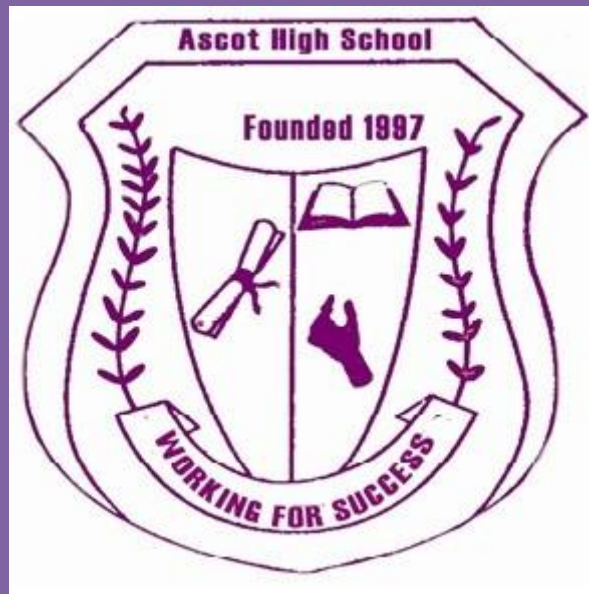


Ascot High School Academic Policy



PREAMBLE

The success of Ascot High School depends on the quality of education it delivers and the academic performance of its students. In order to accomplish the school's mission, Ascot High School hereby establishes through its academic board this policy.

ARTICLE I- The Admission of Students

Section 1- Ministry Placement

Children who have been placed at Ascot High School by the Ministry of Education in Jamaica shall be admitted to the school.

Section 2- Transfer

Any parent and/or guardian seeking transfer for his or her child/ward from another educational institution in or outside of Jamaica shall only be granted such, as long as the child has met all the criteria for granting transfers outlined in section 3 of this article.

Section 3- the Transfer Criteria

Before being granted a transfer to Ascot High School a child must have:

- (1) At least a forty-five percent (45%) average at the end of the last term from the previous institution
- (2) Secured two acceptable recommendations: one from the previous school and one from the following: a pastor, a Justice of the Peace, an attorney, and/or a Superintendent of Police
- (3) Passed the relevant diagnostic reading, writing and computing tests
- (4) Been recommended by the dean of discipline and/or the disciplinary committee to the Principal after having been interviewed by either the dean of discipline or the disciplinary committee
- (5) Been determined by the academic board that the child's admission will be advantageous to the school
- (6) Satisfied all other registration requirements

Section 4- Exemption from a Transfer Criterion

An exemption of any of the transfer criteria shall be the prerogative of the principal.

Section 5- The Diagnostic Tests

- (1) All children admitted to Ascot High School under the provisions of this article shall sit three diagnostic tests: the reading diagnostic test, the language diagnostic test, and the Mathematics diagnostic test.
- (2) The diagnostic tests shall be prepared by the literacy and language department in conjunction with the Mathematics department and/or anyone the academic board may deem to be suitable to assist in creating these tests.
- (3) The diagnostic tests shall determine the following:

- a. the stream in which the child is placed for all children admitted under section 1 of this article.
- b. for students admitted under sections two (2) four (4), and six (6) of this article, the diagnostic test shall determine whether the child is granted admission or not; and in the case that the child is granted admission, the tests shall determine which stream he/she is placed.

Section 6- Soliciting Admission

- (1) Without prejudice to section 5 (1) of this article, a parent/guardian who is soliciting admission for his or her child/ward other than from the provisions outlined in sections 1, 2, and 4 of this article;
 - a. the child/ward along with his or her parent/guardian shall be interviewed by the academic board AND
 - b. the academic board shall make its recommendations to the principal after having interviewed the child and his/her parents AND
 - c. having considered the recommendation from the academic board, the principal shall grant or deny admission
- (2) Parents/Guardians seeking admission for their children/wards under section 6 (1) must also meet all the criteria outlined in section 3.

ARTICLE II- Students' Academic Rights and Responsibilities

Section 1- Students' Academic Rights

- (1) All students shall have the right to access all available resources at the school for their academic development including but not limited to the library facilities, computer, laboratory facilities, and programmes designed to develop the students' academic performance.
- (2) All students shall have the right to do all subjects offered to the class to which he/she belongs.
- (3) All students shall have the right to receive all school/academic materials the Government of Jamaica has allocated to the school for such purposes.
- (4) All students shall have the right to receive their sessional test grades within the first three weeks of doing the test.
- (5) All grade 9 students shall have the right to sit the Caribbean Certificate Secondary Level Competence (CCSLC) exam at the end of grade 9.
- (6) All students shall have the right to have an electronic account on the school's online learning portal to download, use and share information for their academic development.
- (7) All students shall have the right to respectfully approach and solicit their teachers' assistance to help them understand and/or clarify any information and/or material introduced during the period of instruction during the academic year.
- (8) All students shall have the right to report a teacher who fails to give them the assistance outlined in section 1 (7) of this article to their Grade Supervisor and/or Vice-principal in writing.
- (9) All students shall have the right to appeal in writing to the academic board any violation and/or perceived violation of their academic rights in the manner prescribed in Article III of this academic policy.

- (10) All students shall have the right to appeal to the academic board any action taken against them resulting in dire academic consequences in the manner prescribed in Article III of this academic policy.

Section 2- Students' Academic Responsibilities

- (1) It shall be the responsibility of each student to attend and participate in all class activities.
- (2) It shall be the responsibility of each student to be prepared for all his/her classes: he/she shall have a pen, pencil, textbooks, and all other relevant materials. It is the responsibility of the student/ parent to ensure that the child has all the appropriate materials for school.
- (3) It is the responsibility of each student to care the school's resources and materials available to them for academic assistance and he/she shall;
 - a. be responsible for the care of school equipment and/or resources which they have the right to access, AND
 - b. lose the right outlined in section 1 (1) of this article if it has been determined that he/she has damaged, misused and/or abused any of the school resources including but not limited to the library, computer and laboratory facilities,
- (4) It shall be the responsibility of each student to complete all assignments/tasks assigned to him/her by teachers. Hence each students shall:
 - a. Satisfactorily complete and submit their homework, assignments, projects, and School Based Assessments and submit them on or before the due date.
 - b. Understand that an assignment submitted beyond the due date shall not be marked without proper notification from the student's parents stating clearly the reason for the tardiness in the submission of the assignment.
 - c. Obtain the particulars pertaining to a home work and/or an assignment given in their absence.
 - d. Understand that being absent shall not be an excuse for failing to complete and/or submit a homework/assignment before the due date.
- (5) It shall be the responsibility of each student to attend all his/her sessional tests, exams and other tests administered by the school, the Jamaican government and/or Caribbean Examination Council on time and at the correct place.
- (6) It shall be the responsibility of each student to care of all academic materials he/she receives from the government. A student shall lose his/her right to receive any government material if it is proven that the student damaged the material without paying the relevant fines.
- (7) It shall be the responsibility of every student to maintain an acceptable level of academic performance to be considered for promotion to the next grade level, and to be recommended to sit any external examination including but not limited to the Caribbean Secondary Education Certificate (CSEC) Examination.
- (8) It shall be the responsibility of each student to respectfully solicit the teacher's assistance in order to ensure that he/she has grasped the lesson taught.
- (9) Students' failure to satisfactorily complete an assignment due to lack of comprehension shall be unacceptable.
- (10) It shall be the responsibility of each student to appropriately use the school's online learning portal/s. Any inappropriate usage of the online facilities may result in the student being denied access to the school's online applications.

- (11) A student's academic right/s shall only be suspended if it has been determined that the student has not carried out any of his/her academic responsibilities.

Section 3- Arbitration of Students' Rights and Responsibilities

The academic board shall be the chief arbiter on all matters pertaining to students' academic rights and responsibilities. It shall publish all decisions of all these arbitrations within a reasonable time.

Section 4- Amending Rights and Responsibilities

The academic board shall reserve the right to amend, delete and/or add to any part of sections 1 and 2 of this article as it deems fit in the manner prescribed for amendments by this academic policy.

Section 5- Appellant Procedure

- (1) A student who is aggrieved by any decision and/or action/sanction taken against him/her by a teacher shall first appeal in writing to the appropriate head of department (HOD).
- (2) The HOD shall;
 - a. look into the matter in any manner he/she deems fit,
 - b. adjudicate on the matter with or without the presence of any of the parties involved,
 - c. make a decision within a week of the receipt of the letter of complaint from the student, AND
 - d. The HOD shall communicate his/her decision in writing to the student.
- (3) If the student is aggrieved by the decision of the HOD, he/she may appeal to the vice-principal in writing attaching the copy of the letter he/she had sent to and received from the HOD.
- (4) The vice-principal shall;
 - a. inquire into the matter in a manner he/she deems fit,
 - b. shall adjudicate on the matter with or without the presence of the parties involved, AND
 - c. communicate to the student in writing his/her decision within a week of the receipt of the student's letter.
- (5) If the student is aggrieved by the decision of the vice-principal, the student may appeal to the academic board in writing.
- (6) The student shall submit his written complaint at least one week before the academic board meets to the chairperson and/or the secretary of the academic board so that a copy of the report may be given to the members of the academic board for their consideration.
- (7) The special action sub-committee of the academic board shall notify the student in writing of the date and time that his/her complaint will be heard by the academic board, or if his/her complaint will not be heard by the academic board.
- (8) Providing that the student's complaints will be heard by the academic board, all the parties involved shall be present at the hearing.
- (9) The decision of the academic board on the student's complaint shall;
 - a. be communicated to the appellant first in speech and then in writing, AND
 - b. be published on the staffroom notice board and other school notice boards.

- (10) All decisions taken by the academic board shall set a precedent for all academic decisions taken in the future involving similar circumstances.
- (11) If a student is aggrieved by the decision of the academic board, the student may write to the principal who shall determine if the matter should be reconsidered by the academic board.

ARTICLE III- Academic Offences and Sanctions

Section 1- Academic Offences

The following list of offences shall include but not limited to all the academic offences punishable at Ascot High School:

- (1) Unpreparedness for class: *not having all the required tools and materials for the class*
- (2) Excessive lateness for class: *arriving at class five (5) minutes later than the scheduled class time*
- (3) Failure to satisfactorily complete homework, assignments, school based assessments and projects
- (4) Poor participation in class
- (5) Failure to satisfactorily complete class activities
- (6) Failure to attend tests, and examinations on time and at the correct place
- (7) Misuse and/or damage of the school facilities and resources including but not limited to library, computer, laboratory, and electronic resources
- (8) Failure to submit an assignment on or before the due date
- (9) Cheating in a test and/or examination
- (10) Group cheating: *students coming together to plan and write the same exact assignment, but the assignments are submitted under different names*
- (11) Plagiarism: *A student submitting a part of or the whole of someone else's academic work as work he/she produced*
- (12) Changing one's class without approval from the school administration
- (13) Scoring a "zero" on a test
- (14) Poor academic performance: *Student's average falling below thirty percent 30%*
- (15) Stealing academic tools including but not limited to pens, pencils, exercise books, text books, notes, geometry sets, and ideas
- (16) Defacing examination scripts, test scripts, notebooks, and any other material students are expected to submit to their teachers
- (17) Any other offence that the academic board may publish as an academic offence
- (18) Any other offence that is deemed inappropriate within the learning environment by the school administration

Section 2- Academic Actions/Sanctions

The following actions shall be taken against a student for committing an academic offence:

- (1) A caution letter shall be sent to the student's parent/guardian from the class teacher, grade supervisor and/or HOD for offences outlined in sections 1 (1), (2), (3), (4), (5), (6), (12), (14) providing that these offences were committed less than 3 times.

- (2) If the offences cited in section 2 (1) of this article are committed more than 3 times-
 - a. the parent/guardian of the student shall be called in to discuss the matter with the grade supervisor and/or the HOD, and the student shall receive no more than two demerit marks to be placed on the student's permanent record; Additionally, the student shall attend any seminar pertaining to student academic development taking place in that term.
 - b. If either the grade supervisor or the HOD believes that the student has not improved as a result of the measures taken in paragraph (a) of this sub-section, he/she shall refer the student to the academic board and shall submit to the academic board a written report detailing the offences the student has committed and the measures taken to help the student.
 - c. The academic board shall look into the matter.
 - d. The parent/guardian of the student shall be re-invited to another parent-teacher conference with the academic board, and the matter shall be discussed.
 - e. The academic board shall then recommend to the school administration the measures that should be taken, AND
 - f. the student shall participate in an academic intervention programme designed by the academic board or anyone the academic board delegates to do so.
 - g. Each time the student commits any of these same offences, he shall be referred to the academic board who shall determine the next course of action.
- (3) Any student who commits an offence outlined in section 1 (3), (5), (6), or (8) of this article-
 - a. shall in the first three instances receive a caution letter and two demerit marks from the grade supervisor and/or HOD, and he/she shall be asked to re-do the assignment which shall be marked out of a maximum of 75% of the original total instead of 100%.
 - b. If the student commits any of these offences outlined in section 2 (3) more than three times, then the measures outlined in section 2 (2) shall apply.
- (4) Any student who commits an offence outlined in section 1 (9), (10), (11) or (16):
 - a. shall in the first instance receive two demerits and a zero
 - b. shall in the second instance receive a caution letter and a zero. The student shall also be required to do at least fifteen (15) hours of community service.
 - c. shall in any subsequent instance, be required to attend a special meeting of the academic board in the company of his/her parent/guardian.
- (5) Any student who commits an offence outlined in section 1 (7) or (15) of this article-
 - a. shall be required to replace the item by a specific date determined by the person charged with the care of the item/s;
 - b. A report of any offence committed in paragraph (a) of sub-section (4) of section 2 of this article shall be made to the student's grade supervisor; AND
 - c. if the grade supervisor believes that the student has committed offences of this nature- as the ones outlined in paragraph (a) of this sub-section- too often, he/she shall write to the dean of discipline and/or the vice-principal detailing the nature of the offences and requesting for the application of more severe sanctions.
- (6) Any student who commits an offence outlined in section 1 (13) of this article-

- a. shall be asked to re-take the test outside regular school time under the supervision of the grade supervisor and/or HOD. The grade supervisor and/or the HOD shall give the student a stern verbal warning (all verbal warnings must be noted).
 - b. if the child commits the same offence more than three (3) times the grade supervisor and/or the HOD at his/her discretion may report the matter to the academic board in writing detailing all previous offences, AND
 - c. the academic board shall require to meet with the student's parent/guardian to discuss the issue with the aim of informing the school administration of the appropriate action to take.
- (7) Any student who commits an offence outlined in section 1 (17) of this article shall be sanctioned accordingly as prescribed by the academic board.
- (8) Any student who commits an offence outlined in section 1 (18) of this article-
- a. shall be punished at the discretion of the teacher, AND
 - b. if the student disagrees with the punishment may appeal in the manner prescribed by this academic policy.
- (9) The academic board shall reserve the right to recommend to the school administration any change in the sanctions for any offence outlined in section 1 of this article in the manner prescribed for amendments in this academic policy.

ARTICLE IV- Academic Standards and Performance Requirements

Section 1- Class Preparedness and Participation

- (1) All students shall be expected to be prepared for class:
 - a. They shall have the appropriate materials and tools which shall normally be supplied by the students' parents/guardians and the school in the case of the rental books.
 - b. The parents/guardians of the students shall be called in by the grade supervisor and/or the HOD to account for the absence of students' learning material/s.
- (2) It shall be the responsibility of the students to arrange the furniture and clean their classroom, during school hours, before the teacher arrives to facilitate instruction.
- (3) All students shall be required to behave appropriately to facilitate effective instruction.
- (4) If it is deemed that the student has not met any of the conditions above, the teacher shall note that the student has committed an offence as outlined in Article III section 1 (1).
- (5) All students shall participate in all class activities to the best of their ability, AND
 - a. any less participation by a student shall be deemed as poor participation, AND
 - b. such participation shall be sanctioned as outlined in Article III of this academic policy.
- (6) All students shall do all class work and participate in all assessment activities.
- (7) Any student who refuses to participate in class activities and classroom activities shall be deemed to have committed the poor participation offence.
- (8) All students shall be graded for participation at the end of a topic and/or unit, AND
 - a. if the student does not at least score a C and/or 50%, the student shall be required to do a project about the theme to be submitted to the teacher;
 - b. the teacher shall determine the time limit the student shall take to complete the assignment given under the provisions of paragraph a of this section, AND

- c. if the student does not score at least a C and/or 50% percent on this project, the student shall be required to do the project until he/she attains the minimum marks, a C or 50%, to be allowed to sit the final exam.

Section 2- Assignments and Home Work Performance

- (1) An assignment shall be considered the same as a project.
- (2) The teacher shall determine if the assignment at the time of submission is satisfactorily completed.
- (3) All assignments shall be completed as an academic piece of work: they must be placed in an appropriate folder and typed and/or written on the paper prescribed by the teacher. They must also have; an introduction, a table of contents, a conclusion and a bibliography.
- (4) The teacher shall outline to the students at the time he/she gives the assignment the satisfactory formatting and other guidelines of the assignment as outlined in sub-section (3) of this section.
- (5) An assignment given that was not accompanied by the appropriate formatting and other guidelines outlined in sub-sections (3) and (4) of this section shall;
 - a. be deemed a flawed assignment, AND
 - b. no student shall be punished in any manner for not doing and/or completing a flawed assignment.
- (6) The due date of an assignment shall be at least fourteen (14) calendar days from the time it was given.
- (7) A student shall at least score a C and/or 50% on their assignments to avoid re-doing the assignment, AND if
 - a. the student is required to re-do the assignment, then all his/her scores shall be noted, AND
 - b. the average of the scores shall be the grade that the student receives for the assignment, BUT
 - c. A student who fails to score at least a C and/or 50% and/or not do and/or complete the assignment satisfactorily shall be barred from the end of term/year examinations.
- (8) A home work shall be a very short assignment that can be done in a notebook, on a folder leave, and in workbooks.
- (9) The teacher shall determine the acceptable guidelines for the satisfactory completion of a home work.
- (10) The due date of a home work shall be determined by the teacher.
- (11) Any student who scores below a C and/or 50% in any home work shall;
 - a. be required to re-do the home work until he/she has attained the minimum marks, AND
 - b. if the student has not attained the score outlined in this sub-section, he/she shall be barred from subsequent sessional tests and examinations.
- (12) A student who is barred from an exam and/or a test shall receive a score of zero, even if they wrote a script, and shall be sanctioned in the manner prescribed by this academic policy.
- (13) All teachers are expected to submit their home work compliance data report to the appropriate member of the academic board at the end of every month.

Section 3- Literacy and Numeracy Performance

- (1) All students who enter the school in grade 7 and/or 8 shall do a diagnostic test to evaluate their level of literacy and numeracy.
- (2) All students who are determined by the literacy initiative team to be in need of a reading intervention shall be placed in a resident class.
- (3) Students placed in resident classes shall receive special instruction designed by the literacy initiative team and approved by the academic board.
- (4) At the end of the academic year, a student in a resident class shall be reading at the present grade level before he/she may be promoted to a non-resident class.
- (5) All grade 7 and 8 students shall do a reading test at least two times per year as a part of the requirements for promotion.
- (6) No student shall be considered for promotion if he/she is not reading at least one year below his/her present grade level.
- (7) All students who leave grade 7 and 8 must be literate and numerate.

Section 4- Academic Performance

- (1) The pass mark for exams shall be determined by the academic board and shall be published by the said board before the end of the first term.
- (2) All students shall do their best to pass all their tests/examinations, BUT
 - a. if the student fails a test, he/she shall be granted the opportunity to re-do the test and/or another test, AND
 - b. the final grade that shall be recorded for that test shall be an average of the two scores.
 - c. A student shall not be allowed to re-do an examination, the mid-year examination and/or final exam, except otherwise stated in this academic policy.
- (3) A student who fails more than half the number of the subjects he/she studies shall;
 - a. be required to explain to the academic board the reason/s for his/her failure in the company of his parents,
 - b. participate in a special intervention designed by the academic board for him/her, AND
 - c. pass more than $\frac{3}{4}$ of the subjects he/she studies to successfully leave the intervention programme and to be considered for promotion to the next grade level.
- (4) Without prejudice to subsection (3) of this section-
 - a. a student who has failed at least four mid-year examinations shall be required to attend after-school classes and re-take the examinations in February, AND
 - b. if the student fails a half or more of the examinations he/she is re-taking, he/she shall be barred from sitting the examinations for those subjects in June until he/she shall re-take and pass the examinations the next time they are offered.
 - c. Any student who fails at least four examinations in June shall be required to attend classes in the summer, AND
 - d. he/she shall be required to sit the examinations during the summer, BUT
 - e. if a student fails half or more of the examinations he/she is sitting in the summer, then that student shall be required to pass those examinations before being

- recommended for promotion to the next grade level and to do any external examination except the CCSLC in the case of grade 10 and 11 students.
- (5) A student deemed to be a non-performer, a student performing poorly academically, shall not represent the school in any extra-curricular UNLESS;
 - a. he/she has been placed in an intervention programme to improve his/her performance, AND
 - b. he/she has made steady improvements measured by the parameters set by the academic board.
 - (6) Without prejudice to subsection (5) of this section, Any student who wants to represent the school and is deemed to be a non-performer shall apply in writing to the academic board seeking permission to do so.
 - (7) A prize-giving ceremony shall be held at least one time for the academic year for students who have performed well academically and for those who have made marked improvements in their academic performance.
 - (8) The academic board shall determine the criteria for awarding students at any prize-giving ceremony, AND
 - a. these criteria shall be published at least one month before the ceremony, AND
 - b. the list of students who will be awarded shall also be published before the prize-giving ceremony.

ARTICLE V- Promotions, Repeats and Demotions

Section 1- The Bench Mark Average

- (1) The Bench Mark average shall be defined as an average determined by the academic board to indicate minimum acceptable academic performance;
- (2) Any student whose average falls below the bench mark average is in need of academic intervention and can only be considered for promotion to the next grade level if the student participates and performs satisfactorily in an academic programme designed by the academic board
- (3) The Bench Mark Average for each grade shall be determined by the academic board and shall be published one month before the internal examinations in November and May of each year.

Section 2- Promotions to the Next Grade Level

Students shall be considered for promotions to the next grade level only after they have met all the requirements prescribed by this policy.

Section 3- Promotion Meeting

- (1) A promotion meeting shall be held at the end of the school year to determine the students who will be promoted to the next grade level. All students' academic performance shall be discussed with regards to their readiness for the next grade level.
- (2) All students shall meet the bench mark average determined by the academic board for their respective grade before being considered for promotion.

Section 4- Promotion to Grade 8

Before a student is promoted to grade 8;

- (1) he/she must be reading at an acceptable grade level for a grade 7 student
- (2) he/she must have successfully completed all his/her examinations and tests as prescribed by this academic policy
- (3) his/her student's average is at or above the bench mark average for grade 7.

Section 5- Promotion to Grade 9

Before a student is promoted to grade 9;

- (1) he/she must be reading at an acceptable grade level for a grade 8 student
- (2) he/she must have successfully completed all his/her examinations and tests as prescribed by this academic policy
- (3) his/her student's average is at or above the bench mark average for grade 8.

Section 6- Promotion to Grade 10

Before a student is promoted to grade 10;

- (1) he/she must have successfully completed all his/her examinations and tests as prescribed by this academic policy
- (2) his/her student's average is at or above the bench mark average for grade 9.

Section 7- Promotion to Grade 11

Before a student is promoted to grade 11;

- (1) he/she must pass at least half the number of subjects he/she studies in the end of year examinations
- (2) he/she must be recommended to sit external examinations
- (3) he/she must have successfully completed all their examinations and tests as prescribed by this academic policy
- (4) his/her student's average is at or above the bench mark average for grade 10.

Section 8- Repeating a Grade

- (1) Only the academic board shall grant permission for a student to repeat a grade.
- (2) Students who have not met the requirements for promotion may be asked to repeat the current grade for the next academic year.
- (3) A student who wishes to repeat a grade must apply to the academic board in writing using the appropriate form (Schedule A), AND
 - a. the student shall be required to appear before the said board explaining to the members thereof the reasons he/she solicits the repeat.
 - b. The request for repeating the grade shall be endorsed by at least three of the student's teachers, his grade supervisor and the dean of discipline in writing on the appropriate section of the repeat application form, AND
 - c. the academic board shall communicate both to the applicant and to the school community in writing of its decision.

- (4) A student shall never repeat a grade due to maladaptive behaviour but shall only be allowed or asked to repeat based solely on academic performance.

Section 9- Demotion

- (1) A student who has not met the requirements for promotion and is not considered for a repeat shall be demoted to his/her previous grade.
- (2) A student whose average is at thirty percent (30.0%) or below at the end of term one or three shall be at risk of demotion to the previous grade.
- (3) In the month of May, the academic board shall publish the criteria for demotion.
- (4) A student shall never be demoted due to maladaptive behaviour but shall only be demoted based solely on academic performance.

Section 9- Notification of Promotion, Repeating, and Demotion

All students shall be notified in the report at the end of the school year and/or in speech by the academic board or its appointee whether they shall be promoted, repeat and/or be demoted.

ARTICLE VI- Sitting External Examinations

Section 1- Sitting the Caribbean Certificate of Secondary Level Competence (CCSLC)

- (1) All grade 9 students shall have the right to sit the CCSLC examinations at the end of the school year.
- (2) Grade 10 and 11 students may be prepared to do the CCSLC if they have not met the requirements to sit the Caribbean Secondary Examination Certificate (CSEC) examinations.

Section 2- Sitting CSEC Examinations

In order to sit the CSEC examinations, all students must;

- (1) have been awarded a CCSLC certificate at the end of grade 9 and/or 10
- (2) have passed the grade 10 end of year examination paper for that subject
- (3) have no outstanding assignments, homework and or examinations re-sit pending
- (4) be recommended by their respective teachers to do the examination

Section 3- Sitting the National Vocational Qualification of Jamaica (NVQ-J)

- (1) Students who are pursuing subjects to obtain a NVQ-J certificate shall be allowed to sit the examination based on the recommendation of their subject teacher.
- (2) Students who are deemed competent and are recommended by their teacher may pursue the relevant subjects in grade 9 if they so desire.
- (3) All Grade 10 and 11 students who have not met the criteria to sit the CCSLC and/or CSEC examinations shall be prepared to sit the relevant courses to obtain a NVQ-J certificate.

Section 4- Appeals

A student who has not been recommended by his/her teacher to sit an examination may appeal in writing to the relevant authority as prescribed by this academic policy if he/she believes that he/she has met the requirements outlined in the said policy to sit the respective examination.

ARTICLE VII- Academic Programmes/Curriculum

Section 1- Academic Curriculum

- (1) The school's academic curriculum shall follow as much as possible the national curriculum for secondary schools prescribed by the Ministry of Education Jamaica- particularly the ROSE project; however, the academic curriculum of the literacy initiative does not have to conform to the national curriculum for secondary high schools.
- (2) The HODs shall be responsible to develop the curriculum for their respective disciplines in conjunction with the academic board.
- (3) The school's curriculum shall be subject to modifications by the academic board after having collected and analyzed research data.
- (4) The grade 9 curriculum shall be based on the CCSLC syllabus.
- (5) The grade 10 and 11 curricula shall be based on the syllabus of any of the external examinations outlined in Article VI of this academic policy.
- (6) Unit plans shall be developed by the HOD with guidelines from the academic board.
- (7) At the end of the first and the last terms, all students shall be subjected to an examination which shall be based on material taught.
- (8) An examination grade may be composed of projects, assignments, test, and/or oral assessments that will be done before the examination period, but students must be informed at least one month before the various assessment activities take place.

Section 2- Academic Programmes

- (1) All the subjects stipulated by the Ministry of Education shall be offered at Ascot High School. These subjects shall include but are not limited to; Mathematics, English Language, English Literature, Social Studies, Religious Education, History, Health and Family Life Education, Integrated Science, Chemistry, Biology, Physics, Human and Social Biology, Agricultural Science, Principles of Accounts, Office Administration, Business Basics, Spanish, French, Performing Arts, Visual Arts, Music, Information Technology, Industrial Techniques, Auto-Mechanics, Carpentry (Wood Work), Physical Education and Sports, Home and Family Management, Cosmetology, Electronic Document Preparation & Management, Welding, Library Education, Career Education, and Literacy Education.
- (2) All students shall do the compulsory subjects which are Mathematics, and English Language.
- (3) All grade 7 and 8 students shall be required to do the following subjects: Mathematics, English Language, English Literature, Social Studies, Integrated Science, Performing and Visual Arts, and Physical Education.

- (4) Grade 7 and 8 students in the literacy programme shall do no more subjects than those listed in section 2 (3) of this Article, but grade seven and eight students outside the literacy initiative may also do; Religious Education, Spanish, Industrial Techniques, Library Education, Home and Family Management, Information Technology, Business Basics, guidance, and Health and Family Life Education.
- (5) Grade 9 students shall be exposed to most of the subjects listed in section 2 (1) of this article as prescribed by the school's administration and/or the academic board.
- (6) Grade 10 and 11 students shall do subjects outlined in subsection (1) of this section which they have been recommended by their teachers to pursue and based on their subject-selection preferences.
- (7) The number of subjects students do shall be determined by the school's administration and/or the academic board.

Section 3- Extra-curricular Activities

- (1) All departments shall develop and manage at least one extra-curricular activity.
- (2) Clubs and societies not linked directly to a department shall be monitored by a member of the academic staff.
- (3) Community service monitored by the office of the dean shall be regarded as extra-curricular activity so as long it was not issued as a punishment.

ARTICLE VIII- Internal Test and Examination Regulations

Section 1- Sessional Test Regulations

- (1) Sessional tests shall be administered during the week set aside for sessional tests.
- (2) The specific date and time of the test, administered during that said week, shall be announced to the students at least two weeks before the test is scheduled.
- (3) Sessional Tests time tables shall be published at least two weeks before the tests
- (4) There shall be at most three sessional tests weeks during any term.
- (5) A student who is more than forty-five minutes late for a test without proper authorization shall not be admitted to the test.
- (6) A student shall not be allowed to leave the test before the last ten minutes of the test.
- (7) If a student is absent from a test, he/she shall;
 - (1) bring in writing to the teacher a properly written note accompanied by the appropriate medical documents and other documentation from his/her parents explaining the reasons for the child's absence from the test, AND
 - (2) be given a supplementary test and/or a project to be determined by the teacher
 - (3) be given a zero if he/she has not followed the provision of paragraph (a) of this subsection, AND
 - (4) shall be sanctioned accordingly as stipulated in this academic policy.
- (8) A student shall observe proper conduct during a test and shall be considerate of other students. If during a test the invigilator and/or the teacher deem that the student's conduct is very disruptive, he/she may expel the student from the test.
- (9) If a student's test score has been misplaced and/or lost by the teacher, the teacher shall ask the student if he/she wishes to re-do the test and if the student wishes not to re-do the test, he/she shall be given an automatic 50%.

- (10) Marked test scripts shall be returned to the students no later than three weeks after the test was administered.
- (11) A student must write his/her name and grade on his/her test paper. If the student was present for the test but did not write his/her name on the paper, that student shall be awarded a zero at the discretion of the teacher.
- (12) The teacher/invigilator determines the rules of the tests and those rules must be observed by all students.

Section 2- Internal Examination Regulations

- (1) Internal Examinations shall be administered at the end of terms one and three.
- (2) The Examinations time table for each grade shall be published at least one month before the examination period.
- (3) An examination register shall be taken at every examination.
- (4) A student who is more than thirty minutes late for an examination shall not be admitted to the examination and shall be awarded a zero for that paper.
- (5) A student shall not be allowed to leave an examination until the last fifteen minutes of the examination.
- (6) At least five (5) copies of a supplementary examination paper shall be printed with all original examination papers.
- (7) If an examination is leaked before it was supposed to be administered, then the HOD shall examine the extent of the leakage and determine whether the examination will have to be re-done, or whether removing a particular student or a group of students who have been exposed to the paper shall not compromise the integrity of the examination.
- (8) A student who has been suspended and/or been prohibited from attending school shall be permitted to their examination outside of the classroom.
- (9) If a student is absent from an examination, he/she shall;
 - a. bring in writing to the teacher a properly written note accompanied by the appropriate medical documents and other documentation from his/her parents explaining the reasons for the his/her absence from the examination, AND
 - b. be given a supplementary examination paper which shall be invigilated by the form teacher and/or the grade supervisor given that the subject teacher is satisfied with the evidence the student has produced to explain his/her absence, BUT
 - c. be given a zero for not presenting any explanation or poor explanation explaining his/her absence from the examination, AND
 - d. be sanctioned accordingly as prescribed by this academic policy.
- (10) For subjects that administer more than one examination paper to arrive at a final score, the same conditions outlined in the previous sub-section shall apply. Thus, a student who is absent from a paper despite the fact that the paper was administered before the examination period, the student shall;
 - a. be required to do the examination provided that the student had satisfactorily explained his/her absence, BUT
 - b. be awarded a zero for that paper if the student did not provide any justification for his/her absence or did not provide satisfactory justification of his/her absence.
- (11) A student must observe proper conduct during an examination and shall be considerate of other students. If during an examination the invigilator deems that a student's conduct is very disruptive, he/she shall;

- a. expel the student from the examination and submit his/her paper, OR
 - b. expel the student from the examination and record a grade of zero on the examination register, OR
 - c. subtract no more than twenty marks from the student's paper and issue a warning to the student, OR
 - d. move the student to another location in the examination room and issue a warning to the student, OR
 - e. remove the student from the examination room to do the examination outside, OR
 - f. confiscate the student's paper for no more than thirty minutes provided that the student is not expelled from the examination room, OR
 - g. issue a warning to the student, OR
 - h. suspend the examination from that class.
- (12) Any of the following shall be considered inappropriate conduct during an examination and can be sanctioned by any of the measures outlined in sub-section 11 of this section by an invigilator:
- a. talking during an examination
 - b. excessive talking during an examination
 - c. cheating: looking in someone's paper
 - d. cheating: having a prohibited material during the exam
 - e. cheating: sending answers to others during the examination by any means whether by verbal and/or non-verbal communication
 - f. disregarding the instructions of the invigilator
 - g. getting up from one's seat
 - h. sitting inappropriately
 - i. writing information on one's clothes, accessories and/or person
 - j. the use of cellular phones and/or any other electronic/technological devices during an examination
 - k. any other act the invigilator deems inappropriate and/or unacceptable
- (13) The invigilator sets the rules for a particular examination, and every student shall comply with those rules.
- (14) If a student examination grade has been misplaced and/or lost by the subject teacher, the said teacher shall ask the student if he/she wishes to re-do a supplementary examination paper and if the student wishes not to re-do the examination, he/she shall be given an automatic 50%.
- (15) A student must write his name and grade on his/her examination paper. If the student was present for the examination but did not write his/her name on the paper, that student shall be awarded a zero at the discretion of the teacher.

ARTICLE IX- Graduation Requirements

Section 1- Academic Requirements

All students leaving grade 11 shall meet the following criteria before being considered for graduation:

- (1) All students must have passed at least three CSEC subjects and have acquired a CCSLC certificate, OR
- (2) All students must have achieved the NVQ-J certificate.

- (3) All students must have fulfilled all the academic requirements from grade 7 as stipulated in this academic policy.
- (4) All students must have attended at least 80% of their classes.

Section 2- Extra-curricular Requirement

All students must be involved in at least one extra-curricular activity during their last year of school before being considered for graduation.

Section 3- Behaviour Requirement

- (1) Any student who has committed any of the following offences shall not be considered for graduation:
 - a. Repeated gross insubordination directed to any member of staff
 - b. Inflicting serious bodily harm
 - c. In possession of a harmful/dangerous weapon at any time
 - d. Gang Activity
 - e. and/or the use of illegal substances
 - f. Regular Possession of Contraband
 - g. Suspended more than four (4) times
- (2) Any student recommended for expulsion due to poor behaviour shall not be considered for graduation.

ARTICLE X- The Academic Board

Section 1- The Mission of the Academic Board

The mission of the academic board shall be to ensure that Ascot High School provide authentic and realistic education to all its students so that they can leave school literate and capable of assuming their role as a productive member of a globalized society through the promotion, monitoring, and regulation of an academic policy and various academic initiatives.

Section 2- The Role of the Academic Board

The roles of the academic board shall include but not limited to the following:

- (1) advise the principal on all matters related to academics
- (2) create, monitor, and amend an academic policy for the school
- (3) regulate and approve the content, general teaching methodologies and assessment instruments of each subject taught at Ascot High School
- (4) approve all department unit plans for each term
- (5) approve all assessment instruments
- (6) design and monitor all examination regulations
- (7) design and publish in a timely manner all internal examination and sessional test timetables
- (8) critically evaluate the performance of students in particular the low performing students

- (9) design and coordinate all prize-giving and graduation exercises
- (10) determine the measures to be taken for performing and non-performing students
- (11) develop and promote academic workshops and activities for members of the school community
- (12) set academic performance targets for each department
- (13) design and implement several quantitative and qualitative researches exploring students' academic performance
- (14) request the presence of parents to discuss the academic performance of their children
- (15) inform the school community in a timely manner of all its plans and decisions through written notice placed on the main notice board in the staffroom and through other media
- (16) execute any other duties and/or responsibilities assigned to it by the Principal, AND
- (17) execute any other duties that are incumbent upon an academic board

Section 3- The Aims of the Academic Board

The aims of the academic board shall include but not limited to the following:

- (1) establish a sense of academic discipline in the school through the creation, regulation and promotion of academic standards
- (2) encourage better academic performance among the students at all levels in all subjects through appropriate regulation of academic content, assessment instruments and programmes including but not limited to quantitative and qualitative researches
- (3) instil in the students and their parents the value of education through regular academic programmes and activities including but not limited to workshops, seminars and prize-giving exercises, AND
- (4) create the atmosphere in which every Ascot child can achieve his true academic potential so as to realize the mission of the school

Section 4- Members of the Academic Board

- (1) There shall be no less than twelve members appointed to the academic board. It shall consist of;
 - a. Chairperson of the Board of Governors
 - b. Principal
 - c. a grade supervisor representative from each grade
 - d. the student council representative
 - e. the Parent Staff Association Representative
 - f. Chairperson of the board appointed by the Principal
 - g. Others appointed at the discretion of the Principal
- (2) A member shall be removed from the academic board by a majority vote for misconduct, ineffectiveness, poor execution of his/her duties, and/or poor or irregular attendance.
- (3) The principal shall reserve right to remove a member from the said board.
- (4) When a vacancy occurs on the said board, the chairperson shall inform the principal who shall advise the chairperson on a suitable replacement.
- (5) All members of the academic board shall have the right to vote in any matter in which the academic board is required to vote to make a decision.
- (6) A member in consultation with four other members and/or with the permission of the chairperson may require a meeting of the academic board.

- (7) There shall be at least more than half the members present to convene a meeting of the academic board.
- (8) A meeting of the said board shall not be convened without the chairperson and/or his representative, the vice-chair person.

Section 5- Quorum of the Academic Board

The quorum of the academic board to make decisions and transact business shall be seven (7) members.

Section 6- Order of Meetings

The chairperson of the board shall determine the order of the meeting and the protocols to be observed.

ARTICLE XI- Amendments to the Academic Policy

Section 1- Proposing an Amendment

- (1) Any member of the school community who wants to see the academic policy amended shall propose in writing the amendment to the academic board at least one (1) week before the said board meets.
- (2) Members of the academic board may propose their amendments in writing at any meeting without prior notice.

Section 2- Ratifying an Amendment

- (1) The academic board shall adopt a proposed amendment as an amendment to the academic policy by a vote of at least eight members of the committee.
- (2) The academic board may, if it deems fit, further amend the proposed amendment and adopt it as a new amendment by a vote of at least eight members.
- (3) If the amendment is not supported by at least eight votes, the proposal shall be considered rejected.
- (4) A rejected proposal of an amendment shall only be allowed to be re-introduced at least two months later than the first time it was first introduced and rejected.
- (5) A proposal that contravenes the school's policy, the guidelines of the Ministry of Education and/or the laws of the land shall be automatically rejected.

Section 3- Enforcement of an Amendment

- (1) The amendment shall come into effect immediately after it has been adopted by the academic board.
- (2) Interpretation of all incidences that occur before the adoption of any amendment shall be based on the policy before the amendment was adopted unless the new amendment particularly states that it shall affect the arbitration and interpretation of all incidences that occurred before it came into effect.

AMENDMENTS TO THE ACADEMIC POLICY

ARTICLE XII – Amendments

Section 1 – Examination

- (1) Before being admitted to sit an internal examination, all students must attend at least eight percent (80%) of the classes kept during the term. The subject teacher shall on the examination register indicate to the invigilator which students have meet this requirement to sit the examination.
- (2) Subject to section 1 (1) of this article, any student siting an examination or a sessional test answers any question with a pen or any other implement that outputs text in any colour except for blue or black shall be awarded a zero for that examination or test.
- (3) Subject to section 1 (1) of this article, any student sitting an examination or a sessional test answers any question on that examination or test using a pencil except for answering questions that require him or her to:
 - a. draw and/or design a picture, chart, illustration, table, graph
 - b. shade and/or colour

shall lose all the marks allocated to those questions for which he or she answered with a pencil.

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