

## *Ascot High School Dress Code*

### **Prescribed dress code for all students attending Ascot High School:**

**Girls** must wear purple tunic and grey short sleeved blouse (sleeves must not be folded and must be no more than two (2) inches above the elbows) along with the prescribed purple and gray striped tie. The tie should be worn inside the tunic. Tunic **must** be worn not less than two (3) inches below the knee and should not be adjusted in anyway. It is recommended that parents purchase tunics which the student can grow into, this is to prevent the tunic becoming tight after an extended period of use. It is also recommended that a half slip be worn under the uniform (preferable not short or tights).

Footwear for girls is plain black shoes (heels not more than 1 inch tall) and plain white nylon socks (not bobby socks) folded one inch above the ankle. Sneakers, slippers or sandals are strictly prohibited. Jewelry of any kind is strictly prohibited (this includes earrings, chains bracelets rings etc. students are however allowed to wear a simple wrist watch).

Female hairstyles should be of a simple modest nature reflecting that of a child attending school (female should not colour their hair colour which is not the hairs natural colour). Students are prohibited from wearing makeup of any kind and under no circumstance should the eyebrows be shaven. Girls

are advised to take a simple book bag to school. Handbags or fashion bags are strictly prohibited.

**Boys** are to wear tailored grey pants. Pants should be loose fitting to promote movement. Tight fitting pants or what is generally known as “spangy” pants are strictly prohibited. Pants should not be adjusted in any way that will cause it to detract from the original intended design. Grey short sleeved shirt along with the prescribed purple and gray striped tie should be worn (sleeves must not be folded and must be no more than two (2) inches above the elbows). A plain black belt should be worn, fashion belts are not allowed (this includes “big buckle belts”). Under shirts, if worn, must not be visible at any time. It is advised that boys wear a low cut merino or a low cut v-neck shirt. Hairstyle must be of a simply nature, no carvings drawings or designs of any kind should be worn. Footwear for boys is plain black shoe and black or grey socks (not dark/navy blue or white).

Male hairstyles should be of a simple modest nature reflecting that of a child attending school, artificial hair colouring or chemically curled or treated hair of any kind is strictly prohibited. Under no circumstance should male student’s eyebrows be shaven. Jewelry of any kind is strictly prohibited

(this includes earrings, chains bracelets rings etc. students are however allowed to wear a simple wrist watch.

***Prescribed dress code for students participating in Physical Education (P.E.) practical classes:***

All students must wear their designated P.E. house gear to practical classes. If a student, through no fault of his/her own, is not in possession of the required gear, a plain t-shirt representing the students house colour can be worn along with black or dark coloured shorts. A plain white t-shirt is also acceptable. Sleeveless blouses, merinos, sweat pants, short shorts (any shorts two inches or more above the knees), tights, jeans, jewelry (including watches) or any attire which exposes the student in any way, is strictly prohibited. Students should wear appropriate footwear to classes, taking into consideration the sport they will be participating in. It is strongly advised that students not take part in P.E barefooted as this could lead to serious injury.

Items of value should be removed from uniform pockets and bags and given to the assigned teacher for safe storage. Since cellular phones and other electronic devices are considered contraband and not allowed at school, these items will not be given consideration by assigned teacher.

Physical Education (P.E) is not an optional subject. All students timetabled for P.E must come to school prepared to participate fully in both the practical and theoretical aspects of

P. E. Students with a medical condition that will prevent them from participating in P.E practical classes must produce a signed doctor's certificate outlining the nature of the condition and the reason this condition prevents the student from participating in P.E practical classes. If a student becomes ill while at school, a letter from the school's nurse must be presented before the student will be allowed exemption from practical classes. If a student is sick for two consecutive days a doctors certificate must be produced before a student is allowed exemption from practical classes.

Students who are present at school and willfully absent themselves from P.E practical classes, under the guise of a medical condition, without presenting the required doctors certificate, will be guilty of a truancy offence and treated accordingly (*see rule and regulations section of this handbook for details on truancy and sanctions attached to this offence*). *Note: for other practical areas that may require students to take a change of clothes, the assigned teacher will instruct students as to their required dress code. Like P.E, all students must take part in scheduled practical classes, the same procedure, as it relates to medical conditions will also apply.*

***Prescribed dress code for persons seeking entry to the schools compound in plain clothes:***

**Males** are required to wear pants, a sleeved shirt and shoes (not flip flops) when entering the school compound. Shorts and merinos or sleeveless shirts of any kind, are strictly prohibited.

**Females** are required to dress modestly when entering the school compound. Shorts, tights, sleeveless blouses, flip flop slippers or any other attire which in anyway inappropriately exposes the female anatomy are strictly prohibited.

**Note: Any person wishing to speak to any member of the Administrative or Academic staff will only be allowed to do so once they have fully conformed to the dress code.**

### *Important points and procedure for ALL students and parents*

- To promote better organization and control of our students, Ascot High has been strategically divided into two distinct areas, lower school (consisting of all grades 7 and 8 classes) and upper school (consisting of all grade 9, 10 and 11 classes). No lower school student is allowed in the upper school area, at anytime, unless attending a scheduled class or unless instructed to do so by a member of the Administrative or Academic staff, this stipulation also applies to upper school bathroom facilities. No upper school student is allowed in the lower school area, at

anytime, unless attending a scheduled class or unless instructed to do so by The Dean of Discipline, the grade 7 and/or 8 supervisor(s) or a member of the Administrative or Academic staff, this stipulation also applies to upper school bathroom facilities.

- Students are encouraged to report all incidents of concern to them to the relevant authorities. Students are also advised to be vigilant in protecting their personal property and where possible keep said property on their person at all times.
- Students should not venture into areas designated ‘out of bounds’, unless instructed to do so by a member of the Administrative or Academic staff. Students who venture into such area will face disciplinary action.
- Students who are absent from school for a total of 10 consecutive working days, on returning to school, must be accompanied by a parent/guardian who will be required to provide a written explanation for the student’s extended absence.

- Only persons identified as parents/guardians on the student's personal file will be allowed to represent that child in any matter arising at school. If the parent/guardian identified on file is unable to represent the student, he/she can send a mature, adult representative provided that a phone call is made to the school advising the school that this individual will be representing said parent/guardian. The representative is also required to present a signed note from the parent/guardian on file authorizing said person to represent the legal parent/guardian before any conversations regarding the student is held (this note will be placed on the student's personal records).
- Parents/guardians wishing to speak to a member of the academic or administrative staff must make an appointment

to do so by contacting the main office. No member of the administrative staff is obligated to address any parent or guardian who shows up at the school without prior notice. Parents who behave in any way that could be considered rude, abrasive or threatening will be asked to leave the compound. If the parent refuses to comply with this request the police will be immediately notified.

- Parents are being reminded that there are several practical subjects like Clothing, Home Economics, Food & Nutrition, Cosmetology etc. which may require students to acquire additional material. Please contact the relevant subject teacher for more information regarding your child's needs as timely acquisition of these items will be crucial to your child success in the previously stated subject area.

# *Rules and regulations which will govern all Ascot High School Students*

Please note, under section 29 (1) of The Education Act, The Education Regulations, 1980

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

It is this piece of legislature along with the *Security & Safety Policy Guidelines (2008) first edition*, which has guided the creation of Ascot High School rules and regulations.

**ALL parents/guardians and ALL students are duly advised to examine CAREFULLY the rules and regulations section of this hand book as ignorance of said rules and regulations will not be accepted in the event of a breach.**

## *Foreword*

“Security and safety must become a way of thinking in schools. A greater sense of this can be achieved when stakeholders make it a priority item on their development agenda”. The aforementioned statement was made by the Minister of Education the honourable Andrew Holness in the *Security & Safety Policy Guidelines (2008) First Edition*. This document was created by officials at the Ministry of Education and was issued as the bench mark by which safety and security is implemented and maintained in our nation’s schools, it was this statement by the honourable minister, and by extension the policies as prescribed by the *Security & Safety Policy Guidelines (2008) First Edition*, which has formed the backbone which has guided the creation of this document.

Presently, various measures are being applied to address common security and safety challenges in schools. Among these are the presence of drugs and weapons, bullying, gang culture and the inappropriate use of information and communication technologies. As identified by the honourable minister in the *Security & Safety Policy Guidelines (2008) First Edition*, Ascot High School is also a victim of these and other serious hindrances in our drive to make our institution a safe and secure educational facility for all its stakeholders. Not one to shirk its responsibilities as the key agent for the monitoring and implementation of effective disciplinary

measures at Ascot High, The Office of the Dean of Discipline has taken the advice and direction of the honourable minister, who in his wisdom, has clearly stated in the previously mentioned document, “we do not intend to remove the discretion and creativity of school leadership in solving local problems”.

As such the existing rules and regulations were revised to more effectively tackle the varying disciplinary, safety and security issues now plaguing our school. As we seek to transform Ascot High School into the model school for discipline and academic excellence in St Catherine, the office of the Dean of Discipline has examined the document as issued by the Ministry and, using its “discretion and creativity”, has compiled a list of policies and guidelines specifically for the Ascot High School community.

It is hoped that, through the creation and subsequent implementation of these policies, a greater sense of transparency on the part of the Office of the Dean of Discipline will be fostered. It is also hoped that acts of indiscipline in the Ascot High School community will be dramatically decreased, paving the way for greater academic excellences in the very near future.

Gheildon Wright  
The Dean of Discipline, ASCOT HIGH SCHOOL

## *A word from the office of the Dean of Discipline*

The office of the Dean of Discipline is the administrative arm of the Ascot family which at its core is responsible for the creation, implementation, and monitoring of efficient and effective disciplinary measures geared specifically and creating a safe and secure environment for all students and staff.

In recent times it has been discovered that majority of the offences that constitute major logistical problems, as it relates to discipline, are committed by a small minority which is represented by between five to ten percent of the schools populations. It is an unfortunate fact that this minority, by their actions, has so immensely affected the school that if left unchecked threatens derail all past efforts to improve the scholastic success of our students. In light of this disturbing trend the office of the Dean of Discipline supports the “zero tolerance” initiative as outlined in *Ministry of Education Security & Safety Policy Guidelines (2008) First Edition*. We recognize however, that due to the changing dynamics that exists in today’s society, it has become necessary for us to adapt a facilitative, and in some instances, accommodative approach to the administration of sanctions even in the light of the zero tolerance stance taken by the Ministry of Education. It is with this belief in mind that we intend to utilize the limited

discretion granted to us by the previously mentioned document, to ensure that the rigid standards as suggested by the Security & Safety Policy Guidelines are applied out of necessity and not expediency. It is hoped that through a more transparent and accommodative demeanor the image of the office of the Dean of Discipline will evolve from one of fear to one of appreciation.

## *Ministry of Education’s “zero tolerance” policy explained*

In response to alarming high cases of violence in our nation’s schools, the Ministry of Education has, through its production and dissemination of its Security & Safety Policy Guidelines (2008) First Edition, implemented what it refers to as a “zero tolerance” policy to all forms of indiscipline in schools. To better understand this policy the following excerpt has been pulled directly from the aforementioned document:

### **What is Zero Tolerance?**

Zero tolerance refers to mandatory sanctions for an infraction of a specific nature, regardless of extenuating circumstances such as, mistakes or ignorance. The concept is born out of the North American law enforcement experience. Its wide-scale application to education started when the Federal government of the United States of America passed the Gun-Free Schools

Act of 1993. The application of zero tolerance policies in education has since spread to other jurisdictions and applied to a variety of infractions, such as alcohol and the use of drugs.

### *Instruments used by the office of the Dean of Discipline in its day to day activities*

The following is a listing of all instruments utilized by The Office of The Dean of Discipline to enforce the established rules and regulations of the school:

**Letter of Caution:** A Letter of Caution is a cautionary note issued to the student, to be delivered to parents, in response to minor infractions. This note provides parents with a basic outline of the offensive behaviour and requests parents to apply appropriate disciplinary action. A letter of caution can take two forms, a standardized slip or custom type written letter.

**Performance Evaluation Form:** A Performance Evaluation Form is a tabled document which students are issued when information about their overall performance, behaviour and attendance at classes needs to be ascertained. This document is issued to the student who then takes it to all his/her subject teachers for their general comments. It provides The Office with a baseline on which to act.

**Demerit Slip (demerit mark):** A Demerit Slip is a slip recognizing the commission of an offence and is placed on the

student's permanent record. It is issued as a duplicate document. One copy is issued directly to the student addressed to his parent. The other copy is placed on file. This slip is always partnered with another instrument. Accumulations of three demerit marks will result in an automatic recommendation for a three day "out of school" suspension.

**Community Service Time Card:** This time card is issued when students have been assigned *community service*. Community service occurs when students are given specific manual tasks to perform in specific areas. Students should complete community service on a hourly bases. Community service can be performed at any time during school hours or as instructed by the Dean of Discipline. As much as is possible, community service will not intrude on the student's regular classroom schedule. This form is always accompanied by one demerit mark.

**Detention Slip:** Students are given this slip when they receive a **detention**. The slip contains information pertaining to why the detention was issued and what time the student left the compound. A detention occurs when students are detained after school for a specific reason to perform a specific task. Parents are given at least a days notice whenever a detention is issued.

**Notification of Dress Code Violation:** This is a document issued to students whenever they break the school's dress code. The notification is taken home to parents who sign a receipt



which the student takes back to school. It is also accompanied by one demerit mark.

**Disciplinary Probation:** This form is issued to students as a means of monitoring their classroom activities. Probation lasts for no less than 5 school days. A breach of the probation will result in a mandatory “out of school” suspension of at least three days. Students take the form to each class they attend for a day, at the end of the class the teacher will comment on student’s performance, behavior and participation. The sheet is taken back to the Dean of Discipline to sign at the end of the day. The sheet will also be taken home for parents to examine and sign.

**Class Probation:** This form is similar to the disciplinary probation form but is issued to one person in the class (usually the class monitor) who will, at the end of each class present the form to the teacher who will comment on behaviour, performance and participation of the entire class, it is used as a means of monitoring the activities of the class.

**Request for an immediate parental conference:** This slip is issued to the student with instructions to deliver it to his/her parent. It states that an urgent conference is required to discuss a serious offence committed by the student. Once issued, the student cannot return to school until the parental conference has been held. If, for whatever reason the parent is unable to

make it on the date specified, the parent is obliged to contact the school to reschedule the conference.

**Request for parental conference:** This slip is issued to the student with instructions to deliver to his/her parent. It states that due to a pattern of concerning behaviour a conference is needed within five days of receipt of the letter. If the prescribed days expire and conference is not held, and the parent has made no effort to reschedule the conference, the student will be issued a *Request for immediate parental conference form*.

**Truancy form:** This form is issued to students when their class attendance is in question. This form is taken to all teachers of the student who then indicates, after consulting class register, the number of classes missed by that student over a specific period.

**Referral form:** This form is used whenever the intervention of the Guidance & Counseling Department is required. The form is completed by the Dean of Discipline outlining clearly the circumstances leading up to the referral being made. Ideally a referral to the Guidance & counseling department is made before the Dean of Discipline takes action for an offence. But the office reserves the right to make the referral after action has been taken.

**Suspension form:** This form is issued when a student is to be suspended from school. Once a student is suspended from school he will be required to stay away from the schools

compound and facilities for a set number of days. Under The Education Act, The Education Regulations, 1980, A student a student can be suspended from school for a minimum 3 working days and maximum 10 working days. Once the decision is taken to suspend a student from school, the parent will be called in, the reason for the suspension explained and the slip issued. A suspension from school is the last action taken when all other options have been explored and procedures followed. There are however offences that may merit an immediate suspension from school (*please see offences and sanctions section of this hand book for further details*).

### ***How decisions are made within the office of the Dean of Discipline***

*The enforcement agent is mandated to report the offence and apply sanctions to the offender. The enforcement agent may be allowed very limited discretion in the type and severity of the sanction. However, where discretion is allowed, there is usually a minimum sanction that must be applied. The reporting requirement is usually absolute. Warnings are not part of a zero-tolerance system. The principle is that offences must be reported and punished on each occurrence. Security & Safety Policy Guidelines (2008) First Edition.*

The above statement, as taken from Security & Safety Policy Guidelines (2008) First Edition was the inspiration which has guided the sanctions as stated in this section. It should be noted

that in keeping with this statement, The Office of The Dean of Discipline is in no way required to provide any student, referred to the office, with a warning. Sanctions applied will be decisive and in some cases, intentionally harsh, this approach has been adopted in keeping with the “zero tolerance” concept as proposed by the Ministry of Education.

### **The following is a list of guidelines that will govern the decision making process as sanctions are applied:**

- All offenses deemed illegal by Jamaican law will be reported immediately to the police who will be encouraged to prosecute the offending student to the letter of the law.
- The office of the Dean of Discipline is in no way obligated to give an explanation for any decision taken, to any member of staff not named the principal or vice principal, he is however obliged to provide *information* in a timely manner to the grade supervisor and form teacher.
- The office of the Dean of Discipline is in no way obligated to give an explanation for any decision taken, to any member of staff not named the principal or vice principal, he is however obliged to provide *information* in a timely manner to the grade supervisor and form teacher.
- Before a decision is taken to suspend a student from school, the Dean of Discipline is obliged to consult with the grade supervisor of said student and one representative of the

student counsel, he is however not obligated to do so. The Dean of Discipline is required to provide the Guidance & Counseling Department with information pertaining to all students suspended in a timely manner.

- Once a student receives an out of school suspension, that student will be assigned a written assignment which must be submitted on completion of the suspension, failure to complete assignment will result in an additional day of suspension. An additional day of suspension will be assigned until assignment is complete.
- The Office of the Dean of Discipline recognizes that there may arise situations where unique circumstances may present themselves, such situations will be referred to the Guidance & Counseling Department before any action is taken against the child.
- If a student receives three demerit marks mandatory 3 days suspension will be assigned to that student. The demerit mark count will restart once suspension is completed but records of all demerit marks assigned will be placed on child's permanent record.
- With the exception of offences deemed of a "serious nature", all other referrals *must* come from the grade supervisor and, only after the grade supervisor has taken his/her own disciplinary action(s) which would have proven futile. *All cases being reported to the office of the Dean of Discipline must be accompanied by a detailed*

*report outlining the circumstances leading up to the referral being made.*

Offenses deemed of a "serious nature" will include the following:

- i) Fights
- ii) Stealing
- iii) Gang Related Activity
- iv) Proliferation of weapons
- v) Possessions and/or use of illegal substances
- vi) Insubordination
- vii) Possession of Contraband

The following has been pulled directly from the *Security & Safety Policy Guidelines (2008) First Edition* and will be adhered to as a part of Ascot's drive to implement the "zero tolerance policy" as prescribed by the Ministry of Education:

- Students placed on suspension may not enter the school campus without the direct authorization of the principal or designated personnel, for the period of suspension *Security & Safety Policy Guidelines (2008) first edition.*
- Students in uniform, outside of school, and in public places, are considered representatives of the school. The school has a right to protect its name, image and reputation. Principals are directed to set clear rules and sanctions regarding the behaviour and associations of students in uniform, outside of school, and in public places. Credible reports of gang

and anti-social behaviour in public places by students must be treated as if they occurred within the school. *Security & Safety Policy Guidelines (2008) first edition.*

- The Ministry of Education is taking a zero tolerance approach to protest actions on the school campus or in the vicinity of the school, involving any teacher or student related to the school, that amounts to a breach of the peace, obstruction of a public road, or trespass to school property. *Security & Safety Policy Guidelines (2008) first edition.*
- The policy of the Ministry of Education is that, cellular phones are not permitted to be used during the general Teaching/Class Period and any other times designated by the principal during school hours. The Ministry of Education is aware that some schools have more restrictive policies that totally ban the use of cell phones on the school compound and we endorse these initiatives where reasonably necessary to maintain discipline. Where a student is observed using a cell phone in contravention of the school rules, the Ministry of Education supports confiscation following an appropriate warning. Where a cellular phone has been confiscated, the mandatory period of confiscation should not exceed 100 days, whichever is shorter. Cellular phones should only be released to the parent or guardian. *Security & Safety Policy Guidelines (2008) first edition.*
- The Ministry of Education endorses the power of the principal and by extension teachers, to search students

where this action is reasonably necessary for the prevention or detection of a crime, the maintenance of discipline or for preserving the welfare of students. *Security & Safety Policy Guidelines (2008) first edition.*

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- It is the firm policy of this school that If a student through his/her own willful or negligent act, cause physical injury to another student the parent/ guardian of that student will be required to settle all medical expenses arising as a direct result of the previously stated injury.

## *Offences and Sanctions*

The following represents a list of offences and sanctions for said offences. It should be noted that under the Safety and Security Policies Guidelines 2008 the Dean of Discipline has limited discretion as it relates to the implementation of sanctions for offences committed however, it is the prerogative of the Dean of Discipline to exercise or not exercise discretion as necessary to maintain Discipline within the school sphere.

**Truancy:** Truancy is described as any student willfully missing a scheduled class without direct permission being granted by the relevant authorities.

### **1<sup>st</sup> offence**

Student will be given truancy form to complete. If it is revealed that the student has missed a total of 5 classes or more, without permission from relevant authorities, an immediate parental conference will be held to discuss solutions. Student will then be placed on one week Disciplinary Probation. The student will also be assigned community

Service (15 hours minimum) and one (1) demerit mark.

### **2<sup>nd</sup> offence**

Student will be suspended from school for a minimum five (5) days. Once the student returns from suspension he will be assigned community service (minimum 15 hours), placed on Disciplinary Probation and assigned one demerit mark.

**Excessive Disruption:** Any ongoing behaviour that disrupts the natural running of classroom or school activities shall be classified excessive disruption.

### **1<sup>st</sup> offence**

Student will complete a Performance Evaluation Form. If an above average rating is received (*an above average evaluation is deemed one where the student receives rating grades of 4 and above*) student will be given a letter of caution along with one demerit mark. Verbal counsel will also be given to the student.

If a below average evaluation is received, (*an below average evaluation is deemed one where the student receives rating grades of 3 and below*) the student will be placed on one week Disciplinary Probation. The student will be given community service (minimum 15 hours) along with one week disciplinary probation. Student will also be assigned one demerit mark.

### **2<sup>nd</sup> offence**

Student will be suspended from school for a minimum five (5)

days. Once the student returns from suspension he will be assigned community service (minimum 15 hours), placed on Disciplinary Probation and assigned one demerit mark.

**Fights:** Any physical confrontation between two or more students, where as the previously stated confrontation resulted in one student striking another, shall be classified as a fight.

***Important Note:***

Any fight where a weapon is used, or is drawn with the intent to cause injury, or in any way intimidate another student or member of staff, will result in immediate referral to the Police.

Under the Offensive Weapons (Prohibition) Act, 2001, an offensive weapon is defined as

**34:** any article made or adapted for use for causing injury to the person or which is intended by the person having such article with him to cause injury

to the person or which is intended by the person having such article with him to cause such injury any dagger **35;** or any swordstick, ballistic knife, butterfly knife, flick knife, knuckleduster, knuckle knife

**36** or any knife commonly known as a switchblade, ratchet-knife or Rambo knife, or such other knife as may be prescribed

by the responsible Minister. *Security & Safety Policy Guidelines (2008) First Edition.*

**1<sup>st</sup> offence**

Immediate parental conference will be called (student will not be allowed to attend classes until conference is held) to discuss the nature of the fight. Student will be suspended from school for a minimum five (5) days. Once the student returns from suspension he will be assigned community service (minimum 15 hours), placed on two weeks Disciplinary Probation and assigned one demerit mark.

**2<sup>nd</sup> offence**

Immediate parental conference will be called (student will not be allowed to attend classes until conference is held) to discuss the nature of the fight. Student will be suspended from school for 10 days. On return from suspension, student will be placed on 3 weeks Disciplinary Probation. During the probation period, the student will be required to wear alternate uniform. Girls will wear red skirt and blouse, black socks and black shoes. Boys will wear black pants, red short sleeved shirt, black socks and black shoes. Student will also be given one demerit mark.

**Possession of Contraband:** For the purposes herein, all items prohibited by the school rules are known as

contraband. The following categories of items should be listed as contraband: weapons, drugs, alcohol, tobacco products, smoking paraphernalia and obscene publications in whatever form. Security & Safety Policy Guidelines (2008) First Edition.

Along with items listed in the previous statement, Ascot High as deemed the following items contraband:

- Cell phones
- Music players, of any kind
- Video Games and accessories
- Cameras
- Any other materials not serving an educational function.

*The Ministry of Education is taking a zero tolerance approach to the possession of items or substances in schools which contravene the laws of Jamaica. Security & Safety Policy Guidelines (2008) First Edition.*

In accordance with the above directive, if possession of the contraband(s) in question runs contrary to Jamaican law, the police will be alerted immediately and encouraged to prosecute to the letter of the law.

Possession of contraband not covered by Jamaican law will be dealt with using the following list of sanctions:

**Dress Code Violations:** Any student that attires him/her self in a manner which conflicts with the prescribed uniform is guilty of a dress code violation.

**1<sup>st</sup> offence**

If the violation is one which can be rectified at school the student will be given the opportunity to do so, and then given community (15 hours minimum) student will also be assigned one demerit mark.

If the violation is one which cannot be rectified at school the parent of the student will be contacted via telephone, advised of the situation, then the child sent home, only to return once the problem has been rectified. On his/her return they will be given community service (15 hours minimum). Student will also be awarded one demerit mark.

**2<sup>nd</sup> offence**

Student will be suspended from school for a minimum 5 days. On return from suspension student will be assigned community service (15 hours minimum). The student will also be placed on one week probation along with one demerit mark.

***The following are deemed dress code violations for BOYS:***

- Deliberate alterations to the uniform which detracts from its original intended design (pants adjusted to appear tight

fitting etc.) is considered a dress code violation and is therefore prohibited.

- Shirt being worn out side of the pants is considered a dress code violation and is therefore prohibited.
- Not wearing the prescribed school tie or the school tie being worn too short is considered a dress code violation and is therefore prohibited.
- Wearing any socks not coloured black or grey is considered a dress code violation and is therefore prohibited.
- Pants' being worn at the buttocks or anywhere except at the waist is considered a dress code violation and is therefore prohibited.
- Under garments (under pants or under shirts) being exposed is considered a dress code violation and is therefore prohibited.
- Fashion belt & buckles (big buckle belts) is considered a dress code violation and is therefore prohibited.
- Belt being any other colour but black is considered a dress code violation and is therefore prohibited.
- Shoes being any other colour but black is considered a

violation is considered a dress code violation and is therefore prohibited.

- Laces being untied or being any other colour but black is considered a violation is considered a dress code violation and is therefore prohibited.
- Any hair styles deemed inappropriate for school including shaven eye brows and chemically curled hair, should not be worn is considered a dress code violation and is therefore prohibited.
- Tattoos or marking of any kind on the body which is clearly visible is considered a violation is considered a dress code violation and is therefore prohibited.
- Apart from a simple wrist watch, Jewelry of any kind is not allowed is considered a dress code violation and is therefore prohibited.
- Student's hair should not be dyed any other colour but its natural colour is considered a dress code violation and is therefore prohibited.
- Rags, towels or kerchiefs of any time should not be seen hanging around the neck or outside the pockets, is considered a dress code violation and is therefore prohibited.



- Boys should not use chemicals to lighten or darken the skin as this is deemed inappropriate for school and therefore a dress code violation and strictly prohibited.
- Badges and pins not sanctioned by the school are not to be wearing of these badges or pins is considered a dress code violation.
- Unless prescribed by a medical doctor, sunglasses or other fashion eyewear like contact lenses are not allowed at school. The wearing of these eyewear will be considered a dress code violation.

***The following are deemed dress code violations for GIRLS:***

- Deliberate alterations to the uniform which detracts from its original intended design (tunics adjusted to appear too short or too tight) the tunic must also not be bought too tight. It is the responsibility of the parent to ensure their child get proper fitting uniform that conforms fully to the school rules.
- Tunic not being at least one 3 inches below the knees is considered a dress code violation and is strictly prohibited.
- Failure to wear school tie or to wear the tie outside the tunic is considered a dress code violation and is strictly prohibited. .

- The wearing of make-up of any kind. Including nail polish, eye liner etc. is considered a dress code violation and is strictly prohibited.
- The wearing of hair extensions or wigs of any kind unless sanctioned by the Principal, Vice Principal or Dean of Discipline is considered a dress code violation and is strictly prohibited..
- Girl's hair should not be dyed or colour treated in anyway. Girl's hair is to retain its natural colour at all times coloured hair is considered a dress code violation and is strictly prohibited
- Two (2) purple, two (2) white or two (2) black clips along with a band to support or tie the hair may be worn at any one time and should serve a function. The wearing of multicoloured clips or many clips in the hair is considered a dress code violation and is strictly prohibited.
- The wearing of any socks not coloured white is considered a violation and is strictly prohibited
- Socks should be folded neatly to within one inch of the ankles; if the sock is worn higher it is considered a dress code violation and is strictly prohibited.
- Rags, towels or kerchiefs of any time should not be seen hanging around the neck or outside the pockets if this

occurs is considered a dress code violation and is strictly prohibited.

- Any hair styles deemed inappropriate for school including shaven eye brows is considered a dress code violation and is strictly prohibited.
- Shoes' being any other colour but black is considered a dress code violation and is strictly prohibited. Parents are also reminded that female students are not allowed to wear sneakers to school.
- Under garments should not be exposed at any time if this occurs it is considered a dress code violation and is strictly prohibited.
- Stuffing the pockets of the tunic with anything which would make the uniform appear tighter than it was intended is considered a dress code violation and is strictly prohibited.
- Apart from a simple wrist watch, Jewelry of any kind is not allowed, if the student wears jewelry it is considered a dress code violation and is strictly prohibited.
- Fashion bags (hand bags, miniature bags etc.) should not be worn to school. students are advised to take to school a regular book bag if these hand bag are worn to school it is

considered a dress code violation and is strictly prohibited.

- Tattoos or marking of any kind on the body which is clearly visible is considered a dress code violation and is strictly prohibited.
- Girls should not use chemicals to lighten or darken the skin as this is deemed inappropriate for school and is strictly prohibited.
- Badges and pins not sanctioned by the school are not to be worn if such badges and pins are worn it is considered a dress code violation and is strictly prohibited.
- Unless prescribed by a medical doctor, sunglasses or other fashion eyewear like contact lenses are not allowed. If such eyewear is seen it is considered a dress code violation and is strictly prohibited.

**Insubordination:** Any action, whether spoken word or physical act, that derogates from the authority of any members of staff shall be classified as insubordination.

*Acts of insubordination shall include:*

- Disrespectful speech or mannerisms directed at members of staff
- Blatant disregard for instructions given.

- Threatening gestures and/or actions directed at members of staff
- Use of obscene language directed at members of staff or other wisened used
- Attempts to impugn the integrity of any member of staff through spoken word or physical act.

### **1<sup>st</sup> offence**

Parental conference will be held with parent of student, the Dean of Discipline and complaining staff member to discuss the nature of the offence, After which student may be given Community service (15 hours and one demerit marks). Depending on the severity of the offence the student may be suspended from school for 5 days. One demerit mark will also be assigned.

### **2<sup>nd</sup> offence**

A second conference will be held with parent of student, the Dean of Discipline and complaining staff member to discuss the nature of the offence, after which student will be suspended for 10 days. On return from suspension student will be place on two week disciplinary probation and awarded community service (10 hour minimum). Student will also be given one demerit mark.

**Stealing:** The willful removal of property belonging to any student or member of staff without the permission of the owner of said property shall be considered stealing.

**Since stealing/petty larceny is illegal under Jamaican law, student suspected of this offence will be turned over to the police for reprimand.**

### **1<sup>st</sup> offence**

Once the police action has taken its course & depending on the nature of the theft, an immediate parental conference will be requested to discuss the incident. The student may be recommended to serve a 5 day suspension. On return from suspension the student will be assigned community service (minimum 15 hours). A referral will be made to the Guidance and Counseling Department Student will also be given one demerit mark.

### **2<sup>nd</sup> offence**

Once the police action has taken its course & depending on the nature of the theft, an immediate parental conference to discuss the incident will be called. The student will be suspended for 10 days. Once suspension has run its course, student will be given community service (minimum 20 hours). A second referral will be made to the Guidance and Counseling Department. Student will also be given one demerit mark.

**Gangs & gang activity:** For the purpose of these guidelines, all groups, associations, or cliques that, in the judgment of the school leadership, appear to use or promote anti-social, violent, disruptive, or delinquent behaviour are classified as gangs. Further, any grouping of students that seeks to identify themselves by a name, dress, emblem, tattoo or particular behaviour, and in so doing violates the rules of the school or threatens the general discipline and order of the school, is also considered to be a gang. The principal is directed to use the above definition in identifying anti-social gangs and cliques. *Safety Policy Guidelines (2008) First Edition.*

Gang activity, as identified by the *Safety Policy Guidelines (2008) First Edition* includes the following:

- violence which amounts to an assault against a person(s) with or without a weapon.
- vandalism against property;
- the transportation or sale of illegal substances or other contraband
- the moral endangerment of other students; or
- any activity prohibited by the laws of Jamaica

### **1<sup>st</sup> offence**

Persons suspected of gang activity will be referred to the SRO and the Guidance and counseling Department for counseling

Once gang activity can be substantiated the police will be immediately contacted and encouraged to prosecute to the letter of the law. Once the police action has taken its course, the student will be suspended for 10 days. On return from suspension student will be placed on three week disciplinary probation and awarded community service (20 hour minimum). A referral will be made to the Guidance and Counseling Department. A recommendation will be made to the principal & schools board to review the acceptance status of the student(s).

### **Lude and/or crude behaviour:** Any

activity which impugns, in any way, the morals or ethics of the school and its environs shall be considered lude and crude behaviour, these includes the following:

- Sexual activity by students on school grounds
- Mass unauthorized gatherings resulting in disruption of school harmony

### **1<sup>st</sup> offence**

The student will be given a letter of caution informing parents of the offence. Student will be given community service (15 hours). Student will also be placed on one week Disciplinary Probation and assigned one demerit mark.

### **2<sup>nd</sup> offence**

Immediate parental conference will be held to discuss the offence. The student will be suspended for a minimum 5 days once suspension is complete; the student will be given community service (minimum 10 hours). Student will also be placed on one week Disciplinary Probation. A referral will be made to the Guidance & Counseling Department. Student will also be given one demerit mark.

**Proliferation of weapons:** Brandishing any instrument deemed to be a weapon shall be deemed proliferation of weapons.

Under the Offensive Weapons (Prohibition) Act, 2001, an offensive weapon is defined as: any article made or adapted for use for causing injury to the person or which is intended by the person having such article with him to cause such injury;

- any dagger 35; or
- any swordstick, ballistic knife, butterfly knife, flick knife, knuckleduster, knuckle knife 36 or any knife commonly known as a switchblade, ratchet-knife or Rambo knife, or such other knife as may be prescribed by the responsible Minister. Security & Safety Policy Guidelines (2008) First Edition.

### **1<sup>st</sup> offence**

The police will be alerted immediately and encouraged to prosecute to the letter of the law. Once police action has taken its course the student will be suspended for 10 days. On return from suspension student will be placed on two (2) weeks Disciplinary Probation and assigned community service (20 hour minimum). A referral will be made to the Guidance and Counseling Department. A recommendation will be made to the principal and schools board to review the acceptance status of the student (s).

**Unauthorized exits:** A student in school should not exit the school campus between Opening Time and the end of the General Teaching/Class Period, without written authorization from the principal or other designated personnel. *Security & Safety Policy Guidelines (2008) First Edition.*

### **1<sup>st</sup> offence**

The student will be given a letter of caution informing parents of the offence. The Student will be given community service (minimum 10 hours). The student will also be placed on one week Disciplinary Probation, and given one demerit mark.

### **2<sup>nd</sup> offence**

Immediate parental conference will be held. The student will be suspended from school for 5 days minimum. Once suspension is complete, the student will be given community

service (minimum 15 hours). The student will also be placed on one week Disciplinary Probation. Student will also be given one demerit mark

**Destruction of school property:** Any student who willfully damages or causes damage to any of the schools equipment or infrastructure is guilty of this offence. This offence also includes graffiti. Graffiti is described as any marking made by any student on any of the school infrastructural property.

**1<sup>st</sup> offence**

The student will be given a letter of caution informing parents of the offence. The student will be given community service (minimum 15 hours). Student will also be placed on one week Disciplinary Probation. Depending on the nature of the offence the parent of the offending student will have make arrangements to repair or replace damaged item. Student will also be given one demerit mark.

**2<sup>nd</sup> offence**

Immediate parental conference will be held. Student will be suspended from school for a minimum 5 days. Once suspension is complete, student will be given community service (minimum 15 hours). Student will also be placed on one week Disciplinary Probation. Student will also be given one demerit mark.

**Excessive lateness:** The school day officially begins at 7:30 am. If a student arrives after this time he/she is late. Excessive lateness occurs when the student is late for school three (3) or more times for a week. The student must not be late on two (2) consecutive mornings as this will also be considered excessive. If lateness is anticipated, the parent is obliged to provide school officials with a written letter explaining the circumstances surrounding the student being late

**1<sup>st</sup> offence**

The student will be given a letter of caution informing parents of the offence. The Student will be given community service (minimum 10 hours). The student will also be placed on one week Disciplinary Probation, and given one demerit mark.

**2<sup>nd</sup> offence**

Immediate parental conference will be held. The Student will be suspended from school for 5 days minimum. Once suspension is complete, the student will be given community service (minimum 15 hours). The student will also be placed on one week Disciplinary Probation. Student will also be given one demerit mark.

**3<sup>rd</sup> offence**

Immediate parental conference will be held to discuss the offence. The student will be suspended for a minimum 5 days. Once suspension is complete, the student will be given

community service (minimum 10 hours). Student will also be placed on one week Disciplinary Probation. A referral will be made to the Guidance & Counseling Department. Student will also be given one demerit mark.

### **Falsification of an official school**

**document:** This offence occurs when a student attempts to falsify a document deemed official by the school.

Students may falsify a document by:

- Attempting to themselves sign or have someone other than the specified party sign an official school document.
- Attempting to themselves generate (or replicate) or have someone apart from authorized school officials generate (or replicate) an official school document.

#### **1<sup>st</sup> offence**

The student will be given a letter of caution informing parents of the offence (the parent will also be contacted via telephone).

The student will be given community service (minimum 15 hours). Student will also be placed on one week Disciplinary Probation. Depending on the nature of the offence the parent of the offending student will have to make arrangements to repair or replace damaged items. Student will also be given one demerit mark.

#### **2<sup>nd</sup> offence**

Immediate parental conference will be held. Student will be suspended from school for a minimum 5 days. Once suspension is complete, student will be given community service (minimum 15 hours). Student will also be placed on one week Disciplinary Probation. Student will also be given one demerit mark.

#### **Important note:**

As times change and technologies advance we recognize that there may arise new offences, not stated in this document that will affect the harmony of our school. In the event of such an occurrence the office of the Dean of discipline will seek the counsel of the Principal and Guidance and Counseling Department before taking a stance on the matter. Students are reminded that they have an obligation to uphold the moral and ethical standards of the school and are not to conduct themselves in any way that will jeopardize or impugn these ethical standards and morals.