

# Students' Guide



Name: \_\_\_\_\_

Class: \_\_\_\_\_

House: \_\_\_\_\_

## *Welcome to St. George's College!*

*You are now a valued member of the Georgian family. This guide has been developed to give you, the student as well as your parents/guardians, some vital information about our institution. The information contained in this guide is by no means exhaustive. Please pay attention during the school year for any amendments to policies.*



## *School Song*

*Came a dragon dark and fearsome  
In the days of long ago  
Came a knight in shining armour  
Drew his sword and laid him low  
Hence throughout heroic ages  
Men have raised the cry  
Face the foe St. George Forever  
Onto Victory!*

*In this time of life's great trials  
Fear and folly hold no place  
We must fight there's no denial  
Dragons all we dare to face  
Now the challenge stands before us  
We shall raise the cry  
Face the foe Georgians forever  
Onto Victory*

*Bailey and Campbell*

TABLE OF CONTENTS

Use blank page to attach any changes to existing policies or new policies

Origin of Saint George	4
Mission & Vision Statement & Motto	5
History of St. George’s College	6
Map of School	7
Who is a Georgian?	8
Core Values of St. George’s College	9-10
The Six Day Cycle	11
The School Day	12
Mini Calendar of Events	13
Extra Curricular Activities & Clubs	14
House System & Religious Instruction	15
Academic and Non– Academic Awards	16
Visitor Policy	17
Change of Address & Health Policy	18
Rights and Responsibilities	19
Disciplinary Policy	20
Attendance Policy	21
Punctuality Policy	22
Sample Excuse for Absence/Tardiness	23
Dress Code Policy	24-26
School Attendance Policy	27
Cell Phone Policy	28-29
Collection Policy	30
Field Trip Policy	31
Lost Property Policy	32
Class Rules	33-35
Laboratory Rules	36
Homework Policy	37-39
Examination Policy	40-43
Library Media Centre	44--45

## ORIGIN OF SAINT GEORGE



Pictures of St. George usually show him killing a dragon to rescue a beautiful lady. The dragon stands for wickedness and the lady for truth. St. George was a brave martyr who was victorious over evil.

He was a soldier in the army of the Roman Emperor, Diocletian and he was one of the Emperor's favourite soldiers. So boldly daring and so cheerful was St. George in declaring his Faith in God and dying for it that many felt courage when they heard about it. Many songs and poems were written about him.

We all have some "dragon" that we have to conquer. It might be pride, anger, laziness, greed or something else. Let us make sure we fight against these "dragons" with God's help.

### Library Use

- ♦ Form6 students may use the library during the day except during scheduled library class periods
- ♦ Forms 1-5 may use the library during break/lunch periods and during the day upon presentation of a library pass signed by the principal/teacher. Form6 students may use the library during the day except during scheduled library class periods
- ♦ Forms 1-5 may use the library during break/lunch periods and during the day upon presentation of a library pass signed by the principal/teacher.



### Overdue Item Charges

There is a fee for books that are returned late. See Library staff for more details

### Lost or Damaged Book

Please report all lost or damaged books immediately to the librarian. There is a replacement cost for all lost or damaged items.

### Reference Material

Reference materials are for use in the library only. These include dictionaries, encyclopedias, past papers, information files, periodicals and some books.

### Restricted Items

These are considered of very significant value and are not for loan. Restricted items may require supervision/accompaniment during use.

### Item Limits

Two items per student (Forms 1-5)  
Form 6 students may borrow one (1) item from Reserve **and** 1 from the Open Shelf.

### Loan Period

- ♦ Most books are loaned for two weeks (14 days).
- ♦ Reserve materials are overnight loans (12:10 pm – 8:30 am)
- ♦ **All items are due back before closing on due date.**
- ♦ Any item returned after closing on the date due will be considered late.





## Library Media Centre

### MISSION

Promoting excellence by attempting to increase cognitive skills and the love of reading, using resources provided in all formats and cooperating with other educators to devise learning schemes to meet the needs of individuals.

### Library Resources and Services

- ◆ Print and non-print materials for all ages; books, CDs, DVDs, periodicals
- ◆ Reference services (ASK the librarian)
- ◆ Information files
- ◆ Photocopying
- ◆ Printing
- ◆ Computers for Internet access and Word Processing

## Library Policies

### Library Pockets

- ◆ A library pocket is a privilege. First library pockets are free to all new students. The borrower is responsible for the pocket's security and condition, any material checked out on the pocket and for any charges incurred. It is your responsibility to notify the librarian of any name, phone number, or address change and to report stolen pockets immediately

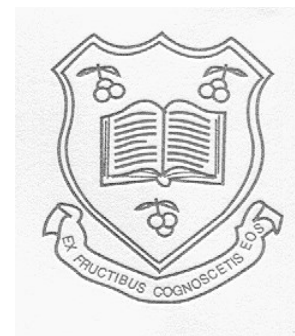
**Eating or drinking in the library, defacing library property or hiding books are not allowed.**

### What is expected:

- ◆ This is a quiet area so please observe **quiet** study/browsing at all times
- ◆ Notebooks, copybooks and folder pages are allowed into the library
- ◆ However, books that do not belong to this library, and bags are to be left outside on the shelf/table provided



## SCHOOL CREST



### MISSION STATEMENT

In partnership with the home and community, St. George's College will facilitate to the full, the intellectual, moral, spiritual and physical development of its members by providing a co-educational learning environment that equips them with skills, knowledge and attitudes to make a positive contribution changing world.

### VISION STATEMENT

St. George's College will be an institution that promotes holistic development, where all members of the school pursue excellence and demonstrate a strong sense of personal and collective responsibility.

### MOTTO

***Ex Fructibus Cognosce tis Eos*** means "By their fruits you shall know them." Our motto was coined by the principal Mr. Arthur C. Farrell. The explanation that he gave to the Governor, Sir Hubert Rance was: "*we adopted it not as a boast but in all humility, holding before our eyes the inescapable truth that achievement is the only proof of quality*". Our students continue to do justice to Mr. Farrell's words.

## HISTORY

### St. George's College:

- Started operation on September 14, 1953
- The first Co-educational Government Secondary School
- It was a time when it was thought inconceivable that both boys and girls could be educated together
- The staff comprised 6 members including the principal Mr. Arthur C. Farrell, to manage 48 students
- The school occupies 2.73 acres
- Today over 50 years later, there are approximately 570 students and 49 academic staff members
- There is still the same physical plant with 3 additions in 1963 and 1966 and 3 in 2005.

#### Past Principals:

Mr. Arthur C. Farrell	1953-1959
Mr. Richard W. Mitchell	1959-1970
Mr. Leon Leacock	1970-1975
Mr. Hollison Gift	1975-1983
Mr. Barkat Mohammed	1984-1990
Mrs. Hyacinth Bonair-Agard	1990-1997
Ms. Leela Narine	1997-2004
Mr. James Sammy	2005-2018

Principal:	Mrs. Asha Ramraj-Sookdeo
Vice Principal (Ag)	Ms Rehana Mustapha
Teaching Staff:	47
Support Staff:	14
Web Page:	<a href="http://www.stgeorgescollege.org">www.stgeorgescollege.org</a>
E-Mail:	<a href="mailto:stgeorge@tsstt.net.tt">stgeorge@tsstt.net.tt</a>
Telephone :	638-8766
Address :	Tenth Street, Barataria, Trinidad and Tobago

## Policy For Missed Examinations

It is expected that students shall attend an examination at the place and time originally scheduled, unless unable to do so for reasons of personal health, family emergency, religious holiday or other similar circumstance. If such circumstance arises, then the student shall attempt to contact either the form teacher or subject teacher as soon as possible.

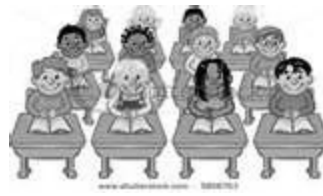


**Students must produce a written excuse for their absence to the form teacher as well as the subject teacher**

There will be a make-up examination or other evaluation process scheduled for any excused missed examination; the time of which will be set by the subject teacher in consultation with the student and administered without academic penalty. The teacher shall have the ability to modify this rule under special course or student circumstances. The respective Dean for the Student will be available to hear all concerns raised by students over the specific handling of a missed examination situation. The Dean may help facilitate a resolution or refer the matter to higher administrative authority.



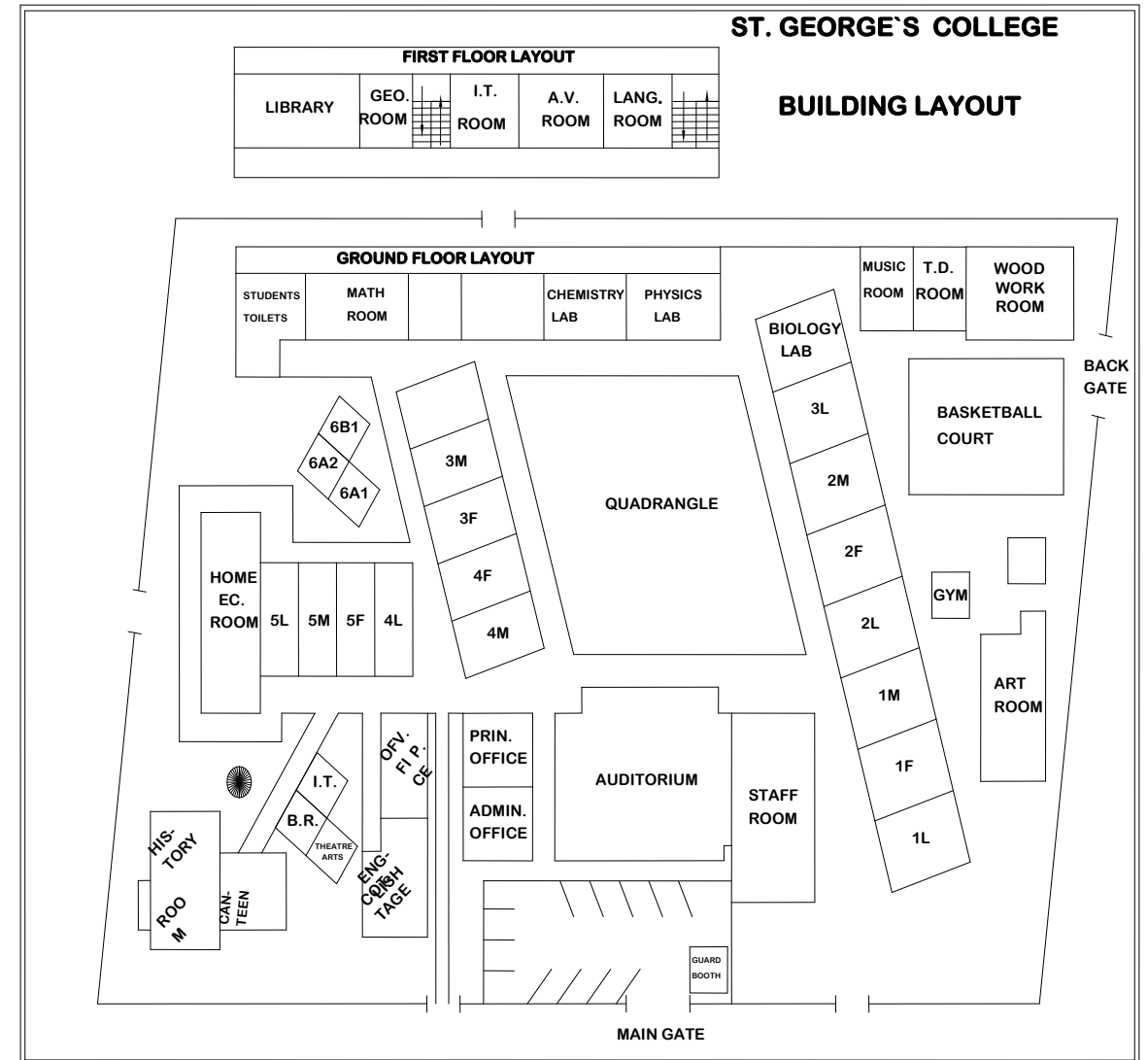
## Examination Procedure for Students



- ◆ Enter room quietly / Exit room quietly.
- ◆ Sit in alphabetical order as arranged the day before.
- ◆ Students must be seated at least 15 minutes prior to the start of examinations. No extra time will be given to students who arrive late.
- ◆ No unauthorized material must be brought into the room
- ◆ No borrowing is allowed. Students must bring their own stationery, paper clips, sharpener or string.
  - ◆ No copying. If found copying, students will be given zero.
  - ◆ No communication during exams (talking, texting, signing, notes etc.)
  - ◆ Students must read instructions carefully and direct all inquiries to the invigilator. If you need to ask a question put your hand up and ask the invigilator.
- ◆ Exam must be done on **school sanctioned examination paper** .
- ◆ Write in black ink or blue ink - pencil is not allowed.
- ◆ Liquid paper is not allowed.
- ◆ Only the examination notepaper and writing, drawing, calculating devices will be allowed into the examination room. NO books, bags, folders ,pencil cases etc. are allowed.
- ◆ Students should not eat or drink and avoid going to the washroom during the examination.
- Students must be courteous to all invigilators.



## MAP OF ST. GEORGE'S COLLEGE





## WHO IS A GEORGIAN?



### **Georgians :**

- Are independent learners, who can think critically and communicate effectively.
- Possess the skills and knowledge to pursue his/her choice of higher education, work or entrepreneurship.
- Are capable of interacting confidently and effectively with technology.
- Strive to be honest, trustworthy and demonstrate highest moral and spiritual values.
- Are full of confidence and demonstrate positive self-esteem.
- Are law abiding and take pride in community heritage abidance.
- Continue to make informed choices related to healthy living, nutrition, drugs, alcohol and sexual behavior.
- Have a broad awareness and appreciation of the Arts.
- Have enduring pride for and embody the spirit of St. George's College.
- Pursue and attain the highest level of academic excellence given his or her capabilities.



## Rules of Conduct During Examinations

*Ethical behavior includes proper behavior on examinations.*

### **General Principles**

These principles apply to all examinations and evaluations whether written, oral, take-home, etc.

"**Cheating**" includes plagiarism, the acquisition of prior knowledge of the examination content by any unauthorized process, and the receiving or giving of relevant information during the examination by any means which are inconsistent with the type of examination.



"**Unauthorized process**" is defined as any method not specifically approved by your teacher.

- Students, and staff members should report suspected infractions to respective Form Teachers/ Teachers/Dean.





## **Written Examinations**

- Subject teachers should inform students, in advance, of the exact start and finish time for the examination. This may be accomplished through printed schedules. In addition, any special rules for the conduct of a given examination must be clearly stated in advance.
- A subject teacher or a member of the relevant department will be present or readily available during all examinations in order to respond to inquiries and assist with conducting the examination.
- Inquiries relating to specific questions in the examination may be permitted at the discretion of the teacher.
- Students shall leave the room after completing and turning in the examination. The student also must leave the areas adjacent to the examination rooms to prevent students still taking the examination from being distracted and disturbed by the noise which inevitably emanates from a group of students discussing the examination.
- No examination will be accepted after the final call for examinations.
- Students will not be allowed to leave the room unless the examination time has ended.
- An examination notepad is available at the office. It is MANDATORY for use in ALL examinations during the term as well as at the end of the term.



## **CORE VALUES OF ST. GEORGE'S COLLEGE**

### **Order**

Keeping our school clean, healthy, orderly and safe.

### **Commitment**

Engendering commitment to teaching, learning and pride in our school



### **Community**

Treating students and staff members as individuals as well as important contributors to the community at large.

### **Diversity**

Fostering diversity in ethnic, racial, religious and lifestyle differences among students and their families.

### **Excellence**

Insisting on excellence in teaching.  
Recognizing effort and realizing the results of hard work.





### **High Expectations**

Creating and sustaining high expectations for all, in learning, behaviour and professionalism.



### **Mutual Respect**

Establishing and maintaining an environment of mutual respect and positive attitudes among all stakeholders.

### **Nurturing Environment**

Maintaining a nurturing environment by offering a warm environment shaped by the long established and maintained values of care, concern and co-operation.

### **Parental Participation**

Encouraging parental participation for the well being of the students and the school.

### **Reward**

Recognizing effort and realizing the results of hard work.



- Create a homework assignment box/ kit with essential stationary supplies, as well as a few extras e.g. plastic folders and Bristol board.
- Assignments should be neatly and accurately done.
- Homework should always be attempted. Teachers will not accept the excuse “I did not understand” for assignments not done or not even attempted.
- If you are absent ensure that you find out about assignments given, work covered or upcoming tests.
- Check ‘completed’ in student organizer when assignment is completed, to keep a record and stay organized.



### **Parent’s Responsibilities:**

- Ensure your child has a comfortable quiet place for doing homework.
- Provide the materials needed to keep the homework kit well stocked.
- Ensure that your child spends time doing homework each day, even if it is not written and only involves reading or reviewing the day’s notes.
- Periodically check in with your child to ensure that work is being done accurately and neatly and that no games or time wasting is taking place.
- Peruse your child’s homework book(s) daily and sign completed assignments as having seen.
- Positively reinforce, praise and encourage good efforts. Poor attitudes to homework should be discouraged and poorly done assignments should be done over.
- Encourage your child to do assignments independently and not depend solely on the internet and other sources.
- Call or contact the teacher if your child claims never to have homework.





## Homework Policy

### **The purpose of home work**

- Homework is an important aspect of your child's school life. It reinforces the work that was done each day.
- It gives a student individual responsibility for their learning and it develops research skills and time management strategies.
- It allows parents to become aware of and remain up to date with their child's academic progress.
- It allows teachers to regularly assess a child's understanding and progress.

### **Student's Responsibilities:**

#### **At school-**

- Record all homework (legibly and in ink) for each subject, as it is given daily, in your homework book/ student organizer. Note, a small hardcover note book should be used where more information must be recorded.
- Ensure that you understand the assignment/task/ research given before leaving the class.



#### **At Home-**

- Set aside specific time each day for doing homework assignments. Note homework time is separate from revision/ study time.
- Choose a specific, comfortable and quiet area for doing homework. For example a desk in your room or the dining table.
- Do homework according to priority i.e. assignments with earlier due dates should be done first.



## The 6-day Cycle

Class timetables run according to a 6-day cycle. This means that instead of having a schedule based on the days of the week (Monday to Friday), each day is numbered (Day 1, Day 2, Day 3 etc.). This helps to maximize teaching time that often occurs with traditional timetables where an entire day for the week is lost if it coincides with a public or school holiday.



At the start of a new school term, the first day back to school is always Day 1. The days follow a chronological pattern until Day 6 and then the cycle starts again with the following day as Day 1. When weekly interruptions occur (e.g. a public holiday) the day that students return to school will be the Day that chronologically follows the last Day that they were at school. For example, if the day before the holiday was Day 3 then automatically the Day after the holiday when students return to classes would be Day 4.

Parents are kindly asked to keep themselves up to date with their child's timetable in order to ensure that he/she is always aware of the changes in the cycle after interruptions so as to allow him/her to always be aptly prepared for classes.



# The School Day

The school day begins at 8.05 a.m. and ends at 2.30 p.m. Every Monday and Thursday mornings (except during annual external exams) begin with an assembly which all students are required to attend. A typical day at St. George’s is shown in detail below.



# Rules of Conduct For General Assignments

- Expectations similar to those applying to examinations govern the performance of assigned work that may or may not be graded. For example, the completion of take-home assignments, research related projects or course/laboratory-related work must be done by the individual.
- The general rule is that assignments given in the spirit of individual initiative should be carried out as such. No one should report work as his or her own if others contributed to it or if material produced by others is included without reference.
- When students are given group projects they are required to work together to complete an assignment.

## THEY MUST

- ◆ Co-operate with members of the group
- ◆ Complete their assigned task
- ◆ Respect and value the opinions of group members
- ◆ Report any member who is not contributing to the assignment to the teacher



## PLEASE NOTE:

The teacher must be informed if students are not carrying out their assigned tasks. DO NOT wait until the due date to inform the teacher about this issue. Proper planning and time management will avoid any problems.



Periods/Session	Time	Duration (minutes)
Anthem, School Prayer and Roll Call	8.05 – 8.20	15
1	8.20 – 8.55	35
2	8.55 – 9.30	35
3	9.30 – 10.05	35
4	10.05 – 10.40	35
Break	10.40 – 11.00	20
5	11.00 – 11.35	35
6	11.35 – 12.10	35
Lunch	12.10 – 1.10	60
Roll Call	1.10 – 1.20	10
7	1.20 – 1.55	35
8	1.55 – 2.30	35

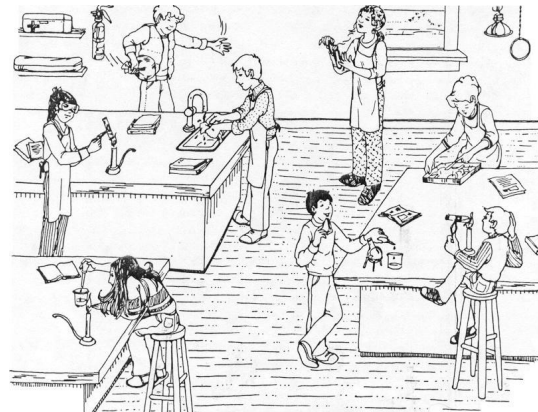




## Laboratory Rules

- All students must line up outside the lab & wait quietly for their teacher.
- Do not enter the lab without the teacher's permission.
- All bags must be placed on the side counters, NOT on the students' work stations.
- Do not eat, drink or play in the lab.
- Do not remove any apparatus or furniture from the lab.
- Do not vandalize lab equipment or furniture.
- Listen to the teacher or lab attendant attentively at all times.
- Do not carry out any list or equipment without the teachers' permission.
- Read instructions carefully first & understand them before starting your experiment: if in doubt, ask your teacher.
- Do not pour any unused chemical back into its container.
- Do not tamper with electrical mains and other fittings in the lab.
- TURN OFF GAS when not in use.
- Work tidily. Wash up all used apparatus & dispose of waste correctly.
- Do not place flammable substances near naked flames.
- Do not point the mouth of a test tube which is being heated towards yourself or your friends.
- When electrical circuits are set up, do not make final connection until it is checked by the teacher.
- Should a chemical get into your mouth, spit it out into a sink & rinse repeatedly with plenty of water.
- Report all accidents, injuries, breakages & spillages immediately to your teacher.
- Any apparatus broken must be paid for.
- Tie hair back neatly while in the lab.

### **DON'T**



## Mini Calendar of Events



Term 1	Term 2	Term 3
Flag Raising / Opening Assembly	Flag Raising / Opening Assembly	Flag Raising / Opening Assembly
Religious Instruction begins 2 <sup>nd</sup> week	Religious Instruction begins 2 <sup>nd</sup> week	Religious Instruction begins 2 <sup>nd</sup> week
Dia de Las Razas	Inter House Sport Activities	C.S.E.C, C.A.P.E., N.C.S.E. Examinations
Music Festival	Sports Day	Parents Day Form 1 +3
Drama Production	Inter-School Secondary Cricket League Competition	Emancipation Day Celebration
RBTT Debating Competition	Easter Program	Peer Mediation Workshop
Inter-School Secondary Football League Competition	Parents Day Forms 2, 4 +6B	Graduation Ceremony & Ball
Parents Day Form 5+6A	Carnival Activities	Form 1 Registration
Divali, Eid, Christmas functions	Qualifying examinations –Form 3	End of Term Examinations Forms 1,2 +4
Achievement Awards Ceremony	Mock Examination Forms 5 +6A	
End of Term Examination – all forms	Course Work Assessment Forms 1,2 +4	





## Extra Curricular Activities



## Physical Activities

- ♦ Football
- ♦ Cricket
- ♦ Hockey
- ♦ Martial Arts
- ♦ Badminton
- ♦ Table Tennis
- ♦ Netball
- ♦ Basketball
- ♦ Volleyball
- ♦ Crossfit
- ♦ Aerobics
- ♦ Dance-Latin/ Ballroom

## Clubs

- ♦ Choir
- ♦ Debating Club
- ♦ Environmental Club
- ♦ Georgian P.A.W.S  
(Protecting Animals with Spirit)
- ♦ Hindu Student's Council  
(U.W.I Affiliation)
- ♦ ISCF-  
Inter School Christian Fellowship
- ♦ Parang
- ♦ Film & Photography
- ♦ Scrabble
- ♦ Robotics
- ♦ Writers Club
- ♦ UNESCO
- ♦ Integrity Club

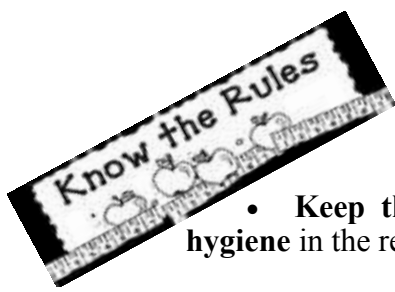


## STUDENTS MUST NOT:



- **Eat snacks or other food during class time unless given special permission.** Water is the only acceptable drink allowed in the classroom. Please if you bring bottles with ice do not hit it against the wall or desk etc.
- **Ever intentionally hurt someone else.** This means no hitting, pushing, etc. but it also means no name-calling or teasing. Your teachers will respect every student as his or own person, and try to never to belittle or insult anyone. They will work hard to create a safe environment for you to work in.
- **Cheat.** Students caught cheating will receive a zero and parents will be informed. Both the student who shares his work for an independent assignment AND the person who copies it will suffer the same consequences.
- **Unnecessarily interrupt class.** Use the pencil sharpener during non-instructional time. Please do not ask to step outside to spit.
- **Vandalize.** Do not write or carve or draw on your desk or on school property e.g. walls, doors, benches and other objects.





- **Keep their hands clean and take care of personal hygiene** in the rest room during breaks.
- **Adhere to rules** governing the specialist areas e.g. Labs, Library and other areas.
- **Be responsible for their actions.** Just because someone else does something wrong does not give you permission to make things worse by doing the same thing. “He did it too!” is never an excuse.
- **Remember class begins when the bell rings. FOR SPECIALIST AREAS** Always wait outside the classroom in an **ORDERLY LINE** until you are invited inside. A class should **NEVER** enter the classroom while another class is in session. If your teacher has not arrived to class, sit quietly and begin to read for said subject until your teacher’s arrival. Your teacher will do his or her best not to have you waiting for too long in order to commence class.
- **Remember class ends when your subject teacher dismisses it.** It does not end when the clock says it is time or when the bell goes. Your teachers will try their best never to make you late for another class or for dismissal from school.
- **Use their assigned seats** to have their lunch or snack or to socialize. Please do not sit on the teacher’s desk or chair. Do not eat on the teacher’s desk.
- **Stand quietly** when a teacher enters the classroom and greet respectfully.



## Religious Instruction



Every child has a right to religious education, and every parent can request that his/her child shall be taught the doctrines of his/her particular faith. Religion, therefore, should have its place among the subject taught in schools. At school, children should learn not only certain subjects of knowledge, but also right behavior, discipline and good conduct.

Religious Instruction also lends itself to the development of moral conduct and character.

The Principal decides the day, time and duration that religious instruction classes operate each week. It is usually carried out in the first period of the day. At present, it is as follows:

Terms 1&2  
Wednesday : Forms 4-6  
Friday : Forms 1-3

Term 3  
Wednesday: Forms 3 & 4  
Friday: Forms 1 & 2

## House System



We have four houses that are named after the first four Principals of St. George’s College:

***Farrell - Red***  
***Gift - Green***  
***Leacock - Yellow***  
***Mitchell - Blue***

Students are randomly placed in Houses when they enter St. George’s College in Form 1 or Form 6 ( new students only). House activities vary throughout the academic year ( September-June) and are organized by the House Committee. Sporting activities and Academic Awards are headed by the Physical Education Department and the Vice-Principal respectively.



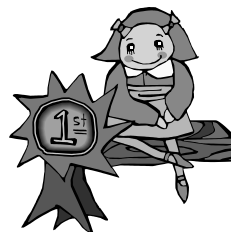


## Academic and Non Academic Awards

Every term students are awarded Merit Certificates based on their academic performance. During our Annual Achievement Day Ceremony students are rewarded for their excellence in academics, deportment, character and contribution to school life.

Our Awards include:

- Awards for Proficiency and Effort in Academics - All Forms
- Awards for Sporting Disciplines
- Awards for Deportment -Junior, Intermediate, Senior
- Awards for the Best All-Round Students – Junior, Intermediate, Senior
- Awards for the Most Helpful and Responsible Student/Class
- Award for Outstanding Performance in Drama
- Award for Outstanding Performance in Creative Writing
- Award for Outstanding Performance in Debating
- Awards for the Most Helpful and Responsible Student
- Award for the Student who best combines Athletic Accomplishments with Scholastic Achievements
- Award for the House which gains the highest points in Academic Performance
- Award for the Student contributing the most points to the Winning House



## Class Rules



### STUDENTS MUST:

- **Come to class on time.** Standing outside the door and rushing in five minutes after the bell has rung will constitute as tardy. You must be **INSIDE** the door and seated after such time to be counted on time.
- **Attend to personal needs before coming to class.** Try to go to the bathroom before class. Obviously emergencies will occasionally happen, but it is important that everyone be present to participate in the work planned by your teacher.
- **Remain in their assigned seats** unless they have permission to get up. Throw garbage away at the end of the period or on your way out.
- **Bring required materials-** textbooks, uniforms etc everyday unless you are otherwise directed.



- **Raise their hand before speaking.** Always raise their hand, and wait to be recognized before speaking. Even adults, when they try to work together in a group, have to take turns speaking or chaos results. Your teacher will try to give everyone a chance to speak- maybe not every time, but frequently.
- **Keep the classroom clean and tidy.** Remember it is every one's responsibility to keep surrounding areas clean
- **Listen to others and participate in class discussions.** Someone else's point of view-whether or not you agree with them, is important and must be respected. When someone else is speaking, whether it is your teacher or another student, listen respectfully. Your teacher will always try to respect everyone's point of view even though he or she will often have to make choices about which approaches to take.







### SAMPLE CONSENT FORM

NAME OF STUDENT: ..... 20.....  
FORM: .....  
EVENT: .....  
PLACE: .....  
TIME: .....  
DATE: .....  
COST: .....

#### TEACHER(S) OR DEPARTMENT DIRECTLY IN CHARGE

.....  
We consider that participation in the above named event should be of benefit to your child.

.....  
Principal(Secondary)

I give my consent to my child's/ward's participation in this event.

.....  
Signature of parent/Guardian.

### Lost Property Policy

While we expect that your child will take particular care to ensure that all of his/her personal possessions are kept safe and secure at all times, should the occasion arise where your child misplaces any personal belongings, he or she can inform the Main Office where, if/when found, the object can be retrieved.

Students are encouraged to bring in any items found on the school premises either to their teachers or to the administration office to allow for the item's return to its rightful owner.

The school does not accept any responsibility for lost items that cannot or have not been recovered on the school compound.



### Visitor Policy

This is a school environment where young people are educated academically and morally. It is therefore expected that all visitors comply with the following guidelines while on the compound:

- ♦ All visitors should be suitably attired and modestly dressed in accordance with the school's dress code. No sleeveless tops, tank tops, tube/strapless tops, navel breakers, halter backs, short pants, tights or slippers.
- ♦ Visitors should first check with the officer at the security booth. Here, names and the purpose of the visit will be noted. A visitor's pass will be issued.
- ♦ Visitor's passes must be clearly displayed on your person at all times while on the compound and must be returned to security upon your departure.
- ♦ Students who are out of uniform and wish to visit the school must present their student ID and ensure that it is prominently displayed on their person at all times while they are on the compound.
- ♦ Visitors should proceed from the security booth directly to the Main Office. Business must be related to the secretary and visitors should wait in the lobby to be attended to unless they are specifically told otherwise.
- ♦ **YOU ARE NOT TO PROCEED BEYOND THE LOBBY WITHOUT PERMISSION**
- ♦ Visitors are reminded that their behaviour conveys messages that are lasting and thus are encouraged to maintain a cordial attitude and exemplary behaviour while on the compound.



## Change of Address & or Personal Circumstance

At St. George's College, it is very important to us that our students' records be kept as up to date as possible so as to ensure that the lines of communication between the school and parents/guardians are always maintained and kept open.

Therefore, should there be any changes concerning home, work, or e-mail addresses, telephones numbers or contacts, or any changes in family circumstance, we kindly request that you inform the school as soon as possible in **writing** so as to allow for the timely update of your child's records.

To do so, simply send a sealed letter addressed to your child's Form Teacher with details of any changes outlined clearly within.

## Health Policy

Due to the lack of medical facilities (nurse/sick room) on the compound, it is advised that you keep your child at home if he/she is ill. This is necessary to ensure your child's comfort. If your child has any special medical needs, ensure that they always have the necessary medication. We are NOT AUTHORISED to dispense/give any medication to students.



It is advised that in cases of Medical Emergencies:

- Parents collect and take their child for treatment
- In cases where an ambulance has been called Parents MUST meet their child either in school or at the medical facility where the child has been taken AS SOON AS POSSIBLE. Teachers who have accompanied the student CANNOT AUTHORISE any medical procedures/treatment that may be needed.



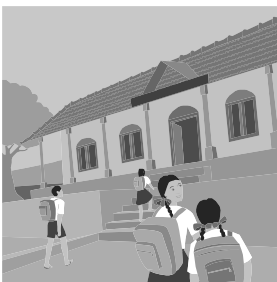
- There is a student register in the Main Office that should be completed by your child or yourself should the child be too ill to do so.
- Before leaving the compound ensure you have received a signed Exeat form from the Form Teacher or administrative body. This is to be shown to the security officer as you exit and must be returned to the form teacher signed by you the first day your child returns to school.



## Field Trip Policy

- Parents must give their permission for the student to attend the field trip by filling out an official consent form. [shown below]
- Consent form must be received at least 1 week before the field trip or as advised by the teacher in charge.
- Students should attend field trips in full school uniform, unless otherwise stated.
- Students are expected to pay all expenses associated with the field trip unless otherwise indicated.

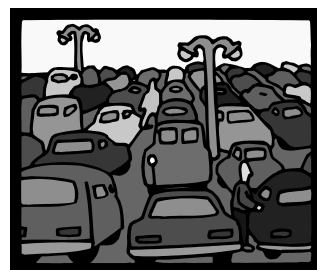




## Collection Policy

The school zone is usually a very busy environment, particularly at peak periods, i.e. ‘drop-off and pick-up’ times. In an attempt to reduce the possible associated congestion and ensure safety, parents and or drivers are kindly asked to comply with the following guidelines:

- In the morning students are to be dropped off at the small gate to the east of the car park entrance on Tenth Street.
- Students arriving late will have to use the car park entrance and are expected to sign their names in the late book at the security booth. Please do not park directly in front of this gate at any time as teachers, delivery vehicles, and emergency vehicles (e.g. E.H.S.) may need to enter or exit.
- On afternoons students will exit the compound via the gate located on 7<sup>th</sup> Avenue (on the western side of the school).
- Parents/drivers are asked to please be considerate of others and do not park along the active roadway and honk your horns for students to come out.
- When collecting children who are ill, please speak to the security officer on duty before proceeding to the Main Office. Knock and enter the Office and provide your child’s name, class and name of form teacher. Please wait in the Lobby until your child is brought out to meet you.



## Rights and Responsibilities

Children’s rights are a special case because many of the rights laid down in the Convention on the Rights of the Child have to be provided by adults or the state. However, the Convention also refers to the responsibilities of children, in particular to respect the rights of others, especially their parents (Article 29).

*If every child, regardless of their sex, ethnic origin, social status, language, age, nationality or religion has these rights, then they also have a responsibility to respect each other in a humane way.*

*If children have a right to be protected from conflict, cruelty, exploitation and neglect, then they also have a responsibility not to bully or harm each other.*

*If children have a right to a clean environment, then they also have a responsibility to do what they can to look after their environment.*

*If children have a right to be educated, then they have the obligation to learn as much as their capabilities allow and, where possible, share their knowledge and experience with others.*

*If all children have a right to a full life, then they should also lend help so the needy, the disadvantaged, and the victims of discrimination also enjoy this right.*

*If children have a right to freedom of thought, conscience and religion, then they also have the obligation to respect other’s thoughts or religious principles.*



# Disciplinary Policy

Our disciplinary system is based on providing a productive learning environment and its objectives are to help students develop a positive attitude toward self-discipline and socially acceptable behaviour. We believe this objective can only be realized with the co-operation of members of staff and parents. Therefore, policies and procedures for handling general and major student discipline issues have been designed to achieve these broad objectives. Our discipline procedures include:

- |                     |                     |
|---------------------|---------------------|
| Verbal reprimands   | Written assignments |
| Parent conferences  | Detention           |
| Student conferences | Suspension          |
| Community service   |                     |

The following behaviour is NOT acceptable while in school uniform, in and out of school:

1. Fighting/Threats of violence
2. Carrying weapons/Fire starting or explosive material
3. Disruptive behaviour
4. Misuse of technology
5. Use of Drugs
6. Verbal/Gestural disrespect
7. Gambling/playing cards
8. Inappropriate sexual behaviour
9. Stealing
10. Vandalism
11. Changing the school uniform by addition or removal of items eg. wearing extra earrings / accessories, pulling the shirt out of the pants, shortening skirts etc.



Please advise your children that posting photographs or information about members of staff or even their fellow students on the internet without their knowledge or consent is a violation of their right to privacy and against the law.

Should you desire your child to have a Cellular phone on the compound, please complete the required form and have your child return it to his/her Form Teacher.

## SAMPLE CELL PHONE PERMISSION FORM

NAME OF CHILD AND FORM .....  
BRAND OF PHONE.....  
IDENTIFICATION NUMBER OF PHONE.....  
PHONE NUMBER.....

I, \_\_\_\_\_, HAVE GIVEN MY CHILD/WARD  
\_\_\_\_\_ PERMISSION TO BRING THIS CELL  
PHONE TO SCHOOL. I HAVE READ AND AGREE TO ABIDE BY  
THE CELL PHONE POLICY OF ST. GEORGES COLLEGE.

**REMEMBER: Mobile phones with cameras are strictly prohibited on the school's compound.**

\_\_\_\_\_  
Parent Name and Signature

Contact number \_\_\_\_\_





## Cell Phone Policy

Whilst we understand the changing social conditions in the country today, we take this opportunity to reiterate that we strongly discourage the possession and the use of Cellular Phones at school.

However, should you so desire to allow your child the use of such phones, we encourage you to first seek the permission of the Principal of the College.

Such permission may be granted with the following conditions:

- The college will not be liable for any phone stolen, lost or damaged.
- Phones must be turned-off while on the compound.
- Phones must not be visible during the school day. After school cell phones can **ONLY** be used with permission of members of staff and must be used in the lobby area.
- Phones found to be in use during the school hours will be confiscated and will be handed-over **ONLY** to the parent/guardian after a period of three (3) weeks. Repeat offenders will not be allowed to bring cell phones to school.
- Cellular phones are not permitted by The Ministry of Education in any exam.
- All contact with students during school hours **MUST** be done through the Administration Office at 638-8766.
- Mobile phones with cameras are strictly prohibited on the school's compound. If a student is found with a camera phone, the phone will be confiscated. Confiscated phones will be kept in the principal's office until collected by a parent or guardian.



## Attendance Policy



### Attendance:

The school day begins officially at **8.05 a.m.** and ends at **2.30 p.m.** During these hours the school is responsible for the student who is not allowed to leave without permission from the Principal.

Permission to leave school during school hours will only be granted upon submission of a written request from Parent or Guardian. Students will only be allowed to leave in the company of their Parent/Guardian.

The first bell is rung at **8.00 a.m.** Students are expected to be in school by 8.00 a.m. each morning.

School is dismissed every day at 2.30 p.m. and all students must leave the school compound by 3.00 p.m., unless involved in a supervised extra curricular activity or if waiting for parents to collect them.

**Irregular attendance** for students is **more than one day or two half days per week** in any **four week period** in which school is in session. The only acceptable excuse for absence is **illness, important appointments or an emergency.**

A written excuse from Parent or Guardian must be presented to the Form Teacher for any day (s) that a student is absent.

Absence of three days or more require a medical certificate.

## Punctuality Policy

If students arrive late for school i.e. **after 8.05 a.m.** in the morning, they must sign the late book located in the Guard Booth.

A written excuse from Parent or Guardian must be presented to the Form Teacher with an explanation for tardiness.

If students arrive more than twice late per week, he/she will receive lunchtime detention and parents will be notified.

**Students are required to be punctual for all classes.**

If more than ten minutes late to class without a valid excuse, students will not be allowed into class, and will receive lunchtime detention if tardiness is repeated.

All students must be punctual for roll call after lunch at 1.05 p.m. If student is not present for the afternoon roll call, they will be recorded as being absent. Habitual tardiness for the afternoon roll call session will result in lunchtime detention. All students are required to be punctual and attend morning assemblies on Monday and Thursday, as well as Religious Instruction sessions on Wednesday (Upper school) and Friday (Lower school).



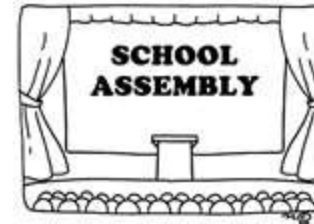
**DO**



**DON'T**



## School Assembly Policy

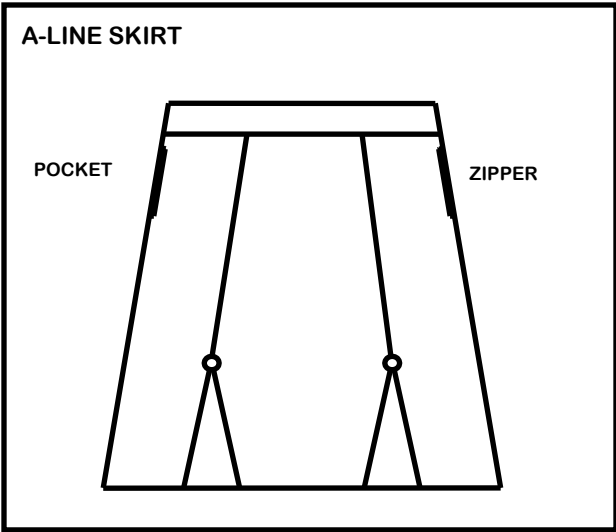


Assemblies are important as it is a forum for the students to be informed about important decisions that the school has made, any important school achievements and also for the principal to keep in touch with the students. Therefore, it is a privilege to participate in assemblies. Coordinators spend time in planning and preparation. Students, therefore, must show respect and appreciation for their efforts.

1. When an assembly has been scheduled, students must report promptly and directly to their designated standing areas in the hall - no loitering should occur.
2. Students may not leave the hall during an assembly without expressed permission from a teacher.
3. During the assembly, all students should be in the Hall. Standing in the lobby area and walking is not allowed. Students who arrive late should proceed to the hall **with** their bags.
4. No eating, drinking or chewing of gum is allowed during this time.
5. Students should be respectful - **no heckling, booing, shouting, or throwing of objects.**
6. Students must remain in their respective positions until dismissed by the Principal or the Vice Principal. Only students who have obtained permission may leave the assembly prior to its completion.
7. Enter and exit in an orderly manner.
8. On days when there is no assembly students are required to line up quietly outside their classes listen to the announcements and follow the instructions given by the Principal/Vice Principal.
9. When announcements are being made over the Public Address system student **MUST STOP** what they are doing ( walking to class, talking etc.) and stand in place until the announcements are over.



ST. GEORGE’S COLLEGE SCHOOL UNIFORM	
BOYS	GIRLS
White shirt (Monogram)	White blouse (Monogram)
Khaki pants with sober cut	Green A-Line skirt with two inverted pleats 8" deep. 2 covered buttons at the start of the pleats. Waistband 1" (2 1/2 cm) dark green zipper on the left of the skirt. A pocket on the right side of the skirt.
Black sneakers or shoes	Shoes - White low cut sneakers
Black, navy or grey socks	Socks - White (Visible)
Belts – Black Not riveted Traditional buckle	



- The inverted pleats **MUST** be 4” above the knee on the thigh.
- The skirt length **MUST** be 4” below the knee.

Sample Excuse for Absence/ Tardiness

Home address

Phone contact

Date

Dear (Form Teacher’s name),

My son/daughter/ward -----(name)----- of Form ----- was absent from school/ late on/from -----(date)----- because -----(reason)----- . Please excuse his/ her absence/ tardiness.

Yours respectfully,

----- (Parent’s/Guardian’s signature) -----

----- (Relationship to student) -----

Please note that excuses form an official part of your child’s school records and should be treated as an official school document. Therefore, all excuses should be written on letter-sized paper, dated and submitted to the Form Teacher in a sealed envelope immediately upon your child’s return to school. Anything other than the aforementioned will not be accepted.



## **Dress Code Policy**

The school uniform distinguishes students of St. George's College from all other institutions. Students in uniform are required to conduct themselves in a manner, which demonstrates pride in their school while both **ON** and **OFF** the school compound.

Students are required to wear the **FULL** and **CORRECT** uniform when attending school and any other school related activity.

### **Students are required to:**

(a) Be neat, clean and appropriately dressed at all times both on and off the school compound.

**Female:** Hair must be tidy, clean and well groomed, if longer than shoulder length must be tied back. Only simple black or white hair accessories are allowed. Hair bands must be no more than 2 cm in width. Hair colouring is not allowed.

**Male:** Hair must be kept **short and well groomed** at all times. Hair colouring is not allowed.

**For All Students:** Nails must be short and clean. Nail polish must not be worn. No make-up or tattoos are allowed.

(b) Wear the required uniform at school and on the way to and from school.

### **Daily Uniform- Male:**

- ♦ White shirts with embroidered school monogram.
- ♦ Shirts must be tucked neatly into trousers.
- ♦ No creases in collar or shirts and no folded sleeves.
- ♦ Plain white t-shirts (absolutely no print) should be worn under shirts.
- ♦ Khaki pants- sober cut & properly fitting (no folds or jeans stitching allowed)
- ♦ Black belt- no adornments (including rivets, elaborate buckles)
- ♦ Black, navy, grey or brown socks.
- ♦ Plain all black shoes ( no coloured stripes, designs, logos etc.)

### **Daily Uniform- Female:**

- ♦ White shirts with embroidered school monogram.
- ♦ No creases in the collar or shirt, no darts and no folded sleeves.
- ♦ All buttons must be buttoned.
- ♦ White vests (absolutely no print) should be worn under shirts.
- ♦ Green A line skirts. Skirts must be loose fitting not form fitting and at least 5cm below the knee.
- ♦ Hijab - plain white – no braids or accessories on the hijab are allowed.
- ♦ White socks neatly folded 5cm above the ankle.
- ♦ Plain all white shoes (no coloured stripes ,designs, logos etc.)

### **Accessories**

#### **Only the following accessories may be worn with the uniform:**

1. Wristwatch- A simple wristwatch with a gold, silver, black, or brown coloured band no more than one and half centimeters.
2. Earrings (female students only) – one pair of matching earrings, gold or silver (no stones/gems) to be worn on the ear lobe. Studs must be circular and not exceed 5mm in width and 2mm in height, small, thin hoops (no bigger than a ten cent piece.) Letters/symbols are not allowed.
3. Students who have to wear medical/religious wristbands must follow this procedure-

- Your Parents must meet with the Principal to discuss the issue.
- Permission will be granted for students with valid concerns.

Parents are required to ensure that students attend school in full and correct uniform. You will be informed by telephone or letter if your child has committed any infraction of the uniform dress code. We look forward to your support in this regard.