

INTRODUCTION

The Ocho Rios High School takes pride in developing students who are aware, disciplined and purposeful. Therefore, this handbook is designed to give students and their parents an overview of the history of the Ocho Rios High School. It also serves the purpose of informing them of the activities, structure and policies that govern this institution.

Parents and students should familiarize themselves with this handbook so they will be aware of the regulations and expectations of the institution.

Ocho Rios High School

MISSION STATEMENT

**The Ocho Rios High School
Seeks To Create An Environment
In Which All Students Can Develop
Their Fullest Potential
In Order That They Will Be Able
To Take Their Rightful Places
In Society
And Contribute
Fully To The Nation's
Development.**

HISTORY-OCHO RIOS HIGH SCHOOL

The Ocho Rios High School came into being under the principalship of Miss Mavis Irwin in 1969 with a staff compliment of twenty (20) trained teachers and an enrolment of 846 students.

At the inception the aim was to provide first cycle secondary education to students from the neighbouring Primary and All-Age schools.

Having fulfilled its mandate, the school was upgraded to new secondary status offering a five (5) year course instead of the three (3) year course. This meant that students in Grades 10 & 11 would now be required to spend much of their time in a chosen practical area in addition to the general education subjects.

As a result, more space for workshops and classrooms and more teachers were necessary. To accommodate this change, the shift system was introduced.

In September of 1988 the school was again upgraded to a High School and received its first batch of eighty (80) Common Entrance Examination students.

At Grade 11 students are engaged in a compulsory Work Experience Programme for three (3) weeks after which they sit the CXC, CCSLC, JSC and NCTVET exams. Graduates enter directly the world of work, or continue their training at the HEART TRUST NTA, Academy, Community Colleges, and other tertiary institutions or wherever else they can gain entry.

In January 1992, the school saw its second principal in the person of Rev. Horace Richards. Since then there have been many innovations.

***Opening of a Computer Lab**

***Introduction of a Reading Programme to improve Literacy**

Community Outreach through the Religious Education Department has been high on the list of priorities and the school's clubs and societies have helped in many ways to keep the students socially active and productive. Special note should be made that the school started its own Grade 10 programme, three (3) years before the Ministry of Education introduced it in 1974, also the school

purchased its first (8) typewriters and started Business Education, a Guidance Programme and Work Experience Exercise before it was formally introduced by the Ministry of Education.

September 2002 marked another change in the school's administration with the arrival of its 3rd principal, Mrs. Monica McIntyre. Existing programmes were strengthened as the school repositioned itself to offer 21st century education. The sixth (6th) day rotation time-table was introduced, de-streaming of the system, stabilization of students promoting togetherness in the same group throughout the school.

In 2005, the six form programme was instituted. Eighteen students started the programme.

Since 2006 our performance in English Language CSEC level has soared to the top 10. The principal's honour roll for academic excellence has had a positive influence on performance.

There has been a consistent improvement of the physical facilities. 2003 saw the beginning of the construction of an Auditorium followed by the building of a Cafeteria, Sick Bay, Bookroom, two senior staffrooms, classrooms to house grade 12 and restructuring of the bursar's office. Two computer labs were upgraded, and staffroom refurbished. A bathroom for groundsmen was constructed as well as a new guardhouse.

Through the SEP support a Technical Drawing lab with staff office was constructed and furnished. Two new classrooms and Mathematics and English labs were established. The library was upgraded and also the Science labs.

The general ambiance of the school has been renewed. The Vice Principals' offices were configured. Staff and students' bathrooms tiled and painted, electric hand dryers installed and sanitizers were put in place for the female bathrooms. The canteen has been refurbished and an undercroft constructed.

Our school's band is well established. Thirty-nine (39) years later and twenty (20) years after the arrival of the first Common Entrance students, one student has passed 11 CSEC with 9 distinctions and 2 credits and one passed 14 CSEC with 5 distinctions and 9 credits. There were others with 9, 8, 7 and 6 subjects

respectively.

The school has renewed itself, which is evident as declared by the Kiwanis Club of Ocho Rios when they gave the 2006 Citizen of the Year Award to the Principal.

As part of the Ocho Rios High School fortieth (40th) anniversary celebration, CDs were made of the school.

September 2010 had another change in the leadership of the school with the inception of its 4th Principal, Miss Jacqueline Bramwell who was formerly Vice Principal and a key player in the school's development. Infrastructural development continued as the Guidance Department received its own classroom upstairs their building.

Commencement services have been held since 2007.

On October 4, 2010 the Career Advancement Programme was introduced. The rules governing this programme were read and discussed with students and other relevant stakeholders.

Code of Dress for students enrolled in the CAP Programme:

Students enrolled in the CAP programme wear:

- Dark brown skirts or pants
- Dark brown shoes/socks
- White tops.

THE SCHOOL CREST



The Ocho Rios High School Crest is made up of symbols which have far-reaching implications.

It is made up of a star, an open book with a lighted candle above it and a solid black line which separates the star from the book and candle.

The star represents the goal each pupil has set and should strive to achieve. The open book with candle represents the hard work and incessant study that each student is required to do while he/she burns the light, in order to excel. The solid line represents the struggles and barriers that each one needs to break down or overcome in order to reach the goal which is the star.

Below these symbols the school's motto is written in Latin.

"PER ARDUA AD ASTRA"

English meaning: "By Steep and Toilsome Ways to the Stars."

SCHOOL HOUSES AND COLOURS

Ocho Rios High School has six houses one of which is named after a former principal, while the others after persons who have significantly contributed to the development of the Ocho Rios community.

Irwin - Pink

Gentles - Gold

SCHOOL COLOURS & THEIR MEANINGS

GOLD	-	for the golden sunlight shining so brightly around us.
GREEN	-	for the fresh green grass, leafy bowers and lovely hills around us.
BROWN	-	for Mother Earth, the source and centre of our support.

THE SCHOOL SONG

1. We love our fine school o'er looking
Ocho Rios Bay,
A happy place where students live,
and work and play each day.
A school with standards high and rules
to help us on our way,
Our school is marching on.

CHORUS

Glory, glory hallelujah!
Glory, glory hallelujah!
Glory, glory, hallelujah!
Our school is marching on.

2. We'll work with all our might to keep
the lamp of learning bright,
And bravely strive to be and have our
precious goal in sight.

GENERAL INFORMATION

SCHOOL HOURS

The school operates on a shift system. The school hours are 6:50 a.m. to 11:50 a.m. and 11:50 a.m. to 4:50 p.m. respectively.

Students are not allowed to leave the school compound unless they have a gate pass signed by the Principal or Vice Principal. This pass must be verified by the security personnel at the gate before leave is granted. **Parent/guardian must send a request in writing if their child/ward needs to leave the school premises during school hours.**

DEVOTIONAL EXERCISE

- General Devotion is held on Mondays and Fridays
- Form Devotion is held on Tuesdays
- Grade Devotion is held on Wednesdays
- Gender/House Devotion is held on Thursdays

VISITORS

- All visitors must seek and obtain permission from the security personnel at the main gate, where a visitor's pass will be given to them for entry unto the compound.
- Visitors should report to the reception area for information or directions. Visitors are not allowed on classroom blocks without being accompanied by a member of staff or security personnel.
- Cell phones must be turned off or put on vibration so that disturbance may be avoided.

Visitors must be properly attired when entering the school compound.

Visitors wearing the following will not be allowed on the premises:

Females:

- deeply cut sleeveless tops, blouse/dress with spaghetti straps, exposed navels, tight or short shorts, short revealing skirts or tights
- weapons

Males:

- Mesh under shirts, sleeveless vest, without shirt, merino, cut of jeans, slippers or revealing under pants
- weapons

CONFISCATED ITEMS

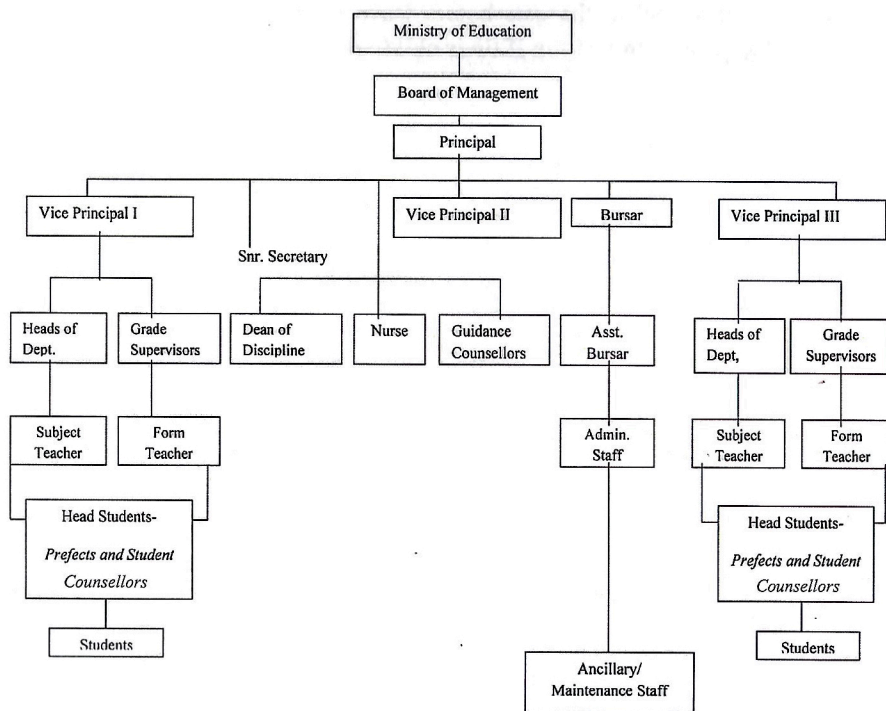
- Items when confiscated will be held until the final day of the term in which they were confiscated. A fine of \$ 100 must be paid by students

when collecting confiscated jewellery, radios, electronic games, etc.
Cellular phones will attract a fine of \$500.

- Offensive weapons will **NOT** be returned
- The school will not be responsible for loss of any item.

MANAGEMENT AND ADMINISTRATION

In order for any institution to function effectively, there has to be channels of communication for accountability. Outlined below is an organizational chart that displays how this institution operates.



OCHO RIOS HIGH SCHOOL GRADES 7 – 9 SUBJECTS OFFERING

- ☐ English Language/Literature
- ☐ Reading
- ☐ Mathematics
- ☐ Social Studies
- ☐ Integrated Science
- ☐ Religious Education
- ☐ Spanish
- ☐ Music
- ☐ Physical Education
- ☐ Library Studies
- ☐ Computer Application
- ☐ Guidance and Counselling
- ☐ Resource and Technology

Grades 7 & 8 on rotation

- ☐ Business Basics
- ☐ Home & Family
- ☐ Design Arts
- ☐ Agriculture & Environment
- ☐ Industrial Techniques

GRADE 9 – SELECT ONE

- ☐ Business Basics
- ☐ Home & Family
- ☐ Design Arts
- ☐ Industrial Techniques

GRADES 10 & 11 – SUBJECTS OFFERED

CORE SUBJECTS

- 6 English Language A
- 6 Mathematics
- 4 Social Studies
- 4 Integrated Science

Minor Options (All)

- 2 Spanish
- 2 P.E.
- 2 Career Ed.
- 2 Planning
- 2 Devotion/Form Time

VOCATIONAL SKILLS
(ONE EXCEPT Home Economics & Business)

- *Graphic Arts
- *Home Economics
- *Music
- *Early Childhood Development

- Food and Nutrition
- Clothing and Textile
- Cosmetology

Any 1 with
H/Management

***Industrial Arts**

- Automotive Technology
- Building Technology
- Plumbing Technology
- Mechanical Technology
- Electrical Technology

Any 1 with T.D

***Business Education**

- Accounts
- Principles of Business
- Office Administration

Any 1 with
E.D.P.M

Major Options

N.B. Please choose one (1) subject from each group
in keeping with your Career Choice

Group 1

- Physics
- Chemistry
- Biology
- H.S.B.
- Geography
- Tech. Drawing
- P.E.

Group 2

- History
- Geography
- H.S.B.
- Literature
- Religious Education
- Spanish
- I.T.

Group 3

- History • Technical Drawing
- Literature • Physics
- Chemistry • Religious Education
- Theatre Arts - Plaid
Shift Only
- I.T.

OCHO RIOS HIGH SCHOOL
GRADES 10 - 11 PROGRAMME

Name: _____ Grade: _____

OPTIONS

CORE SUBJECTS

MAJOR OPTIONS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Name: _____ Grade: _____

Vocational Area (1st choice) _____

(2nd choice) _____

(3rd choice) _____

Reasons for choosing areas: _____

INTERNAL EXAMINATIONS

Monthly tests are set by subject teachers and administered to students as part of continuous assessment. Two comprehensive examinations are given for the school year, Mid-Year and End of Year. Examination marks together with monthly tests form the basis for promotion at the end of each school year.

Grade 11 students have no internal examinations at the end of the summer term. However, they sit Mid-Year Examinations as well as Mock Examination in March. Tests are usually marked out of 100. The grades and percentage equivalents are as follows:

Grade	Percentage
A	80-100
B	65-79
C	50-64
D	35-49
E	20-34
F	Below 20

Marking Scheme

Collection of Reports

Two reports on student's performance are prepared for the school year. The first report reflects the student's achievement from September to December and the second demonstrates accomplishment up to the summer term and is reflected on the summer term report. Reports are to be collected by parents on the date set by the school.

If a parent is unable to collect his/her child's report, a written permission must be given to an adult designate. He/She must present a valid form of identification to accompany the permission.

BOOKS AND SUPPLIES

The school operates a Book Rental Scheme where students obtain the required text books for the various subject areas. Students will be notified by the coordinator when their grades will be issued books, usually at the beginning of the school year. The same is done at the end of the year when the books are to be returned.

N.B. Students are expected to take care of the books issued to them by the school. They will be held responsible for damaged or lost books and may be asked to replace same or pay a fine for the damage caused.

Exercise books, pens, pencils, rulers, syllabus, uniform material, crests, epaulettes and ties are also on sale at the school's stationery room. Physical Education gears can be collected at the Bursar's Office.

OCHO RIOS HIGH SCHOOL

RULES

Life is full of rules and regulations. There are regulations dealing with traffic, games, public health, schools and countless other matters. Usually, there are **penalties** or fines if a rule or regulation is broken. Often we resent some of these restrictions because they interfere with what we would like to do.

In school, rules exist to make it possible for the school to operate in a more efficient manner. Good discipline is essential to a productive and meaningful learning environment and the best discipline is "self-discipline."

Once a student is a registered member of the school, proper behaviour applies "in-school" "out of school" also "in uniform" as well as "out of uniform." We feel that a student of our institution should uphold the values and principles for which the school stands and must do his/her utmost to practise these and to uphold them in school as well as in his/her community.

CODE OF DRESS

1. All students must attend school in the correct uniform, which should be clean, tidy and conform to conventional standards of neatness. **Failure** to comply, calls for a written or personal explanation from parents. **If this is not done the student will be sent home to return properly clad or with the necessary explanation.**

- (a) The uniform for girls consists of
GRADES 7 - 9: Green tunic and gold gingham blouse OR
Green tunic and gold blouse (according to shift, as specified on diagram).
Dark brown shoes, dark brown socks.

GRADES 10 - 11: Green skirt and gold / gold gingham blouse.
Grade 11 wear ties (as specified on diagram
according to shift) Brown shoes and brown socks.

- (b) Skirt must be worn two **inches below the knee and it must be at least 2 inches wide off the hip. The hem should be done by hand not stitched.**
- (c) Elaborate hairstyles will not be permitted. The emphasis should be on simplicity, tidiness and neatness. Hair ornament must be limited to stipulated school colours, one colour is allowed at a time. These should be **functional and not decorative. No extensions are allowed.**

- (d) The uniform for boys is dark shade of Khaki straight leg traditional pants and shirt with short sleeves. Gold or Green epaulettes to identify shift must be **stitched** on to the shirt. Dark brown shoes, dark brown socks must be worn. **Plain brown belts must be worn. Elaborate, multi-coloured fashion buckles must be avoided. Shirt collars should not be ironed with a crease.**

Grade 11 - students wear a tie

NO CAPS OR HATS SHOULD BE WORN

NO SNEAKERS OR UPPERS

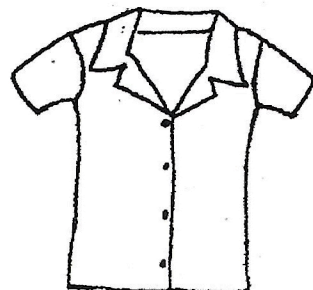
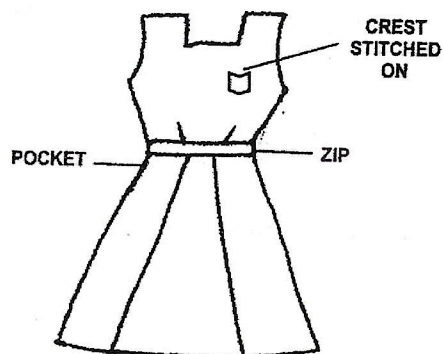
NO PATCH POCKET PANTS

NO "T" SHIRTS - VISIBLE AT NECK OR SLEEVE

(e) Males must wear simple, low haircuts, no designs or styles deemed inappropriate by the school's administration will be allowed.

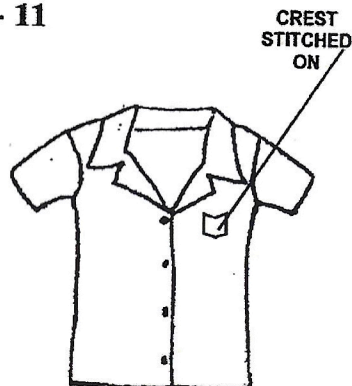
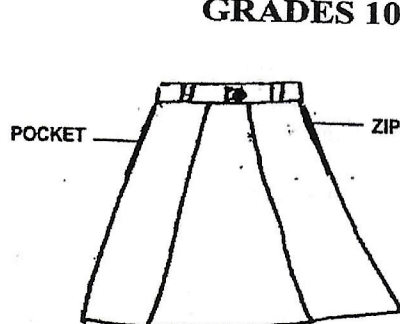
2. No Jewellery, fancy clips, broaches, earrings and nail polish should be worn to school. No responsibility will be held for any loss of these items. **Only clips of gold, green or brown may be worn and only one colour at time.** Failure to comply will lead to confiscation and a fine paid for return to parents.

GRADES 7 - 9 GIRLS



Gathers at the waist
6 Gores, wide at the hem
2 inches below the knee
2 inches off the hip

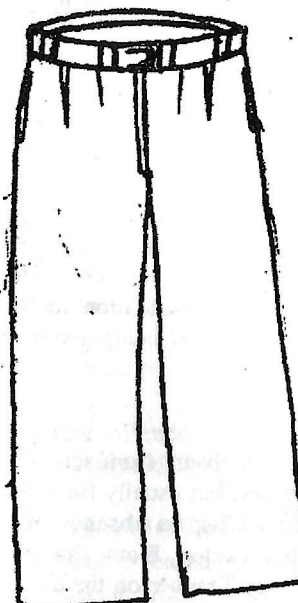
GRADES 10 - 11



Skirts 2 inches below the knee
6 Gores, wide at the hem
2 inches off the hip

BOYS Pants to be fitted at the waist

FRONT VIEW

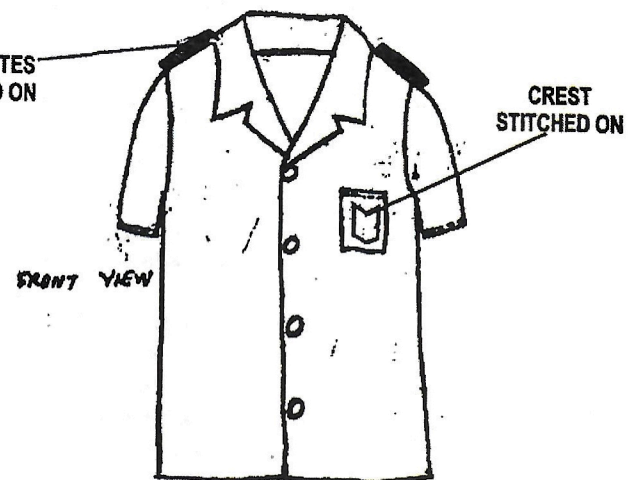


BACK VIEW



STRAIGHT
LEG

EPAULETTES
STITCHED ON



SCHOOL ENVIRONMENT

A.M. Shift: 6:50- 11:50

P.M. Shift: 11:50 noon - 4:50

1. School begins promptly at 7:00 a.m. or 12:00 noon depending on your shift. All students must be on time in order to share in assembly. **THE SCHOOL'S GATE WILL BE CLOSED AT 7:20 A.M AND 12:20 P.M RESPECTIVELY. STUDENTS WHO ARRIVE AFTER THIS TIME WITHOUT A VALID EXCUSE WILL FACE DISCIPLINARY ACTIONS.**

PUNCTUALITY/TARDINESS

The school requires punctuality in attendance to school and classes. This allows for smoother operations on a daily basis and provides maximum time for preparation and for learning. This habit once created enhances a lifestyle that is healthy, acceptable and helps to lay a good foundation for proper work ethics. **Failure to comply will result in the student being given detention or manual labour.**

2. ABSENCE FROM SCHOOL

Every school day is important. When a student is absent from school, even for a day, he/she not only misses work for the day, but usually finds it difficult to take part fully on the day he/she returns. **After an absence of three (3) days the student must bring a written excuse from the parent/guardian.** This excuse must be given to a Form Teacher on the day of returning to school. **Students who refuse to comply will be sent home until they comply.**

3. ILLNESS

A student who has contracted a communicable disease should remain at home for the period during which the disease is contagious. A letter or Medical Certificate must be sent to the school to duly inform the Form Teacher or Grade Supervisor of the student's illness.

4. SKIN BLEACHING

Medical professionals all agree that bleaching is a hazardous and unhealthy practice. Parents should discourage their children from engaging in this practice. **Students who refuse to comply will be sent home until they comply.**

5. CELLULAR PHONES

The use of cellular phones during school hours is seen as a disturbance and also adds to indiscipline. Therefore, they are **-PROHIBITED.** **If students are found in breach of this rule, their cellular phones will be confiscated and will only be returned to the parents on the last day of the term in which they are confiscated at a cost of \$500.**

6. MISCELLANEOUS

- Money taken to school by students must be kept on their person or handed to a teacher for safe keeping, especially when they go for Physical Education.
- Financial transactions between students are prohibited. Eg. Partner Schemes

7. **CONFISCATED ITEMS-** all items will be held until the last day of the term in which they are confiscated. The school will **NOT** be responsible for loss of any item.

8. SANCTIONS

- Any student who continually breaches the rules and standards of conduct of this institution will face strong disciplinary action(s)
- Any student whose conduct is unsatisfactory will not be allowed to represent the school or hold position(s) of responsibility. In cases where a student already has the privilege, it will be taken away.
- All infringement will be placed on student's file.
- Students must provide a written report on any breach that they are engaged in.
- For major offences students must submit a written intention of good behaviour signed by student and parent(s).

PROPER BEHAVIOUR IN CLASSROOM

Class behaviour is based on respect, order and individual participation. In order to create a proper learning environment students are expected to sit quietly and to occupy their time constructively with some work when the teacher is not present in class.

- A Form Captain, Vice Captain or a Student Council representative is responsible for maintaining this atmosphere. **Students must always report to the staffroom to ascertain if the assigned subject teacher is away and request a substitute teacher to sit with them in their class.**
- Students must stand whenever an adult enters the classroom.
- Students should leave the classroom clean and tidy. The desks and chairs must be neatly arranged in identifiable rows.
- **Students should not drag their chairs on the floor but lift and place them under the tables.**
- Discussion in class should be orderly and there should be no shouting or yelling.

- While someone is speaking, it is common courtesy to listen and not speak at that time. If there is need to ask a question a student should raise his/her hand and wait to be acknowledged, and then proceed.
- Under no circumstances will lewd and vulgar behaviour be accepted - no fights, use of expletives or aggressive behaviour should take place in or out of classroom.

Sanctions:

- a) Parent Notification
- b) Facing Disciplinary Committee
- c) Making Public Apology/ Detention/ Suspension/ Police Notification (if offensive weapons are involved).
- Students should form a line outside the classroom and enter quietly when instructed to do so by the teacher or person acting on his / her behalf.

Failure to comply will result in the student being given a demerit or detention.

OFFICIAL REGULATIONS

A. LAW

The Education Act - Arrangement of Regulations 1990, section 29 (1) title "Student Behaviour" states -

A STUDENT SHALL OBEY THE RULES OF THE SCHOOL HE / SHE IS ATTENDING.

B. MINISTRY OF EDUCATION CODE

The Ministry of Education publication "Guidelines for Code of Conduct and Admission of all Students in schools" October 1978, gives specific guidelines within which the rules of individual schools are formulated. These are set out below with slight modifications in keeping with our traditions.

1. Students are NOT allowed to take cutting implements to school. They are prohibited from using knives, sticks, stones, broken bottles, guns or any cutting implement or dangerous weapon. They should not use them for the purpose of injuring other students, teacher or any member of the school community. Tools used for class should be left with the teacher at the beginning of the term.

Sanctions:

- a) Parent Notification
 - b) Facing Disciplinary Committee
 - c) Suspension
 - d) Police Notification
 - e) Facing School Board/ Exclusion on Referral/Barred from Graduating Class.
2. The possession of or use of any form of dangerous or prohibited substance is a most serious offence. Students are not allowed to use, sell, purchase or transport any form of drugs or to indoctrinate anyone into their use.

Sanctions:

- a) Parent Notification
 - b) Facing Disciplinary Committee
 - c) Suspension and Police Notification
 - d) Referral for counselling.
3. The formation of groups for the purpose of disrespecting school routine is an offence.

Sanctions:

- a) Warning Letter (to be signed by and returned by parents)
 - b) Facing Disciplinary Committee
 - c) Police Notification
 - d) Manual Labour/Suspension
 - e) Referral for counselling.
4. Students (while in uniform) are expected to communicate in Standard English on or off campus.

Sanctions:

- a) Detention/Confinement to Project.
5. They should not use indecent language.

Sanctions:

- a) Detention/ Manual Labour/ Public Apology.

6. Ownership of property is usually obtained by hard work. Students should respect the property of others and on no account should a student deprive another of what is rightfully his/her's.

Sanctions:

- a) Parent Notification
- b) Facing Disciplinary Committee,
- c) Replacement of Property/ Suspension/Police Notification.

7. All students are accepted irrespective of religious commitment. A student may be excused from participating in special religious activities which are against his/her religious denominational beliefs, provided that his/her parents make application in writing to the Principal of the school. However, all students are expected to participate in the routine assembly and devotional exercise of the school as is required.

Sanctions:

- a) Facing Disciplinary Committee
- b) Suspension from activities/Confinement to Project
- c) Parent Conference (staying home until parents visit school).

8. All students are required to conform to the dress prescribed by the particular school authority.

Sanctions:

- a) Student will be asked to alter uniform on compound (i.e pulling of hem of a skirt/tunic or stitched in pants)
- b) May be sent home and given warning letter to be signed by parents.

9. Students should be properly groomed which requires that apparel or dress of each student be clean and tidy to conform to conventional standard of neatness.

Sanctions:

- a) Detention/ Confinement to project

10. Students (in their dress and person) should conform to proper standards of hygiene which require that hair be clean and well groomed.

Sanctions:

- a) Parent Conferencing (Staying home until parent visit the school) / Manual Labour.

11. Standards of conduct should conform to generally accepted notions of decency, morality, sobriety, orderliness, respect, courtesy, discipline and other modes of behaviour that serve to promote the advancement of the educational system.

Sanctions:

- a) Detention/Manual labour
- b) Parent Conferencing (Staying home until parent visits the school).

12. There should be no unauthorized gatherings on the compound.

Sanctions:

- a) Parent Notification and Suspension

13. School buildings and other property are valuable and should be preserved. Students should not willfully destroy any part of the building or fencing. They should not destroy desks, tables, chairs or other items of furniture or equipment.

Sanctions:

- a) Parent Notification
- b) Facing Disciplinary Committee
- c) Property MUST be replaced by student before he/she is admitted to class.

14. Students should not write on walls or deface them in anyway.

Sanctions:

- a) Parent Notification
- b) Manual Labour/Repainting of Property by Student.

15. Students will be required to make restitution to the School Board for any damage willfully done to school property at the cost of replacement.

Sanction:

- a) Parent Notification and Facing School Board.

16. The wearing of tattoo and other body decoration while being a student at this school is strictly prohibited.

Sanctions:

- a) Warning letter to be signed by parents/student will be sent home until he/she complies.

17. Involvement in street brawl and bringing the school's name in disrepute.

Sanctions:

- a) Parent Notification
b) Facing Disciplinary Committee
c) Suspension.

18. No alteration to original uniform style/pattern will be tolerated/accepted.

Sanctions:

- a) Parent Notification
b) Warning letter to be signed by parents
c) Girls will be asked to pull the hem of the skirt/tunic/ boys will be asked to pull the stitched in area of the pants.

19. Gambling is not allowed.

Sanctions:

- a) Parent Notification
b) Facing Disciplinary Committee
c) Suspension.

20. Students are expected to remain on the school compound for the duration of the school day, except for cases where a gate pass has been signed by the principal or vice principal.

Sanctions:

- a) Parent Notification
b) Facing Disciplinary Committee
c) Suspension.

21. Pornographic (dirty) Literature in the form of books, magazines, DVD or materials obtained from the computer and the internet is not allowed in the school.

Sanctions:

- a) Parent Notification/Parent Conferencing
b) Suspension
c) Referral for counselling.

22. Students should not commit immoral acts such as fondling, kissing and other forms of sexual activity

Sanctions:

- a) Parent Notification/Parent Conferencing
b) Suspension
c) Police Notification (depending on offence)
d) Referral for counselling.

**GENERAL CONDUCT ON THE STREET AND
PUBLIC TRANSPORTATION**

Proper behaviour should extend beyond the home and the school, and students should be recognizable in all activities in the public. It is therefore important that students conduct themselves in a manner befitting that of Ocho Rios High School students.

1. All students should display good conduct in public and should be courteous, lady-like/gentleman-like.

Sanctions: Warning letter to be signed and returned by parents/ Public Apology/ Apology in writing for file/ Removal from uniform.

2. There should be no eating on the road or in buses or taxis.

Sanctions: Detention/Removal from uniform.

3. Students should not be seen in uniform after 8:00 pm unless accompanied by a parent or while directly coming from a school function.

Sanctions: Probation and Report, Parent Conferencing (Staying home until parent(s) visits the school)/Removal from uniform.

4. Students while off-campus are to exercise proper behaviour. **ALL TEACHERS HAVE THE RIGHT TO CORRECT STUDENTS AT ALL TIMES EVEN OFF-CAMPUS.**

5. **WHILE ON THE BUS/MINIVAN, TAXI, OR ELSEWHERE STUDENTS MUST EXHIBIT EXEMPLARY BEHAVIOUR. STUDENTS SHOULD REFRAIN FROM LOUD SPEECH AND ENGAGING IN INTIMATE ACTIVITIES, such as kissing, fondling, hugging or any suggestive activities.**

Sanctions: Facing Disciplinary Committee/Facing the Board/ Exclusion on Referral.

PUNISHMENT & REWARDS

1. Parents will be required to attend a meeting with Principal or Vice Principal (s) if a student commits serious offences, e.g. outrageously bad behaviour, stealing, using indecent language, gambling, having immoral or pornographic material or any other offence the above persons deem fit for the intervention of parents.
2. The Prefects assist in the enforcement of these rules and act with authority as the disciplinary arm of the student body. Students are expected to show respect to Prefects at all times.
3. Students must pay a fine of \$100 at the end of the term when confiscated jewellery, electronic games, radios, etc, are returned.

N.B.: Offensive weapons will not be returned.

4. Students will not be awarded the school leaving certificate or allowed to take part in Graduation Exercise unless they satisfy the school's requirements which are:
 - i) satisfactory academic achievement by the school's standard and positive attitude to school work.
 - ii) acceptance of and respect for others.
 - iii) good deportment - acceptable conduct, decent language, good grooming.
5. Commendation Cards will be given for good work, deeds and behaviour. This is done at prize giving.

TOOLS FOR CONTROL

1. Commendation Cards - To be given in devotion as positive reinforcers.
2. On Mention - Monthly incentives for "Top" students in each class.
3. On Report Form - To account for student at each point of day.
4. Time Out Pass - For excuse from class. Given by subject teachers.
5. Uniform Pass - Given on receipt of letter from parents
Re: Uniform - (Form Teacher)
6. Gate Pass / Street Pass - Permission to be on the street - given by Grade Supervisor, Vice Principal or Principal
7. Parents Warning Letter (Citation) - Principal
8. Parents Conference Letter - Teacher, Grade Supervisor or Counsellor.
9. Suspension Letter - Principal

SUSPENSION LETTER

If your child is suspended from school you will be contacted by phone. Your child will also be given a suspension letter to take home to you. This will briefly outline the reason for the suspension. The letter will also indicate the date on which you should accompany your child on his/her return to school.

***All Letters Done In (Quadruplicate)**

Guidelines for Creating a Peaceful, Safe and Productive Environment

Student

- Be a role model and take personal responsibility for your actions. Do not react to provocation and anger with physical or verbal abuse.
- Do not take guns, knives or other offensive weapons to school
- Report crimes or suspicious activities to school authority or your parents.
- Tell a school official if you see another student in possession of a gun, knife, scissors or other weapon.
- Tell a teacher, parent, Guidance Counsellor or trusted adult if you are being bullied or threatened with violence by another student
- Do not use alcohol or other drugs and stay away from persons who use them.
- Listen to your friends and if they express troubling feeling, encourage them to talk to a trusted adult.
- Counsel with your peers.
- Study the students' handbook and follow the guidelines for discipline.
- Always remember the three Rs: Respect for Self, Respect for others and Responsibility for your actions.

Parents

- Supervise your children
- Sharpen your parenting skills. Emphasize and build on your child's/ward's strengths
- Teach your child how to reduce the risk of being a victim
- Know where your child/ward is, what he/she is doing and who he/she is with at all times
- Set clear rules about acceptable activities and time to return home. Be consistent in exercising discipline
- Talk with your child/ward about his/her activities during the school day and take his/her concerns seriously
- Let your child/ward know that violence is bad. Help him/her understand the benefits of living in peace
- Encourage your child/ward to join clubs and societies at school or within the community
- Take your child to church with you
- If you have problems and need help you may see any of the following persons:

*Pastor, Guidance Counsellor, Teacher, Police Officer or friend.
These persons should be able to help you or direct you to somewhere where you can get assistance.

OCHO RIOS HIGH SCHOOL HOME AND SCHOOL A PARTNERSHIP FOR SUCCESS

(Please read with your child, then sign and return on the first day of school.)

1. Visit your child's school and talk with his/her teacher about academic progress.
2. Find out from teachers what skills your child must be able to demonstrate in order to advance to each grade level.
3. Ensure that your child takes the required books and tools each day.
4. Volunteer to help out at school. Your presence can help your child as well as others. There are many things you can do to help out at school, either regularly or on a one-time basis. Don't be shy about asking the school how you can help out.
5. Be sure there is a quiet time and quiet place each day so that your child can do his/her homework.
6. Turn off the TV and the stereo for a period each day to allow time for home work, family activities or pleasant conversation.
7. When your child takes home a report card, discuss the reason why he/she received those grades and help him/her relate his/her efforts to the results.
8. Get your child in the habit of recording all assignments in a notebook as soon as they are given.
9. Be available, should your child have any questions about the work. Guide, but do not do the work for your child. It often helps to give examples that are not in the book.
10. Go over your child's homework before it is handed in to be assessed.
11. Keep track of school activities by noting up-coming events on the calendar. Attend with your child when possible. If problems arise, don't hesitate to call and request a conference with the teacher.
12. Attend regularly-scheduled school conferences and P.T.A's. Go there with a positive attitude; you can share your insight about your child with the teacher and learn more about your child from the teacher.
13. Ask questions about your child's interaction at school. Let the school know of your interest in your child.

Signature of Student: _____

Signature of Parent/ Guardian: _____

Date: _____

LIBRARY

The Ocho Rios High School library is opened throughout the school day. It is equipped with the necessary resources to help students read, complete assignments and study. Encyclopedia, dictionaries and other resource materials which provide invaluable information can be easily accessed by each student. Other services offered by the library are photocopying, binding and printing.

Every student has the privilege of using this facility. Cooperation, self-reliance and good citizenship are qualities expected of students who appreciate the services of the library.

Guidelines for Use of Library:

1. The library should ONLY be used by students during off- shift hours or during break time except for when a pass given by a teacher is presented to the Librarian. This is intended to limit congestion and ensure proper supervision of students.
2. The library operates a loan scheme whereby books can be loaned overnight (CAPE students only) or for two weeks (General Population). A fine is payable for books returned after the date stamped.
3. The library is a place for work and study. Therefore, there should be NO loud talking or vulgar behaviour in the library.
4. Each student is allowed to use the computer. However, a time limit is enforced so that other students can benefit.
5. Students should not loiter in the library. The library must be used for its intended purpose.
6. Books should be neatly left on the desk. These books will be re-shelved by the Librarian
7. Absolutely NO eating or drinking is allowed.
8. Students must be appropriately attired to use the library
9. Cellular Phones are PROHIBITED.
10. Do not deface library property.

N.B. Students who violate these guidelines may be barred from the library by the Librarian for a specified period or face other disciplinary sanctions.

GUIDELINES FOR INTERNAL EXAMINATIONS

1. At the sound of the bell at 6:50 or 11:50 a.m respectively, students should proceed to their examination rooms.
2. Prayers will be said in the examination rooms.
3. Students **MUST** be in uniform at all times.
4. Students **MUST** have their school identification to sit examinations
5. Students will not be admitted in the examination room after **30 minutes** have passed.
6. Examination begins at 7:00 a.m for the morning paper and 12:00 for the afternoon paper
 - a. **Grade 10 students will sit exams on the p.m shift. However, if they do not have an exam they should not attend school.**
 - b. **Grade 9 students will sit exams on the a.m. shift**
 - c. **Grades 7&8 will sit exams on their respective shifts**
7. Students are required to provide their own pens, pencils, ruler, geometry set, graph papers and Technical Drawing tools.
8. Cellular phones are not allowed
9. School bags should not be taken to school
10. If a student is suspected of cheating the matter will be investigated and may result in the student's paper being withdrawn or marks being deducted.
11. **Absence from an Examination**

Students are expected to be present for all examinations throughout the school year. If, for some grave reason a student has to be absent, his/her parent must contact the Grade Supervisor or Form Teacher on the day of the examination. In addition, a written excuse must be taken by the student on the day of his/her return to school. The school will subsequently make a decision regarding the child being allowed to sit the missed examination.

OCHO RIOS HIGH SCHOOL

Graduation Criteria

To be eligible for graduation students should:

1. Obey **ALL** school rules.
2. Conform to the dress code.
 - (a) Wear epaulettes and crests.
 - (b) Wear full suit of khaki (brown) traditional straight leg (boys).
 - (c) Wear skirt two (2) inches below the knee (girls) and at least 4 inches from the hip.
The hem should be done by hand not stitched.
 - (d) Wear dark brown shoes and brown socks.
 - (e) Wear no jewellery excepting a watch.
 - (f) Wear a tie at all times in Grade 11.
3. Be punctual for school and classes.
4. Be present for all internal and external examinations.
5. Attend school for at least 80% of the total possible sessions.
6. Attend all classes. Absent only with written explanation.
7. Display proper behaviour in class, on the compound and on the street.
8. Perform at a high academic level in class, maintaining at least "C" in ALL subjects.
9. Not be suspended for more than two occasions.
10. Have no outstanding debt with the school.
11. Ensure that all books rented are returned to the bookroom on dates specified.
12. Not be found loitering on the school compound or in any room / bathroom etc. during class time.
13. In order to qualify for graduation students are required to pass at least three (3) subjects in external examinations.

I agree with standards stated above and will help my child to live up to the expectations.

Signature of Student _____

Signature of Parents / Guardian _____

Date: _____