

You are in charge of whether or not you lay a solid foundation for the rest of your life.

LISTEN CAREFULLY

“Your ability to discipline yourself to set clear goals, and work towards them everyday, will do more to guarantee your success than any other single factor.”

Brian Tracey

You are free to Choose but you are not free from the Consequences of your choice.

You don't have to Attend every argument you are invited to.

Good isn't Good Enough if Better is expected and the Best is Possible.

To achieve a goal you set the goal Higher than the Standard.

If you want a Different Result, make a Different Choice.

At first glance it may appear too hard. Look again. Always Look Again.

An error doesn't become a mistake unless you refuse to correct it .

Bad Company Ruins Good Morals. I Corinthians 15:38.

Learn the importance of Self Reflection.



H. J. ROBINSON HIGH SCHOOL



STUDENT RULE BOOK

These rules are not intended to restrict you. Knowing them will **empower you** to do your best without preventing anyone else from doing the same. Study them.

Play your role in helping to **create an environment** where **the rights and property of everyone is appreciated and respected**.

2019 update

School Name: H.J. Robinson High School

Address: Mission Folly, Grand Turk

Date Opened: December 6, 1921

Motto: Labour Omnia Vincit—Labour Conquers All

School Colours: Navy Blue, White, Light Blue

Houses: Administrator, Crawford, Sherlock, Wood

School Song : I Would Be True

I would be true for there are those who trust me,

I would be pure, for there are those who care,

I would be strong for there is much to suffer,

I would be brave for there is much to dare,

I would be brave for there is much to dare.

I would be friend , of all the foe the friendless,

I would be giving and forget the gift,

I would be humble for I know my weakness,

I would look up and laugh and love and lift,

I would look up and laugh and love and lift.

APPENDIX # 2

OTHER IMPORTANT INFORMATION

Dispensing Medication

The Guidance Department does not dispense pills. You will be called to bring any sort of pills that need to be given to your child for minor ailments.

CCSLC

The government has implemented the Caribbean Certificate of Secondary Level Competence for students in the Lower School. CCSLC is certified by CXC and is recognized in the United States and the United Kingdom as a certification that is acceptable for student placement.

The subjects that are a part of the programme are Mathematics, English Language, Integrated Science, and Social Studies. Digital Literacy is scheduled to come on board shortly.

Students will be examined in these subjects by the end of third form and in the case of the weaker streams, the programme could run for the full five years of secondary school.

SELECTING UPPER SCHOOL OPTIONS

At the end of third form students will select and be placed in one of the following areas; Arts, Arts 1, Business/Science or CDEP. The class that you are in and your academic results will determine which stream that you end up in. It is important that the right subjects need for entry in the profession you intend to go onto are selected.

CRITERIA FOR GRADUATION

Good grades are however only one of the criteria for graduation, the other two criteria are attendance, which should be at least 90% and your behaviour. Your success or failure is therefore in your hands,

QUALIFYING FOR THE NATIONAL ACADEMIC AWARDS CEREMONY

A National Awards Ceremony is hosted annually after the external examination results for all schools in the country are finalized.

To qualify for the ceremony a student must pass a minimum of five (5) external examination subject. Two of the subjects must be English A and Mathematics. **Only subjects passed in fifth form will count towards you qualifying for the ceremony**

The Top Three performing students are awarded National Scholarships. To qualify for this you must sit all of your examinations in one sitting. You must also earn general I's, in a minimum of eight subjects. The following must be included, Mathematics, English Language, Information Technology, a Science subject, a Humanities subject and a Foreign Language.

WELCOME TO THE H.J. ROBINSON HIGH SCHOOL

This is YOUR school now, and you have a major role to play in how this institution will look and the results we will be able to achieve over the next five years. Embrace the opportunities, do your part to help uphold our standards and to continue and extend the Legacy, that you are now a part of .

It is a rich tradition that you are about to become a part of, a tradition whose continuation depends on each of you making **deliberate decisions** about how you will approach the task of laying the foundation for the rest of your life. Your success or failure in this endeavour can be guided and aided by teachers, but it will be chiefly determined by a number of factors that you are at the centre of. They include:

- How much effort you put into your studies.
- **Your** not settling for anything less than your best effort.
- Not allowing distractions (especially friends) to affect **your** focus.
- How **you** react to the challenges and obstacles you will face.

The focus necessary to maximize your potential needs to be shown, and where absent, cultivated from day one, because all the work done in the lower forms lays the foundation for your success in the areas of study (Arts, Arts 1, Business/Science or CDEP) that you will choose at the end of third form.

Each year, you will have to complete at least five (5) assessments : three (3) mark sheets, one in each of the three terms and two major examinations, one at the end of Term 1 and the other at the end of term 3. Mark sheet grades are calculated from three sources, class work, homework and a test or tests. The pass mark is **60%, but each student is encouraged to strive to attain grades that are much higher for each assessment.**

At the end of a school year, we will make decisions about whether or not you stay in a class, you are promoted to a higher class or demoted to a lower class. The minimum average that you can attain and expect to remain in a class is listed below.

Stream	Minimum Average
A	78 %
B	68 %
C	60 %

The following are provided to help you to develop the necessary focus, so that you may avoid the common pitfall of earning good term grades and following them up with mediocre exam grades. They are:

1. Teachers will lay the foundation for your learning but you must spend time daily reinforcing what is taught in class and building on your understanding of the concepts.
2. While in class choose not to let students who are not interested in getting a good education distract you. Refuse to give their actions the attention they crave.
3. Never leave a class having not understood a concept that was taught. That information will help you learn what is taught next class, so do not let fear stop you from telling a teacher that you did not understand and asking him or her to go over what was taught.
4. Start assignments as soon as you get them. Waiting for the last minute will not allow you to produce a product that will get you the most marks or help you to truly understand the information.
5. Make a study timetable and follow it regularly. When you 'cram' or 'swat' right before an exam it is more likely that you will not perform your best.
6. Form study groups that are physical and/or internet based.
7. Never allow your dislike of a teacher or a subject to influence your attitude towards the subject.
8. Learn the meaning of the word plagiarism, every student needs to know its meaning before starting a piece of research. You must always give credit to a writer when using his/her words.
9. Embrace the power of the internet, you can find information that will make any topic you are struggling with manageable.
10. Develop a love of reading, actually read or use technology to have things read for or to you.

The thrust of my argument is that you have a responsibility to do what is necessary to ensure your success over the next five years. Significant responsibilities come with the rights that each of you has as young people and students.

The agreement that you will be asked to sign sets out your rights and the responsibilities that are tied to them. By signing it, it is hoped, that you are committing to trying to ensure that you uphold not just your rights but also those of your peers and schoolmates. In essence, we are asking you to treat everyone that you come into contact with, in the same way that you want to be treated.

APENDIX 1

THE NATIONAL SONG

O we salute this land of ours
Our country we declare
This promise land with its beauties grand
Though small it is our own

Chorus
Turks & Caicos, Turks & Caicos
Our country firm and free
Our allegiance Turks & Caicos
We pledge and we affirm

Its people forged and blend
With multiplicity
Of race and kind and creed and tongue
United by our goals

From the East, West, North and South
Our banks and oceans meet
Surrounding sands and hills of glee
Our pristine beauties see

Chorus
We stand with courage brave
To maintain this land of ours
With lands scatttered here and there
With trust in God we stand.

Chorus

APPROPRIATE ATTIRE FOR JEANS DAY

When a Jeans Day is held it is a Fund Raising effort and a student must pay the stipulated amount to be out of uniform. As school is still in session, it is still expected that the nature of the attire should be tasteful and respectful.

FEMALE STUDENTS

- Should not wear spaghetti strapped or like tops that expose a lot of cleavage and/or exposes the navel.
- Should not wear skirts that fall lower than two inches above the knee and shorts should conform to the same length.
- Should not wear cut up jeans or those that are very short.
- Should not wear leggings or other close fitting pants that highlight the rear end or the front of your vagina.

MALE STUDENTS

- Should not wear sleeveless shirts.
- Should not wear tops with designs that highlight criminal activities that display expressions that are sexual in nature or that disrespect others.
- Should not wear cutup jeans and all pants should be worn at or above the waist

ATTIRE FOR STUDENTS ON SPORTS DAY

The same rules regarding attire for jeans day applies to students who are not participating in sporting activities. They apply mainly on the last day of sports, as it is the only day that ALL students are allowed to be completely out of uniform.

On the first day of Inter House Sports students are expected to wear the uniform bottom (shorts, skirt or long pants) and a top in the colour of his or her House.

Athletes are allowed to be out of uniform during Sports Day. However, the following guidelines MUST be observed.

ATTIRE FOR ATHLETES

- Tights should be worn under track shorts.
- House colour must feature prominently in what is worn.
- Male students should wear shorts over leotards or body suits.
- Female students should wear proper sports bras for events.

If you choose to live by that simple principle, while always striving to do your best, academically and otherwise, our teachers can help you to maximize your potential. The key to us helping you, is the attitude that you enter this institution with. Decide that your education is important, and commit yourself to working harder and smarter.

You are asked to leave the past at the gate, especially the academic results that bear no resemblance to your true academic potential and the poor behaviour that has thus far, prevented you or that you have allowed to prevent you, from putting more effort into being the best student that you can be.. You are begin a new chapter in your academic journey, and nothing you did before, needs to define you going forward.
Putting your past behind you, is possible if you really want to, unless its something inappropriate that you posted on social media. You can change your behaviour if you want to, Never underestimate what you are capable of, especially if you commit yourself to giving the effort necessary to accomplish your goal.

Very important also, is that you rethink your concept of the words friend and friendship. True friends will encourage and help you to strive for your goals, they will not put stumbling blocks in the way of you achieving your goals. If they are not helping you, let them go or at the least restrict you contact with them. Another option is to challenge those individuals to be better friends.

We have faith, that within each of you, lies the potential to excel academically, athletically, and otherwise, and we are committed to helping each of you to light the spark the will trigger the explosion, that will propel you, towards successfully completing your secondary education.

Therefore, will you leave this institution with a School Leaving **Diploma** and at least six passes in external examinations, or will you leave here with a School Leaving Certificate or Statement of Attendance, and no external examination passes? The choice is yours to give the effort necessary to help you to succeed, don't allow yourself to be distracted or not commit yourself to working hard enough to maximize your potential and make.

In closing, don't allow yourself to get caught up in the hype about graduation and forget to focus on your education, especially in forms four and five. Qualifying for graduation will mean nothing unless it is accompanied by CXC passes as they are your passports to the next chapter of your lives.

Reinwald G. Lewis
Principal

A BRIEF HISTORY OF THIS INSTITUTION

This institution was opened on December 6 1921. Mr. C.E. Crawford from Barbados was the first Principal of this institution and Miss Olivia Tatem was an assistant teacher. Mr Crawford served until 1949 and he was replaced by Mr. W. Pearson in 1950.

The opening was an important milestone in this country's history because for the first time students could receive education beyond the Primary level.

Education was initially not free and as a result only the children of those who could afford to pay, attended the institution. This changed and soon all students could attend including children from the Caicos Islands. A growing population led to the campus moving to its present location on Mission Folly.

Since opening, this institution has been known by three names, the Senior School, Turks & Caicos High School (from 1972) and since 1990 as the H.J. Robinson High School. The approval for the renaming was formalized in 1989 and Miss Helena Jones Robinson became the patron of the school. Miss Robinson was a member of the inaugural batch of students to graduate from the Senior School and she began her teaching career at her alma mater after completing her studies at the Shortwood Teacher's College in Jamaica. In the course of forty four years of service Miss Robinson was promoted to Principal of the institution. This made her the first local headmistress of this institution. Notable is that Miss. Robinson at one point served as Principal of the school and as an Education Officer. Worthy of mentioning here is that the Education Department was located at the school for a while.

Mr. Leroy Innis became Principal in 1971 and in the same year the period of secondary education was increased to five (5) years from three years. He was succeeded in 1973 by Mr. Calvin Wallace who served until 1976. From 1977 to 1984, a number of individuals served in the post, generally serving no more than one year. Mr. Bertram Ross who was recruited as a teacher of Science served as Principal between 1984 and 1987 and during his tenure Extravaganza began.

Three other local females have served as Principal of this institution, Mrs. Lillian Missick (1987—1992), Dr. Linda Williams, and Miss Jane Garland (2000—2005).

EXCEPTIONS TO THE UNIFORM REQUIREMENT

In the event of some unforeseen circumstance, a student may be allowed to be out of uniform. The period a student will be allowed to be out of uniform will vary depending on the circumstance.

This sort of permission requires a letter from the Principal. The application for this permission must state the hardship that is preventing the child from wearing the uniform and request the period that you are asking for the child to be out of uniform.

The letter granting permission for the child to be out of uniform should be presented to the Security, your form teacher and your subject teachers after it is received. Give a copy of the letter to your Form Teacher, and keep a copy in your bag in the event that a Prefect, Security Officer or Teacher requests confirmation of the permission.

It is recommended that before you request this exemption that you speak to the Guidance Department, as they usually have uniforms that can be given out.

WHAT TO WEAR WHEN THE UNIFORM IS NOT AVAILABLE

Ideally, what is worn should be as close as possible to the uniform. It is not anticipated that jeans will be allowed but the seriousness of the hardship will determine what is allowed.

Recommended Attire

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For a male, a dress pants and a buttoned down short-sleeved shirt should be worn.

For a female, a skirt and a buttoned down blouse should be worn.

It is recommended that you review the general dress code violation content, to ensure that while out of uniform you are not breaking other codes related to dress.

Students will also be allowed to be out of uniform if a Jeans Day is observed or on the last day of Inter House Sports.

DRESS CODE VIOLATIONS

General Dress Code Violations

- a. Wearing any form of jewellery other than a watch
- b. Wearing sweaters or jackets when the weather does not call for it, and you are not sick.
- c. Undressing yourself before leaving the compound.
- d. Wearing string bags or bags that are not black, or navy blue .
- e. Walking around the compound with your shirt out of your pants or your tie off or untied..
- f. Wearing non-prescription sun glasses.

Male Dress Code Violations Include

A male student violates the Dress Code when he:

- α. Tying your pants into the lace of your shoes or tucking it into your shoes.
- b. Walking around the compound with your tie off or shirt out of your pants.
- c. Wearing undershirts with sleeves that are longer than the uniform shirt.
- d. Wearing undershirts with sleeves that are longer than your uniform shirt.
- e. Has any facial hair below his earlobes.

Female Dress Code Violations

A female student violates the Dress Code when she:

- a. Wears hair accessories in colours other than navy blue, black and white.
- b. Wears broad head bands and more than one head band.
- c. Does not wear tights under the shorts of her P.E. uniforms.
- d. Has in her hair braids with extensions, a wig or a hair weave or puts streaks/highlights in her hair.
- e. Wears ANY form of make-up.
- f. Wearing large earrings, wearing more than one earring and wearing an earring anywhere other than the lower end of the earlobe.
- g. Wears a brightly coloured bra. **If this is unavoidable a singlet should be worn over it.**

Along with a long list of educators, this institutions administrators have left their imprint on this institution,, past students and its culture over the years. Some of them are immortalized in the names of the Houses students are placed in, and many more are fondly remembered by your parents and grandparents for their contribution to their lives and this country in general. Two of the longest serving teachers retired recently, Miss Cordelia Creese and Mrs. Marionette Hinds.

The physical plant has changed a lot since 2000, the Science Block, the Staff Room the Administrative Block and the Militia Building have been rebuilt. Most changes however came in response to the impact of disasters ranging from Hurricane Ike (2009) to a fire in 2016. Hurricane Ike destroyed eleven dedicated classrooms and led to a delayed resumption of school. We were forced to operate from tents donated by UNICEF until a number of container classrooms were provided by the Government. The only container remaining in the yard was provided by Carnival Corporation. Eventually, a six (6) classroom block was erected through a partnership between the Government and the Caribbean Development Bank (CDB).

The completion of our new administrative block in 2012 brought us back to the capacity we were at before Hurricane Ike. Sadly , the top floor of this structure and all of its contents most of which were new was destroyed by a fire in 2016. Over the next year, the government had the top floor rebuilt and resupplied. It was a difficult proposition dealing with the construction, while school was in session , and other issues but we perservered.

In 2015 in the 95th year of operation the school's auditorium was completed. It was an initiative that ground was broken for during the administration of Mrs. Lillian Missick. The frame of the building was donated by Mr. Kenneth Adams of Building Materials. Fundraising efforts, especially in Providenciales and monies previously raised by the school enabled the encasement of the building to take place. The structure was subsequently completed by the Government. The Class of 2015 hosted the first graduation in the completed auditorium. We remain grateful to Mr. John Green, the contractor, for the work he did and the contributions he made that went beyond what he was contracted to do and what he was paid for.

Hurricanes again impacted the operation and physical plant of the school in 2017. We continue to perservere as we approach 100 years of existence.

SECTION 1

THE SCHOOL RULES

EXPECTATIONS OF STUDENTS:

- Work hard to attain and maintain high academic standards.
- Show maximum respect for authority.
- Attend school daily and go to every class.
- Respect the rights, person and property of everyone on the compound.
- Use sound judgement before reacting to situations.
- Keep your classroom and the schoolyard clean.

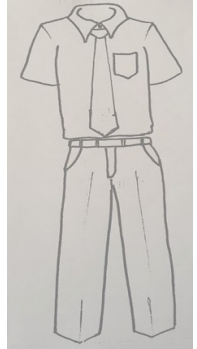
THE RULES

The expectations propose to create an environment that is safe and in which, each student can maximize his or her potential. The school's rules is the vehicle through which we hope to help you to meet our expectations. It is therefore your responsibility to familiarize yourself with them, to follow them and to play a role in helping us to enforce them and to keep you safe.

1. ALL Teachers and Security Officers are to be shown respect at all times. You should comply with their instructions, never direct profanity towards them or use it in their presence and you never attempt to get physical with any of them.
2. Each student should attend school daily wearing the uniform correctly and equipped with all of the materials needed for the day.
3. All students are expected to attend devotions (general, form, batch and house) and clubs and societies on the assigned days.
4. Registration takes place twice a day, each student should be present.
5. Students should not leave the compound during the day without getting permission from the Principal, Vice Principal or a Guidance Counsellor.
N.B. The permission slip is to be shown to a Security Officer and taken off the compound with you. When you return it is to be given to the Officer.
6. Prompt attention is to be paid to the bells ending break and lunch. A bell will be rang five minutes before the end of the lunch period. It tells you to start heading to class. When the second bell rings you should either be in class or at the class.
7. Furniture and walls should not be defaced with graffiti or intentionally destroyed.

THE MALE UNIFORM FORMS 4-5

An **inseam appropriate** long navy blue pants.
A Navy blue necktie with the abbreviation H.J.R.H.S.
A light blue short sleeved shirt with a pocket.
A belt, leather NOT cloth and the buckle should not have any symbols that depict criminal or other explicit activity.
Black or Navy Blue shoes or tennis (the sole of the tennis should be the same colour as the upper portion).



THE FEMALE UNIFORM

FORM 1-3

White shirt type blouse with convertible collar
Navy blue pleated jumper at least 3 " below the knees.
Black leather shoes with a **heel no higher than 1 inch.**
Navy blue or white knee high socks.



FORM 4-5

Navy blue pleated skirt at least **3"** below the knees
White shirt type blouse with convertible collar
Navy blue necktie with the abbreviation H.J.R.H.S.
Navy blue knee high socks



SECTION II

THE DRESS CODE

Each student is expected to present himself or herself daily in the prescribed uniform, with his or her hair groomed appropriately and with only the approved accessories in the hair and on his or her person.

Should you choose to present yourself otherwise, you can be denied entry onto the compound. If this happens, the security will ask you to remain at the gate until someone from administration comes or they will ask you to go home and change. It is in a student's best interest, to not complicate a simple matter by refusing to comply with the instructions of the Security Officer or exhibiting other forms of disrespect, as they can result in you being suspended.

The Truancy Officer will assist the Security Officers with the task of ensuring that a student comes onto the compound appropriately addressed. As such the same punishment that applies with respect to being disrespectful to the Security Officer applies to the Truancy Officer.

1. THE UNIFORM

Your uniform identifies you as a student of this institution and should be worn correctly and with pride from you leave home in the morning until you return home in the afternoon.

2. ACCESSORIES

Each student is expected to bring to school a school bag to carry his or her books. **String Bags are not acceptable** as a daily book bag and standard sized backpacks should be either navy blue or black. Bags in shades of both colours will be accepted but the decision rests with administration. No red or other brightly coloured bags will be allowed.

It is also recommended that students wear a watch to keep track of time.

THE MALE UNIFORM

FORMS 1-3

A light blue short sleeved shirt with a pocket.

A short navy blue pants.

A belt, leather NOT cloth and the buckle should not have any symbols that depict criminal or explicit activity.

Black or Navy blue shoes or tennis (the sole of the tennis should be the same colour as the upper portion).



8. Using or bringing the following onto the compound is **expressly forbidden**, whether or not the intention is to distribute and or sell them to students.

a. Drugs.

Any drug, legal (alcohol, cigarettes etc.) or illegal (marijuana, cocaine, etc.) that is not prescribed by a doctor. **In the case of prescription drugs parents should notify the school of a child's need for them during school hours.**

b. Knives, daggers or similar weapons that can be used to harm or threaten others.

c. Matches, firecrackers or other explosive devices.

d. Obscene literature or pictures regardless of the form: magazines, cd, dvd or memory device.

N.B. The Police will be called in to deal with criminal acts. You are old enough to be taken to court and charged with an offence. **If you are charged in relation to certain offences not only can you be prevented from participating in graduation activities but you can also be recommended for expulsion. Additionally, if you are charged, you can be suspended from school until the case is finished.**

9. Students must learn and abide by the guidelines and rules for conduct and behaviour in classes and especially in workshops and laboratories where ignoring them could result in serious injury.

10. Students are not to hand things to others through the fence or take things from others through the fence. This should be done at the main gate.

11. Classrooms and the compound are to be kept clean at all times:

a. Rubbish should be placed in bins in the classroom **or** outside and not just thrown on the floor or the ground.

b. If students eat in classrooms during break or lunch the room should be cleaned before the next class begins.

12. Learn the School Song, the National Song and the National Anthem as you will be called upon to sing them from time to time.

13. Students are expected to attend functions and ceremonies (Ecumenical Services, National Heroes Day Service, Queen's Birthday Parade) when required to do so.

N.B. Unless told otherwise, for such occasions the uniform is to be worn.

14. The Physical Education Uniform or other appropriate attire should be worn to P.E. class.

15. The following actions/activities are NOT to be engaged in by students. They carry the most serious form(s) of punishment that can be administered.

- a. Fighting (including fights off the compound and while in uniform).
- b. Stealing the property of others.
- c. Using profane and vulgar/abusive language in or out of class and especially to teachers. **Starting in 2019 a swear jar will be kept.**
- d. Serious displays of physical affection (hugging, holding hands, kissing, sexual intercourse).
- e. Cheating, on examinations or otherwise.
- f. Plagiarising other peoples work and submitting it as yours.

Plagiarism involves using peoples work or ideas as if they were yours

Examples of plagiarism by students include:

Turning in someone else's work as your own

Copying words or ideas from someone else without giving credit.

Failing to put a quotation in question marks.

Giving incorrect information about the source of a quotation.

Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

Using **copyrighted** pictures and music.

BASIC TIP FOR AVOIDING PLAGIARISM

Avoiding plagiarism is very simple, make it clear that you are using someone else's work (quotation marks) and provide the information showing where you took it from using one of the acceptable formats.

A citation of your source should include the writers name, the article

Or books name, the company that published it, the date it was

Published and the page number or number sequence.

- g. Threatening an individual, even in the absence of a weapon.
- h. Destroying school property (physical, electrical etc.) intentionally or otherwise.
- i. Skipping classes.
- j. Visiting nightclubs and other liquor licensed establishments.
- k. Leaving a class without your teacher's permission, especially running outside to watch a fight.
- l. Bullying (physical, cyber etc.) other students.

When coupled with other things expected of you, it is a lot to ask, especially when doing so, as the member of a group, might make you unpopular amongst some of your peers. We are still asking it of you though, as more than making you good students, it will contribute to you being good citizens.

PENALTIES FOR BREAKING SCHOOL RULES

When school rules are broken and a student is reported, the matter is investigated by the Principal, Vice Principal or designate. The Principal, Vice Principal or a Guidance Counsellor (individually, or in tandem) will speak to you about your behaviour. Your parents may be called in at the start or later on. If nothing changes, more serious actions can be taken.

The actions include administering corporal punishment, counselling, detention, cleaning, painting and other work related activities, and eventually, suspending a student. Suspension can take the form of working suspensions or you can be sent home for a period. Administration can suspend you for a maximum of three days but can request that your suspension be increased to a period commensurate with your action.

A logbook containing all your infringements is maintained and copies of letters will also be placed on your file. Therefore tracing your actions and determining actions designed to curb them will be readily available.

The actions listed above, will generally come after a process of trying to get the individual or individuals to alter their undesirable behaviour.

Behavioural Contracts will be drawn up when other measures do not lead to the required improvement in behaviour. This is generally the last attempt by the school to curb the behaviour of individuals or groups. When a behavioural contract is used it represents a binding contract, one that if the student still refuses to conform, could lead to him or her being recommended for expulsion.

Other consequences of repeatedly breaking the school's rules include:

- a. Not being allowed to participate in graduation related activities.
- b. Not being allowed to represent the school in competitions.
- c. Graduating with a Certificate or Statement of Attendance instead of a Diploma.

Behaviour is a graduation criteria and if your behaviour is assessed as unsatisfactory it will impact the category of certification that you receive.

Every effort should therefore be made, to obey the school rules rather than breaking them and where necessary to assist us in dealing with disciplinary issues.

ENFORCING THE SCHOOL'S RULES

The Principal and Vice Principal are aided in ensuring that rules are adhered to, by teachers, security officers and prefects. Therefore, they are to be respected and instructions given by them (for example, go to class, go to the office, move away from the scene of a fight etc.) are to be followed.

The assistance of parents is also expected, in order to ensure that the right kind of environment exists here. Students need to know that their parents support the fair and appropriate actions taken by the school in the name of enforcing discipline.

Students also have an immense responsibility to play in helping us to ensure that such an environment exists and is maintained. It starts with you reporting incidents. Know though that you should not go straight to the Office to make a report. Your Form Teacher should be where you start the process. He or she will advise either attempt to address the matter or instruct you, what you are to do next. Additionally, if something happens in a teachers class, report it first to the teacher, he or she can deal with certain issues without it going to the principal or vice principal.

In the name of helping us enforce the rules, it is also expected that :

1. If a teacher asks you to leave a class and go to the office, you do so without resistance or other forms of disrespect.
2. If something is stolen from you, that you report it to your form teacher, form teacher, or a security guard, as early as possible.
3. You do not go and try to break up a fight, if you can not ignore being hit while trying to do so.
4. If you are being bullied in any way, that you immediately report the matter to a Guidance Counsellor, the Vice Principal or the Principal.
5. Provide information on fights and instances where others have been taken advantage of, instead of adhering to the no snitching policy of some students.
6. If a Security Officer comes to you to escort you to the Office, you should comply with his or her instruction and follow him or her.
7. Proudly wear your schools uniform and use opportunities to encourage others to do more to help maintain the standards of the institution.
8. Not give problem students the attention they want, in class when that attention will stop you and others from maximizing your learning

Examples of Bullying include:

- Demanding money or food from other students.
 - Searching students person and property and taking things from them.
 - Sending threatening and or derogatory messages in class or via the internet.
 - Fighting or sending others to fight students who do not give in to your demands.
16. Electronics such as cellular phones, cds, dvds and mp3 players are **NOT** to be brought to school as they will be confiscated. **The school accepts no responsibility for lost or stolen devices, especially when they should not be on the compound in the first place.**
- If you are bringing your device to use in class, ask the teacher to hold it until school is over. Alternately, you can ask the Vice Principal or Principal to secure it for you.**
- Laptops, tablets and digital cameras can be brought to school, as directed, **but it is your responsibility to ensure its safe keeping. Do not leave your devices unattended even if they are in your school bag. If you are using your computer and need to go to the bathroom, ask the teacher to leave it on his or her desk until you return.**
- N.B. Should the same or a like item previously returned to a parent or student be confiscated for a second time in the same school year, **that item can be held until the end of the school year or some other determined period.**
17. Do not deface or attempt to remove or destroy any of the signs that will be put up at different points on the compound. The signage is intended to advise you of how we expect you to behave and to help you to be safe.
 18. During Sports Day students should spend most of their time in the area close to the parade.
 19. Never use the schools computers for anything other than the use intended by your teacher.
 20. Never visit any websites with explicit information and refrain from downloading and installing software.

Class Rules

It is very important that an environment conducive to learning be maintained in all classes. You have a role to play in ensuring that such an environment, one of cooperation, responsibility and respect for everyone is evident.

These rules are general, there are others that will be specific to the various departments, practical areas and individual subject rooms.

21. There should only be one identifying mark or label on your desk or desk chair combination. Anything else should be removed.
22. Get to class on time, once inside, sit down and prepare for the start of the class.
23. Always request permission from a teacher to leave a class that is in session or to enter a class that you are late for.
24. Treat your classmates views and opinions with the same respect that you would want yours to be treated.
25. Remain in your seat unless given permission by your teacher to move about or to go out of the class.
26. Do not ask permission of teachers to go to the bathroom immediately after break or lunchtime.
27. Comply with all reasonable requests and or instructions given by teachers promptly and without disturbing the class or being disrespectful.
28. Always use appropriate and respectful language during interactions and exchanges during class time.
29. Walls should not be tagged or marked up with obscene language, aliases, obscene pictures, gang symbols etc.
30. A subject teacher or invigilator has the authority to move you to a different location in your classroom should it become necessary.
31. Always put your hand up prior to answering a question and wait to be recognised before answering.
32. If you bring food or drink into the classroom, it is your responsibility to dispose of it or clean up any mess made.
33. Do not attempt to remove any charts from the walls in the classrooms.

Examination Rules

Sitting examinations is a serious undertaking, your actions and inaction, when you don't study properly, can have serious implications. Don't make matters worse by doing things that could cause you to lose marks or be given a zero.

Understand from the beginning, that you must comply with the instruction of the invigilator.

34. Do Not turn over your paper or begin working until the invigilator says so.
35. Once an examination starts there should be no talking to other students, any subsequent communication must go through the invigilator.
36. You should not have a cell phone in the examination room. If, you do make sure that it is turned off and not on your person.
37. Only things needed for the exam should be on your desk, once the exam starts.
38. Information relating to the exam found on your desk or person during the exam will constitute your intention to cheat and you will be removed from the room and given a zero.
39. Involvement in cheating or an attempt to cheat can result in punishments that range from reduced marks to being given a zero.
40. You should remain in the room for at least three quarters of the allotted time has expired.

If you are finished, ensure that you go over your paper thoroughly. Too many marks are lost to students because they don't read over or check their work properly.
41. Ensure that you sign the register and hand up your exam paper after the exam is finished.
42. You must remain in the examination room for at least 3/4 of the allotted time for the examination. While there you must not attempt to disturb persons that are still working.
43. Devices on which a student can record, send or receive information, or playback various forms of media content cannot be used during an exam.