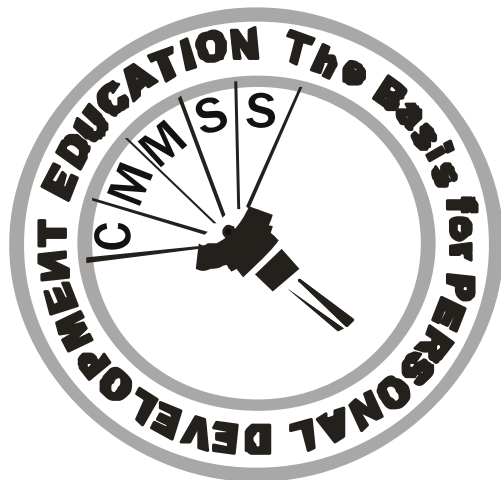


CLENDON MASON MEMORIAL SECONDARY SCHOOL



STUDENT HANDBOOK

2nd Edition

Name: _____

Form: _____

Year: _____

ACKNOWLEDGEMENTS

Although there was a CMMSS student handbook in existence, important additions had to be made to this new edition. Also, the need for consistent editing was paramount. Thus, it is salient to recognize the efforts of the major contributors to this revised handbook. While this list of names is not exhaustive, acknowledging them is essential:

Mrs. H. Modeste

Ms. A. Nurse

Ms. L. Regis

Mrs. M. Skelly

Mr. P. Myers

Mr. S. Regis

Mr. T. Charles

The CMMSS admin team would like to recognize all other members of staff, who in one form or another contributed to the development of this new edition of the Students' Handbook.

WELCOME

Dear Student,

On behalf of the Administration and Staff of the Clendon Mason Memorial Secondary School, I wish to embrace you as a member of our large family here at this institution. I wish to assure you of our love as we aspire to help you develop into that unique individual that God intends you to become.

I pray that the love of God will unite us to the point that this institution will be transformed into a home away from home for you.

I urge you to join us as we seek to build the loving and caring relationship that should characterize our institution. We can make it by God's grace.

May God richly bless you.

Principal

Theodore Charles (Mr.)

BA (Hons), MA, MA, MSc, PGCE

STATEMENT OF PHILOSOPHY

True Education is more than the acquisition of book knowledge. It involves the holistic development of the individual. The recognition that the spiritual, mental, physical and social faculties must be developed harmoniously.

True education acknowledges God is the only architect of character building, and is only through cooperation with him that each individual will realize his full potential.

MISSION

To promote a safe, caring and supportive environment where students' self-esteem is fostered through positive relationships with peers and staff, thereby creating an environment that encourages high expectations for success through holistic development and to utilize appropriate instruction that allows for individual differences and learning styles.

VISION

To develop and maintain high standards, and to equip students with the necessary tools, so that they can become lifelong learners, productive citizens and overall, good human beings.

SCHOOL'S MOTTO

Education: The Basis For Personal Development.

NATIONAL ANTHEM

1. Sons and daughters of Saint Lucia love the land that gave us birth. Land of beaches, hills and valleys, fairest isle of all the earth. Wheresoever you may roam, love, oh love, our island home.
2. Gone the times when nations battled for this Helen of the West. Gone the days when strife and discord, dimmed her children's toil and rest. Dawns at last a brighter day, stretches out a glad new way.
3. May the Good Lord bless our island; guard her sons from woe and harm. May our people, live united, strong in soul and strong in arm. Justice, truth and charity, our ideals forever be.

NATIONAL PLEDGE

“With God as my guide, I pledge allegiance to my country, Saint Lucia. I proclaim that I will serve my country with pride and dignity and will defend it with vigor and valour in the pursuit of excellence, justice and equality for all.”

SCHOOL ANTHEM

March on brothers, march on sisters
To the pinnacle of personal development
Arm ourselves with the tools required
As stipulated by our motto

Be mindful of our goals and aims
Apply discipline and courage to see us through
With hard work and determination
We will make CMMSS proud

We are no lesser mortals
Than those with the same chances
So we will rule like other greats
In academia, sports and culture

To God we submit our efforts
For in this manner we shall be strengthened
Move on brothers, move on sisters
It's our march of excellence.

GENERAL INFORMATION TO PARENTS / GUARDIANS

The Principal and staff of the Clendon Mason Memorial Secondary School believe that parents/guardians play a pivotal role in advancing those under their charge. To this end, we expect **all** parents/guardians to comply, at all times, with stipulated rules, regulations, codes of conduct and fulfill expectations that will nurture a safe and working environment for their child/ward. With this in mind, parents/guardians should:

- Take serious interest in their child's/ward's school life and keep regular communication with the school concerning conduct and progress.
- Ensure that their child/ward attends school regularly and on time.
- Ensure that all home assignments including School Based Assessments (SBA) are completed on time.
- Accept, assess, comment and sign a report book at the end of every term for their child or ward.
- Ensure that the report book is returned to the homeroom teacher during the first week of the re-opening of school for every term.
- Inform the school authorities of any medical or other condition peculiar to their child ward; supported by an official medical certificate or report.
- Attend all scheduled meetings, conferences or other activities organized for parents by the school.

- Dress appropriately when visiting the school and report to the office upon arrival on the compound in order to attend to a student, teacher or any other matter.
- Under no circumstances go directly to a classroom to contact their child or ward or use a cell phone to do the same whilst on the compound.
- Inform the school immediately should their child or ward arrive home prematurely without any communication by the school's authorities; to pre-empt the issuance of a letter requesting parents/guardians visit to the school.
- Be aware of **ALL** rules, especially those governing uniforms, attendance, respect for school property, classmates, teachers, staff and the general public.

SCHEDULES

- (a) The hours of attendance at CMMSS are 8:20 a.m. to 3:00 p.m. Students must be punctual and regular in their attendance at school. Early departure from school in cases of illness is dealt with by homeroom teachers, year heads, vice principal and or principal.
- (b) The time schedule in operation at this school is as follows;

Schedule 1 was developed for forms one and two. It features different break and lunch times to Schedule 2 to facilitate adherence to physical distancing guidelines. Schedule 2 caters to forms three, four and five.

SCHEDULE 1

Forms 1 & 2

Time	Activity
8:30 a.m. – 8:40 a.m.	Homeroom
8:40 a.m. – 9:20 a.m.	Period 1
9:20 a.m. – 10:00 a.m.	Period 2
10:00 a.m. – 10:15 a.m.	BREAK
10:15 a.m. – 10:55 a.m.	Period 3
10:55 a.m. – 1:35 a.m.	Period 4
11:35 a.m. – 12:15 p.m.	Period 5
12:15 p.m. – 12:55 p.m.	LUNCH
12:55 p.m. – 1:35 p.m.	Period 6
1:35 p.m. – 2:15 p.m.	Period 7
2:15 p.m. – 2:55 p.m.	Period 8

SCHEDULE 2

Forms 3, 4 & 5

Time	Activity
8:30 a.m. – 8:40 a.m.	Homeroom
8:40 a.m. – 9:20 a.m.	Period 1
9:20 a.m. – 10:00 a.m.	Period 2
10:00 a.m. – 10:40 a.m.	Period 3
10:40 a.m. – 10:55 a.m.	BREAK
10:55 a.m. – 11:35 a.m.	Period 4
11:35 a.m. – 12:15 p.m.	Period 5
12:15 p.m. – 12:55 p.m.	Period 6
12:55 p.m. – 11:35 p.m.	LUNCH
1:35 p.m. – 2:15 p.m.	Period 7
2:15 p.m. – 3:00 p.m.	Period 8

N.B Parents should refrain from calling to make request for their child/ward to leave the school, since identification by way of telephone is difficult.

CODE OF CONDUCT

The Clendon Mason Memorial Secondary School Code of Conduct conforms with the Education Act 1999, and seeks to approach the problem of inappropriate behavior in a positive manner by:

- i. Identifying the key areas of unacceptable behavior as perceived by parents/guardians, staff and the students themselves.
- ii. Providing an explanation to point out why the behaviour is unacceptable.
- iii. Implementing sanctions for cases of infringements.

RATIONALE

Clendon Mason Memorial Secondary School aims to provide its students, their parents/guardians and its staff with a welcoming and highly effective learning environment which is conducive for the highest levels of achievement. In order for that to be accomplished, it is expected that all members of the school's community will have respect for themselves, show respect for peers and colleagues, will respect people in authority and will cultivate respect for the environment along with the public and private property around them.

It is the responsibility of parents/guardians who choose to send their children to Clendon Mason Memorial Secondary School to understand and accept the Philosophy and Culture of the School and abide by its regulations.

The Code seeks to be pre-emptive instead of punitive with the intention to provide guidance to the entire Clendon Mason Memorial Secondary School community. As such, the consequences following cases of misconduct will be perceived to be unequivocal, fair and impartial.

Whilst every effort has been made to address as many scenarios as possible, it is entirely possible that there may be some instances where the code may be silent on a particular matter. In such cases, the school's administration reserves the right to apply appropriate measures.

Background and Structure

This Code of Conduct recognizes Respect and Discipline as the keystone of civilized society. It is thus divided into four specific areas emphasizing the fundamental importance of respect.

1. Respect Yourself

Most people have a natural respect for themselves. This is exhibited by sharing one's best qualities with others, by avoiding anything that would inflict injury upon oneself physically, spiritually, morally, socially or damage one's reputation by lowering how one is perceived by others.

2. Respect Others

We ought to respect others because we are all made in the image and likeness of the Almighty Father, who is all good. We possess the same humanity and share the same hopes and desires.

3. Respect People in Authority

We ought to respect Authority because all authority comes from the Almighty Father, who is all good and the purpose of authority is to provide good order and security in the society in which we live. Without order and security chaos rules and being able to live in a civilized society becomes impossible.

4. Respect the Environment

All that we see around us have been created by the Almighty Father, who is good. We ought to respect our environment, natural and man-made, publicly owned or private. Its purpose is to provide us with the means for living comfortably, for learning and working productively and for resting and recreating refreshingly in a healthy and peaceful place.

1. RESPECT YOURSELF

1.1 School Attendance and Truancy

Expected Behaviour	Rationale	Consequences
<p>Your fundamental duty as a student is to attend school and all your classes every day. It is also your duty as a student to attend all assemblies, celebrations, guest lectures and school activities held during the school day or any other day designated by school authority.</p> <p>Your parent/guardian is required to inform the school of the reason for your absence or tardiness.</p> <p>Your parent/guardian may phone the school during the day (after 8:20 a.m.) but upon your return you must bring an explanatory letter. If the reason for your absence is known in advance, a letter must first be submitted to the office.</p> <p>The school will then inform your parents.</p>	<p>Regular attendance is a key component of the learning process and your overall success. It is also a requirement of today's competitive world of work.</p> <p>Your parent/guardian has a right to know of your attendance.</p>	<p>If you are absent for a day or longer</p> <ol style="list-style-type: none"> 1. Upon your return, report to the office to submit a written excuse signed by parent, or submitted to homeroom teacher. 2. Teacher may assign detention and inform parents in writing if no excuse is provided. 3. Referral to Principal. 4. Parental interview and referral to Ministry of Education in cases of truancy or student drop out.

1.2 Lateness for School

Expected Behaviour	Rationale	Consequences
<p>It is your duty as a student at the Clendon Mason Memorial Secondary School to attend school on the days and at the hours prescribed. Punctuality is essential.</p> <p>If you are late for school you must:</p> <p>(a) Report to the Office before going to class and/or</p> <p>(b) Submit to your teacher a written excuse duly signed by your parent/guardian, for your lateness.</p>	<p>Being late not only shows disrespect for yourself and the teacher but for other students in your class. Everyone should be able to learn in a focused and uninterrupted classroom situation. In addition, you deprive yourself of learning opportunities.</p> <p>Your future employer will require punctuality.</p>	<ol style="list-style-type: none"> 1. Lateness is recorded and published in report books. 2. Detention. 3. Parents informed directly. 4. Parental conference if lateness is persistent.

1.3 Lateness Between Classes

Expected Behaviour	Rationale	Consequences
<p>During the school day, you must be punctual for classes and any other event the school has scheduled for you.</p> <p>When the bell rings, you must not loiter on the verandas, balconies, courts or in the canteen.</p> <p>You must proceed immediately to class.</p> <p>If you are not in class it is your responsibility to let your teacher know where you are and what you are doing. (The primary use of the two break periods are to eat and refresh yourselves).</p>	<p>Requirements of the Saint Lucia Education Act 1999.</p> <p>Being punctual indicates respect and responsibility.</p> <p>Your lateness disrupts the learning process for everyone else in the classroom and deprives you of learning time.</p> <p>Your lateness for scheduled classes or event is distracting and discourteous to the speaker or organizer.</p>	<ol style="list-style-type: none"><li data-bbox="784 276 940 343">1. Teacher discretion.<li data-bbox="784 443 935 478">2. Detention.<li data-bbox="784 579 1030 798">3. Signing of attendance slip by every subject teacher for those showing a pattern of tardiness.

1.4 Signing Out

Expected Behaviour	Rationale	Consequences
<p>If you wish to leave the school for any reason during the day you must:</p> <p>(a) Have written parental permission.</p> <p>(b) Have the principal's permission</p> <p>(c) Report to the office before departure to sign the book provided.</p> <p>(d) Attend all classes prior to departure.</p>	<p>During the school day the school is legally and morally responsible for your whereabouts at all times.</p> <p>Your parent/guardian must therefore sanction your early departure.</p> <p>Signing out is a privilege, and an indication of your responsibility and honesty.</p> <p>No students should be on the street during school hours without the school's knowledge.</p>	<p>Students leaving or attempting to leave the school without signing out:</p> <p>(a) Must return to the school and report to the office to sign the Early Departure Register.</p> <p>(b) Principal or teacher may assign detention and inform parents.</p> <p>(c) Parental conference and referral to Ministry of Education.</p>

1.5 Use of School Uniform

Expected Behaviour	Rationale	Consequences
<p>The uniform is a mark of identity of the Clendon Mason Memorial Secondary School. The uniform MUST be worn in its entirety.</p> <p>You are obliged as a student to wear the prescribed uniform throughout the school day as well as during all school sponsored activities.</p> <p>Males:</p> <ul style="list-style-type: none"> - White shirt jack with the school's crest as prescribed by the school. - Plain white undershirts or vest should be worn. 	<p>As a student of the Clendon Mason Memorial Secondary School you agree to abide by the established dress code.</p> <p>The uniform identifies you as a member of our school's community.</p> <p>The uniform generates a unique school image, confers a sense of collective identity and establishes a standard that reflects the school's values and your employment readiness.</p> <p>One badly dressed student tarnishes the image of the entire school.</p> <p>You are required to wear the uniform by law (Education Act 1999).</p>	<ol style="list-style-type: none"> 1. Warning. 2. Confiscate additions to uniform such as coloured T-Shirts. 3. Student is liable to be sent home to get dressed appropriately. 4. Contact parent/guardian 5. Student is suspended until the parent contacts the school and the student reverts to proper uniform.

1.5 CONT'D

- The school's shirt should COMPLETELY cover the white undershirt/vest.
- Grey pants with bottoms 16" – 20" in circumference must be worn.
- A black belt should be worn with the school's uniform.
- Black socks, and plain all black shoes for boys.

Females:

- White shirt must be worn inside school's overall as prescribed by the school and the overall should be worn to completely cover the knees.
- Only plain white undershirts or vest should be worn.

The school's crest is the property of the school and is controlled under the Copyright and Intellectual Property Laws of Saint Lucia.

1.5 CONT'D

- White socks and all black shoes.

Girls in form 1 – 3 are required to wear white ribbons.

If you are unable to wear the prescribed uniform you must tender to the principal a written excuse, duly signed by your parent or guardian, for each day that the prescribed uniform or any part thereof is not worn. You may not add anything to, nor subtract anything from the uniform.

The principal reserves the right to refuse any student permission to attend classes if he/she is not wearing the prescribed uniform.

The school uniform should not be worn to activities which are not officially related to you as a student of the CMMSS.

1.6 Use of Jewelry with School Uniform

Expected Behaviour	Rationale	Consequences
<p>Jewelry is not part of the school's uniform, and must not be worn with the school uniform at any time, at any location, on or off the school compound, except for earrings for the girls measuring no more than $\frac{3}{4}$ inches in diameter (approximately the size of a 10-cent piece). Girls are allowed no more than two.</p> <p>Chains/chokers, wrist bands, ankle bands and rings are not allowed with school uniform, on or off the compound.</p> <p>Students are not allowed to wear:</p> <ul style="list-style-type: none"> • Rouge • Eye make-up (i.e. mascara, liner or eye shadow) • Lipstick or lip gloss • Lip liner • Nail polish <p>Students are strictly forbidden to wear rings, necklaces, bangles or bracelets of any kind.</p>	<p>Jewelry worn with school uniform is incongruous and can be visually offensive.</p> <p>Jewelry creates unnecessary and avoidable distractions at school that are difficult to control.</p> <p>Jewelry worn with school uniform in public places before or after school hours, sends the wrong signal about the dress code of students during school hours.</p>	<ol style="list-style-type: none"> 1. Confiscation of the item. 2. Items are returned to parents only. 3. Students will be asked to conceal the tattoo or remove the jewelry. 4. Parents will be called in and the violation will be recorded and placed on the student's file.

1.6 CONT'D

Male students are **not allowed** to wear earrings.

Hair Grooming

Males

Hair **MUST** be short and neatly groomed.

ONLY the student's natural hair colour is allowed.

Rastafarians **MUST** wear a black, grey, blue or white tam.

Caps and designs in haircuts are **NOT** allowed.

Females

Hair **MUST** be well groomed.

ONLY the student's natural hair colour is allowed.

1.6 CONT'D

Grey and/or white ribbons
ONLY.

White or black bows only.

Rastafarians **MUST** wear a
black, grey, blue or white
tam.

Braids, hair pieces, beads,
hair extensions, excess hair
accessories and caps are **NOT**
allowed.

Students are **PROHIBITED**
from having visible tattoos
and displaying body-piercing
jewelry other than as already
stated.

NOTE

Head covering or hair growth
in excess of two inches is not
allowed with the school
uniform **EXCEPT** on the
basis of a student's religious
affiliation (sanctioned by
parents/guardians) or based
on a decision of the school's
administration.

1.7 Inappropriate Language

Expected Behaviour	Rationale	Consequences
<p>You must always be polite, respectful and courteous when addressing someone.</p> <p>The use of foul and offensive language to anyone whether spoken, written or as a sign is forbidden.</p>	<p>Abusive or offensive language indicates a lack of self-control and consideration for others.</p> <p>It is demeaning and reveals more the character of the offender than the offended person.</p>	<ol style="list-style-type: none">1. Refer to Office.2. Public Apology.3. Parents conference and counseling for persistent cases.

1.8 Plagiarism (passing other people's work as your own) Cheating/Academic Theft

Expected Behaviour	Rationale	Consequences
<p>You are expected to take part in evaluation exercises such as examinations and projects (other than group work) without assistance from your peers or other unauthorized sources.</p>	<p>Cheating is disrespectful to your teacher and yourself, it is dishonest and hinders objective assessment of your capabilities.</p> <p>Cheating interferes with your individual assessment, educational growth and development.</p>	<ol style="list-style-type: none">1. Student will be given a zero mark.2. The student may or may not be allowed to redo the assignment.

1.8 CONT'D

<p>You are also expected to use your own words and ideas when writing assignments and to provide indication when other people's words or thoughts are being quoted directly.</p>	<p>Plagiarism is another form of cheating and is equally unacceptable.</p>	<ol style="list-style-type: none"> 3. Student may be referred to the principal. 4. Parent conference 5. Counseling for chronic cases.
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1.9 Forgery

Expected Behaviour	Rationale	Consequences
<p>Attempts to tamper with data or information in report books or letters for your parents or in assignments from teachers are serious offences.</p> <p>You are expected to be honest and forthright at all times. Any letters to the office from your home are to be signed by your parent/guardian and delivered promptly and intact.</p>	<p>Opening documents addressed to other persons and signing someone else's name on any document is a criminal offense.</p> <p>Tampering with information on official letters and documents is not only very dishonest but it demonstrates a lack of respect and integrity.</p>	<ol style="list-style-type: none"> 1. Inform parents. 2. Suspension 3. Counseling 4. Call in parents.

1.10 School Books and School Materials

Expected Behaviour	Rationale	Consequences
<p>You must bring the prescribed and required school books for each subject to school and to class.</p> <p>You must also bring to class any other materials your teacher (s) may require of you.</p> <p>If parents are unable to provide textbooks for whatever reason, the school should be informed by letter.</p>	<p>To benefit fully from a class, you need to follow the material found in the prescribed textbook.</p> <p>Sharing a textbook with another student may be a distraction and unfair to the other student who brought his/her book to class.</p> <p>Leaving your class to acquire a textbook elsewhere disturbs both your room and the room you enter.</p>	<ol style="list-style-type: none"><li data-bbox="781 277 1028 421">1. Students' parents are to be informed of the situation.<li data-bbox="781 469 1028 533">2. Break or after school detention.<li data-bbox="781 580 1028 724">3. Liable to be sent home to get the required text or materials.

1.11 Homework

Expected Behaviour	Rationale	Consequences
<p>You must complete and submit in a manner acceptable to your teachers, all homework assignments on time and in a suitable format and with pride as required by an existing Clendon Mason Memorial Secondary School Policy.</p>	<p>Success is directly related to regular and effective home study.</p> <p>Homework is an essential part of the curriculum and students cannot fulfill the requirements of the courses unless they make an adequate and honest attempt at all the homework set.</p> <p>Homework is never optional.</p> <p>“Forgetting it home” is equivalent to not doing it at all.</p>	<p>Failure to submit a complete homework assignment is dealt with according to the stipulations of the school’s Homework Policy Guidelines.</p> <p>A teacher may give:</p> <ol style="list-style-type: none">1. A breaktime or after school detention.2. Extra assignment to be done after school.3. A mark of zero.4. The teacher may inform parents and require a conference.5. The teacher may refer the student to the office.

1.12 Examinations

Expected Behaviour	Rationale	Consequences
<p>You are expected to take all examinations set by your teacher or external body. You should receive no assistance from your peers or any other source.</p> <p>You are expected to use your own words and ideas when writing assignments.</p> <p>You are expected to take all test and final examinations in each subject at the schedule time.</p> <p>If you miss an examination, you must present a medical certificate. (Teachers are not obliged to give make-up test).</p> <p>You must be in full school uniform while writing an examination.</p>	<p>Examinations and other evaluations are used to objectively test your knowledge to measure your progress and assess your comprehension. This should not be compromised by dishonesty.</p> <p>Examinations and tests are scheduled at specific times and under specific conditions to give an opportunity to write and to be objectively tested together with your peers.</p> <p>Tests and examinations are necessary to assess your progress, and as preparation and practice for public examinations.</p>	<p>Failure to write exams may result in any of the following:</p> <ol style="list-style-type: none">1. A mark of zero.2. Parents will be called in for a conference.3. Counseling in cases of chronic delinquency.4. Students may be debarred from participating in certain school activities e.g. graduation.

1.13 Use of Alcoholic Beverages

Expected Behaviour	Rationale	Consequences
<p>While you are a student of the Clendon Mason Memorial Secondary School you shall not be in possession of, nor consume, nor be in the company of anyone on the school compound or in any public place, who may be consuming, storing or distributing alcoholic beverages.</p> <p>It is particularly heinous to be distributing alcoholic beverages at school functions.</p>	<p>Alcohol is a hazardous to your health and wellbeing as it impairs judgment, leads to socially disruptive behavior and accidents.</p> <p>It is known to impact negatively on brain function and development especially in adolescent students.</p> <p>Students from the Clendon Mason Memorial Secondary School consuming alcohol in public are most likely to defame the image of the school.</p> <p>Early use of alcohol leads to dependency and predisposes one to long term health problems and social deterioration.</p>	<ol style="list-style-type: none"> 1. Confiscate substance. 2. Issue stern reprimand. 3. Inform parents. 4. Suspension. 5. Suspension with counseling and or medical referral. 6. Inform Ministry of Education. 7. Recommend expulsion.

1.14 Smoking

Expected Behaviour	Rationale	Consequences
<p>While you are a student of the Clendon Mason Memorial Secondary School, you should not be in possession of cigarettes marijuana or any material used for smoking nor should you engage in the use of these materials.</p> <p>Additionally, you should not be in be in the company of people engaged in the use of these substances for any purpose such as consumption, retailing or purchasing on or off the school's compound at any time.</p>	<p>Smoking is a costly and very unhealthy habit that endangers your health as well as the health of others near you.</p> <p>The use of marijuana is illegal, dangerous and hazardous to one's health and mental stability.</p> <p>Smoking exposes school property to risk of fire.</p>	<ol style="list-style-type: none">1. Confiscate substance.2. Issue stern reprimand.3. Inform parents.4. Suspension from school.5. Suspension with counseling referral.6. Inform Police and Ministry of Education.

1.15 Use of Illegal Substances

Expected Behaviour	Rationale	Consequences
<p>While you are a student of the Clendon Mason Memorial Secondary School you should not be in possession of dangerous or illegal drugs. This includes cocaine or other controlled substances.</p> <p>You should neither engage in the use of these substances, nor should you be in the company of people engaged in the use of these substances for any purpose such as: consumption, retailing or purchasing on or off the school's compound at any time.</p>	<p>The possession, trafficking and purchasing of illegal drugs is a criminal offense.</p> <p>Drug abuse leads to inappropriate and or destructive behavior.</p> <p>It is also a hazard to your health as well as to the welfare of others.</p> <p>Drug use leads to dependency and morally decadent lifestyles.</p>	<ol style="list-style-type: none">1. Confiscate substance.2. Issue stern reprimand.3. Inform Police and Ministry of Education.4. Recommend expulsion.

1.16 Pornography

Expected Behaviour	Rationale	Consequences
<p>You must not bring in any sexually explicit literature, images, video or audio material to the school.</p> <p>Additionally, you must not use computers or any other hand-held electronic device to access, view or share pornographic material in or out of school.</p>	<p>The possession of pornographic material is illegal.</p> <p>Pornography can lead to degrading or immoral behavior and can cause distraction and disruption of the teaching and learning process.</p> <p>It can be addictive especially to young minds and can lead to sexual perversion and violence.</p>	<ol style="list-style-type: none">1. Confiscate material.2. Issue stern reprimand.3. Inform parents.4. Suspension with counseling referral.5. Inform police.6. Inform Ministry of Education.

1.17 Gambling

Expected Behaviour	Rationale	Consequences
<p>Gambling, betting or playing games for money is strictly prohibited by the Clendon Mason Memorial Secondary School.</p> <p>You must not indulge, or encourage others to indulge or be a spectator in any of these activities in or out of school.</p> <p>The use and possession of cards is strictly prohibited.</p>	<p>In addition to being a potentially costly distraction from schoolwork, gambling, betting and playing of games of chance for money can lead to disputes, conflicts and fights.</p> <p>It is also highly addictive and the little game of chance at school can become a major lifestyle problem later.</p>	<ol style="list-style-type: none">1. Confiscate cards or gambling material.2. Issue stern reprimand.3. Inform parents.4. Suspension.5. Counseling.

1.18 Theft

Expected Behaviour	Rationale	Consequences
<p>Any student at the Clendon Mason Memorial Secondary School who is found stealing or is proven guilty of theft, shall be obliged to make restitution, in addition to being punished otherwise.</p>	<p>Stealing is a criminal offense.</p> <p>Students have the right to learn in a safe, secure and orderly environment.</p> <p>No one should be unjustly deprived of his or her property nor should be subjected to the burden of excessive and undue concern for safety of belongings.</p> <p>If a student perpetrates an act of theft on the school compound and it necessitates police involvement, the school is under no obligation to intervene on the student's behalf.</p>	<ol style="list-style-type: none">1. Inform parents.2. Restitution.3. Suspension.4. Community service on school compound.5. Inform police and Ministry of Education.6. Recommend expulsion.

1.19 Personal Hygiene and Grooming

Expected Behaviour	Rationale	Consequences
<p>You must observe the basic rules of personal hygiene and cleanliness.</p> <p>You must keep your hair properly groomed at all times. Boys hair must be neatly trimmed and combed.</p> <p>Clendon Mason Memorial Secondary School male students are not allowed to attend school with their hair in plaits, braids and other similar hairstyles. Hair markings are not allowed.</p> <p>Girls are not allowed to wear braids or any similar extensions.</p> <p>Students should not alter the natural colour or texture of their hair.</p>	<p>Failure in this area makes close proximity to you uncomfortable for everyone.</p> <p>Your appearance conveys to others something of your character and reflects on the standards and image of the school. In addition, the Education Act requires that students maintain standards of attire and grooming.</p> <p>These create unnecessary distractions and can lead to copycat responses.</p>	<ol style="list-style-type: none"> 1. Detention 2. Written warning. 3. Student is sent home to return until the necessary change is made to his/her appearance. 4. Parental conference to resolve the matter.

1.19 CONT'D

<p>Hair covering or hair growth is not allowed with school uniform except on the basis of student's religious affiliation (sanctioned by parents/guardians) or based on a decision of the school's administration.</p> <p>Students are not allowed to wear rouge, eye make-up, lipstick or lip gloss, eyeliner, lip liner or nail polish.</p>		
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1.20 Payment of Fees

Expected Behaviour	Rationale	Consequences
<p>All fees stipulated by the school's administration and owed to the school must be paid within two weeks of the beginning of the term in which they are due.</p>	<p>The payment of a fee is an obligation and necessary for the delivery of essential services to students.</p> <p>Failure to pay required fees may be dishonest and hinders the school's proper functioning.</p>	<ol style="list-style-type: none"> 1. Letter sent to parents at the end of first week. 2. Public announcement of deliberate defaulters.

1.21 Loitering/Late Hours

Expected Behaviour	Rationale	Consequences
<p>Students should not loiter on the streets after dismissal of school.</p> <p>They are expected to make their way home on the first available transportation once they arrive.</p> <p>No student while attending Clendon Mason Memorial Secondary School shall be found loitering at nights, on streets after 9:00 pm.</p> <p>Parents/Guardians are expected to be vigilant in seeing that these rules are strictly observed.</p> <p>Teachers will assist in encouraging student to desist from loitering.</p>	<p>The first and foremost duty of a student is to study. Loitering on the street is a waste of valuable time.</p> <p>It also leads to cultivation of bad habits and can promote unwholesome activities associations and influences.</p>	<ol style="list-style-type: none">1. Students will be directed to their homes immediately.2. Inform parents.3. Suspension.

1.22 Bareback/Barefoot on School Compound

Expected Behaviour	Rationale	Consequences
You must not remain on school compound or walk on the streets bareback or barefooted unless it is required for an activity organized by the school.	<p>Walking the streets that may be littered with animal excrement barefooted is unhealthy and unwise.</p> <p>Appearing bareback and unduly exposed on public streets is unbecoming of a student of Clendon Mason Memorial Secondary School.</p>	<ol style="list-style-type: none">1. Detention for each offense.2. Inform and discuss the matter with parents.

1.23 Use of Hard Shoes on School Courts

Expected Behaviour	Rationale	Consequences
Whenever possible and if notified, you must not wear hard shoes or leather-soled shoes on any of the school's play courts.	<p>This is for your safety as well as that of others. Hard shoes can injure others and leather-soled shoes can be slippery on a wet court.</p> <p>Also, hard shoes can damage court surface.</p>	<ol style="list-style-type: none">1. Warning and ejection.2. Suspension.3. Suspension from court until appropriate shoes are obtained.

1.24 Valuables

Expected Behaviour	Rationale	Consequences
<p>You should not bring valuable items or large sums of money to school.</p> <p>The school will not be responsible for their lost.</p> <p>Should it be necessary for you to bring such sums of money (exceeding \$25.00) you should give it to your teacher or to the office for safe keeping.</p>	<p>As a secondary school student, you would not normally be required to be in possession of large sums of cash. This is not a recommended practice.</p> <p>Lost cash is difficult to trace and recover.</p> <p>Large sums of cash and other valuables in your possession can make you a target for thieves.</p>	<ol style="list-style-type: none"><li data-bbox="695 279 953 343">1. Confiscate with a warning.<li data-bbox="695 391 997 502">2. In the case of money, retain until parents come to collect it.<li data-bbox="695 550 1014 662">3. Confiscate until end of term to be returned to parent.

1.25 Report Books

Expected Behaviour	Rationale	Consequences
<p>At the end of each term, on stipulated day. You must collect your Report Book, give it to your parent/guardian to examine and sign, and return it to your home-room teacher during the first week of the next term.</p> <p>Parents must sign the report book before it is returned.</p>	<p>The Education Act 1999 requires that the School inform parent/guardian of their child's progress at school.</p> <p>Your parent/guardian has a right and duty to know your progress if they are to help you. Signing the report book indicates it was seen but not necessarily satisfied with its contents.</p>	<ol style="list-style-type: none">1. Detention2. Inform parents.3. Parents to be called in to collect/return report books.

1.26 Use of Lab Facilities and other Specialized Rooms

Expected Behaviour	Rationale	Consequences
<p>You must carefully observe the specific rules of the Science Labs, Information Technology Lab, Learning Resource Centre, Food and Nutrition Lab, Clothing and Textiles Lab, Technical Drawing Lab and other specialized rooms of the School.</p> <p>No items, materials, equipment, books etc. are to be removed from the labs or specialized rooms without the authorization of the teacher in charge or room custodian.</p>	<p>Maturity and responsibility are required in these areas as accidents can be expensive and can have serious consequences for all involved.</p>	<ol style="list-style-type: none">1. Detention.2. Suspension from using computer and other facilities.3. Banned from using room facilities.4. Repayment of cost of damage.

1.27 Conduct Upon Early Arrival on the Compound

Expected Behaviour	Rationale	Consequences
<p>Upon arriving early on the compound, students are expected to conduct themselves as follows:</p> <p>Take care of all necessary personal matters such as visiting the restrooms and canteens.</p> <p>Afterwards, students should proceed to their homerooms to quietly engage in meaningful and productive activities such as reading, studying, working on assignments and practice exercises.</p> <p>There should be no loitering in the aisles or anywhere around the compound.</p> <p>All activities which may result in unnecessary noise and disruption, such as ball games, running and shouting are prohibited.</p>	<p>A relaxed mental and physical state put you in the right frame for learning and helps to set the required tone for the first period and the entire day. If you are already tired, sweaty and sustain an injury before the first bell, you will likely find it difficult to settle and focus on your lessons.</p>	<p>(a) Stern warning</p> <p>(b) Full or partial breaktime or lunchtime detention.</p> <p>(c) Community service around the school compound.</p>

2. RESPECT OTHERS

2.1 Letters Addressed to Parents/Guardians

Expected Behaviour	Rationale	Consequences
Letters addressed to your parents/guardians or someone else will be given to you and you should deliver them unopened and on time.	Letters are personal and sometimes contain urgent information. Therefore, it is important and courteous to deliver them to their respective owners.	<ol style="list-style-type: none">1. Warning.2. Call in Parents.

2.2 Letters Addressed to the School

Expected Behaviour	Rationale	Consequences
<p>Any letter given to you addressed to a teacher, principal or the school should not be opened and delivered on time.</p> <p>Letter written to the school must be addressed properly, must be written on proper paper, dated and signed and delivered in a sealed envelope.</p>	<p>It may be necessary to write a letter to the school. For example, you may need to inform the school of your absenteeism. It would be courteous to write properly.</p> <p>Letters sent to the school are not yours and they should not be opened.</p>	<ol style="list-style-type: none">1. Warning.2. Have the letter re-written properly.

2.3 Threats/Assaults/Harassments

Expected Behaviour	Rationale	Consequences
<p>No verbal or written threats or direct physical abuse should be made at anyone at the school or on the school grounds.</p> <p>Students of Clendon Mason Memorial Secondary School should not issue threats to anyone on streets.</p>	<p>Students should therefore bring all problems and disagreements to the attention of a teacher, homeroom teacher or school's administration for quick and peaceful resolution.</p> <p>Disorderly behavior can also bring down the image of the school.</p>	<ol style="list-style-type: none"> 1. Inform and call parents. 2. Suspension. 3. Stern Rebuke. 4. Written and verbal apology to affected person. 5. Public apology. 6. Suspension.

2.4 Abuse

Expected Behaviour	Rationale	Consequences
<p>There will be no form of abuse physical or verbal directed towards staff or students whether intentional or not, for example, making fun of others, calling names and making life unpleasant or uncomfortable for others.</p>	<p>Abuse is illegal and everyone has a right to a safe learning environment.</p> <p>At Clendon Mason Memorial Secondary School we promote a supportive, learning and teaching environment.</p>	<ol style="list-style-type: none"> 1. Inform parents. 2. Suspension. 3. Written or public apology to victim. 4. Suspension with counseling, based on severity.

2.5 Extortion

Expected Behaviour	Rationale	Consequences
No student should be deprived of his or her property of any kind through intimidation, threats or violence from another individual.	Extortion is an illegal act. It involves the use of force or threats to deprive someone of his/her possession. Therefore, it must not be tolerated.	<ol style="list-style-type: none">1. Stern warning2. Detention

2.6 Possession and Use of Weapons

Expected Behaviour	Rationale	Consequences
<p>Weapons – Any object which is designed or used for inflicting bodily harm or physical damage.</p> <p>Students are not allowed to have any such items in their possession nor use or threaten to use school property for that purpose.</p>	<p>Possession of weapons of any kind is illegal (except if licensed by police).</p> <p>Bringing weapons to school invites potential risk. Students and teachers both require a sense of safety in order to perform their duties.</p>	<ol style="list-style-type: none">1. The weapon will be confiscated.2. Inform parents, Police and the Ministry of Education.3. Suspension, pending an investigation into the matter.4. Suspension with counseling, based on the severity.

2.7 Electronic Devices and Cell Phones

Expected Behaviour	Rationale	Consequences
All types of personal electronic oriented equipment including video games, Walkman, iPods, tablets, cell phones, etc. are prohibited. Cell phones must be switched off and kept out of sight during the day. That includes during break and lunch time.	The use of electronic devices when not authorized by the teacher is a distraction and is unacceptable in school.	Confiscation of the item until the end of the school term or a time to be determined by administration.

2.8 Unsupervised Periods

Expected Behaviour	Rationale	Consequences
There may be times class periods will be unsupervised by a teacher. In such cases, the administration or staff member will be delegating the responsibility to a student or class prefect to supervise the class. At no time should students disrupt the class or school.	When teachers are absent, students should use the period to engage in productive work. Students are expected to cooperate with anyone who has been authorized to supervise the class in a respectful manner.	<ol style="list-style-type: none">1. Stern warning.2. Inform Parents.3. Public apology.4. Detention.

2.9 Disorderly Behaviour

Expected Behaviour	Rationale	Consequences
<p>Students of the Clendon Mason Memorial Secondary School must not engage in disorderly behavior in or out of school.</p> <p>Students should not engage in any act which is dangerous to himself / herself or to anyone or is damaging to the image of the school.</p>	<p>Disorderly behavior by any student can bring the school into disrepute and consequently damage the school's reputation, therefore it must not be tolerated.</p>	<ol style="list-style-type: none"> 1. Call in parents. 2. Stern warning. 3. Public apology. 4. Suspension depending on severity.

2.10 Conduct in Public

Expected Behaviour	Rationale	Consequences
<p>Students are accountable to the Principal, Vice Principal, teachers, prefects with or without school uniforms and should obey directives given by the school.</p>	<p>The Education Act 1999 states that when you wear your school uniform you are an ambassador of your school and must behave appropriately.</p> <p>Even if you are in plain clothes you are still representing your school.</p>	<ol style="list-style-type: none"> 1. Stern rebuke by school Administration. 2. Inform and call in parents. 3. Detention. 4. Deny privileges, e.g., not be allowed to represent the school in any activity.

2.11 Inappropriate Public Forums and Platforms

Expected Behaviour	Rationale	Consequences
Students should not take part in any inappropriate public forum, discussion, cultural performance or debate.	<p>Inappropriate behavior could cause the school embarrassment.</p> <p>Students can be exploited by adults during this time.</p> <p>Students may only participate in public activities with school consent upon consultation with parents.</p>	<ol style="list-style-type: none">1. Stern rebuke2. Call in parents.3. Suspension.4. Verbal or written apology.

2.12 Public Dances and Night Club Activities

Expected Behaviour	Rationale	Consequences
Students should not attend night dances and clubs past eleven o'clock pm or should not be seen attending those activities at night unless accompanied by an authorized adult.	Engaging in such activities at this time of the night can affect student performance as it interferes with students' study and academic diligence.	<ol style="list-style-type: none">1. Stern rebuke.2. Parent conferencing.3. Detention.4. Suspension.

3.0 RESPECT FOR AUTHORITY

3.1 Respect for Prayers

Expected Behaviour	Rationale	Consequences
<p>Prayers may be said at Clendon Mason Memorial Secondary School a number of times daily.</p> <p>These are at the start of the morning, homeroom session before and after lunch and at the end of the school day.</p> <p>Prayers may also be said before classes by individual teachers and before and after special events.</p> <p>Students are required to show reverence during prayers either by participating or remaining silent and still while prayers are in progress.</p>	<p>The respect that students show for prayers reflect their respect for the Almighty Father.</p>	<ol style="list-style-type: none">1. Stern warning.2. Parental Conference.

3.2 Respect for Teachers

Expected Behaviour	Rationale	Consequences
<p>Students shall treat the principal and teachers with the utmost respect and deference.</p> <p>All teachers shall accordingly be referred to as Mr. Ms, Mrs. or Sir whichever is appropriate.</p> <p>Students shall stand (even outside of classroom) when addressing teachers and shall do so when a teacher enters or leaves the classroom.</p> <p>Students shall obey and promptly carry out directives given by teachers.</p>	<p>Every person has dignity and is worthy of respect regardless of their position. The principal and teachers however, stand in place of parents/guardians and must be shown the same level of respect due to a parent.</p> <p>The teacher must be able to take charge of any situation involving students. Standing is a sign of respect.</p> <p>Obedience to a legitimate directive is necessary for order and stability in a community and society.</p>	<ol style="list-style-type: none">1. Detention.2. Written apology.3. Parental conference.4. Public apology.

3.3 Respect for Auxiliary Staff

Expected Behaviour	Rationale	Consequences
<p>Students shall treat the auxiliary or non-teaching staff with courtesy and respect.</p>	<p>Every person has dignity and is worthy of respect regardless of the work they do to earn a living.</p> <p>The functions carried out by the secretary, bursar, lab technician, canteen custodians, caretakers, janitors and watchmen are essential for the school to operate and for you to be educated.</p> <p>A respectful and courteous relationship will help our school community flourish.</p>	<ol style="list-style-type: none">1. Detention2. Written Apology.3. Parental conference.4. Public apology.

3.4 Respect for School Prefects

Expected Behaviour	Rationale	Consequences
<p>Students shall respect prefects and shall obey and carry out appropriate directives given by prefects in relation to their school work, plus for their proper and good behaviour.</p> <p>In addition to the school's compound, their authority shall extend to any external school sanctioned activity, on buses, at bus stands and on public streets.</p>	<p>Prefects are students who share in the governance of our school.</p> <p>As such they are entitled to the cooperation, support and respect of all students.</p> <p>They represent the school's authorities in the absence of a teacher, vice principal or principal.</p>	<ol style="list-style-type: none">1. Detention2. Written apology3. Parental conference.4. Public apology.

3.5 Defiance

Expected Behaviour	Rationale	Consequences
<p>Students must willingly accept directives, instruction and guidance from all adult members of our school community at all times.</p> <p>Students must be willing to accept directives from the school's prefect at all times.</p> <p>Unnecessary delay in responding to a directive issued by an authority figure shall be viewed as defiance and shall be treated as such.</p>	<p>It is the duty of every student to be obedient and courteous to all teachers and supervisors.</p> <p>In order to benefit from any kind of instruction, students must be willing to listen and to cooperate.</p> <p>Teachers and supervisors are responsible for students during the school day and at school events and on trips. As such they are entitled to the full cooperation of students.</p>	<ol style="list-style-type: none">1. Discretion of the teacher involved.2. Parental involvement.3. Written public apology.4. Suspension

3.6 Detentions

Expected Behaviour	Rationale	Consequences
<p>Students are expected to follow all of the school policies.</p> <p>Failure to do so may result in detention.</p> <p>An assigned detention must be served when assigned by a prefect or teacher.</p> <p>Detentions take precedence over school activities unless deferred by the principal.</p>	<p>Each teacher is responsible for his or her classroom policy.</p> <p>A detention may be in order if a student fails to fulfill his or her classroom responsibilities or if he or she violates a school rule.</p> <p>It is a form of punishment and must be served when assigned and not at a student's convenience.</p>	<ol style="list-style-type: none"><li data-bbox="733 239 1060 582">1. If the student provides the principal's office with a valid reason for being unable to serve detention, it shall be transferred to the following week.<li data-bbox="733 630 1060 662">2. Parental conference.

3.7 Local and Overseas and Excursions

Expected Behaviour	Rationale	Consequences
<p>Students are expected to cooperate fully and comply with all rules and instructions while on school sanctioned activities – local and overseas.</p> <p>Students who choose to or are required to participate in the activity, are expected to conduct themselves in a manner consistent with the behavior required by the school.</p>	<p>The school’s philosophy, rules and code of conduct apply during all sanctioned events whether they are held during the day, night or off school property.</p>	<ol style="list-style-type: none">1. Warning by the teacher in charge.2. Parental Conference.3. Banned from participating in future activities for a period stipulated by the teacher in charge.

3.8 In-School Extra Curricular Activities

Expected Behaviour	Rationale	Consequences
<p>Students are expected during their school tenure to be a member of at least one school-based club, uniform group or service organization.</p>	<p>It is the aim of the school to send students who are well rounded out into the world.</p>	

4 RESPECT THE ENVIRONMENT

4.1 School Offices and Staff Room

Expected Behaviour	Rationale	Consequences
<p>You should not loiter in or in close proximity to the office of the principal or vice principal, staff room and bursar's office.</p>	<p>The offices of the principal, vice principal, their secretary, the bursar and the staff room are at the hub of school activities where confidential matters are handled and should therefore be approached with due decorum.</p> <p>Members of staff have a right to their privacy and should not normally be disturbed during their breaks.</p> <p>Confidential matters are also discussed in these offices and staff room.</p>	<ol style="list-style-type: none">1. Warning by school administration.2. Detention3. Discretion of teacher.

4.2 Classrooms

Expected Behaviour	Rationale	Consequences
<p>The classrooms are to be treated with the same respect that you treat your homes.</p> <p>Furniture should be kept in place and the classroom should be kept clean.</p>	<p>The school is indeed your home away from home.</p> <p>Classrooms should always be a quiet place of study.</p>	<ol style="list-style-type: none">1. Restitution for damage.2. Detention / Community service.3. Clean up classroom.

4.3 Bathrooms

Expected Behaviour	Rationale	Consequences
<p>The school bathrooms should also be treated respectfully.</p> <p>They should be kept clean remembering that someone will use it after you.</p> <p>Refrain from graffiti on the walls.</p> <p>The bathrooms will remain closed during school hours.</p> <p>Only students with a pass will be allowed to use the services.</p>	<p>The condition of the bathrooms says much about the quality of the school.</p>	<ol style="list-style-type: none">1. Restitution for damage.2. Cleaning of walls.3. Detention and or community service.

4.4 Vandalism and Graffiti

Expected Behaviour	Rationale	Consequences
<p>You are expected to take good care of all school property and your parent/guardian will be asked to pay for any non-accidental, careless or intentional damage to the school's property.</p> <p>You must not damage or deface the school's buildings, walls, chairs, desks, grounds equipment or the personal property of individuals or on school sponsored activities.</p>	<p>The school's property is for the use and benefit of all students.</p> <p>By damaging or defacing it you deprive yourself and others of educational support structure.</p> <p>In addition to being visually offensive and devaluing to the school compound, graffiti and vandalism are crimes for which the offender can be prosecuted.</p> <p>All incidents of a serious nature will be recorded on a serious incident form.</p>	<ol style="list-style-type: none">1. Inform parent/guardians.2. Restitution (pay all costs to clean, restore, repair or replace vandalized property).3. Suspension.4. Inform police and Ministry of Education.5. Clean up the area that was defaced.

4.5 Littering

Expected Behaviour	Rationale	Consequences
<p>You are to be aware of Sustainable Development Goal No. 13, Climate Action.</p> <p>You must not litter the school grounds. All litter should be put in the bins provided. If a bin is not immediately available you should keep your litter until you can dispose of it properly.</p>	<p>In addition to being unsightly and unhygienic, litter attracts and supports vermin as well as generating a negative image of all those who live and work in the littering area.</p> <p>It is not the duty of the janitors to pick up your litter.</p>	<ol style="list-style-type: none"> 1. Made to clean certain parts of school compound. 2. Detention.

4.6 Neighbour/Community Trespassing

Expected Behaviour	Rationale	Consequences
<p>You must respect the property and privacy of our neighbours on the playing grounds of the primary school.</p> <p>You are not to trespass, litter or cause any disturbance of the property neither private or public offices, of those who share this community with us.</p>	<p>It is our responsibility to be courteous and respectful to all our neighbours.</p> <p>Our neighbours have the right to their privacy in a safe, pleasant, clean and peaceful environment.</p> <p>Trespassing is a criminal offense.</p>	<p>Depending of the seriousness of the offense:</p> <ol style="list-style-type: none"> 1. Warning. 2. Detention. 3. Suspension. 4. Inform parents. 5. Inform police and Ministry of Education.

4.7 Use of Canteens

Expected Behaviour	Rationale	Consequences
Unless specifically authorized by the principal or vice principal, you must not patronize the canteen outside of the specified times – which are during breaks and before and after school.	Using the canteen outside of the specified times, encroaches on your tuition time and so impedes your education.	<ol style="list-style-type: none">1. Confiscate purchase.2. Detention.

4.8 Trespassing Within School Compound

Expected Behaviour	Rationale	Consequences
<p>You must keep away from restricted areas at all times or at the specified times. This includes labs, other classrooms, blocks and passageways which are within the block or wing which houses your homeroom and property not in use.</p> <p>No material, equipment, books etc. should be removed from labs or specialized rooms without the explicit permission of the teachers in charge or the room custodian.</p>	<p>Trespassing is a criminal offense.</p> <p>There are inherent reasons for some areas to be restricted such as your safety and security.</p>	<ol style="list-style-type: none">1. Detention.2. Parental conference3. Suspension.

4.9 Loitering Within the School

Expected Behaviour	Rationale	Consequences
<p>You are expected to be inside of your designated classroom area during class time.</p> <p>You should keep to an absolute minimum the time spent on the corridors as you leave one class on the way to the next.</p> <p>You are expected to stay on your designated block area during break and lunch time.</p>	<p>Time should be spent on useful and productive activities.</p> <p>Loitering during school is a complete waste of time, opens up opportunities to cultivate bad habits and injures the image of Clendon Mason Memorial Secondary School.</p> <p>Loitering is destructive to the effective use of contact time and hinders learning.</p> <p>It affects the time management of the entire class and teacher.</p>	<ol style="list-style-type: none"> 1. Teacher's discretion. 2. Detention. 3. Parental Conference. 4. Verbal warnings.

4.10 Use of Public Roads

Expected Behaviour	Rationale	Consequences
Outside of school and while in the school uniform, and on the way home from school, you are not to congregate or obstruct road sides, byways and public service areas.	Time should be spent on useful and productive activities. Loitering after school is a waste of time. It opens up opportunities to cultivate bad habits and injures the image of the school.	1. Detention. 2. Parental conference.

4.11 Security

Expected Behaviour	Rationale	Consequences
Students are asked to exercise commonsense and basic responsibility in order to secure personal effects and valuables on and off school compound. You should carry your personal belongings with you during assembly, meetings and out-of-class presentations.	Large sums of money should be kept at the office and valuable items should not be displayed unnecessarily. Particular care should be taken with valuable items on the buses and on the streets on the way to and from school.	Teachers' discretion. Large sums of money found in the possession of students will be held by admin and will only be handed over to parents/guardians.

4.12 Sale of Items

Expected Behaviour	Rationale	Consequences
Students are prohibited from engaging in the sale of food or other miscellaneous items for their personal benefit on or around the school compound.	Unauthorized financial transactions among students often lead to disagreements and physical altercations.	<ol style="list-style-type: none">1. Confiscation of items (sold or unsold) and proceeds.2. Stern reprimand.3. Inform parents.

SEARCHES

Searches of students or property of students will be conducted when necessary. The principal/year-heads/homeroom teacher will have the authority to carry out searches. In extreme cases in a search for weapons and illicit drugs, the Principal may seek the assistance of the police.

NOTE ON OUT OF SCHOOL SUSPENSION

Students on suspension are:

1. Not allowed to visit nor enter the compound during or after school.
2. Not allowed to participate in school activities.
3. Not allowed to bring in assignments.

HOMEWORK

1. Benefits of Homework

- (a) Reinforces and consolidates what was taught in class (teacher contact time is limited)
- (b) Ensures that students practice what was covered.
- (c) Encourages students to conduct research.
- (d) Provides a means for students to study, revise and build self-discipline.
- (e) Promotes teamwork among students.
- (f) Helps students develop time management skills and enables them to work independently and to take responsibility for their education.
- (g) Provides an avenue for students to engage in a meaningful activity at home.
- (h) Creates an opportunity for parents and other family members to participate directly in their children's education.
- (i) Encourages students to self-assess, thereby allowing for reflection on means of improving their performance.
- (j) Provides practice for the completion of School Based Assessments (SBAs).

EXAMINATIONS

Guidelines for Students

2. Physical Arrangement

- i. All exam rooms must be tidy, devoid of any garbage or extraneous material prior to the examinations.
- ii. Students **MUST** enter and leave the exam room in an orderly fashion.
- iii. Desks and seats must be clear and aligned in neat rows and columns with enough space for the invigilator to walk freely.
- iv. All bags and other materials not required for the examination should be placed at the front or back of the exam room, in an area indicated by the invigilator.
- v. All students should remain seated during the course of the examination.
- vi. Students should only sit exams in the rooms assigned for that particular examination.
- vii. Students must sign a register to indicate their presence in the assigned room during examination.
- viii. Any queries in the exam room should be brought to the attention of the invigilator **ONLY** by raising a hand.

3. Student Material

- i. No cellular phones, pagers, communication or other electronic equipment are permitted in the examination room either on the person or in bags. (Detection of such will be seen as test compromise).

- ii. Students must have their own supply of the following in the exam room: blank file paper, pens, pencils, sharpener, eraser, file paper, calculator (if specified) or any other specific material required as per subject.
- iii. Only required materials should be kept on the desk. Exchange of materials between or among students, retrieving materials from bags and using text/files/notebooks as a paper rest during exams is prohibited.

4. The Examination Paper

- i. Students should ensure that they receive an appropriate and complete exam paper.
- ii. Students must read all instructions carefully and answer all parts of the questions selected.
- iv. Students must write their name, class and subject on every exam answer sheet to be submitted.
- v. Students must write in blue or black ink for long answer papers.
- vi. Students must use pencil for multiple choice shading, drawing and illustrations.
- vii. Students must return the question paper and fastened answer scripts to the invigilator **before** leaving the exam room. No written script will be accepted from a student who has already left the room.
- viii. It is the responsibility of the student to securely fasten in proper order, all answer sheets before submission to the invigilator.

- ix. Both the question paper and your answer sheets should be kept free of graffiti, scribbling, drawing and any other writing **which is not required** as part of the answer to the question. Failure to comply, would be seen as test compromise and subject to various disciplinary measures.

5. Examination Time/Punctuality

- i. Students should be seated in or lined up near the exam room at least 15 minutes before the scheduled time of commencement so that the pre-requisite arrangements for the examinations may begin.
- ii. Students are only allowed to begin the examinations when instructed to do so by the invigilator.
- iii. Students arriving within half an hour late for an exam **MUST** be permitted to write it but no extra time should be given. Students who are more than 30 minutes late **MUST** be sent to the Examination Centre.
- iv. Students must remain in the exam room for at least up to 75% of the schedule exam time.
- v. All writing must cease when the invigilator announces the end of the exam period.
- vi. No extra time will be given to fasten/arrange papers, write names (unless under the discretion of the invigilator).
- vii. Failure to stop writing when asked to do so, will be regarded as an attempt to cheat.

6. Examination Dress Code

- i Students must present themselves for an exam in full school uniform.
- ii. Students must have their hair properly groomed.
- iii. Failure to appear in full school uniform will result in the student being debarred from the exam, unless written approval is given by the principal or vice principal.

7. Games During Examinations

- i. In-door and outdoor games permitted by school authorities may be played only after the exam period for the entire school has ended for the day.
- ii. Students caught playing in-door and out-door games during the restricted period will be duly reprimanded by teachers/administration.

AWARDS

The Clendon Mason Memorial Secondary School seeks to provide students with a platform which aims to:

- a. Highlight and reward students' academic achievement.
- b. Motivate students towards excellence and success.

There are various classes of awards to be coveted, some of these include credit, merit, Math/English award and the Principal's Award.

AWARD	CRITERIA	RECEIPT
Credit	<ol style="list-style-type: none"> 1. Students who have attained the top three averages in the homeroom 2. Averages must be within the range of 60% - 69.9% 3. Students must have attained passes in BOTH Math and English 	Students receive a merit certificate
Merit	<ol style="list-style-type: none"> 1. Students who have attained the top three averages in the homeroom 2. Averages must be within the range of 70% - 100% 3. Students must have attained passes in BOTH Math and English 	Students receive a merit certificate and merit badge
Math Award	<ol style="list-style-type: none"> 1. Students who have attained the highest score within the form 	Students receive a math badge
English Award	<ol style="list-style-type: none"> 1. Students who have attained the highest score within the form 	Students receive an English badge
Principal's Award	<ol style="list-style-type: none"> 1. Student who has attained passes in BOTH Math and English 2. Student who has attained the highest overall average in the school 	Student receives a special award and a badge of excellence

GRADUATION

Graduation will be celebrated in July each year.

CRITERIA FOR GRADUATION

1. Students should:
 - (a) Have written their pre CXC and CXC Examinations.
 - (b) Have submitted their School Based Assessment (SBAs).
 - (c) Have been regular and punctual at school/class.
 - (d) Have displayed a high level of respect for authority.
 - (e) Not have been involved in the use of illegal substances on the school premises.
 - (f) Have consistently displayed good behavior with no suspensions over the five-year period.
 - (g) Have no outstanding monies owed to the school.
 - (h) Not have engaged in any form of misconduct after being sent off on study leave e.g. defacing building walls or furniture, water war, etc.
 - (i) Students who do not qualify for graduation, will automatically be disqualified for an award.

NB.

1. The graduation committee reserves the right to make any final decision based on the aforementioned.
2. All students are expected to turn out for rehearsals on the days assigned for that purpose.

3. Each student shall pay a graduation fee as agreed upon by the school.
4. All gowns must be returned on the evening of graduation.
5. The dates and times for trying on gowns must be strictly observed and followed.

NB.

Students must be dressed in full school uniform to attend graduation rehearsals. Students who deviate from this will not be allowed to participate.

Graduation will be celebrated in July each year. The following are criteria for various awards:

1. School Leaving Certificate

- (a) 90% attendance over enrollment period.

2. Subject Award

- (a) Determined by subject teacher (one per teacher)
- (b) Regular and punctual for classes.
- (c) Meet various deadlines for submissions e.g. SBAs and home assignments.
- (d) Maintain a 60% pass rate in class test and end of term exams

3. Staff Award

- (a) This award recognizes the student who has demonstrated academic excellence, sound leadership qualities, and a commitment to advancing the school community. This person is a role model in the school, and has good or excellent learning skills in all areas.

4. Sports Award

- (a) Determined by the Sports Committee.
- (b) Have made significant progress and achievement in their chosen sport, either as an individual or as part of a team for house, school and country.

5. Award for Discipline

- (a) Have a 95% punctuality and regularity.
- (b) Not have had any disciplinary action taken against him/her by any teacher.
- (c) Have had exhibited exemplary behavior over the five-year period.
- (d) Be endorsed by members of staff.

6. Most Outstanding Student (Student of the Year)

- (a) Be well disciplined.
- (b) Have the highest average over the Form 4 and Form 5 period.
- (c) Have no less than 95% punctuality and regularly at the Form 5 level.
- (d) Have participated in at least one extra-curricular activity.
- (e) Be endorsed by members of staff.

7. Special Awards

This award recognizes students who have shown a strong commitment to self-improvement in a particular area or subject. This may be improving marks, inter-personal skills, behavior or resolving impediments to their success.

TIPS TO HELP YOU SUCCEED

1. Allocate time for prayer, exercise, classes, meals, study, sleep and travelling.
2. Make sure you have all your required books and materials.
3. Do not be afraid to involve your parents in all matters pertaining to school.
4. Face challenges diligently.
5. Meet all deadlines.
6. Do not be afraid to ask for help.
7. Do not miss classes. If you must, it is your responsibility to do all work covered in your absence (including assignments and copying notes).
8. Save textbooks and notes until at least graduation.
9. Your teachers will help and motivate you but remember that your education is your responsibility.
10. Do not procrastinate. Do today's work today.

Students upholding the items contained herein and other rules and regulations of the School can proudly wear their uniforms and mean every word when they sing the Clendon Mason Memorial Secondary School's Anthem.

Helping with Homework - A Parents' Guide

You do not have to be an expert to help your child with his/her homework, but, by emphasizing basic routines, you can give the help and support they need to develop the ability to work independently. This becomes increasingly important as your child progresses through school towards their CSEC exams.

Here are a few questions to help you identify ways in which you can help your child.

- (a) Does your child have a quiet place at home in which to study?
- (b) Does he or she begin his/her homework at a regular time every day.
- (c) Do you talk through the homework task set each day? If your son/daughter can explain the task to you, he or she is more likely to do it well.
- (d) Do you ask sometimes, for worksheets to be read out and discussed? This is a good way to check understanding.
- (e) Do you check through, together, the finished work looking at presentation and accuracy? This includes underlining, layout, use of ruler, writing in proper sentences, checking spelling, punctuation and grammar.

My Achievements and Targets

Target 1:

Deadline for Achieving this target:

Action Points

By When?

1.

2.

3.

4.

Sources of Help and Support

Target Achieved:

Target 2:

Deadline for Achieving this target:

Action Points

By When?

1.

2.

3.

4.

Sources of Help and Support

Target Achieved:

CLENDON MASON MEMORIAL SECONDARY SCHOOL

Tel: 1 758: 453 – 8364
1 758: 453 – 3329
E-mail: cmms.dennery@hotmail.com



Mole Road
Dennery
Saint Lucia

PARENTS/ GUARDIAN'S SIGNATURE OF AGREEMENT

STUDENT'S NAME: _____

FORM: _____

PARENTS/GUARDIAN'S TELEPHONE NUMBER(S):

_____ (Home)

_____ (Cell)

_____ (Work)

I/We _____ parents/guardian of _____

(Please print your name)

(Please print student's name)

Have read the rules and sanctions/intervention above and am/are in agreement with them.

.....
Signature of Parent/Guardian

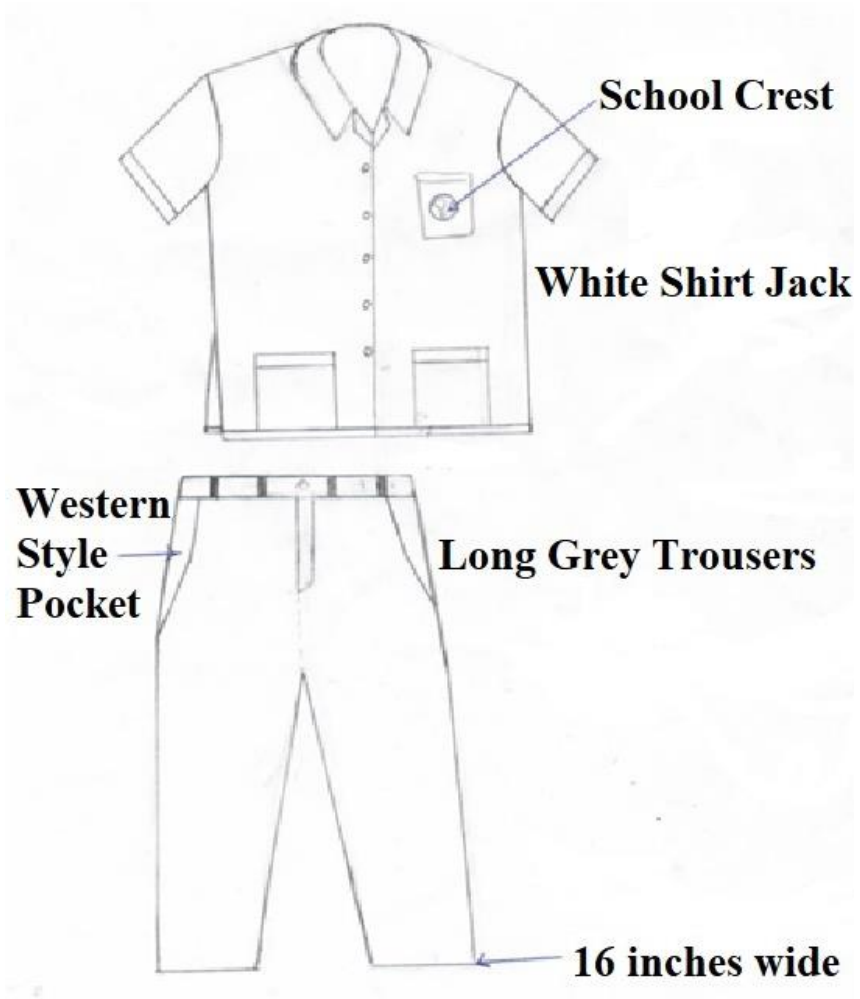
.....
Date

.....
Student's Signature

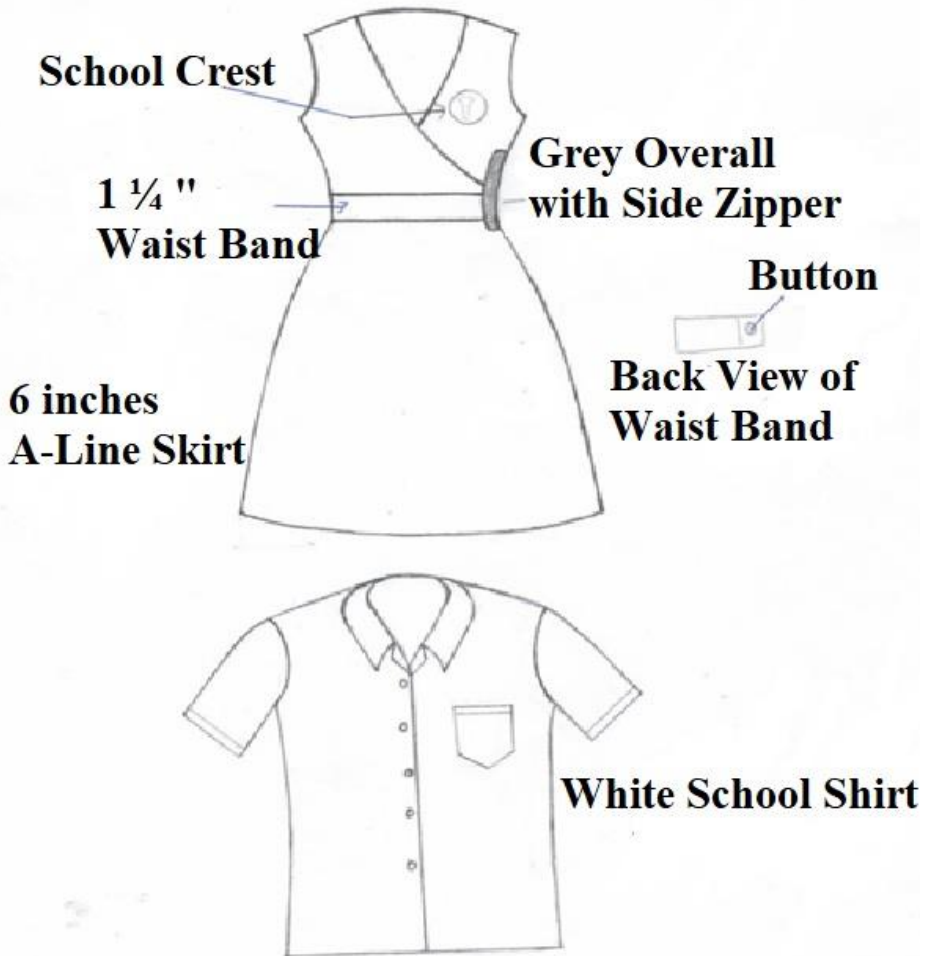
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Date

UNIFORM PATTERNS

1. Boys' Uniform



2. Girls' Uniform



DISCIPLINE IS THE BRIDGE
BETWEEN
GOALS AND ACCOMPLISHMENT