff members are headed the Bursar

The Bursar

The Bursar is responsible for the income and expenditure of the institution and the management of the school.

Administrative Staff

Members of the administrative staff are found in designated offices. They provide administrative support to the school community by preparing, maintaining and distributing school records.

Ancillary Staff

The ancillary staff assists in keeping our environment clean and healthy. The ancillary team has a primary role to provide a clean/sanitary environment.

School Nurse

The school has a registered nurse who is in charge of the Sick Bay. The nurse provides first aid assistance to staff members and students and must also have medical records for all students.

Librarian

The librarian manages the library and creates an environment in the library conducive to research and study

Gate Men

The gate men are responsible for regulating the movements of visitors to the school. They also assist in ensuring the safety and security of the school population and the school plant.

PTA

The school has a Parents Teachers Association. Teachers are encouraged to attend PTA meetings regularly, so that parents *interact with teachers and* keep abreast *with* what is happening in the school and *their children's overall performance at school*. The PTA normally meets on the third Thursday of each month except December, March, July and August. Parents are encouraged to always honour their financial obligation to the PTA at the start of each academic year.

PSA

St Jago has a Past Students' Association which enables past students of the St Jago High School Family to support the programmes of the school towards excellence.

Student Leadership

Procedure for the Selection of Head Students

Students are selected to serve as Head Students through the following process:

1. Students are nominated by teachers and current Head Students
2. Students are short listed by the Dean of Discipline
3. Short listed nominees are interviewed by a panel which includes the Principal, Vice Principal, Dean of Discipline, Sixth Form Block Supervisors
4. The Head Students are selected by closed election. This is facilitated by the Dean of Discipline. All teachers are allowed to vote.

The Head Boy and the Head Girl are the most powerful students in the school.

Procedure for the Selection of Sub-Prefects and Prefects

Sub-Prefects

Students of Fourth Form who are found to be of good character, dependable, and can be relied upon to carry out their responsibilities faithfully, while being able to cope with their academic duties, are usually nominated to be sub- prefects. They are also exemplary in their conduct and therefore able to set an example to the rest of the student body.

Prefects

Students of the Sixth Form who are found to be of good character, dependable and can be relied upon to carry out their responsibilities faithfully, while being able to cope with their academic duties, are usually nominated to be Prefects.

They are also exemplary in their conduct and therefore able to set an example to the rest of the student body.

Sub-prefects and Prefects are selected on the advice of the Head Students, Staff, Block Supervisors and Dean of Discipline, Vice-Principals and Principal. The Dean of Discipline is given a list of recommended students for sub-prefect or prefects by the form teachers. Then teachers vote on the nominees. The list is vetted by the Dean of Discipline, Head Students and Block Supervisors. A final list is prepared and the prefects are badged. Prefects are usually badged in October, and Sub-prefects are usually badged in March.

The Principal has the right to remove or add nominees for Head Students, Prefect, and Sub-prefect at his or her discretion.

Head Students, Prefects and Sub-Prefects represent the administration of the school and assist in ensuring that discipline and order is maintained in the school. Therefore, they *MUST* be respected and obeyed by ALL students.

Student Councillors

The Student Council is a body of students who are selected by their peers to represent their interest within the school. Each class must select a male and female student council representative. Student Councillors are responsible for advocating for student's rights, and elevating the standards of student life while highlighting students' responsibilities. Student Council has statutory seat on school's Board of Trustee.

Form Monitor

A male and female form monitor should be selected by members of each class. In special circumstances the form teacher **will be required** to select these student leaders. Form monitors are responsible for maintaining discipline in the form class and reporting problems or concerns to the form teacher.

Class Treasurer

The class treasurer may be selected democratically by members of the class or may be appointed by the form teacher. The main function of the treasurer is to collect and keep a proper record of the funds contributed for class activities.

Environmental Warden

The environmental warden may be selected democratically by members of the class or may be appointed by the form teacher. The main function of environmental warden is to ensure that students keep the classroom and its environs clean and orderly.

Energy Monitors

The Energy Monitor may be selected democratically by members of the class or may be appointed by the form teacher. The main function of Energy Monitor is to ensure that students do not waste electricity.

EXAMINATIONS/REPORTS

External: The major external examinations for which students are prepared and entered are the CXC Secondary Education Certificate and the Caribbean Advanced Proficiency Exams

Internal: It is required that tests be administered on a regular basis, (twice per term)

- Dates for the completion of these tests are set out in the Schedule of Term Dates and Activities.
- Marks for each test must be entered on sheets prescribed for the purpose.

- There is a mid-year examination for the total school during February - March and an end of year
- Examination for Forms 1 - 4 and Lower sixth during June.
- Reports: Reports are prepared and sent out to parents/guardians twice per year in January and July.

The report in January bears the average monthly test marks up to that period together with the marks for the mid-year examination and the grade point average.

The report in July bears the average monthly test marks between February and July together with the marks and grade point average for the end of year examinations.

G.P.A. (Grade Point Average). This is a more modern method of quantifying a student average.

The scale in use is as follows:

1.0 1.5 2.0 2.5 3.0 3.5 4.0

It accompanies the A - F grading scale and allows the computation of an overall score across subjects or years.

Details related to the preparation of reports e.g. system of grading, appropriate comments etc. should be discussed with your Department Head, Year Supervisor or Vice-Principal.

SPORTS HOUSES

There are six sports houses, and each student is placed in one of these houses. Teachers are also assigned to Sports Houses and should give support to their houses for various house related activities. Form teachers are responsible for informing their form students which house they are assigned to. Form teachers should encourage students to be loyal to their house. Inter-house activities will be announced from time to time, and each student is expected to participate as fully as possible.

The houses are listed below, and the colours used to distinguish them are shown in brackets.

BELL	(Green)
BECKFORD	(Red)
CAMPBELL	(Orange)
NUTTALL	(Purple)
SMITH	(Blue)
WORTLEY	(Yellow)

CO-CURRICULAR ACTIVITIES

St. Jago High School offers a wide range of co-curricular activities to students of all levels. These include the following clubs and societies.

Astronomical Society	4-H Club	Girl Guides	Ravensworth Chorale
Aviation Club	Art Club	Association	Recorder Club
Badminton Club	Dance Society	Girls' Football Team	Red Cross Society
Badminton Team	Debate and Literary	Glee Club	Rugby
Band	Arts Society	Home Economics	School's Challenge
Basketball Team	School's Challenge	Society	Quiz Team
Cadet Unit (JCCF)	Quiz Club	Interact Club	Sign Language Club
Cheerleading Squad	Debate Team	Inter-Schools	Society of Science

Cheerleading Team	Drama Club	Christian Fellowship	and Technology
Chess Club	Drum Circle	Journalism and	Spelling Bee
Choir	Emerging Global	Literary Arts Society	Swim Club/Team
Cricket Team	Leaders Jamaica	Junior Achievement	Table Tennis
Culinary Arts Club	Energy Club	Company	Technical Support
	Engineering Club	Key Club	Team
	Environmental	Mathematics Club	The Mass Choir
	Network	Music Club	Tourism Action Club
	Financial Literacy	National Youth	Track and Field
	Programme	Orchestra of Jamaica	Team
	Football Teams	Netball Team	Volleyball
	Foreign Language	Peer Counselling	Volleyball Team
	Association	Unit	Web Team
			Y-Teens

Sections and Divisions of the School

Upper School : 4 th to 6 th form	Senior School : 6 th form	Upper Sixth : Second year 6 th Form
Lower School : 1 st to 3 rd form	Middle School : 4 th and 5 th form	Lower Sixth : First year 6 th Form
	Junior School : 1 st to 3 rd form	

The school use the term “form” for the organizational unit of students. A form can either refer to all the students in the same year (block or grade) of school or a sub-division of this. For example Form 4A is one of 6 classes that make up the Fourth Form Block.

Form	Corresponding Grade
First Form	Grade 7
Second Form	Grade 8
Third Form	Grade 9
Fourth Form	Grade 10
Fifth Form	Grade 11
Sixth Form	Grade 12 and Grade 13
Lower Sixth Form	Grade 12
Upper Sixth Form	Grade 13

Sections and Divisions of the School Year

Michaelmas Term	Hilary Term	Trinity Term
September to December	January to May	June to August

A progress report is made twice per academic year. This first is done at the end of Michaelmas, and the later in the middle of Trinity (July) term.

Daily Schedule

The times for the sessions and breaks are as follows:

LOWER SCHOOL		UPPER SCHOOL	
07:50 am – 08:00 am Registration and movement to General Assembly			
08:00 am – 08:20 General Assembly and Morning Prayers			
Session 1	08:20 am - 09:00 am	Session 1	08:20 am - 09:00 am
Session 2	09:00 am - 09:40 am	Session 2	09:00 am - 09:40 am
Session 3	09:40 am - 10:20 am	BREAK	09:40 am - 10:05 am
BREAK	10:20 am - 10:45 am	Session 3	10:05 am - 10:45 am
Session 4	10:45 am - 11:25 am	Session 4	10:45 am - 11:25 am
Session 5	11:25 am - 12:05 pm	Session 5	11:25 am - 12:05 pm
LUNCH	12:05 pm - 12:45 pm	Session 6	12:05 pm - 12:45 pm
Session 6	12:45 pm - 01:25 pm	LUNCH	12:45 pm - 01:25 pm
Session 7	01:30 pm - 02:05 pm	Session 7	01:30 pm - 02:05 pm
Session 8	02:05 pm - 02:35 pm	Session 8	02:05 pm - 02:35 pm
Registration	02:35 pm - 02:40 pm	Registration	02:35 pm - 02:40 pm
		Session 9	02:40 pm – 03:20 pm

- **Note that on Thursdays, session eight is used for Form Teachers session, House Meetings or other properly designated purposes.**
- **Note also that the ninth session is only for Sixth Form. And is usually set aside for Departmental Planning Meetings.**

System of Rewards & Sanctions

Rationale

The rationale is simple the administration of St Jago High School must ensure the safety of every person in the school, through the assurance of care, due diligence and security.

St Jago is about teaching students positive behaviour and to discourage negative behaviour.

Merits are used to highlight positive behaviours while demerits are used to discourage negative behaviours. All awards will **be recorded** on the students' permanent record.

Merit & Demerit System

Merits

Award	Eligibility	Additional incentive
Merit	Exceptionally good deeds, commendable academic performance and outstanding sportive and co-curricular achievements	None
The Raven's Merit	10 Merits	Names will be highlighted in block worship.
The Order of the Raven	15 merits and no demerits	A certificate in devotions and a pin/button to wear.
The Lion's Award	20 merits or more with no demerits, no detentions and no other disciplinary sanctions. No absence/lateness. All criteria must be attained in one semester in order to achieve the Lion's Award.	A certificate during General Worship and a token.
The Golden Lion's Award	Two Lion's Awards in one academic year.	A trophy at prize giving

Merits

Merits will be given for the following:

- Students who are punctual for 90% of the time
- Students who are present for 90% of the time
- Students with a class average over 80%
- Students with an examination average over 80%
- Students with a term average over 80%
- Scoring 80% or above on any examinations
- Students who show a significant improvement in their behaviour, academics (i.e. a serious change for the better)
- Students who are consistently helpful, who go above and beyond the call of duty
- Students who have an excellent attitude towards work i.e.: they always complete class assignments and present good quality work.
- Students who are members of clubs and societies who are consistent in their attendance to training sessions and meetings, and achievements
- Extra-ordinary deeds of kindness or service to school or community
- Exceptional acts of bravery, and integrity
- Extraordinary acts in support of justice and defence of the weak
- Remarkable acts of loyalty or service to the school community
- Acts which promote and support peace or spirit de corps
- Any other significant act that supports the school vision or culture of excellence

Demerits

Three (3) demerits will result in 1 detention, 3 detentions will result in 1 Conduct Mark, 2 Conduct Marks will result in 1 suspension, and 3 suspensions will result in 1 Order Mark and a referral to the Personnel Committee of the School Board.

Demerits will be given for the following:

- Students who are 3 or more times late/late without letter from parent
- Students who skip classes
- Students who buy **(items)** over the fence
- Student who commit acts of insolence, disobedience and lying. Students who repeatedly fail to do assignments
- Students who are out of classes on the corridor without a corridor pass
- Students who wear wrong uniform or wear the uniform incorrectly
- Students who are poorly groomed
- Other infractions so permitted in this document.

Teachers' Role in Giving Merits, Demerits and Detentions

It is important that teacher(s) give merits to students who have earned them. If students know that when they do well they will be rewarded, they will be encouraged to do what is right.

Teachers have the following options when giving merits and demerits:

1. Assigning Merits, Demerits and Detentions Electronically by using the Online Management System

OR

2. Writing Merits in the Merit Book, Demerits in the Demerit Book and Detention in the Detention Book which will be kept in the Principal's Secretary's Office.

Detentions

Teacher Detention

Any teacher may give this to a student, to do so teachers must, give student/s yellow card (**and**) record the detention in the detention book. The teacher may leave work for student/s to do with the teacher who is on detention duty.

Detentions are only to be served on Tuesdays and Thursdays in the designated form room.

Note: a teacher may opt to give an unofficial detention to a student or students- in this case no yellow card would be written up and this would not be recorded in the detention book. The student would be supervised by the teacher giving the detention. It is the responsibility of the teacher to inform the student's form teacher of this action.

Class Detention

This is given to a class and is supervised by the teacher giving the detention. It can take the form of students remaining in the classroom, doing assigned academic work or students may be given manual labour.

NB: Usually this type of detention should not be recorded on students' file; yellow cards are not usually written for class detentions.

Late Detention

This is supervised by prefects on Thursdays. Students are given this type of detention for being 3 times late for a week.

Prefect's Detention

This is given by a prefect if students are rude, insolent and fail to comply with instructions. This is usually given after a student is warned by a prefect. It is the prefect's responsibility to inform the following persons of the detention: the student who is to serve the detention, the Dean of Discipline and the Form Teacher of the student. This detention is not recorded on the student's file.

Detentions may include:

- Academic work: completing homework, projects, learning tasks, assignments.
- Community Service: cleaning and arranging classrooms, cleaning class windows, cob webbing, raking the lawn, picking up garbage, clearing or cleaning specific area such as cupboards, cleaning the pavilion, removing graffiti.

Conduct Mark

Rationale for Conduct Mark - to reduce the amount of time sent away from class for offences which are minor but serious.

A conduct mark is given to students with infringements which in the code suggest that the punishment may be a suspension. Conduct Marks can be given by the Block Supervisor, Dean of Discipline, and Vice Principal.

Community Service attached to the Conduct Mark

This is similar to an 'in – school' suspension but it is applicable for only half of a day. Students given a conduct mark must be reported to the Dean of Discipline, the parent of the students will be informed and students will be required to sign the conduct mark book. Students with 2 conduct marks will be given a suspension with warning; parents will also be called in and warned.

Suspensions

This sanction is given to students for committing major infractions, involving and including:

- (a) Possession of illegal items (under law) or contraband (as per the school's policy)
- (b) Bodily harm of any type or the actions with the intent to cause bodily harm.
- (c) Serious disruption, violence, threats, harassment
- (d) Abusive use of language/gestures (indecent or not), sexual misconduct, indoctrinating others, stealing, property damage, gambling, vending, disrespectful behaviour, truancy, forgery of any type, and leaving the school compound without permission.
- (e) Gross defiance/disregard of the school's regulations.
- (f) The use of social networks or electronic media for the purpose of slander or disrespectful communication of any kind.
- (g) Refusal to carry out reasonable instructions of staff
- (h) Defiant behaviour.
- (i) Other case specifically provided for in this Policy.

Procedure for Student Suspension

The member of staff makes an official report to the Dean of Discipline or the Vice Principal. The Dean of Discipline or the Vice Principal, investigate and then if warranted recommends to the Principal that a student should be suspended based on the nature of the incident. Parents are informed of the decision. Please note that some incidents will require a meeting with the student(s) involved and or their parents.

Order Mark

This will be given to a student with three or more suspensions and (he/she) (they) will be referred to the Personnel Committee of the School Board.

Order Marks are given on the recommendation of the Dean of Discipline and Vice Principals.

Failure to comply

Students who fail to attend assigned detentions will be suspended from school.

Students who fail to complete in-school suspensions will be given out school suspensions and an order mark.

Students who fail to observe out school suspensions (by being present on the compound or at any school activity including attending or participating in sports matches) will be expelled.

Students who fail to attend interventions sessions or comply with interventions recommendations will be expelled. Parents who refuse to attend interventions sessions or comply with interventions recommendations are asked to promptly make arrangements to register the student in another institution.

CONDUCT GUIDELINES FOR TEACHERS

Attendance and Punctuality

Teachers are expected to be at school daily from 7:50 am. - 2:40 p.m. with the exception of the lunch break. Any teacher who needs to leave the school at any other time is requested to inform the Principal or one of the Vice Principals and to avoid lengthy absences during school time.

Absence

If a teacher finds it necessary to be absent from school for a session or longer, he/she should notify the Principal or Vice Principal by letter at the earliest opportunity.

He/she should also send 'set' work for classes, in writing, to the teacher in charge of substitutions. Casual leave slips obtained at the office must be completed and handed in to the Principal's Secretary for all absences of a session or longer. Casual leave must not exceed 24 sessions in any one school year. A Doctor's certificate should be submitted for absence exceeding three days, on grounds of illness.

Lateness

A teacher should make a habit of going to class promptly when the bell rings. Students in a class who get restless while waiting for the teacher take a longer time to settle after the teacher arrives and they may disturb adjoining classes.

Signing of Register

There is an official register of attendance which all teachers are required to sign upon arrival at school stating the time of arrival. The register should also be signed on departure.

Dress

Teachers should take note of the school rules relating to dress for students and should themselves be so dressed and groomed as to set a good example. *“Everything in Moderation”* is a good motto to set oneself. Modesty, neatness and cleanliness should be watchwords. Short pants, tams and slippers should not be worn to school by men. Socks should be worn with shoes, and belts with trousers designed to take belts.

Women should not wear short shorts or skirts, very thin blouses or very tight clothes.

Notice of Leaving

Teachers planning to leave should give a full term’s notice. If the teacher is uncertain, he/she should give provisional notice.

Lesson Plans and Records

Teachers must prepare and keep schemes of work, unit and lesson plans, as well as records of students’ performance in assignments and tests set. These schemes, plans and records should be discussed with the Head of Department and must be made available to the Principal, Vice Principal and Head of Department if and when required

Mark Registers

Each teacher should keep a mark register recording marks given for classwork and homework.

These marks are percentage for monthly mid-term grades the end of each term.

Note: When there is an end of term exam, the term grade is estimated on the average between the class (or term) mark and the exam mark.

Marking

Teachers are asked to be careful and thorough in their marking throughout the term. Students should not be kept waiting unduly for work to be returned.

Examination Marking

A date is set by which subject marks are to be ready for entry on reports. Teachers are particularly asked not to keep Form Teachers waiting, as reports and result sheets require a great deal of work to be done after all marks are received.

Monthly Assessment of Students

Monthly assessment of students includes the student being given a graded piece of homework, classwork and a test. The weighting should be as follows: **Test -70%, Class work -15%, Homework -15%**. The combination of these grades is the monthly class grade.

General

- (a) Over-familiarity with students will eventually hamper a teacher in the performance of his/her duties and lead to a loss of efficiency. Equally bad is an over-formal, unapproachable manner. Find the happy medium. Avoid extremes.

- (b) Decisions taken by majority vote of staff are expected to be binding on all teachers. We create greater problems for ourselves when we pull in opposite directions.

DUTIES AND RESPONSIBILITIES

TEACHERS ON DUTY

General Duty

General supervision of the school buildings and grounds up to 4:00 p.m. - disciplinary action when necessary (e.g. students out of class) - see that bells are rung on time - supervise the tuck-shop at break and lunchtime (try to be prompt, as otherwise the task will be much more difficult) - take charge in case of accidents.

(N.B. should any accident occur on the school premises up to 4:00 p.m., and the teacher on general duty not be available, this could have very serious consequences).

Detention Duty

Teachers assigned to detention duty, supervise students on general detention on Tuesdays and Thursdays from 3:00 p.m. to 4:00 p.m. Teachers should collect the detention book from the Dean of Discipline with the assigned tasks for students.

Substitution

Every school year a substitution list is created, teachers are placed on the list to substitute for teachers who may be absent. Teachers are assigned to do substitution during their non-contact time. The senior teacher in charge of substitution will inform teachers of their assigned substitutions.

Teachers who will be absent from work are required to make arrangements for their classes to be supervised during their absence. The absentee teacher should inform the senior teacher in charge of substitution at least one day before the date of the substitution and the teacher should also submit the work to be given to the students and a copy of the class register.

DISCIPLINE AND THE TEACHER

The term 'discipline' refers to a state of orderly conduct of an individual which is gained through training in self-control and in habits of obedience to socially approved standards of thought and action. It implies a good understanding of right conduct. Discipline is the formation of desirable habits and attitudes that will help students learn and grow. Discipline is therefore not just punishing a student, but should help in student development.

Why Discipline Students?

To create a physically and emotionally safe environment that will stimulate and enhance the learning experience of children

Discipline is everyone's responsibility. Please note the chain of command at St Jago

Subject Teacher > Form teacher > Block Supervisor > Dean of Discipline > Vice –Principal > Principal.

Class Discipline

- (a) A teacher should not walk out of a class with which he is having disciplinary problems. It is better for the teacher to remain with the class, make it clear he will not teach until the class is settled. A class left unattended may disturb adjoining classes.
- (b) Any child sent out of a class for misconduct should be made to remain within view and hearing of the teacher
- (c) Indiscipline judged to be of a more serious nature should be reported first to the form teacher, and if considered necessary, taken further to the Year Supervisor or Vice Principal.
- (d) Under no condition should a teacher strike a student. A teacher who approaches his work in a professional manner and makes his classes interesting has fewer disciplinary problems.

Note: Discipline starts with each teacher. As a teacher YOU have the power to:

- Correct/reprimand students, warn students, give merits/demerits, give detentions, speak to form teacher, call a child's parents, report major incidents to Block Supervisor and or the Dean of Discipline

As the teacher YOU have to set the tone in any class you teach. The children behave how YOU allow them to behave.

- Be firm, be assertive, be confident, and be consistent. Most importantly state clearly how you expect them to behave and the consequence for misbehaviour.
- Encourage good behaviour by praising those who behave appropriately. Students who misbehave should be dealt with quickly so as not to give too much attention to negative behaviour.

As the teacher, record incidents of deviant behaviour. Should a major incident occur ensure a report is written and eye-witness reports must also be written. This should be turned over to the Block Supervisor or the Dean of Discipline or Vice Principal, so that the matter can be dealt with quickly.

Minor incidents that are first time offenses [depending on the situation] may only warrant a warning or a demerit. A second offense may warrant a detention.

Giving a detention is very simple; it can be an official or an unofficial one. An unofficial detention is for very mild offences. For official detentions a yellow card must be issued to the student, who should take it home to have it signed by their parent. Once this is done the yellow card must be returned to the teacher, who should turn the card in to the front desk, for it to be placed on the student's file. All official detentions should be recorded in the detention book. Teachers are responsible for supervising the detention of a student or group of students. No detention should go beyond 4'o clock after school. At least one day's notice must be given to students serving a detention, so that proper arrangements can be made by the student. Detentions must only be served on Tuesdays or Thursdays. NB: Students who fail to report for a detention or students who fail to return the yellow card must be reported to the Dean of Discipline.

Suggestions for the Discipline of Students

Before you punish a student ensure that the punishment fits the crime, it should not be excessive or overly easy. The aim is to correct the behaviour or deter the behaviour. At some point the student should be encouraged to acknowledge that his /her action was inappropriate /unacceptable.

Punishment may include: for detentions- a part of the lunch time [if this should happen inform students they should eat their lunch at break time or make the appropriate arrangements] Students can be asked to clean windows of a classroom, pick up leaves etc. Please ensure that whatever punishment is given that the students are properly supervised. If equipment is needed, inform the students before hand of what they are to take. At the end of the punishment have the students reflect on their action and the consequences of their action, and encourage them to avoid such action in the future. Once you issue a detention ensure that the student's form teacher is informed.

Positive Discipline: Encourage and highlight positive behaviour by using the School's Reward System. When students do well academically, reward them with certificates, tokens even stars and smiley faces. When children conduct themselves in a positive way, commend them. Give them attention for positive behaviour, they will remember and continue to do well, because every child loves praise. Once a student does something positive which is out of the ordinary, reward them with a merit.

It is important that the teacher gives merits to students who have earned them, as a student is more likely to be given a demerit than a merit by teachers. If students know that when they do well they will be rewarded they will be encouraged to do what is right.

Remember: Discipline is everyone's business.

CONCLUSION

The teacher is a professional and is expected to perform as such. He/she must be aware of mode of dress, punctuality, skill in imparting, language and appearance on and off campus. He/she must be a worthy example to the students. It is the duty of every teacher to familiarize himself/herself with the regulations concerning students and to do all that is possible to see that they are adhered to.

St Jago High School Handbook Contract

I have read, understood, accept and agree to the conditions and requirements and responsibilities set out in this handbook as well as any other responsibilities as outlined by the Ministry of Education and the Education Code of Regulations.

Name of Teacher _____

Date _____

St Jago High School Teachers' Handbook Contract

I have read, understood, accept and agree to the conditions and requirements and responsibilities set out in this handbook as well as any other responsibilities as outlined by the Ministry of Education and the Education Code of Regulations.

Name of Teacher _____

Date _____

Appendices

Appendix 1: Request for Gate Pass

Appendix 2: Policy Electronic Devices

Appendix 3: Expectations for Parents Students Teachers

Appendix 4: Critical Incident Action Plan

Appendix 5: Prefects Roles & Responsibilities

Appendix 6: Head Students' Job Description

Appendix 7: Graduation Criteria

Appendix 8: Critical Incident Form

Appendix 1

Gate Pass

Gate passes are issued by the block supervisor in all cases except:

- For any disciplinary matter the Dean of Discipline will issue the pass
- For any medical reason the School Nurse will issue the pass
- For sports related activity the Sports Master (Head of the Physical education Department) will issue the pass
- For field trips and group that contain students from various year group a Vice Principal will issue the pass

In the absence of the authorized person a Vice Principal may issue a pass for any reason.

Passes are only issued upon presentation of a written request from the parent or guardian on file, or the return of a signed consent from (permission slip).

A written request should contain:

- The date of the request
- The date for which the pass is requested
- The time for which the pass is needed
- The reason and duration of absence/ leaving
- The name and class of the student
- The name, number, email address and signature of the parent or guardian making the request.

Students will still be marked absent even with a pass; students on school business will be marked present on the register for that activity.

.....

Appendix 2

St Jago High School Electronic Devices Internet Usage Policy

St Jago High School recognises that there are great benefits to using electronic devices and the internet in the education of our students. The school also acknowledges that there are various disadvantages with the irresponsible use of electronic devices and the internet. It is therefore hoped that students, parents and teachers take their roles seriously in the use of technology.

Reminder: *Parents are reminded that electronic devices especially expensive devices make targets of their owners, and have capabilities that can be used for academic cheating and other illicit activities.*

Parents: ensure that students do not take electronic devices to school except for academic purposes with the permission of a teacher.

Students: ensure that electronic devices brought on the school compound are registered and tagged by the school and are not brought onto the school compound except for instances where permission is given by a teacher for academic purposes. Students are fully and solely responsible for securing their computing devices, including flash drive throughout the day. It is required that the registered devices **MUST** clearly bear the school tag and that students make every effort to keep them safe by keeping them with their person at all times.

The school takes no responsibility for items which have been misplaced or stolen.

Teacher: ensure that students being allowed to carry electronic devices for academic purposes are given permission slips.

Disclaimer: the school will not be liable for **ANY** electronic devices stolen at school. Students take their devices to school at their own risk and are solely responsible for keeping these devices safe.

Approach to Electronic Devices:

Electronic Devices are not allowed on the school compound with the following exceptions:

If students are using the devices to make presentation in classes or for some academic purpose, this must be approved by a Teacher.

If students are going on a field trip or any function in which they are representing the school they will be given permission slips signed by teacher in charge. NB: In this case while students are on the school compound these devices must not be seen or in use unless otherwise instructed by a teacher.

The School will provide a permission slip which subject teachers will have to give students who will be allowed to use these devices for academic purposes.

SCHOOL TERMS AND LAWS RELATING TO THE PROGRAMME

1. Students carry their device at their own risk
2. The School is not responsible if the device is stolen within or off the school compound.
3. In the Class environment Social networks should only be used for communication in relation to academic purposes.
4. Students who are found using electronic device inappropriately during classes or out of class on the school compound without a permission slip [which would have been issued by a teacher] will be dealt with according to the school law relating to contrabands. Students found with electronic devices which are not registered, will be in breach of the school rule in relation to electronic devices and will be punished as stipulated by the code.
5. No wireless modems are allowed.

Special Note

1. During a scheduled class, students may use their devices for communication, note-taking, research and any other activity **authorized by the teacher**.
2. Outside of class, students may use their devices for doing homework, research, revision and studying.
Non-academic use is strictly prohibited.
3. Students may register as many devices as they think they may need to use at school. It is recommended, however, that students do not take more than 2 devices to school on any one day.
4. Students from First Form to Sixth Form are only allowed to use earphones/ear buds in designated areas when doing schoolwork outside of class time.
5. Students may not use their devices to play music aloud.
6. Students may not make audio or video recordings of classes or any other activity without prior permission from relevant school personnel as evidenced by a signed permission slip.

7. During the school day the mobile network (data, 3G, 4G) on smart phones are to be turned off. Students may only enable wifi access.
8. Only mobile devices and smart phones will be accommodated, Mobile Device – A computing device which can be used while moving around i.e. one which does not require any cables to be attached to a stationery outlet. Smartphone – A cellular telephone which runs an operating system and can execute applications.
9. **It should be noted that students are not allowed to take or to use other types cellular phones on the school compound.** Students in breach of this rule will be sanctioned in accordance with the school code.
10. Electronic devices should be put away when not in use. Students should avoid flaunting these devices.
11. Staff members have the right to inspect a student's computing device while it is in use and also the right to temporarily confiscate said computing device if it is found to be used in contravention of this policy. **Confiscated Devices will be given to the Dean of Discipline and MUST be collected at the end of the day. Once this is done students in breach of the rule will be dealt with in accordance with the code.**

Procedure:

- [a] Sensitization of staff, parents and students
- [b] Parents and Students MUST sign contract
- [c] All students and members of staff will register electronic devices they wish to use at school.

This information will be recorded, each device will be tagged and given a code.

- [d] All teachers will be given access to Electronic Device Permission Slips, which they will sign and give to students when needed.

Penalties

Students found with electronic devices who do not have a permission slip from a teacher will be given a conduct mark. A conduct mark will be given in the first and a suspension in the second instance; parents will also be called in and warned after the first offence. A third offence will result in a suspension and student privilege to carry the device to school being revoked.

Sample Permission Slip

St Jago High School
Electronic Device Permission Slip

Name of Student.....

Form..... Subject.....

Type of Device.....

Registration Number.....

Date for Use.....

Time Period.....

Signature of Teacher.....

Signature of Parent.....

Date Issued.....

Expectations of Students when using the Internet

Students and parents should be aware that the Internet and any information contained or published therein, lies in the public domain and is accessible by everyone and anyone, regardless of age, social status, and/or geographical location. Students must respect the rights of others both in the local community and in the global Internet community. Students have the responsibility to display

exemplary behaviour when using the Internet, whether on school facilities or elsewhere, and must always conduct themselves as representatives of St Jago High School.

Cyber bullying

Cyber bullying or electronic bullying is being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies. It includes, but is not limited to, the following misuse of technology:

harassing, teasing, intimidating, threatening, or terrorising another student or staff member through direct or indirect activities by way of any technological tool such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs), impersonating another student/staff member, and disseminating personal information or images which may have the effect of one or all of the following:

- Physically, emotionally or mentally harming a student/staff member;
- Placing a student/staff member in reasonable fear of physical, emotional or mental harm;
- Placing a student/staff member in reasonable fear of damage to or loss of personal property;
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying is considered a serious offense and is strictly prohibited whether committed on or off campus; using the school, personal or other equipment; and can result in a student being expelled.

Prohibitions on Internet Use

Students may not use the Internet for illegal, inappropriate, socially unacceptable, or unethical purposes. The activities listed below are strictly prohibited. St Jago reserves the right to determine if any activity not appearing in the list below constitutes an unacceptable use of the Internet:

- *Posting of offensive profane, obscene, pornographic, harassing, abusive, discriminatory and/or inflammatory language, pictures, or materials and/or personal attacks;*
- *Posting sexually explicit correspondence*

- *Posting false or defamatory information about a person or organisation*
- *Violation of copyright laws and/or rules regarding software, information, and ownership;*
- *Posting or disclosing personal information, including, but not limited to, names, addresses, photographs, credit card details, email addresses, and/or telephone numbers of a student or staff member without that person's explicit prior permission;*
- *Engaging in illegal acts including, but not limited to, tampering with computer hardware, piracy of software, and deliberate attempts to spread computer viruses and other types of malicious software.*

Consequences of Abuse

All suspected or known violations of this Internet Usage Policy will be referred to the Principal, Vice Principal or Deans of Discipline who will decide on the appropriate sanction. Any student found to be involved in/associated with lewdness, nudity, violence, drugs, printing and distribution of false and/or slanderous material via the internet, and/or any other action that could adversely affect the reputation of the school will face immediate disciplinary action as outlined below:

- The Dean of Discipline (or another member of the Administration) will confront the student regarding the suspected or known violation.
 - The Dean of Discipline (or another member of the Administration) will contact the student's parent(s)/guardian(s) to state the issue, review this policy, and explain the potential disciplinary consequences.
 - The school administration will conduct further investigation into the alleged violation(s).
 - The school administration will effect disciplinary action as appropriate. Any disciplinary action which the parent may choose to take is separate from the disciplinary action taken by the school.
 - Violations will be recorded on the student's permanent file.
 - Depending on the severity and nature of the violation, the student may further be suspended from use of the Internet facilities at St Jago High.
 - Depending on the severity and nature of the violation, the student may face suspension, and/or expulsion from school.
 - In the event that the Principal and School Board deem the violation as severe enough to warrant expulsion, the standard procedures for expulsion, including an evidentiary hearing, shall be followed.
 - Law enforcement officials will be alerted in the event that the violation is of a criminal nature.
-

Appendix 3

St. Jago's Expectations for Parents

Parents are expected to **R.I.S.E.** Be **R**esponsible **I**nterested, **S**upportive, and **E**ngaging

Be Responsible:

- Ensure your child homework is done daily, check his /her note books and homework books, NB home work may be: • Assignments given by the teacher • Revision or correction of class work done • Preparation of work for the next class such as reading exercises.
- Ensure your child has all the resources needed to do well at school, – Your child should keep a notebook for each subject and a note book for homework (for each subject). Note books must have the topic and date highlighted as well as what was taught, each day the subject is done. This enables you to see what is done in school and helps the child in revision and study.
- **Be the adult** and set boundaries and rules for the wholesome development of your child limit things or activities which will be a great distraction.
- Ensure your child attends school and punctual for school. If your child is absent or late for some reason it is your responsibility to inform the school through a letter, which must be given to the form teacher.
- Do not encourage your child to break any of the school rules

Be Interested:

- Know the school calendar and attend school events where possible, attend PTA meetings and related activities.
- Know what your child takes to school and what they have taken home from school- check their bags, and books
- Know who your child's friends are, Ask your child about school.
- Know where your child is- give set times for them to get home.

Be Supportive:

- Give your child financial support as well as moral support and encouragement.
- Support the school by paying your all your school fees. Volunteer your services or make a donation to assist with the improvement of the school.

Be Engaging:

- Be approachable for your children's sake –listen to what they are saying, Listen to what the teachers say about your child, be open to what is being said even if you do not agree.
- Be respectful to all teachers and other members of staff.

NB: if there are any concerns or problems concerning your child, you can speak to the child's form teacher, or block supervisor. If you have suggestions or complaints you may also write a letter to the Principal or email the principal

St Jago's Expectations for Students

Student Responsibility in Class

- Students must sit quietly and wait for their teacher or make their way quietly to their classes.
- While in class there should be no boisterous behaviour or noisy outburst, no shouting, or speaking out of turn when the teacher is in class.
- Students must address their teachers and peers in a respectful way
- Students must ensure that the classroom /area is clean and neat before the teacher arrives for class. Students will be punished if this is not done.
- When the teacher enters the classroom students must stand, and sit only when told to do so. Once seated students are not allowed to move around the classroom without the permission of the teacher.
- If the class is outside students should out of common courtesy find a seat for their teacher.
- **The teacher is in charge of the class** and should be asked permission if students wish to leave the class *NB: students should avoid going to the bathroom during class time*
- Problems which occur in class must be reported to the subject teacher
- Students must be punctual for classes.

DURING Class:

- Review your notes from the previous class. If you have questions from the previous class, ask the teacher before the next class.
- Read ahead and if possible, write down any questions.
- Have an attentive expression and posture.
- If you have a question raise your hand and wait to be acknowledged by the teacher, ask appropriate and relevant questions.
- Train yourself not to give into distractions in the classroom

Outside the Classroom

- Students must be respectful – students must use a polite tone when addressing others, no running on the corridors, no loitering in the stairways, no noise or playing on the corridors.
- Students should step aside to allow teachers or visitors to pass by, in the corridors or on the stairs.

- Surroundings must be kept clear of garbage and walkways should be used at all times so as to avoid trampling the grass.
- Students should be still and listen attentively whenever they are at devotions and during noon day prayers
- **Students must know and obey the school rules**

HOMEWORK ASSIGNMENTS

- Homework /assignments are a teacher's way of knowing what the students know/understand from the lesson. Students learn from doing homework, failure to do homework puts you at a disadvantage.
- Each student is required to set aside time for homework and study, outside of school hours. The following can be used as a guide for the minimum amount of time needed daily for each Form: First Form: 1 1/2 to 2 hours // Second & Third Forms: 2 1/2 to 3 hours //Fourth and Fifth Forms 3 to 4 hours // Sixth Form: as much time as required to complete work satisfactorily

STUDY SKILLS TIPS

- Set out a plan before you begin and stick to it. Make a study timetable –assigning 2 subjects per day. Assign each subject 1hour and 30 minutes then break for fifteen to twenty minutes.
- Gather all the things you need - books, paper, pencil, pen etc.
- Block out distractions. Turn off the TV and all electronic devices and close your door. If you really want to be successful, you need to focus.
- Avoid studying while lying down, study at a desk or table. Ensure there is proper lighting.
- Drink lots of water –to rehydrate your brain.
- Avoid cramming. Do not put off studying for a test until the last minute. Study small sections at a time over a span of days and you are likely to remember more. Then you can make an overall review just before your test.
- Avoid swotting, try to read and understand what you are studying and make notes while doing your readings.
- Make sure you understand one topic before moving on to the next. Do not get behind in your studying or homework

St. Jago's Expectation for Teachers

Teachers of St Jago are expected to be:

Professional:

- a teacher is supposed to plan lessons and make proper preparations for class
- dress appropriately for work, be appropriately groomed for work
- speak to colleagues, parents and students in a respectful way
- avoid inappropriate conduct with colleagues
- avoid inappropriate relations and inappropriate communication with students.

Respectful:

- a teacher is to be respectful to everyone.
- Acknowledge/respect those who supervise him/her.

Responsible:

- teachers are responsible for the supervising their students
- teachers are responsible for ensuring the safety of their students
- teachers are responsible for securing school property to the best of their ability.

Concerned:

- Teachers should be concerned for students in their charge, their colleagues, and parents.

Accountable:

- Teachers are accountable to the school for their performance.

In Charge:

- should be in charge of the classes he/she supervises and should assume authority over all students.

An Example:

- a teacher should model the behaviour he/she seeks to teach his/her students.

Appendix 4

St Jago High School Proposed Critical Incident Response Action Plan

Student Injury: assess the situation- get medical attention for student-school nurse- inform principal-hospital/doctor-contact parent

Teacher Injury: assess the situation- get medical attention for teacher-school nurse-inform principal- hospital/doctor-contact next of kin

Staff Members to provide transport of injured party- Guidance Counsellors, Vice Principals, Dean of Discipline [preferably a travelling officer, or any available teacher]

Intruder on the School Compound: assess the situation – inform the principal -call security- -in serious cases call the police.

Fight: assess the situation-separate students- calm them down and de-escalate the situation-remove students who are not involved in the situation-get reports form students-submit reports to the Dean of Discipline/Vice Principal/Principal,-parents to be called and sensitized on the incident and possible outcomes.-Call in parents where necessary- take appropriate disciplinary action-refer students to the guidance counsellor

Gang activity: assess the situation- inform the principal-identify the students involved-remove bystanders-gather information from students involved- search the students in accordance to school policy-call the police if necessary-inform parents/guardians- take appropriate disciplinary action

Bomb Threat: assess the situation-inform the principal-call the police and bomb squad-vacate the building orderly and immediately-if suspicious object is found, do not handle it.

Shooting on school compound: Lie flat on the ground until shots are no longer heard for at least two minutes-assess the situation-keep students safe by advising them to be calm-then lead them to a safe area

Vandalism/Crime Mischief: assess the situation—immediately report to the principal-determine if the act is criminal if so report it to the police [do not tamper and disrupt the scene until the police arrived]-assess the situation and evaluate the damage-keep students and staff members away from the scene-

Attempted Suicide: assess the situation, notify the principal immediately –treat the threat as credible- call the police if the student has a weapon-do not leave the student alone- contact parents and brief them thoroughly on the incident, they must commit to seeking professional help for the student-convene staff meeting to relate the facts of the incident-provide students with relevant information where necessary to help dispel rumours

Unauthorised Removal of Student: assess the situation-inform the principal-call the police-contact the parents of the student-identify witnesses, get description of the unauthorized person and their vehicle-brief staff as to what is happening

Natural or Man-Made Disaster

Flooding: assess the situation-monitor the weather conditions-call emergency services if necessary-listen to or act in accordance to bulletin from the ODPEM

Earthquake: get to a safe place until after the earthquake-students should be evacuated by ring the bell for students to move to designated safe zone as practiced in drills

Fire: leave the building immediately-assess the situation- inform the principal-ring the bell for students to move to designated safe zone as practiced as fire drills-fire brigade must be alerted-take attendance register of students and staff to ensure all are present and safe.

Appendix 5

The Qualities and Duties of PREFECTS

Prefects are selected on the advice of the Head Students, Staff, Block Supervisors, Dean of Discipline, Vice-Principals and Principal. They should be:

1. Of good character, dependable and be relied upon to carry out their responsibilities faithfully
Able to cope with their academic duties despite the extra responsibilities of their office
Exemplary in their conduct and therefore able to set an example to the rest of the student body
2. Sensitive to the rules of the school and be willing to guide students in their conduct and so promote the maintenance of good discipline in the school
3. Able to set an example in their speech and dress
4. Able to command the respect of the student body as a result of their own conduct and demeanour
5. Strong in their personality and be mature enough to know how to relate to the rest of the student body
6. Able to act on their own initiative

The Prefect's main role is to encourage and promote good discipline amongst the student body.

Each prefect:

- Is assigned a number of duties which includes patrol, canteen duty, general supervision at School Assemblies and supervising classes in the absence of a teacher.
- Represents and supports the School's Administration
- Is answerable to and works directly with The Head Students and the Dean of Discipline.
- **Must be present at ALL official school functions** and may be asked to represent the school at some national or civic events.

SPECIFIC PREFECT DUTIES

FORM PREFECT

Form Prefects are appointed to a specific class to assist the Form teacher with supervising students of that class

The Form Prefect - encourages conflict resolution through the proper channels Spends time with the class and becomes familiar with the class teacher, Remains with the class in assemblies and ensures that good discipline is maintained, TM Encourages full participation in school activities, collects list of students who are late 3 times or more for the week, from the Form Teacher and submits this list to Senior Prefect in charge of the Block.

Gate Prefects - assists teachers at the gates with uniform checks and makes a list of students who have uniform infringements. This list must be submitted to the Dean of Discipline.

Sick Bay Prefects - in charge of the sick bay [in Form 2G] during devotions a list of the students who were ill should be made and given to the Nurse.

Hall Prefects - should ensure that the auditorium is prepared for devotions ie: chairs must be stacked neatly at the back of the auditorium, windows should be opened and the fans turned on. The Hall prefects are also to ensure that the notice book is available to be read at the end of the devotional exercise.

Patrol Prefects - should in groups of twos /threes patrol the school during devotions to ensure that students are not loitering on the corridors, in the bathroom in the classrooms or in any out of bounds area during devotions.

Senior Prefects - these prefects work in tandem with the Head Students and directly supervise the form prefects assigned to each year group. They ensure that prefects assigned to forms in each year group carry out their duties and are to report delinquent prefects. At least one of these senior prefects should be assigned to monitor the Gate, the Sick Bay and Hall prefects.

HEAD STUDENTS & PREFECTS

Head Prefects provide leadership to the Prefect Body, assigning duties to individual prefects and monitoring them in the carrying out of their duties.

Powers of the Prefect

Prefects have the authority to caution students

****Prefects have the authority to confiscate contraband items from students**, these items however MUST be turned over to the Dean of Discipline or the Vice Principal as soon as possible after the confiscation.

When items are being confiscated the student in breach of the school rules should be informed as to who the confiscated item will be turned over to. When the item is being turned over to the Dean of Discipline or the Vice Principal it MUST be labelled ie have on it the student's name, form and the date of confiscation.

Prefects have the authority to give a prefect's detention. This should only be given in cases where students fail to heed the warning of a prefect.

At least one day's notice should be given, before a student can serve a prefect's detention. Detentions can only be given on a Tuesday or a Thursday and should only last for 1 hour. The prefect should also ensure that the Form Teacher of the student being given the detention is informed about the detention as well as the Dean of Discipline.

NB: If a student is out rightly disrespectful to a prefect, fails to comply with a prefect's instruction, or misses a prefect's detention then it is the prefect's duty to make a report to the Dean of Discipline so that the matter can be dealt with in an appropriate manner.

** [In spite of having the power to confiscate, prefects are discouraged to do so, and should instead report the offender to a teacher or Head Student]

Appendix 6

Head Students' Job Description

The Head Students:

1. Represent and support the School's Administration
2. Assist the School's Administration in maintaining school discipline
3. Supervises the prefect body ie: ensure that prefects carry out their duties in an efficient and responsible manner.
4. Have regular prefects' meetings to assist prefects in carrying out their duties.
5. Are answerable to and work directly with the Dean of Discipline and the School's Principal. [NB. They are responsible for informing 6th Form Block Supervisors of any activities which they plan, that may involve 6th formers]
6. Assist in the organisation of a welcome social/event for in 6B students
7. May also stage fund raising events or any other event for the benefit of the School, **with the permission of the Principal**
8. Under the supervision of the teacher/s assigned plan and stage Boys & Girls Days [Gender Week]
9. Suggest students and evaluate them for the incoming Head Student Body
10. Make suggestions for students to serve as prefects and auxiliary prefects.
11. Carry out any other duties which the school or Principal may assign to the Head Body
12. **Must be present at ALL official school functions** and may be asked to represent the school at some national or civic events

Appendix 7

Criteria for Graduation

Revised: April 25, 2016

The student should:

1. Have a satisfactory attendance record at school with a percentage greater than 80% of sessions.
2. Have a satisfactory punctuality record at school with lateness not exceeding 20% of days school was in session.
3. Have an overall satisfactory conduct without:
 - (a) A record of multiple infractions during the school year
 - (b) Suspensions (red cards) during the school year
4. Have a record of maintaining decorum and propriety and not:
 - (a) Showing inappropriate public displays of affection with other students
 - (b) Wearing the uniform untidily
 - (c) Wearing the incorrect uniform, including undershirts, tight garments, jewellery, belts, shoes, socks.
 - (d) Having an inappropriate hairstyle.
5. Have submitted all SBAs.
6. Have completed ten (10) hours of community service.
7. Be in good financial standing.
8. Have returned all outstanding books for book rental.

Please note carefully:

- (a) Students who do not meet the criteria for graduation would not normally be considered for matriculation into sixth form.
- (b) Students who are presented at graduation are not automatically qualified for acceptance into sixth form.
- (c) **Students are invited to participate in the Graduation Ceremony; the invitation may be withdrawn at anytime if the student is deemed unfit to participate by the school's administration.**
- (d) Graduation is not a right it is a privilege

Appendix 8

St. Jago High School

CRITICAL INCIDENT REPORT FORM

(Extracted from the MOE Guidelines for Developing a Critical Incident Management Plan for a Safe School Environment, Page 111)

Name of School _____ Region _____

Name of Principal _____

Name of Board Chairman _____

Telephone _____ Fax _____

Address _____

Email _____

Name of Person Completing Report _____

Position _____

Date of Report _____

Type of Incident _____

Date of Incident _____

Brief Summary of Incident

Names and status of persons involved

Immediate action taken by school

Follow-up action taken/to be taken

Critical Incident Management Manual for Schools

Other relevant information

Signature..... Signature.....

Principal

Guidance Counsellor / Dean of Discipline

Date..... Date.....