

MAY, 2021

THE SCHOOL GUIDE

The Parent Handbook



"No school can work well for children if parents and teachers do not act in partnership on behalf of the children's best interest"

Dorothy H Cohen



GREETINGS PARENTS,

Welcome to Ascot High School. The purpose of this handbook is to inform you of the rules and regulations which help us to run our school effectively and efficiently. You, the parents/guardians are the most important part of the school's support system, so prepare yourself to work hard and be the best support you can be. Here at Ascot High, we believe that each student will have every opportunity to learn and reach his/her potential. We expect that everyone will display, at all times, the highest standards of social, moral and academic behaviour.

The offices are always open to students and parents. The administration, faculty and staff are here to help you have a productive and enjoyable school experience. We hope to live up to our motto: Working for Success.

A MESSAGE FROM The Vice Principal



PARENTS AND GUARDIANS,

I want to take this opportunity to welcome you to the Ascot High School family. You are a valued member of the team and your contribution is vital to the success of the school. The main mission of any school is to provide its students with authentic education that would enable them to function meaningfully in society at the end of their school tenure. However, the staff alone cannot achieve this mission desirably. The Chief Inspector's report indicated that the two main features of successful schools are the parent support and involvement of the school board. Hence, it is critical for the success of the school for parents to participate in the teaching and learning process. Thus, this handbook was created to guide our parents on how they can participate in the process of providing authentic education for their children.

The goal of the handbook is to provide parents with information to enable them to make their contribution to their child's holistic development from a practical approach. Parents, you are being encouraged to read this handbook carefully and note how you can assist the staff and other stakeholders of the school to help your child to realize his/her true academic potential. Often some parents believe that they need to have educational degrees to make any contribution to school development. However, that is not true! To develop our students holistically, the school cannot only engage students in cognitive activities. Students must be engaged in various developmental activities which will provide many opportunities for parents of varying backgrounds to make their contribution. Some of these developmental activities in which parents can support are motivational talks, social events, maintenance of the infrastructure and other school activities central to achieving the school's mission. In addition to providing your child with the tools and supplies required for classes, parents are now required to play a much more active role in the life of the school; they are also expected to participate at various stages of school management and operations. Hence, this handbook was created to assist our parents in practical and meaningful ways to make their contribution to the school development.

Welcome again to our family and we are looking forward to your contribution and support as we partner to achieve the school's mission. God bless you and your family.

Shannell Talbert,
Ascot High School, Principal (Acting)

The Principal

A MESSAGE FROM



PARENTS,

Let me take this opportunity to thank you for being a part of this noble institution called Ascot High School. We are indeed humbled to have you and your child as key stakeholders and we are happy to serve you. This partnership is like a marriage; therefore it requires commitment on both sides if it is to work. Your involvement in the activities of the school is highly encouraged, particularly at the class level. As parents, you play a significant role in your child's education, and so we ask that you work with the school in all its endeavours so that your child will be successful. Remember when each child succeeds the

parents and the school are also successful.

Wishing you a safe and productive time at Ascot High School.

Heather Boyd- Cunningham
Vice Principal

A MESSAGE FROM The Vice Principal

MAY, 2021



THE COMMITMENT

ASCOT HIGH SCHOOL



Parent involvement at Ascot High means, first of all, involvement in the education of one's child through communication with their teachers. Parents are encouraged to talk frequently with the teachers of their child keeping track of priorities in their child's development as a student and as a complete citizen.

When parents work closely with the staff, the school is better able to address the specific needs of the individual student. Parents have a large role to play in their child's education and development. Parents are better able to direct their child's upbringing even though they may spend much time at school, even more sometimes than they might spend personally with their parents.

The specific commitments asked of parents on coming to Ascot High School are:

- to work closely with their child's teachers by attending meetings and consultations
- to provide home follow-up of the goals from this parent-teacher meeting;
- to attend orientation activities organised by the school for parents.
- to do their best to help create an extended family within their child's class, forming friendships with other parents and offering support when the small and more challenging crises of life arise.
- to participate in the various committees that are geared towards the development of the child and the school at large.

Ascot High School

PARENTS COMMITMENT

MAY, 2021



OVERVIEW OF THE SCHOOL

ASCOT HIGH SCHOOL

IN THIS SECTION

HISTORY OF THE SCHOOL

SCHOOL MOTTO

SCHOOL'S MISSION STATEMENT



On September 1, 1997, five hundred and seventeen students and thirty-one teachers were welcomed into the newly minted Ascot High School family. The complement of staff was completed with three administrative staff and five ancillary staff members. The school was spearheaded by Mr Joseph Earle, the institution's principal. Over the years the ascot School community has seen steady growth with an increase of students and staff. The school currently has over 1200 students, a full complement of teachers, administrative staff and ancillary staff.

For the past fourteen years, Ascot High has been dedicated to making major strides in the island and making a mark as an upstanding institution that develops its students into global citizens and overall well-rounded individuals.

A BRIEF HISTORY OF Ascot High School



THE SCHOOL MOTTO

WORKING FOR SUCCESS



MISSION STATEMENT

The mission of Ascot High School is to provide authentic and realistic education so that every child will leave school literate, skilled and capable of assuming their role as a productive member of a globalized society.

We therefore seek to employ and develop the respective staff, introduce and expand vocational and academic programmes, provide supportive physical and organizational infrastructure and use any available technology to achieve this.

SCHOOL SONG

*"TOGETHER WE SHARE THIS
OUR SCHOOL"*

Stanza 1

Together we share, this our
school,
Together to achieve our goals in
life
Unite as one in love and harmony,
And together we stand as one.

Chorus

At Ascot we stand in love and
unity,
Together to build a better society.
At Ascot there is one belief,
The best achievement brings
relief

Stanza 2

We put our heads to better
thinking,
And lift them high for better
service.
No, we won't destroy our school,
Nor disgrace humanity.

(Chorus Repeat)

MAY, 2021



ATTENDANCE PROCEDURES

ASCOT HIGH SCHOOL

IN THIS SECTION

DAILY SCHEDULE

ATTENDANCE
PUNCTUALITY

OFF-CAMPUS ACTIVITIES

MAY, 2021



SCHOOL DAILY SCEHDULE

7:30 AM- 7:50 AM
Devotion/Registration

Session 1-2
7:50 AM- 9:10 AM

Session 3-4
9:10 AM- 10:30 AM

10:30 AM- 11:30 AM
LUNCH

Session 5-6
11:30 AM- 1:00 PM

Session 7-8
1:00 PM- 2:30 PM

2:30 PM
Afternoon Registration

ATTENDANCE PROCEDURES

Ascot High School



ATTENDANCE

Students are expected to attend school daily and also attend all classes while they are present. If for any reason the child is unable to attend school, the school must be informed by way of providing the reason for absence in writing.

If a student is absent from school without prior notice, a written explanation from the parent/guardian must be submitted to the Form Teacher on his/her return to school. In case of infectious illnesses, the letter must be accompanied by a doctor's certificate.

PUNCTUALITY

Late coming is particularly disruptive of each day's classes and the general progress of the student and class as a whole.

A student is considered late if he/she arrives at school after 7:50 a.m. Any student who arrives at school late must register with the personnel assigned by the Dean's Office at the entrance to the main building before he/she will be admitted to class.

NOTE: Parents are asked whenever possible, to schedule all doctor's/dentists or other appointments outside school hours. *Removing a student from school during regular school hours may contribute to gaps in the students' required knowledge base.*

Ascot High School

ATTENDANCE PROCEDURES



OFF CAMPUS ACTIVITIES

Field Trips/Off-Campus Activities are an integral part of the school programme. Parents are required to sign a permission slip for each Trip and may be required to subsidise transportation fees. Students will not be allowed to participate unless the permission slip is signed by the parent or guardian. The school uniform is to be worn on outdoor Field Trips unless the personnel in charge advises that the students wear the Ascot High P.E or Polo shirt.

NOTE: Students who are participating in Off-Campus Activities are still required to be present at school to attend registration unless the departure time is before school usual school hours.

ATTENDANCE PROCEDURES

Ascot High School



BEHAVIOURAL PROCEDURES

ASCOT HIGH SCHOOL

IN THIS SECTION

STUDENT IN-CLASS EXPECTATIONS

DRESS CODE OF STUDENTS

DRESS CODE OF PARENTS VISITING THE
SCHOOL'S PROPERTY

STUDENT CONDUCT



IN-CLASS EXPECTATIONS

Parents are asked to ensure that the students come to class fully prepared with the required texts, notebooks, paper, pens, pencils or other essential materials as directed by the teacher.

Students should:

1. Raise a hand to ask questions.
2. Pay attention and concentrate on what is being taught
3. Take part in class discussions
4. Observe all rules and regulations as displayed in the classroom or laboratory
5. Plan work and schedule time for homework to meet all deadlines.
6. Make sure that the required assignments are understood before leaving the class

Parents must assist with this by ensuring that the student practices/studies for the assessments, check the student's homework, make sure that the student is meeting his/her deadlines and checking in for progress reports from teachers.

BEHAVIOURAL PROCEDURES
Ascot High School



REQUIRED DRESS CODE FOR ALL STUDENTS ATTENDING SCHOOL- GIRLS

All girls must be clad in the purple tunic and grey short-sleeved blouse and prescribed tie which should be worn inside the tunic. The tunic must be worn no less than two (2) inches below the know and the sleeves of the blouse must not be folded.

Footwear for girls is a plain black shoe with a heel that is no more than one (1) inch tall, plain white nylon socks that are folded one (1) above the ankle.

Prohibited dress:

Bobbysocks

Sneakers

Slippers

Sandals

Crocs

BEHAVIOURAL PROCEDURES
Ascot High School



REQUIRED DRESS CODE FOR ALL STUDENTS ATTENDING SCHOOL- BOYS

Boys should wear tailored grey pants that are loose-fitting to promote movement paired with a grey short-sleeved shirt and the prescribed tie. The pants must be held up by a plain black belt. If the student is wearing an undershirt it must not be visible at any time. The suggested undergarment is low cut merino or a low cut short sleeve V-Neck shirt. Boys must wear a plain black shoe and black or grey socks.

Prohibited dress:

Belts with fashion buckles

Over-sized belt buckles

Socks with print/logos

Multi-coloured shoes (including black/white, black/grey)

Sandals

Slippers

Crocs

BEHAVIOURAL PROCEDURES
Ascot High School



HAIRSTYLES

Girls

Girls hair should be neatly groomed in a simple hairstyle using a single colour (purple, white or black) for hair clips/ties.

Extension, hair colour and jewelled hair accessories are not allowed.

Boys

Boys hair should be simply cut, no carving, drawings or designs are permitted. The hair cut should be low and on one level (no fades). Hair colour or accessories are prohibited.

BEHAVIOURAL PROCEDURES
Ascot High School



STUDENT CONDUCT

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 a 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

BEHAVIOURAL PROCEDURES

Ascot High School



RESPONSIBILITY OF PARENTS

To have effective and lasting means of improving and eliminating disciplinary issues in the school, we must have t parental support.

With that being said, there are some of the areas in which parents are expected to participate actively and to assist in student discipline. These are:

- 1.Ensure that your child arrives at school in good time to be ready for the start of classes each morning.
2. See that your child is present every school day, except for illness or other emergencies. (Please inform the school on the day that your child is absent or in advance circumstances warrant.)
- 3.Ensure that your child fully complies with all requirements of the Dress Code.
- 4.Provide students with an environment that is appropriate for studying and completing assignments at home.
5. Encourage your child to do his/her best at all times.
6. Seek first-hand information by contacting the school or the teacher if something is unclear.

BEHAVIOURAL PROCEDURES
Ascot High School



RESPONSIBILITY OF PARENTS

7. Read, sign and return all school communications as appropriate.
8. Refrain from criticizing school rules when your child is listening. If you disagree with the rules, talk with school authorities; Teachers, Heads of Department, the Coordinators, or the Principal.
9. Discuss the school's discipline guidelines with your child.

BEHAVIOURAL PROCEDURES

Ascot High School



GENERAL RULES

To ensure the smooth running of the school day, the following rules must be observed: •

1. Students are not allowed unsupervised access to the classrooms or any area designated for staff.
2. Students are required to move around the school quietly, in an orderly way, avoiding running, crowding or pushing, especially on the corridors
3. Students must take responsibility for the appropriate use and care of all school facilities
4. Cell phones are allowed on the school campus but should remain unseen until school is dismissed
5. Expensive or fragile personal belongings must not be brought to school.

BEHAVIOURAL PROCEDURES

Ascot High School



FROWNED UPON BEHAVIOUR

The following behaviours are frowned upon at Ascot High School

1. Bullying; either verbal or physical or cyber
2. Fighting
3. Theft
4. Name-calling or unkind remarks or negative criticism
5. The use of swear words or 'bad language'
6. Damaging, defacing, walls, notice boards or other school property
7. Interfering in any way with the property or personal space of others

THE FOLLOWING ITEMS ARE NOT ALLOWED AT SCHOOL

1. Cigarettes, alcohol or drugs
2. Knives, or any other types of weapons
3. Any electronic games

BEHAVIOURAL PROCEDURES
Ascot High School

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ASSESSMENTS AND REPORTS

ASCOT HIGH SCHOOL

IN THIS SECTION

HOMEWORK
CLASSWORK
PRACTICALS
TEST/EXAMINATIONS

GRADING SYSTEM
REPORT



Graded assignments are regarded as an integral part of the instructional programme and the satisfactory completion of all tasks on schedule is mandatory. Parents/Guardians are encouraged to oversee the completion and or preparations for these assignments.

HOMEWORK

All homework assignments are to be handed in by the student on the due date given by the teacher. Parents and students are to ensure that these assignments are completed and are done properly.

CLASSWORK

Classwork is to be completed within the assigned session for the particular subject. Parents are asked to ensure that students come to school equipped to complete these assignments.

PRACTICALS

Subject teachers will schedule practicals at least once for the Semester. Students will be properly briefed and allowed to prepare for the activity. Some subject areas will require students to take home a list of items required to complete the practical and parents are encouraged to do their best to acquire the items listed.

ASSESSMENTS AND REPORTS

Ascot High School

MAY, 2021



TESTS/EXAMINATION

Teachers will administer class tests and assessments throughout the school year. Dates and times for the formal examinations at the end of December and June will be set out in an Examination Timetable, which will be given to all students, with an adequate amount of time to prepare.

NOTE: Though we encourage parental involvement we do not advise parents to do the assignments/assessments for the child. Children should be allowed to showcase that learning has taken place.

If a test/examination is administered online, parents please encourage the children to not search engines, books or knowledge from someone else to aid them.

ASSESSMENTS AND REPORTS

Ascot High School



GRADING SYSTEM

For academic subjects, percentages are used to give more precise information about student progress. Grades are based on the student's work throughout the grading period. 40% is weighted towards exams, 20% towards sessional tests, 20% towards practicals, 10% for classwork and 10% for homework.

REPORT

Parents can access student's progress/reports during the allotted time periods, which will be announced by circular, email or text message.

Students are provided with an access code to use the reporting database. To access the website parents should input the following information:

1. <https://legacy.myschooljamaica.com/login.aspx>
2. Enter Username
3. Select the School
4. Select User Type
5. Enter Password

Parents will be able to access the child's report and print it from this platform.

ASSESSMENTS AND REPORTS

Ascot High School



STUDENT AMENITIES

ASCOT HIGH SCHOOL

IN THIS SECTION

HEALTH SERVICES
GUIDANCE SERVICES
CAREER GUIDANCE

EXTRACURRICULAR AND COMMUNITY
SERVICE ACTIVITIES

CANTEEN SERVICES
LIBRARY AND COMPUTER LAB



HEALTH SERVICES

ACCIDENT INSURANCE

All students are covered by an Accident Insurance Policy provided by ***. Students are covered whilst on the school premises, and while participating in or being transported to, a school-sponsored activity under the direct supervision of an authorized staff member.

HEALTH CENTRE

Treatment of Accident/Illness

The school nurse deals with minor illnesses and injuries. At her discretion, and in consultation with the Principal, parents may be asked to collect their child should he/she need to go home or to go to the doctor. If the parent cannot be reached or if immediate treatment is necessary,

IMPORTANT MESSAGE

Medical forms must be updated regularly. The office must be notified of changes related to the child and their medical status. All new students are required to complete and return the school's medical forms on or before the first day of term.

STUDENT AMENITIES OF
Ascot High School



GUIDANCE SERVICES

All Form Teachers, Coordinators, the Guidance Counselors and the Principal are responsible for the support, guidance and encouragement of the students. Education in health, citizenship and ethical values will be integrated into the curriculum.

For more personal interaction, the school has two Guidance Counselors on staff. The counsellors will be available during office hours and will assist both parents and students

If problems arise that are beyond the counsellor's scope, a referral will be made for the parties to get help from an outside source.

Any criminal issue will be handed over to the necessary authorities.

STUDENT AMENITIES OF
Ascot High School



CARREER GUIDANCE

Teachers and Guidance counsellors are available to help students realise their strengths and weaknesses to prepare them for the world of work or tertiary education.

Events such as Career Day and Dress for Success are also there to help guide students and create professional prospects for the future.

EXTRA CURRICULAR AND CUMMUNITY SERVICE ACTIVITIES

It is a requirement of graduation from Ascot High School that each student completes the required number of hours for Community Service and they must also participate in at least one extra-curricular activity. This programme is designed to encourage students to share their energy and special talents with others. Through these activities, students should develop greater awareness of themselves, concern for others, and the ability to work cooperatively with other people.

We value the volunteer services of parents/guardians. During the school year, there will be numerous opportunities for volunteers to support school programmes. If you are interested in serving as a volunteer, please contact the office during opening hours.

STUDENT AMENITIES OF
Ascot High School



CANTEEN SERVICES

Hot lunches and snacks are provided by the canteen for variable prices. Students may also bring their own lunch to school. Parents are not allowed to deliver fast-food to the school without permission from the administration.

When going through the lunch line, are expected to display a high standard of courtesy. Students are asked to take pride in their school by cleaning up after eating, recycling where necessary and depositing all waste in garbage bins placed around the campus.

LIBRARY AND COMPUTER LAB

The use of the Computer Lab and the library is an essential part of the instructional/learning process. All electronic equipment in the lab and library are the property of Ascot High School and must be treated with care and respect. Loss or damage of books or electronics should be reported to the Librarian or the Lab Technician immediately.

Students are required to pay the cost of replacing any library book that is lost or damaged.

STUDENT AMENITIES OF Ascot High School

MAY, 2021



SAFETY PROCEDURES

ASCOT HIGH SCHOOL

IN THIS SECTION

DISASTER PREPAREDNESS PROCEDURES

EMERGENCY PROCEDURES



SAFETY PROCEDURES

Ascot High School

EMERGENCY PROCEDURES

At Ascot High, the safety of our school community is at the forefront. In the event of disorder or disruption, which may endanger the school community, the school has in place emergency procedures that will be followed. These procedures include fire and earthquake drills once per term which familiarize the students with these procedures.

DISASTER PREPAREDNESS

Fire and Earthquake drills are held regularly to develop safety practices that will enable students to move quickly and in an orderly manner to designated safety areas during an emergency. These designated areas are labelled at key points in the school. During a drill or actual emergency, personal safety will depend on how students carry out regular procedures or modified instructions as the situation may dictate.

All persons on campus are expected to follow safety instructions during drills, as well as during emergencies.