

# TABLE OF CONTENTS

PAGE

## Contents

INTRODUCTION .....	3
I. ABOUT ST. GEORGE'S COLLEGE .....	4
A. Vision Statement .....	4
B. Mission Statement .....	4
C. Core Values .....	5
D. Jesuit Education.....	5
E. The St. George's College Crest.....	6
F. The College Motto: "Ad Majorem Dei Gloriam" .....	7
G. The College Song .....	7
H. School Website.....	8
I. St. George's College: A Brief History.....	8
J. The Role of Individuals in The School.....	12
II. ACADEMIC INFORMATION .....	19
A. Admissions and Transfers .....	19
B. The Academic Curriculum .....	20
C. Evaluation of Student Progress .....	23
D. Examination Policy .....	23
E. Cheating on Examinations.....	23
F. Late Assignment Policy.....	24
G. Plagiarism.....	24
H. Grade System .....	24
I. Awards for Academic Excellence .....	25
J. Non-Academic Awards .....	28
K. School Day .....	28
L. Uniform Policy .....	29
M. Academic Probation .....	31
N. Repeating A Form .....	33
III. STUDENT CODE OF BEHAVIOUR .....	34
A. The Code .....	35
B. Consequences .....	36
C. Language .....	36
D. Attendance Policy.....	37
E. Medical Information Update .....	40
F. Property Damage and Vandalism .....	40
G. Harassment and Abuse .....	40
H. Respect for Authority .....	41
I. Loitering & Illegal Activities .....	41
J. Visitors & Unauthorized Persons .....	42

K.	Electronic Devices.....	42
L.	Computer Laboratory .....	43
M.	Canteen/Dining Facilities .....	43
N.	Travel .....	44
O.	The Neighbouring Community.....	44
P.	Theft.....	44
Q.	Fighting and Physical Violence.....	44
R.	Possession of Weapons .....	45
S.	Smoking .....	45
T.	Drugs and Alcohol.....	45
U.	Respect for Self and Others .....	46
V.	Merits, Detentions and Demerits .....	46
IV.	SPIRITUAL FORMATION.....	52
V.	SERVICES .....	54
A.	Library .....	54
B.	Computer Laboratories.....	55
C.	Book Rental.....	55
D.	Book Store.....	56
E.	Canteen.....	56
F.	School Nurse .....	56
G.	Guidance Office .....	57
H.	Telephone Calls.....	57
VI.	CO-CURRICULAR ACTIVITIES .....	57
A.	Clubs and Societies .....	57
B.	House System .....	59
C.	Sports.....	60
D.	Code of Conduct for Athletes.....	62
E.	Code of Conduct for Spectators at Athletic Events .....	63
VII.	SPECIAL DAYS AND SCHOOL EVENTS .....	64
VIII.	STUDENT WELFARE PROGRAMME .....	66
IX.	REPORTING POLICY ON SERIOUS INCIDENTS INVOLVING STUDENTS, FACULTY/STAFF OR PROPERTY .....	67
X.	HOMEWORK/STUDY GUIDE .....	69
	STUDENT/ PARENT CONTRACT.....	72

## INTRODUCTION

The main purpose of this handbook is to welcome all students and parents to St. George's College and to provide each home with some details about the school, its policies and its programmes. This we hope, will be both informative and useful.

We advise that both parent and child read through the booklet together. Discipline and structure are very important parts of any educational institution. All of us - students, parents, teachers and administrators, contribute much to the success of the school and the development of each student by working together with understanding and co-operation.

This handbook will be revised and updated periodically. Changes will be communicated in writing to the students and parents. It is then the responsibility of all students and parents to stay informed of any new policies and regulations which the school may introduce during the school year.

# **I. ABOUT ST. GEORGE'S COLLEGE**

## **A. VISION STATEMENT**

### **With:**

A passion for strong culture of excellence, productive community-building among stakeholders, state-of-the-art facilities, and committed, effective and professional staff

### **We will produce:**

Excellence in academics and co-curricular activities, and citizens of character and integrity committed to social justice and service.

## **B. MISSION STATEMENT**

St. George's College is a Catholic High School in the Jesuit tradition. Our mission is to prepare our students for tertiary education and enable them to become individuals of competence, conscience and compassion, who will assume positive leadership roles in transforming societies.

With a shared vision and commitment of all stakeholders, St. George's College will provide the optimal conditions for learning and growth, excellent staff, resources and facilities, and will challenge its students to integrate their spiritual, physical, intellectual and social development, so as to become young men of integrity, committed to academic excellence, rooted in faith and justice and service to others, while doing all things

*“Ad Majorem Dei Gloriam”*- for the Greater Glory of God

## C. CORE VALUES

REVERENCE FOR GOD

RESPECT

EXCELLENCE

DISCIPLINE

TEAMWORK

## D. JESUIT EDUCATION

St. George's College is founded on a holistic principal of academic, physical and psychological and spiritual development based on a Jesuit educational model. Students benefitting from Jesuit education should be:

**Intellectually Competent:** Our students should gain the ability to think through a situation, to consider other possibilities and their consequences. Not only should their thinking become more precise, but they should learn to communicate themselves and their ideas to others. In response to their curiosity, they should try to learn new things and find solutions to life's challenges. Finally, they should be able to relate what they learn to the needs of those around them and the needs of the wider world.

**Religious:** Our students should continuously examine their own religious feelings and beliefs as they choose their path to God and deepen their relationship with a religious tradition and community. This should come from a basic foundation in religious education, retreats and service programmers as well as a personal experience of God in prayer, relationships and worship with an awareness of other religious traditions, and an ability to explore and validate their faith in a religious diverse world. Finally, they should see their faith as leading to active service of others.

**Loving:** Our students should be able to move beyond self-interest and self-centeredness in relationship with others. They should come to accept and love themselves, so they can trust the fidelity of others. They should be able to come to grips with personal prejudices and stereotypes and should be able to share themselves with members of the opposite sex, other races, nationalities, faiths and economic backgrounds.

**Committed to Doing Justice:** Our students should learn of the many needs of the local and wider community and should be prepared to take their place in this community as competent, concerned, responsible members. They should be able to recognize within themselves and the structures of their society the potential for injustice and should have begun to develop the skills and motivation to address the injustice. In addition, their faith should call them to use the intellectual powers they develop to help bring about a Christian transformation of their society and the greater world.

**Open to Growth:** Our students should learn that their education does not always take place only in the classroom and does not end when they graduate. They must learn to take responsibility for their own growth emotionally, intellectually, physically, socially and religiously. They should become aware and accepting of their own strengths and limitations, become conscious of their feelings and how they are moved by them, and become flexible and open to other points of view.

## E. THE ST. GEORGE'S COLLEGE CREST



Historically, very little is known about Saint George. He is the patron saint of England and there is a reason to believe that St. George died as a Christian martyr shortly after the year 300 A.D., and tradition tells us that his martyrdom took place in Lydda in Palestine.

The crest of St. George's College is in the shape of a shield reminding us that St. George is alleged to have been a knight waging battle for good against evil.

The left side of the shield, as we view it, depicts St. George slaying a dragon. According to ancient legend, St. George saved many people's lives by killing the dragon that threatened their city. Nowadays the dragon represents the evil forces in the world.

The right side of the shield is dominated by a large red cross on a white background. The red cross was the sign of the Crusaders, many of whom claimed victory under the patronage of St. George. The large cross contains a cross of seven smaller crosses. This suggests the Christian Church, which is founded on the cross of Jesus Christ and which is continually enlivened by the seven sacraments.

## **F. THE COLLEGE MOTTO: "AD MAJOREM DEI GLORIAM"**

The motto of St. George's College is in Latin, and means, "*For the Greater Glory of God*". That phrase was the motto of Saint Ignatius Loyola and still is the motto of the Religious Order he founded, the Society of Jesus (the Jesuits) who founded St. George's College in 1850, and who still own and operate the school. This motto signifies that everything we do as humans in this world has as its primary goal to the praise and service of God, who is the Creator and Ultimate End of us all. The word *Majorem* (*pronounced mayorem*) "*Greater*" in the motto means that we must always strive to do more and better because God seeks this of us.

## **G. THE COLLEGE SONG**

Hail, St. George's Alma Mater  
Fair Jamaica's loyal daughter  
Ever guiding all who sought her  
Inspirations light.  
Now thy children gather round thee;  
Lo, with garlands they have crowned thee.  
Reverent hand and fond have wound thee  
With the Blue and White.

*Wave her colours ever; Furl her standard never.  
Raise it high and proudly cry, St. George's sons forever.  
Where the tropic sun is beaming  
From the campus brightly gleaming,  
See the grand old banner streaming,  
St. George's Blue and White.*

Throned mid Kingston's fairest meadow,  
`Neath the tall Cathedral shadow;  
Lo! St George's o'er her children  
Watches day and night.  
And with every breeze upspringing  
Rarest hillside perfumes bringing;  
All its folds to fullness flinging  
Flaunts the Blue and White.

## **H. SCHOOL WEBSITE**

[www.stgc.org](http://www.stgc.org) provides an avenue for all visitors to explore the rich GEORGIAN culture that lives on at North Street, offering a peek into the history of the College, academics and even an opportunity to stock up on College memorabilia. The site has the linkage to chapters of the Old Boys' Association.

## **I. ST. GEORGE'S COLLEGE: A BRIEF HISTORY**

St. Georges Colonial College was founded in 1850 by twenty-one Spanish Jesuits who had been exiled from Colombia, as part of a religious persecution. At their head was **Fr. Emmanuel Gil, S.J.**, a distinguished scholar and former court preacher to the King of Spain. Amidst a storm of protest against Roman Catholic priests opening Jamaica's first secondary institution for classical and scientific education, St. George's College began its long and proud history. On the **2nd of September in 1850** in a rented house at 26 North Street, located on the southeast corner of North and Orange Streets, the new College opened with thirty-eight day students and thirty boarders.

The first subjects taught at St. George's included Latin, Greek, French, English, Rhetoric, History, Mathematics, Logic, Metaphysics, Ethics, Drawing and Calligraphy.

After only two years, the Spanish Jesuits, led by founder Father Gill, S.J., departed Jamaica to teach in Guatemala, turning St. George's over to the English Jesuits. They left primarily because of the difficulties in language, with English being a second language to them. The school moved to 5 Upper King Street and changed its name to the **St. George's Presbytery Secondary School**. There it remained until January 1866, when, for unclear reasons, it was closed. A few months later, thanks to **Father James Jones, S.J.**, the school was reopened with twenty-five students and moved back to its original site at 26 North Street, again under the name of St. George's College. Only three years later, succumbing to the opposition of the Jesuit Superior, the school was closed, a second time, at Christmas of 1871. On this occasion the strong petitions of ninety-two influential Kingstonians convinced the Jesuits to reopen St. George's in March 1873, but on a smaller scale, with only two Jesuit teachers. The school prospered until September 1877, when it was closed a third time, but this closure, however, lasted only a few days. The return of **Father James Jones, S.J.** and the leadership of **Father Thomas Porter, S.J.**, assured the continued life and irrepressible growth of St. George's College, which has endured to this day.

In February 1905 the Jesuits brought a large property called **Pawsey's Pen** (what is now Winchester Park) from Mr. Alfred Pawsey. They converted the Pawsey residence into a classroom building and had classes started before the end of March. That original building stood until 1979, when it was demolished to make way for the new Issa Auditorium. Classes were suspended briefly after the earthquake in 1907 while the campus, partially destroyed and then repaired, was used as a hospital for victims of Kingston's worst earthquake ever.

The present Jesuit Residence (now called the Jesuit Centre) was built in 1910, and the Jesuits finally moved over from the old site at North and Orange Streets. Enrollment in the College at that time was barely one hundred boys, but more classroom space was needed. In 1913 the construction of a new building was authorized by the headmaster whose name it bears, **Father William O'Hare, S.J.** Its architect was Mr. Braman Judah, whose two sons, Sydney and Charles, later became Jesuit priest. The O'Hare Building has become the landmark of St.G.C.

In March 1939 St. George's College built the first Science Laboratory in the island. It was blessed and dedicated by **His Lordship Bishop Emmet. S.J.** in the presence of His Excellency Sir Arthur Richards, KCMG. Chemistry was introduced to the College in January 1955 by **Fr. John A. Blatchford, S.J.** At the dedication of the Chemistry laboratory, hopes, were expressed that a Biology laboratory could soon be erected in addition to seeking to give the students at St. George's the best possible preparation for the professions, there was the additional fact that Jamaica had a great shortage of medical doctors. The daily newspapers were constantly exposing this shortage and any contribution to the solution of the problem would be a blessing to the island. In 1945 the first Biology classes were started at the College again with **Fr. Blatchford, S.J.** being the initiator. In January 1947 the present Biology lab was completed and commissioned into operation. It is again to be noted that these were the first Chemistry and Biology laboratories on the island. The Chemistry lab was built even before the University of the West Indies (U.W.I.) was built and the Biology lab was built before the U.W.I. had any labs constructed. Continuing the emphasis in the sciences, the Physics lab was built and completed in January 1953 thus completing the "Faculty of Science" at the College. The building was dedicated by Rt. Rev. John J. McEleney, S.J. on Friday June 26, 1953.

St. George's College decided to become a **Grant-in-Aid school** in 1936, and it was now a part of the Government's educational system. The Jamaican Government would now provide the funds for the salaries of the teaching faculty and staff. This new status, however, forced the Jesuits to give up some control of the school to the Ministry of Education. In 1956, the Ministry of Education established a Common Entrance examination, ending the College's own entrance examination and selection of its students. The GSAT was initiated in 1998, further regularizing the entrance of students.

Discipline has always been a strong element of St. George's College, and the College's Merit/Demerit system was inaugurated by **Fr. William Hannas, S.J.** in 1940. This system was instituted to maintain a firm discipline but also to encourage a spirit of competition. To this end, Fr. Hannas, S.J. emphasized the English-based **'House' system** already existing at the College. The student body at that time was divided into three 'houses': Bellarmine, Campion and Xavier, named after Jesuit saints. Two more houses were added: Loyola in September

1941 and Regis in the late 1950's. These five houses have become rivals for leadership in studies, sports and discipline.

The campus has continued to build up. In 1950 as part of the College's Centenary Anniversary, the Old Boys Association made a commitment to construct a pavilion at **Emmet Park**. This was completed and handed over to the College on July 1, 1951. Five years later in 1955, the lawn tennis courts were built. In March of 1956, the roadway to link Emmet Park with the rest of the campus was constructed. St. George's College has continued to grow. The Abe Issa Auditorium and the Fr. William Hannas Buildings which houses the Canteen and Father Crutchley, S.J. Computer Laboratory was completed in 1986, and Emmet Park was restored in 1991. The U.S.A.I.D. -funded Butler building expansion and the Student Development Centre were completed in 1993, and the Archbishop Samuel E. Carter, S.J. Library was completed in 1997. The Thomas Brodley, S.J. Computer Laboratory was completed in 2002.

The size of the student population has continued to grow steadily over the years. In 1905 when the College moved to Winchester Park, the student population was approximately 100 students. By 1942 the student enrollment had slowly risen to 235 students; by 1952, 452 students and in 1962 enrollment had risen in excess of 800. Today there are almost 1350 students. Correspondingly, the size of the faculty has also grown steadily. In 1905 there were eleven teachers (six Jesuits and five laymen) but by 1942 it had risen slightly to thirteen faculty (twelve Jesuits and one layman). In 1952 there were twenty-six teachers (eighteen Jesuits and eight laymen), and today there are more than 70 teachers. Most administrators had been foreign Jesuits, but in 1945, after ninety-five years of existence, the College welcomed its first Jamaican headmaster, **Fr. Dennis Crutchley, S.J.**, who was an Old Boy of the College. He assumed the leadership of the College and remained in office for the next five years.

The school's motto reflects the vision and spirit of the over 150-year-old institution: ***Ad Majorem Dei Gloriam (For the Greater Glory of God)***. Built on such traditions, the future is bright for St. George's College.

## **J. THE ROLE OF INDIVIDUALS IN THE SCHOOL**

### **Principal**

The Principal holds full responsibility for the day-to-day operations of the School. He/she is directly responsible to the School Board, and through the Board to the Ministry of Education.

The Principal is the Instructional Leader of the College, responsible for strategic planning for school improvement and handles matters of **Academics**: the school curriculum, pedagogy; the **Student Population**: entry, promotions, expulsions; **Staffing**: employing, timetabling, evaluating, human resource development; and **Financing**: budgeting, purchasing, auditing of accounts, fundraising, fee collection.

The Principal is responsible for the **School Plant**: its use, maintenance, improvement and security.

The Principal establishes and maintains good relationships with the community, the parent body, the alumni associations, the staff and the student body.

### **Vice Principals**

These are the chief assistants to the Principal and in addition to participating actively in the leadership of the school as a part of the Administrative Team, carry out specific management roles. Vice Principals may or may not teach. If they do, the number of class sessions is very limited. In their leadership role, Vice Principals assist the Principal in innovating for school improvement.

Some of their management roles include:

- Organizing school functions, school assemblies and worship
- Monitoring student performance and behaviour
- Providing professional guidance of teachers
- Commenting on reports

### **Dean of Students**

The Dean of Students is a part of the Administrative Team of the College. He/she is responsible for the conduct and deportment of

students, ensuring that a high standard is maintained at all times. Duties include:

- Planning and implementing programmes for the improvement of discipline
- Investigating and deciding on matters related to demerits, and in conjunction with the Principal on matters warranting suspension or expulsion
- Overseeing student governance, including Student Council; Assisting with selection and training of Prefect and Sub-Prefect Body/Head Boy, assisting with determining deployment of Prefect Body (duties)
- Managing the detention system

## **Form Supervisor**

Appointed by the Principal, usually one for each Form Level except where special needs dictate otherwise, the Form Supervisor's duties include:

- Supervision of Form Teachers
- Overall management of performance and behaviour of the Form
- Monitoring and recording of attendance (regularity and punctuality)
- Commenting on and ensuring the completion of reports
- Appointing Beadles for classes

## **Form Teacher**

Appointed by the Principal, the Form Teacher's role is a pastoral one. The form teacher may be seen as the form mother/father figure who guides, counsels and creates a family atmosphere within the class.

Responsibilities include:

- Organization of daily class devotions
- Assisting class to organize scheduled school assembly
- Monitoring of Homework Book

- Ensuring care of classroom and furniture
- Assisting with fundraising ventures
- Encouraging students maximum individual achievement
- Encouraging good conduct and deportment of students
- Creation of opportunities for students to be generous to the less fortunate

## **Guidance Counselor**

The Guidance Counselor is concerned with student welfare. He/she

- Offers general guidance to students in timetabled Guidance classes
- Offers advice and counsel to individual students with special problems
- Liaises with the home and parents of students with special problems
- Administers the School's Welfare Fund to give economic assistance where necessary
- Offers career guidance
- Manages scholarship programmes
- Manages the Peer Counseling Programme

Individuals may seek the confidential assistance of the Guidance Counselor whenever the need arises.

## **Nurse**

The Nurse assumes the full responsibility for the students who are ill while at school. He/she

- Administers first aid when necessary
- Advises teachers on students' health
- Makes contact with parents if any student needs to see a doctor or be sent home due to illness
- Instructs students regarding hygiene, personal development, physical development

## **Chaplain**

The School Chaplain caters to the spiritual enrichment and development of staff and students. His/her duties include:

- Developing the liturgical life of the school through class and school worship services and prayer assemblies
- Giving guidance and counseling to individuals about spiritual matters
- Expanding and enriching the current Outreach Programme of the school
- Working closely with the Campus Minister, Religious Education Department and the Guidance Counselors to aid spiritual development, conflict resolution and other related problems

## **STUDENT POSITIONS OF RESPONSIBILITY**

Students have a chance of serving in leadership roles at class and school levels. Persons so chosen will be relieved of these positions if deemed through their actions to be unfit as role models.

### **Homework Monitor**

This person is selected by the Supervisor in consultation with the Class Teacher. His main duty is to keep and record in the Homework Book all classwork and homework that is given by the teacher and to indicate where no homework is given.

### **Grade Monitor**

Grade Monitors for first to third forms are selected by the Supervisor in consultation with Form Teachers. Multiple Grade Monitors may be selected from one class.

Grade Monitors:

1. Monitor and turn on and off lights and fans.
2. Monitor and regulate movement of the students on the corridors.
3. Monitor the lunch areas and encourage the students to use the bins provided for their refuse.
4. Monitor the classrooms during lunch and ensure that students do not eat there.

5. Assist with the maintenance of discipline during devotions and other similar functions in the auditorium.
6. Report instances of defiance, disobedience and disrespectful behaviour to the Form Teacher, Supervisor or Vice-Principal.

## **Beadle**

The Beadle is selected by the Supervisor in consultation with the Form Teacher. The Beadle is the Head Student of the class, responsible for maintaining discipline, recording attendance, lateness, etc.

The Beadles report any class problems to the class teacher or supervisor. They are NOT allowed to write on the Beadle slip.

## **Prayer Monitor**

The Prayer Monitor is chosen by the class teacher. Duties include helping to organize School's Devotions scheduled to be led by the class and organizing daily devotions for the class at the beginning and at the end of the school day.

## **Student Council Representative**

This representative is elected by the students of the class. He

- must attend Student Council meetings
- discuss concerns of the class about any matters pertaining to school life
- provide feedback to the class regarding information arising from Student Council meetings

## **Executive Prefects**

The Executive Body of Prefects totals seven and is comprised of the Head Boy, his two Deputies and three other members of the Prefect body, one of whom is a female representative. The seventh person should be the head of the Sub-Prefect body, which is usually a fifth former. The members of the Executive Body are appointed by the Dean of Students on the recommendation of the Head Boy and Deputies and based on the outcome of an interview by the Dean and Head Prefects.

## **Prefects**

Prefects are selected by the Dean of Students, on the advice of the Executive Prefects, Staff, Supervisors, Vice-Principals and Principal.

## **Sub-prefects**

These students are selected by the Dean of Students on the recommendations of their teachers.

Sub-prefects are selected from the Fourth and Fifth Forms. Their duties include:

- Monitoring the corridors and classrooms
- Supervising students and keeping order in the canteen, library, auditorium and other spaces on the campus
- Performing duties of Prefects in their absence, or as instructed by the Dean of Students

Prefects and Sub-prefects should:

- possess good leadership qualities
- demonstrate good school spirit
- be of good character, dependable and be relied upon to carry out their responsibilities faithfully
- be able to cope with their academic duties despite the extra responsibilities of their office
- be exemplary in their conduct and therefore able to set an example to the rest of the student body
- be aware of the rules of the school and be willing to guide student in their conduct, and so promote the maintenance of good discipline in the school be able to set an example in their speech and dress
- be able to command the respect of the student body as a result of their own conduct and demeanor
- be able to act on their own initiative

The Prefect's main role is to encourage and promote good discipline amongst the student body. Each Prefect is assigned a number of duties which include patrolling the corridors, library

duty, canteen duty, general supervision at School Assemblies, and proctoring classes in the absence of teacher.

## **Form Prefect**

Form Prefects are appointed to perform a Big Brother role to the members of a particular class. The Form Prefect:

- Encourages conflict resolution through the proper channels
- Spends time mentoring the class and becomes familiar with the class teacher
- Remains with the class in assemblies and ensures that good discipline is maintained
- Encourages full participation in school activities

## **Head Prefects**

A **Head Boy** and **two (2) Deputies** are selected from amongst the members the Prefect Body through an election process.

Eligible students may apply for the position of Head Boy. Only graduates of St. George's College are eligible to apply for the position of Head Boy. The prefect body nominates candidates from the applicants. The school's Administration, reserves the right to deny or accept any nomination and may amend the nomination list, whether in part or in whole. All nominations must then be ratified by at least 60% of the academic staff.

Notice of the nominees for each of the positions will be posted for the entire school body. Nominees for the positions of Head Boy and Deputy Head Boys are expected to undertake activities such as campaigning and debating to assist with championing their cause. This should be done peacefully, fairly and in the true Georgian spirit. Campaign activities can begin one week after the nomination list is finalized and published. All campaign activities should end one week prior to the election date.

The names of all nominees and the position for which each is vying will be placed on ballot papers. All members of staff and existing members of the prefect body (viz. executive prefects, senior prefects and sub-prefects) have the right to vote for the Head Boy and two (2) Deputy Head Boys. One vote is cast for Head Boy. The nominee with the most votes is the elected Head Boy. The two nominees with the second and

third most votes are elected Deputy Head Boys. One vote will also be taken from each class and submitted by the form prefect. Voting will be done by secret ballot at a designated area.

Elections should be held in mid-April of each year.

**NB. If for any reason the leaders elected are unable to take up the office the candidate with the next highest vote will be considered for the position.**

Executive Prefects provide leadership to the Prefect Body, assigning duties to individual Prefects and monitoring them in the carrying out their duties. As Head Students they also provide leadership to the rest of the student body and should be exemplary role models for the student body.

## **II. ACADEMIC INFORMATION**

### **A. ADMISSIONS AND TRANSFERS**

#### **a. Entry Requirements**

Admission to St. George's College is usually gained through the approved Government assessment, the GSAT. However, a few places may be awarded to students who express their preference for the education offered at this institution. Because of strong competition, these places are awarded to a few of the top academic performers on the GSAT, to those with special skills and talents at the discretion of the Principal.

#### **b. Transfer**

A student who wishes to transfer to St. George's from another secondary school may be allowed to do so if

- Space is available at St. George's.
- The student's transcripts and reports from his current high school show that he is sufficiently competent and diligent in academics to succeed at St. George's.
- A letter of recommendation from former principal and other relevant documentation is provided as requested and indicate acceptable conduct.

Transfer's to the College are only valid where approved by the Principal of St. George's College.

All students transferring out of St. George's must do the following:

- Inform the Principal in writing;
- Turn in all outstanding school materials including rental books;
- Settle all financial accounts with the school.

### **c. School Fees**

In 1994, the Government of Jamaica implemented a Cost Sharing Programme through which parents/guardians were expected to contribute a part of the operational expense of their sons/wards' education. In 2008, the Government decided to have this cost absorbed by tax payers, relieving parents of the direct responsibility. In 2014, the Government reinstated the payment of an auxiliary fee to schools by parents. Parents are therefore expected to make payment of the auxiliary fee prior to the start of classes in September of each year. Parents/Guardians experiencing difficulty paying the fees, should discuss the situation with the Administration of the school before the opening of school. Persons in need of financial assistance should apply to the relevant government ministry.

## **B. THE ACADEMIC CURRICULUM**

St. George's College offers a strong Liberal Arts programme which places a holistic emphasis on the mastery of basic, humanistic, business and scientific principles, and the ability to think critically and engage in problem solving.

In recognition of the highly technologically driven period in which we live, our students are all exposed to Information Technology from first to third forms and may carry this course into the fourth and fifth forms if they have the interest, aptitude and ability. In our effort to diversify our curriculum to meet the varying needs of our students, the school has reintroduced a form of vocational technical education supported by a strong liberal arts component and the foundation subjects. Religious Education is offered at all levels up

to fifth form, and Ethics is offered at the sixth form. The students' appreciation for literature, music, drama, aesthetics and the fine arts is achieved through the academic curriculum as well as through the co-curricular activities and community related activities. A strong physical education programme and a dynamic interscholastic programme provide for the physical development of our students in addition to the opportunity to compete in a healthy environment.

#### **a. Junior Curriculum (Lower Forms: 1<sup>st</sup> – 3<sup>rd</sup>)**

The Reform of Secondary Education (ROSE) Curriculum was instituted at St. George's College in September 1995. The core components of the curriculum consists of the following subjects:

**Language Arts:** This stresses the interrelatedness of all the skills of language and the relationship of Language to all areas of the Curriculum. Literature and reading skills are components of the Language Arts programme in forms 1 and 2 at St. George's College.

**Mathematics:** An exploration of the students existing body of Mathematical knowledge with a view to correcting where necessary, and to building on this knowledge through activities related to everyday life, applying mathematical principles of investigation, reasoning, estimating, forming conjectures, testing and communication effectively.

**Resource and Technology:** This component of the Core Curriculum is a combination of three discrete subjects, which were previously offered in the Technical and Vocational programme; They are Resource Management (Business Studies), Art, and Industrial Arts. The College offers studies in two of these areas; Visual Arts and Industrial Arts.

**Science:** This is designed to articulate between the Science curriculum of the grade six curriculum and the Upper Secondary Curriculum grades ten to eleven. Scientific literacy, critical thinking skills, scientific process skills, and technology, concern for the environment and science career are all intended areas of development. Physics, Chemistry and Biology are taught as separate subjects in the Third Form.

**Social Studies:** This is designed around the principle of the expanding horizon where students focus on themselves first and then outwards to the wider community. The content therefore, has a local, national and global perspective and touches on such large concepts as interdependence, change, conflict and culture.

Concepts and skills are repeated at each grade level but with increasing complexity.

**Additional Subjects:** Additional subjects in the Junior High curriculum include the aesthetic subjects (Music, Theatre Arts and Physical Education), French and Spanish as foreign languages, Religious Education and Guidance.

**Career Education:** This is not taught as an additional subject but is infused into the Guidance subject content to give meaning to learning. Career education focuses on Awareness, Exploration and Preparation. It draws heavily on the creativity and ingenuity to produce students who are flexible, multi-skilled, and creative and who are able to accept change without much stress.

## **b. Senior Curriculum (Upper Forms: 4<sup>th</sup> and 5<sup>th</sup>)**

St George's College offers a two-year programme in preparation for the CXC Exams. The curriculum consists of a core component, a stream component and an elective subject. Students are allowed to pursue a maximum of nine (9) subjects.

All subjects are geared towards the CSEC examinations.

## **c. Sixth Form Pre-University Curriculum**

Sixth Form provides a two-year programme in preparation for external CAPE examinations, leading to higher education study (at home and/or abroad). It centers around the broad themes of Scholarship (intellectual pursuits), Leadership and Service. The core curriculum is taken by all students. Students are allowed to pursue a maximum of four (4) additional CAPE subjects. Each Sixth Former is also required to take Religious Education/Introduction to Ethics both years, participate in ministry programmes (20 hours per year), participate in a religious retreat in the first year, and be active in at least one sport or extra-curricular activity.

## C. EVALUATION OF STUDENT PROGRESS

### Reports

The College issues three *Major Reports, one at the end of each term.*

In addition, students are also given *Mid-Term Reports* for the Christmas term.

## D. EXAMINATION POLICY

**Only a certificate from a Medical Practitioner stating that the student was incapable of attending school on a specified examination day(s) will be accepted as a reason for missing any examination. In this case, the student will be marked absent and the subject will not be included in calculated averages.**

An unexcused absence will result in a mark of **ZERO (0)** for each examination missed.

## E. CHEATING ON EXAMINATIONS

Students found cheating on an examination or test of any kind will be allowed to complete the examination. The invigilator will indicate the suspicion/observation to the Vice Principal, Supervisor or Dean of Students for investigation. If the student is determined to have cheated, a **mark of ZERO (0) will be assigned for the examination or for the examination portion of the final mark. Cheating** is defined as any attempt to **obtain OR give** information during an examination or test. The student will be referred to the Dean of Students and is subject to formal suspension.

Students who are more than half an hour later for an examination will not be allowed to enter the examination without special permission from a Supervisor. Extra time will not be given. Students will not be allowed to leave examinations early unless special permission is given to all groups sitting the examination by the Form Supervisor.

## F. LATE ASSIGNMENT POLICY

Each Faculty member has specific guidelines and policies, which state the consequences for handing in assignment **after the due date**. These policies are normally distributed to each student during the first week of classes in September.

These guidelines and policies will state:

- (i) The mark or grade penalties that will accrue for each day that the assignment is late, including any maximums.
- (ii) The **absolute time limit** beyond which an assignment will **not be accepted** and hence will be assigned a mark of ZERO (0).

## G. PLAGIARISM

A Research Assignment represents the result of a search for information on a particular topic and the presentation of that information in a paper or seminar. Whenever a student uses another person's words, ideas, diagrams etc., he must cite credit through a footnote or reference. Failure to do this is **Plagiarism**: *"the wrongful act of taking the product of another person's mind and presenting it as one's own."* (MLA Style Manual).

If a student has plagiarized material, the subject teacher, in consultation with the Department Head and /or an Administrator will determine the consequences. Plagiarism is a serious academic offence, which will result in a mark of **ZERO (0)** for the plagiarized assignment. Students who submit work for evaluation may not resubmit the same piece of work for evaluation in another course without prior consultation, involving both teachers.

The student will be referred to the Dean of Students, and will be subject to a formal suspension.

## H. GRADE SYSTEM

Students will be assessed internally by the teacher of the particular subject. Grades will be issued a percentage and/or a letter grade.

The lowest **PASSING GRADE** is **60%**.

<b>LETTER GRADE</b>	<b>ACTUAL SCORE (%)</b>	<b>GRADE POINT AVERAGE (GPA)</b>
<b>A</b>	<u><b>100-90</b></u>	
	<b>100-97</b>	<b>4.0+</b>
	<b>93-96</b>	<b>4.0</b>
	<b>90-92</b>	<b>3.7</b>
<b>B</b>	<u><b>89-80</b></u>	
	<b>89-87</b>	<b>3.3</b>
	<b>83-86</b>	<b>3.0</b>
	<b>80-82</b>	<b>2.7</b>
<b>C</b>	<u><b>79-70</b></u>	
	<b>79-77</b>	<b>2.3</b>
	<b>73-76</b>	<b>2.0</b>
	<b>70-72</b>	<b>1.5</b>
<b>D</b>	<u><b>69-65</b></u>	
	<b>69-67</b>	<b>1.3</b>
	<b>63-68</b>	<b>1.0</b>
	<b>60-62</b>	<b>0.5</b>
<b>E</b>	<b>50 - 59</b>	<b>Failure</b>
<b>F</b>	<b>Below 50</b>	

## **I. AWARDS FOR ACADEMIC EXCELLENCE**

### **a. Principal’s Medal:**

Each year at graduation the Principal’s Medal is awarded to the most outstanding student in the Graduation Class.

The criteria for the award is as follows:

- (a) High academic performance
- (b) Involvement in extra-curricular activities, especially representing the school in these activities

- (c) Manifestation of leadership qualities; and
- (d) Exemplary exercises of the qualities of compassion, integrity and gentlemanly conduct expected of a St. George's College student

**b. The Principal's List:**

This is reserved for students who have achieved an average of 80% (*B-/2.7 GPA*) or more for ONE SCHOOL TERM.

**c. The Blue and White Award:**

This is reserved for third form students who have an average of 80% (*B-/2.7 GPA*) in Mathematics, English and Integrated Science; in addition, an average of 75% (*C/2.0 GPA*) MUST be achieved in the other subject areas.

**d. The Honour Roll:**

This is reserved for those students who have achieved an average of 80% (*B-/2.7 GPA*) or more for ONE ACADEMIC YEAR.

**e. The Carl F Clarke Trophy:**

This is awarded to the student who has achieved the highest average in the entire school for the academic year.

**f. The Bell-Zaidie Award:**

This is awarded to the football player who demonstrates academic excellence.

**g. Home School Association Award:**

Each year at the Prize Giving Ceremony, the Home School Association award is presented to the most outstanding student in the Junior Forms. This honour is given on the basis of academic excellence.

**h. The Dr. John Martin Trophy for Discipline:**

This is reserved for the most disciplined fifth form student(s) and is presented upon graduation.

**i. The Corporate Knights Award for Excellence in the Performing Arts:**

This is awarded to the fifth form student(s) upon graduation who displays utmost excellence in the performing arts.

**j. The Corporate Knights Trophy for Exemplary Leadership in Co-Curricular Activities:**

This is awarded to the fifth form student upon graduation that displays exemplary leadership in co-curricular activities.

**k. The Dr. “Muggy” Graham Trophy for Sportsman of the Year:**

This is reserved for the fifth form student that displays utmost excellence in sporting activities (awarded upon graduating).

**l. The Dean’s List:**

This is reserved for those who have achieved an average of 75% (*B/3.0 GPA*) or more for one or both academic years of the Sixth Form.

**m. The Valerie Virgo Award:**

This is awarded to the MOST OUTSTANDING Humanities student in the 6<sup>th</sup> Form at the School Leaving Ceremony.

**n. The Science and Technology Award:**

This is awarded to the MOST OUTSTANDING Science and Technology student in the 6<sup>th</sup> Form at the School Leaving Ceremony.

**o. The Business Award:**

This is awarded to the MOST OUTSTANDING Business Studies student in the 6<sup>th</sup> Form at the School Leaving Ceremony.

Respective subject and other special awards are presented at the Graduation exercise and the Sixth Form School Leaving Ceremony.

## **J. NON-ACADEMIC AWARDS**

### **a. Ignatius of Loyola Award:**

Each year at the Sixth Form School Leaving the Ignatius of Loyola Award is given to the Sixth Form student who most closely approximates the Jesuit educational ideal of a well-rounded young man who is intellectually competent, open to growth, religious, loving, and committed to doing justice in generous service to God's people.

### **b. The Aloysius Gonzaga Award:**

This is awarded to the student in the THIRD FORM who best exemplifies the Georgian motto of A.M.D.G. through leadership and service.

### **c. The Pedro Arrupe Award:**

This is awarded to an outstanding 6<sup>2</sup> student who is a man of competence, conscience and compassion, and who will assume a positive leadership role in transforming society.

## **K. SCHOOL DAY**

<b>PERIOD</b>	<b>TIME</b>
<b>HOMEROOM</b>	<b>7:45-7:55</b>
<b>1</b>	<b>8:00-8:55</b>
<b>2</b>	<b>9:00-9:55</b>
<b>3</b>	<b>10:00-10:55</b>
<b>4</b>	<b>11:00-11:50 (Lunch-Lower School)</b>
<b>5</b>	<b>11:50-12:40 (Lunch- Upper School)</b>
<b>6</b>	<b>12:45-1:40</b>
<b>7</b>	<b>1:45-2:40</b>

On Tuesdays, the first session is reserved for assembly and form time. The day ends at 1:40p.m. to facilitate staff meetings, staff development and planning.

On Friday mornings from 7:45a.m. to 8:00a.m., devotions will be conducted by the Principal's office using the P.A. system. Vehicular and pedestrian traffic will be stopped at the gates for the duration of the devotion. All students should be seated in their classrooms and attentive during the devotional exercise.

## **L. UNIFORM POLICY**

### **General**

Students are encouraged to develop self-esteem and a sense of pride in their appearance by wearing the complete uniform correctly. Whether on or off campus a student who is wearing the St. George's College uniform is expected to wear it well and conduct himself/herself in a manner befitting the standards of the College. Students who violate school rules while in uniform off campus are subject to the regular sanctions of the school.

Students who may be out of school for the day who visit the campus during the school day for any reason, must be in full uniform. Reasons include submitting assignments, speaking to teachers, returning books, etc.

### **Students out of uniform**

Students who are not attired correctly in uniform may not be allowed access to the campus. Students are to be in full uniform for the entire school day, and proper grooming is expected. Students out of uniform may be sent home to change, unless the parent provides a valid reason in writing in a letter presented to the Dean of Students. The student must receive a *Uniform Pass* from the Dean of Students, and must wear: a white dress shirt or St.G.C polo shirt with black dress pants.

### ***THE GEORGIAN UNIFORM CONSISTS OF:***

- I. Dark-tan khaki PANTS (Seaman Khaki) (no beige or white slacks).**

- II. **Dark-tan khaki short-sleeved SHIRT with the appropriate school crest sewn on the left breast pocket.**
- III. **White V-neck undershirt or vest (optional).**
- IV. **Plain black or brown leather belt with plain buckles, no holes, studs or other embellishments.**
- V. **Black dress shoes with black or navy blue socks.**
- VI. **Current Identification Card which should be worn and visible**
- VII. **House/Club badge.**
- VIII. **Low-cut hair, clean-shaven face.**
- IX. **A watch with a silver, gold, black or brown wristband, and a Graduation ring (for 6<sup>th</sup> form students only). No other jewelry is allowed.**

**Students are allowed to wear long, loose fitting blue jeans and their St. George's College white polo shirt and sneakers on approved school field trips. The only alternative allowed attire is the school's uniform.**

### **Specific restrictions**

- ***Running shoes, sneakers, canvas shoes and other sports shoes are not permitted except for during P.E. classes. Proper school shoes should be worn at all other times.***
- **Cloth belts are not allowed.**
- **Designs in hair and eyebrows are not allowed and eyebrows should not be shaven. Mohawks, dying, bleaching, extreme fades, chemical processing and gelling of hair are also unacceptable.**
- **Head apparel of any sort is not part of the uniform and should not be worn. The only exception is for students who must wear it because of religious and or denominational reasons. These students must provide verification of their membership in such denominations and the exception being requested in writing, from the leader of their church.**  
 Sport hats and baseball caps will be confiscated and returned at the school's discretion.
- **Shirts must be buttoned and tucked in at all times.**

- Where an undershirt is worn it should not be visible at any time and in any way. Only white undershirts should be worn. If an undershirt is visible it will be confiscated and returned at the College's discretion.
- Pants are to be buttoned at the waist and should be loose fitting from waist to ankle. They should not be altered so as to narrow at the knee or anywhere along the leg to the ankle.
- Shirts should be loose fitting and should not be altered to fit closely to the body. Bleaching of skin and hair, dying of hair, plucking or shaving of eyebrows and designs in hair or eyebrows are not allowed.
- Tattoos are not allowed.
- Piercings are not allowed with the exception of a single piercing in each earlobe for female students.
- Wristbands of watches should be gold, silver, black or brown.
- Handkerchiefs should be in conservative colours and should not be visible hanging from pockets. Rags or towels should not be kept in pockets. These are allowed only for use in Physical Education (P.E.) and should therefore be in a bag with other P.E. gear.
- Students are not allowed to enter competitions that require them to be dressed immodestly.

## **M. ACADEMIC PROBATION**

### **Academic Probation Status - First to Fifth Form Students:**

Academic Probation is a probationary academic status seeing a last appeal to those students who have been in academic disciplinary trouble, which would have led to immediate dismissal: (or lack of readmission) as a student at St. George's College. *Any student seeking to repeat Fourth or Fifth forms shall also fall under this probationary status.*

### **Academic Probation Status for Sixth Form Students:**

This probationary status is a last appeal to those students who do not have the full academic credentials for admission as a student in the Sixth form of St. George's College.

**Qualifications:** To be readmitted under Academic Probation, the student must qualify in **all** of the following conditions:

- The student must have a ‘reasonable’ number of passes This includes no fewer than four passes, including at least one above Grade 3 in one subject.
- The student must have had an academic Grade Point Average (GPA) of at least 50% the previous academic year.
- The student must have been heavily involved in some extracurricular activity or team sport in his previous year and considered to have given much to the school in his, years.

### **Conditions and Procedures of Academic Probation:**

**Listed below are the conditions and procedures of Academic Probation.**

- The student shall attend all of his classes. Attendance below 85% in any of his classes is unacceptable and in violation of this contract.
- The student shall turn in all of his homework assignments and shall have at least a **50% GPA** in each of his classes. To certify this, the student shall meet with an assigned Academic counselor once per week, and shall turn in an *Academic Performance Evaluation* form, signed by each of his subject teachers. If the subject teacher indicates that the student is **failing** in any subject (below 50%) or if the student has **failed to do any of the assignments of the previous week**, the Academic Counselor shall then assign the student to a **mandatory Homework Room** after school, starting on the next school day.
- The student shall attend the mandatory Homework period each day until the subject teacher verifies that all work has been completed and that the student is now passing. During this period, the student shall be banned from representing the school in any competitive sport or any extracurricular activity. If the student fails to show up in the assigned Homework Room, he shall be in violation of this contract. If the student is involved in any disciplinary situation that would lead to suspension, the student shall face expulsion from St. George's College.

- If the student ends the first semester (Christmas semester) or the second semester (Easter semester) with a **Grade Point Average below 50%**, the student shall not be allowed to continue as a student at St. George's College. If the attendance of the student falls below 85% average in his classes, he shall not be allowed to continue as a student. In addition, if either of these conditions applies, the student shall not be allowed to sit for any external examinations at St. George's College.
- The parent/guardian shall agree to closely monitor the academic progress of the student and to provide any additional assistance for help as instructed by the school.

A student will be placed on academic probation if he has an average of below 60% in a term or is failing 4 or more subjects in First - Third Form.

A student will be placed on academic probation if he has an average of below 60% in a term or is failing 3 or more subjects in Fourth - Fifth Form.

### **Student athletes are required to meet these academic standards.**

The student's parents will be notified and encouraged to seek a number of remedies in order to improve the student's performance, and these can include but not limited to spending more time supervising the student's homework, seeking help such as extra lessons, counseling to ensure there are no other factors, e.g. physical or emotional factors that may be affecting the student's performance.

A student who fails two or more terms in succession in a form may be asked to seek enrollment elsewhere.

## **N. REPEATING A FORM**

### **Guidelines**

1. The decision to allow a student to repeat a form rests with the Principal in consultation with the relevant Vice Principal, Form Supervisor and the student's teachers.
2. Only those students deemed capable of benefiting academically from repeating a form shall be allowed to do so.

3. A student shall be allowed to repeat only once during his stay at St. George's College.
4. A good conduct record is a requirement for repeating.
5. Where space is limited, preference may be given to students who have contributed significantly to the life of the school in non-academic areas such as Campus Ministry, sports, clubs and societies.
6. In the case of request for repeating Fifth Form, in addition to items 1 to 5 above, students must be involved in a full programme of studies.
7. Serious appeals shall be dealt with by a Committee consisting of the following persons:
  - i. Principal
  - ii. Vice-Principal
  - iii. Guidance Counselor
  - iv. H.S.A. Representative

A student may only repeat a form once during his First - Fifth Form education at St. George's College. There is no guarantee that there will be enough space to accommodate all students who have not successfully completed a particular year so there is no guarantee that your child will be given the opportunity to repeat and may be asked to seek enrolment elsewhere.

Repeating a form requires the recommendation of the Guidance Counselor and the Vice Principal and the approval of the Principal, and is subject to space availability.

### **III. STUDENT CODE OF BEHAVIOUR**

St. George's College is a Catholic Jesuit institution, which seeks to produce, graduates who have grown and matured - emotionally, intellectually, physically, socially and religiously. These young men will succeed in their chosen fields of studies and in their relationships with others and with God.

Behaviour, which deters from this objective will not be tolerated. In all situations misconduct is to be such that the best interests of the individual student and the student body collectively are served.

St. George's College aims to provide a safe, welcoming, teaching and learning environment that is a model Christian community.

## **A. THE CODE**

To achieve this environment, it is expected that all members of the St. George's College community will:

1. Respect each other.
2. Contribute positively to the Christian climate and culture of the school
3. Respect the buildings and property of the school.
4. Cooperate in a positive manner in following the regulations of the school.
5. Realize that learning demands work and effort.
6. Accept responsibility for their own learning, choices and actions.
7. Display concern for their responsibilities and their rights.
8. Be accountable for punctuality at school and for regular attendance.
9. Take pride in wearing the school uniform throughout the school day, and while traveling to and from school.
10. Display respect for the general grooming of their person.

**Violence will not be tolerated at St. George's College.** The Board of Management follows the regulations of the Ministry of Education & Culture explicitly on the prevention of violence. Specifically, the Ministry's regulations provide that:

1. Intimidation (physical, verbal or written), physical, sexual or psychological abuse, and/or any form of bullying, will not be tolerated.
2. Discrimination, harassment, or bullying on the basis of race, culture, religion, gender, language, disability, or any other attribute is unacceptable, as is the deliberate degradation of any individual for any reason.

3. Deliberate vandalism of school property or damage to personal property in the school environment is unacceptable.

## **B. CONSEQUENCES**

Actions, which involve violence in any of these forms, **will** have serious consequences. Depending on the seriousness and circumstances of the offence, consequences may include suspension and/or expulsion.

A report will be sent to the Principal, placed in the student's Permanent Record and filed with the Board of Management. In particular cases, the Police will be involved in incidents such as, but not limited to, the following:

- Possession of a weapon (guns, knives, etc.) Threats of serious physical injury
- Physical assault causing serious bodily harm
- Sexual assault
- Robbery and extortion
- Any hate-motivated violence (incidents involving racism, homophobia, sexism, etc.)
- Vandalism causing damage to school property or property located on school premises
- illegal drugs

The student's cumulative Student Conduct Reports will be the school's record of any behavior not in accordance with the school's Code of Behavior.

## **C. LANGUAGE**

**The official language of the school is Standard English** and this language should be used in all formal communication with other members of the school community including peers, members of staff, parents and visitors. Respectful language should also be used to everyone in the school community.

Violent behaviour often starts with violent language. All members of the school community will therefore be expected to refrain from demeaning, degrading, or confrontational forms of address or language in their dealings with each other.

## D. ATTENDANCE POLICY

The Ministry of Education regulations state that "all students shall attend classes regularly and punctually." Ministry curriculum guidelines also mandate that class participation form an integral part of student evaluation. Thus, in order for students to realize their academic potential to the fullest, *regular attendance AND punctuality are expected. Responsibility for attendance/punctuality rests squarely with the students and their parents.*

### a. Absence from School

If a student is absent from classes for 30 consecutive days or more, the student will be deregistered and will have surrendered his/her place at the College.

### b. Lateness to School

#### **Student Responsibilities:**

1. The School Day begins at **7:45 a.m.** **A bell will ring at 7:40a.m. to signal that students should move quickly to their classrooms for the start of the day. The National Anthem will be played. No movement should occur during the playing of the Anthem anywhere on campus. Students who are late should stand where they are until the Anthem is finished then proceed quickly to their classrooms.” Any student not present in class at 7:45 a.m. is late.**
2. Attendance will be taken and a short morning worship will follow.
3. Being late to school twice in a week will result in an automatic detention.
4. If lateness persists, further disciplinary action will be taken including demerits and possible suspension.
5. Students who arrive at school after 9:00a.m. without a written excuse from a parent/guardian will be sent home after the parent/guardian is contacted.

Students should leave the school compound as soon as possible once classes have ended unless they are engaged in some activity arranged by the school. Parents who may not be able to comply should notify the

Principal or Vice Principals in order to make special arrangements. All students should leave the campus by 5:00p.m.

### **c. Lateness to Class**

Students who are late for class must obtain a late pass from the Dean of Students or from the office of a Vice Principal. Tardiness interferes with classroom instruction and shows a lack of consideration for others.

Lateness to class may result in a detention.

Repeated lateness will be brought to the attention of the Guidance Counselor, and parents will be involved. If the problem is not resolved, the matter will be sent to the Administration. Lateness could result in a suspension.

### **Disciplinary Procedures in Relations to Lateness**

1. Both front and back gates will be closed at 8:00 a.m.
2. The Dean of Students or his assistants will monitor and process all students who arrive at school after 8:00 a.m.
3. The names of late students will be recorded in a specially designated book. A student who is late for two mornings or more in a given week will be given a detention which he must serve on the day that it is given.
4. Chronic lateness may lead to suspension from classes. If chronic lateness persists, the guilty student may be asked to seek enrollment in another school.

### **d. Absenteeism**

#### **Student Responsibilities:**

Regular attendance is essential for success in school. Absence for such reasons as extended vacations and/or appointments, which could be made outside of school hours, is to be avoided. The co-operation of parents/guardians is encouraged to avoid any unnecessary absence from school.

**To inform the school of a student's absence, the student's parent/guardian should call the school at 922-2707 (Lower School V.P. - extension 251, Upper School V.P. - 282) by 8:30**

**a.m. In addition, upon returning, the student must present a letter to the Vice Principal explaining the absence, signed by the parent/guardian. The student should collect an *Admit to Class* slip from the Vice Principal for presentation to all subject teachers. Students will not be readmitted to class without a letter from home.**

The student is responsible for all work missed during an absence.

#### **e. Truancy - "Skulling" Classes**

##### **Student Responsibilities:**

Attendance for all scheduled classes is **compulsory**. Also, attendance at all school-sanctioned events deemed part of the curriculum is mandatory for all students. Failure to report to a scheduled class or event is a serious matter because it hinders learning and academic progress.

Students who miss classes will be held accountable for all work missed. In addition, students will receive a mark of **zero (0)** for all missed tests and assignments. Missing classes without permission could lead to suspension.

#### **f. Leaving Campus**

Students are not allowed to leave campus during the school day, 8:00 a.m.-2:40 p.m. except by written permission from the Vice Principals or Principal. A Student who has received permission must present the Permission Slip to the Security Guard at the front gate, and he must have his name recorded in a Student Register at the gate.

If a student violates this rule the action will result in a suspension. There should be no students loitering by the gate during the school day or after dismissal.

#### **g. Signing Out**

##### **Student Responsibilities:**

Appointments during school hours are strongly discouraged. Students who have an appointment must bring a note to the Vice-Principal's Office at least a day in advance. The letter must include date, student's name, home-room, reason for leaving school during

school hours, parent/guardian's signature, and the phone number where the parent/guardian may be reached.

Students who leave school early or without signing out will be reported as absent.

## **E. MEDICAL INFORMATION UPDATE**

### **Student Responsibilities:**

It is the student's and his parents' responsibility to inform the College of any changes or newly diagnosed medical conditions, which may affect the health or well being of the student. This would include conditions such as asthma, severe allergies, anaphylactic responses, or the need to take prescription medication during the school day. All students required to take prescription drugs must be registered with the School Nurse for proper administration of said drugs.

## **F. PROPERTY DAMAGE AND VANDALISM**

### **Student Responsibilities:**

Students are expected to treat the school grounds, the school buildings and everything in the school with respect. All students are expected to keep the building and the grounds clean by putting all garbage in the receptacles provided by the school,

Stealing, defacing, or damaging property will be treated as serious offenses. Property damage must be reported immediately to a Faculty or Staff member. Students who lose or damage school books or equipment must cover the cost of replacement or repair. Loss of or damage to school property or vandalism may result in the following: clean-up duty, restitution for damage, contact with parents, possible suspension or expulsion, and Police involvement.

## **G. HARASSMENT AND ABUSE**

### **Student Responsibilities:**

Language used must reflect the respect we have for each other's dignity and for ourselves. The College expects that all Students will be free from threats, harassment, and abuse. Verbal or written threats, racial/

ethno-cultural harassment, religious, physical and/or sexual harassment or abuse, whether intentional or unintentional, is unacceptable.

Any form of verbal or physical harassment or abuse will result in any or all of the following: conference with student, contact with parents, conference with Dean of Students, Vice-Principal or Principal, suspension or Police involvement.

## **H. RESPECT FOR AUTHORITY**

### **Student Responsibilities:**

Verbal or physical abuse directed toward any authority figure (teacher, secretary, custodian, visitor, and any other staff) is a serious matter and as such, will bring serious disciplinary consequences. Students and parents must show respect to all teachers. Any teacher has the authority to give detention and demerit for any infraction witnessed whether or not they teach a student.

If a student is directed to go to the Dean of Student's, Vice Principal's or Principal's office by a Faculty or Staff member, they must do so immediately.

## **I. LOITERING & ILLEGAL ACTIVITIES**

### **Student Responsibilities:**

Students are not permitted to loiter around the campus. Loitering is both waste of students time and more importantly, a source of disturbance to classes in session.

Illicit gambling activities are strictly prohibited, and will result in automatic suspension.

Students must not be involved in extortion, partner schemes, vending or any other unauthorized activity. Students found engaging in such activities will result in automatic suspension. **The College will not be held responsible for any losses incurred in the aforementioned activities.**

## **J. VISITORS & UNAUTHORIZED PERSONS**

- (i) St. George's College is a closed campus. The school is private property and has the right to deny permission to any visitor.
- (ii) Any visitor to the school property is obliged to report to the Security Guard at the front gate, who will escort the visitor to the Student Development Centre (SDC) to receive a Visitor's Pass. At the SDC, visitors will be required to sign a guest book and state the particular purpose of their visit to the school.
- (iii) Students are prohibited from inviting friends to visit the school during regular school hours. In addition, our students should not enter the premises of any other school without the school's expressed permission.
- (iv) Former students who have completed their studies, or who have left school for the duration of a term, do not have the right to visit the school without permission.
- (v) Any vehicle entering the school grounds (except from 7:00 to 8:00am and from 2:30 to 3:00pm) will have the license number recorded by the Security Guard at the main gate, along with the name of the driver and the number of occupants. The school reserves the right to search any vehicle entering or leaving the school compound.
- (vi) Individuals may be asked to leave school property by a Security Guard or by a Faculty/ Staff person. Any person who does not leave the premises may be charged with trespassing. In particular cases, the Police will be called to assist and charges may be pressed.

## **K. ELECTRONIC DEVICES**

### **Student Responsibilities:**

Electronic devices for example cellphones, iPods, MP3 players, PS2s, PSPs, cameras etc. are not permitted **on school property**. Such devices will be confiscated if seen and returned at the school's discretion.

The College will not be held responsible for any of the aforementioned items in the event that they are stolen or misplaced. Though every attempt will be made to secure confiscated property, the College will

not be held responsible for item that may be stolen, in spite of reasonable attempts to secure them.

## **L. COMPUTER LABORATORY**

### **Student Responsibilities:**

The College provides access to Information Technology, and this is a privilege, which can be denied. Students must follow the guidelines issued in relation to use of computers, printers and other IT equipment. Students must follow the established Internet Use policy. Any violation or unauthorized use or misuse will lead to these privileges being revoked.

## **M. CANTEEN/DINING FACILITIES**

### **Student Responsibilities:**

In order to keep the Buildings and Grounds clean and free of waste and garbage, students are required to eat only in designated eating areas. No food should be brought into any of the classrooms or laboratories.

Littering school property will result in a monetary fine, detention or clean-up duty.

Food services are available for purchase only before the school day has begun (7:00 a.m. to 7:40 a.m.), during assigned lunch periods, and after school (from 3:00 p.m. until closing time). During designated lunch periods, students are to stay clear of any classrooms or laboratories so as not to disturb any classes that may be in session.

Students are not permitted to purchase food or drink from vendors through the school fence. These actions will be report to the Dean of Students.

Requests for assistance by a Faculty or Staff, especially Canteen staff, to keep the Canteen and its surrounding area clean must be respected. Students must clean up after themselves. All garbage is to be placed in the receptacles provided.

**No vending of any nature will be allowed on the school property.**

## **N. TRAVEL**

### **Student Responsibilities:**

Students who use the public transportation system represent the institution, hence should always be properly attired on or off the school campus. Courtesy and consideration for other patrons and for public property are expected. This also applies to school trips and other school-sponsored activities. The Code of Behaviour is applicable to all school-sponsored trips.

## **O. THE NEIGHBOURING COMMUNITY**

### **Student Responsibilities:**

Students must respect the property and privacy of our community, including neighbours at Convent of Mercy Academy (Alpha), Holy Trinity High School, Kingston College, Pentecostal Tabernacle High School and the wider community. Students must not trespass or litter the property of those who share the community with our school. Students must also observe all regulations for these areas and show, by word and deed, courtesy and respect to all our neighbours.

## **P. THEFT**

### **Student Responsibilities:**

Students are to respect their own property as well as the property of others. The willful damage, theft, or destruction of school property is a major infraction of school regulations and will result in immediate suspension. All costs incurred will be borne by the student or his parents/ guardian.

If a student is found in possession of stolen property, parents will be notified and the student will be suspended. In addition, Police may be called to press charges.

## **Q. FIGHTING AND PHYSICAL VIOLENCE**

### **Student Responsibilities:**

St. George's College will not tolerate any sort of physical violence, including fighting between students. Such violence will result in an automatic suspension for all involved.

Students who are identified as encouraging/touting others to fight will be subjected to the same consequences as the actual participants.

Any conduct that is injurious to the physical and mental well being of others at the school will result in disciplinary action.

## **R. POSSESSION OF WEAPONS**

### **Student Responsibilities:**

The College strictly prohibits and will not tolerate the possession of any weapon on its property or in its buildings. Also, any object that could be used as a weapon is not permitted on school premises. Possessing a weapon or replica will result in an immediate suspension and probable expulsion. This behaviour is also an offense under the laws of Jamaica, and the Police will be notified in all cases.

## **S. SMOKING**

### **Student Responsibilities:**

Smoking has been proven to be a serious health threat not only to those who smoke but to anyone exposed to second-hand smoke. St. George's College is a declared smoke-free environment. We ask all students to respect the rights and health of others and refrain from smoking on or near school property. Any student found smoking on school property will be suspended.

Any cigarettes, lighters, and matches found in possession of any student will be confiscated.

## **T. DRUGS AND ALCOHOL**

### **Student Responsibilities:**

Students must come to school free from the influence of illegal drugs or alcohol and will not be allowed to enter the school property or any classroom under the influence. The use or possession of illegal drugs or alcohol on school property is strictly forbidden, and is in violation of the laws of Jamaica. Failure to comply will lead to serious disciplinary action, including suspension and or expulsion.

If a student is suspected of being under the influence of any illegal substance the school will required he be tested and undergo proper treatment.

Selling drugs or alcohol is an offense, which leads to an automatic suspension and expulsion. In addition, this will necessitate Police involvement.

## **U. RESPECT FOR SELF AND OTHERS**

### **Student Responsibilities:**

Inappropriate signs of affection are strongly discouraged and such behaviour is unacceptable in a school setting.

Students are not allowed to enter the Staff room or teachers' offices for any reason. Students should make appointments with their teachers ahead of time. In an emergency, students should go to the Vice-Principal's or Principal's Office.

For copies, students are permitted to use only the photocopier in the Library or to pay for copies from the Bookshop.

## **V. MERITS, DETENTIONS AND DEMERITS**

### **Student Responsibilities:**

A *Merit is* an award given to a student who has exhibited exemplary conduct or act. Any Faculty member or Administrator may award merits for genuine voluntary actions such as the exhibiting of extraordinary deeds of kindness or service to the school or community, exceptional improvement in academic performance, or other remarkable acts beyond what is usual, normal or customary. Students receiving 10 or merits in a year will be publicly recognized.

Students must observe all classroom and school policies. Any Faculty member or Administrator may assign a *Detention* to a student who does not behave in an appropriate manner or carry out their assigned responsibilities. Detentions must be served the same day assigned unless an alternate date is arranged with the Teacher or the Dean of Students.

Failure to comply with these guidelines will lead to further disciplinary action.

A *Demerit* is a mark for a more serious action, which violates the rules and regulations of the College. Detentions and demerits remain a part of the student's permanent behavioural record. Three demerits in one school year will lead to automatic suspension. A Faculty/Staff or Administrator can give only one demerit at a time for a particular infraction.

## **Detentions:**

A detention is given for offences, which do not attract demerits. A detention is, therefore, a less weighty form of punishment than a demerit. A detention is served on the same day under assigned teachers and prefects. It is the students responsibility to make contact with their parent/guardian/driver to advise them of the detention using the provisions made by the College for making phone calls. A detention does not form a part of a student's permanent record.

Reasons for Detentions include, but are not limited to, the following infractions:

- (i) Failure to do Assignments.
- (ii) Lateness or Truancy ('skulling' class).
- (iii) Improper attire (i.e., violation of the College's Uniform policy).
- (iv) Littering.
- (v) Eating in classrooms or in non-designated areas.
- (vi) Name-calling, bullying or demeaning language.
- (vii) Loitering.
- (viii) Shouting in classrooms or along the corridors.
- (ix) Inappropriate behaviour in class or labs or library.
- (x) Carrying banned electronic devices
- (xi) Making strange sounds in class
- (xii) Absconding classes
- (xiii) Being late two times in a week
- (xiv) Failure to wear school ID.
- (xv) Failure to attend Homework Room.

**Detentions take precedence over all after-school activities.**

**NB. Two detentions in one week is an automatic demerit. Three detentions in one term is an automatic demerit.**

### **Detention Room Guidelines:**

The following are a set of guidelines for the smooth running of the detention room:

1. Detentions are held Mondays to Fridays, in the classroom closest to the Dean of Students' office for fourth to sixth form students, and in the classroom closest to the Lower School Vice Principal's office for first to third forms. For more serious infractions, students may be given a Community Service detention on Saturday.
2. All students with detention for a particular day should arrive at the detention room within ten (10) minutes of their last class. Any student who comes after that time is late and will only be excused if he has a note from a teacher.
3. Without such a note (see 2 above), a student who is late will be given a demerit. He should go home and report to the Dean of Students at 8:00 a.m. on the next school day.
4. Once a student gets to the detention room, he should take a seat and remain silent.
5. Students are not allowed to argue with the prefect in charge concerning their detention.
6. No further act of indiscipline will be tolerated in the detention room.
7. If a student violates any of the rules above or commit any other offence while in detention, he will be asked to leave the room. This student should report to the Dean of Students before he goes to class on the next school day.
8. All students in detention are expected to co-operate in full with the prefect in charge.
9. A detention is considered served, only if the student was in full obedience to the supervising prefect.
10. Any student who has two or more detentions for a single week should report to the Dean of Students on the day that he should serve those detentions. He will subsequently be asked to serve a demerit.

11. Students should be dressed according to the school's dress code for the detention room. Violators will be sent out and given an automatic demerit.

### **Demerits:**

**Reasons for Demerits include, but are not limited to, the following infractions:**

- (i) Chronic Lateness or Truancy.
- (ii) Continuous noise in classrooms or along the corridors after being warned.
- (iii) Gross insolence and/or disobedience.
- (iv) Vulgar behaviour.
- (v) Provocation, which might generate a fight or other violent behaviour
- (vi) Intimidation or bullying
- (vii) Cheating, and/or Dishonesty.
- (viii) Failure to report for Detention.
- (ix) Possession and /or use of cigarettes cigars / tobacco on campus.

**NB. Two demerits in one week is an automatic suspension. Three demerits in an academic year is an automatic suspension.**

### **W. Suspension:**

For continuous wrongful behaviour, the Principal may suspend student. A student who receives a *Suspension* may not attend classes for a period ranging from one to a maximum of ten days, All suspensions must be reported to the Board of Management, and recorded on the student's permanent record.

According to the Education Act, the Principal may suspend "a student whose conduct in his opinion is of such a nature that his presence in that institution is having or likely to have a detrimental effect on the discipline of that institution."

**Reasons for Suspension include, but are not limited to, the following infractions:**

- (i) Any illegal act

- (ii) Fighting or physical violence
- (iii) Possession of a weapon, including knives, razors, ice picks, or any other instrument that may inflict injury
- (iv) Theft or extortion
- (v) Bullying
- (vi) Vandalism or destruction of school/personal property
- (vii) Possession and/or use of illegal drugs or alcohol and smoking of any kind of substance will result in a suspension
- (viii) Acts of cheating and plagiarism
- (ix) Acts of fraud
- (x) Gambling
- (xi) Vending
- (xii) Verbal and/or physical threat made to Faculty/ Staff
- (xiii) Leaving the campus without permission of the Principal, a Vice-Principal, or Dean of Students
- (xiv) Extremely rude and/or vulgar behaviour
- (xv) Sexual harassment
- (xvi) Receiving three demerits within a period of one academic year.

In lieu of suspension or as a part of the suspension, students may be asked to complete a stated number of hours of community service at a charitable institution selected by the College. It is the parents responsibility to ensure that the student completes the specified hours. Students may also be asked to write a reflection on the experience.

**N.B. Three demerits in an academic year is an automatic suspension. More than two suspensions during the a student's tenure at St. George's College will result in a student being placed on disciplinary probation. A student with three suspensions during his tenure at St. George's College may face expulsion.**

**All the aforementioned policies are in effect on all school property and the surrounding areas. All school Rules and Regulations are in force at any school-sponsored activity, day or night, whether on or off school property. All school Rules and Regulations are applicable to students**

**wearing the St. George's College Uniform, whether on or off the campus, during or outside of school hours.**

The **Principal** alone can suspend a student. The school will be guided by Section 30 of The Education Act which reads as follows:

**The Education Act**

- 30- (1) The principal of a public education institution may suspend from the institution, for a period not exceeding ten days, any student-
- a) whose conduct in his opinion is of such a nature that his presence in that institution is having or is likely to have a detrimental effect on the discipline of the institution;
  - b) who commits any act which causes injury to any member of staff or to any other student in that institution.
- (2) Where a principal suspends a student he shall forthwith-
- a) give notice of the suspension to the student council and the parent or guardian of that student; and
  - b) make a report to the Board, stating the reasons for the suspension.
- (3) On receipt of the report referred to in paragraph (2) (b), the Board of a public educational institution shall, during the period of the suspension, investigate the matter and may, after investigation-
- a) reinstate the student with or without a reprimand or a warning to the student and, where appropriate, to his or guardian;
  - b) suspend the student for a further period not exceeding five school days beyond the period of suspension already give; or
  - c) instruct the principal to exclude permanently the student from attending that institution and shall inform the Minister of such action.
- (4) At any hearing by the Board into the conduct of a student who has been suspended, the student and parent or guardian shall have the right to be present, and, if the

student is aggrieved by a decision of the Board, he may appeal to the Minister.

- (5) A student who has been permanently excluded for disciplinary reasons from a public educational institution may be admitted to another public educational institution if a confidential report of the circumstances surrounding the exclusion is given to the principal of that other institution.
- (6) Where, in the opinion of the principal, the behaviour of the student appears to be abnormal, the principal may, with the approval of the parent or guardian, report the matter to the Minister who shall take steps to ensure that specialist opinion and treatment is obtained for the student.
- (7) Except in special cases, a student shall only be suspended or excluded from a public educational institution after other efforts have been made to effect an improvement in the conduct of the student.

## **X. Expulsion:**

In the case of repeated and continuous wrongful behaviour, the Principal, under the guidelines of Section 30 above for permanent exclusion of a student, may recommend to the Board of Management that the student be expelled from the school.

## **IV. SPIRITUAL FORMATION**

### **A. Campus Ministry**

As a Jesuit Catholic school operated by the Society of Jesus (the Jesuits), St. George's College deems the spiritual development of its students no less important than their academic advancement. The Office of Campus Ministry has as its overall purpose and concerns the students' growth in awareness of their call to be active Christians for the betterment of their community, their country and their world.

The Campus Ministry Department tries to achieve its goals through a

variety of programmes such as:

**Worship Services, Liturgy and Prayer Gatherings:** Mass is held at the St. Francis of Assisi Chapel during the academic year, for Roman Catholic students and staff, and others who may wish to attend. Special Worship services are held for Lent, Advent, PALS Peace Day, Christian Unity, St. George's Day and Valedictory celebration. Students assemble once per week for worship at General Assembly. Other opportunities exist for prayer with Days of Recollection offered to all first to fifth form classes.

**Christian Service Programme:** The Christian Service Programme began in 1979 as a way of encouraging students to put their Christian faith into action for the benefit and service of others. All students are offered ministry opportunities for individuals and classes, while Upper Form students (i.e Fifth and Sixth Forms) are required to participate as a part of their advancement and spiritual formation. Students who take part in volunteer service learn to use their talents and gifts to serve their neighbours, their school, their nation and world. By working with those who have less or who are physically challenged, disadvantaged or ill, they learn to appreciate the gifts they have been given and the physical health with which they have been blessed. They work alongside and learn from the young and old.

**Religious and Leadership Retreats:** The Retreat Programme is specially planned to allow students to get away from their normal environment and to gather as a community for reflection and discussions on God, others and self. It is an opportunity for students to broaden the perceptions of faith, worship and spirituality. Fifth and Sixth Form students are given a further opportunity to deepen their spiritual, growth and examine their values and future direction. Students are able to interact in a non-school setting, share their faith and discuss various personal issues and social problems, and allows spiritual growth. Various retreats are offered including a Kairos Retreat programme which started in 2002.

**Ignacio Volunteers:** This service group is built upon the Jesuit notion, “to give and not to count the cost”, and seeks to provide an opportunity for past and present students to lead Retreats and Days of Recollection, assist in the coordination of the Christian Service Programme, hosts visiting volunteer groups from abroad, and participate in Summer Camp programmes locally or abroad.

**Spiritual Counseling:** Adolescence is a time of inner searching. To assist students with their spiritual needs and their faith journey the Campus Ministry Office staff offers their services in the area of spiritual counseling. This is distinct and separate from guidance, career counseling, in that it focuses on the student's faith-life.

## **B. Religious Education**

The Religious Education Curriculum begins with a general introduction to the New Testament and the Old Testament First and Second Forms. Students are invited to allow their own present day 'stories' to interact with both the Hebrew and Christian stories. During Third Form students explore human relationship and growth, with particular attention given to Christian approach toward human sexuality. Fourth Form students are introduced to world religions and traditions, and in Fifth Form the students meet Jesus in the Gospels and attempt to integrate his values into their lives. Finally, during the two years of Sixth Form, students examine ethical principles that govern the process of making moral decisions, consider a variety of ethical issues, and examine the direction of their life in the areas of relationships, sexuality and ethics.

The Sixth Form Programme differs from that of the first five forms in that all Sixth Form students - lower and upper, are required to study Ethics and are required to engage in the College's Christian Service Programme by giving supervised Christian Service hours.

## **V. SERVICES**

### **A. LIBRARY**

**Hours: Mondays - Fridays: 7:30am - 4:00pm**

St. George's College has a modern, state of art the library. In addition to using the card catalogue for information, students may use the modern on-line catalogue, which allows them to search by authority or subject. The Librarian and her assistance are fully trained to assist students with this process. An efficient and effective School Library encourages and supports lifelong literacy and learning. The programmes offered will promote the proper use

of the senses, encourage and develop reading and independent learning, and support active learning.

This Library has an Audio-Visual room, and A/V equipment can be used by faculty members as well as students. This equipment can be used as teaching aids as well as for other school events. Scheduling and borrowing audio/visual material must be done through the Librarian.

Students are encouraged to use the library after school for quiet time and completing homework.

## **B. COMPUTER LABORATORIES**

St. George's College has two computer laboratories for the use of students and an IT Faculty Resource Room for the use of Faculty, Staff.

The **Father Dennis Crutchley, S.J. Laboratory** is located in the Hannas Building, above the Canteen, and is designated the IT Laboratory for the Lower School. **The Fr. Tom Brodley, S.J. Laboratory** is located in the Carter Library and is designated for the use of Upper School students. Both IT labs have Internet access, which can be used by students during designated times, and appropriate usage guidelines are agreed upon by the student. In addition, there are other computers in the Library, Student Development Centre and other locations for use by students. An IT Student Research Room for Fifth and Sixth form students, located in the Library, is also available.

## **C. BOOK RENTAL**

The Secondary Schools Textbook Project provides textbooks for rental to students in all forms in most, if not all, subject areas, including Mathematics, English Language, Physics, and Chemistry. Biology, Geography, History, Technical Drawing, Art, Principles of Accounts and Principles of Business.

**Procedure for Renting Books:** Books are given out during the first month of school by the Text Book Rental Administrator. Students who have not returned books from previous years will not be assigned new books until they have settled their obligation.

**Care of Books - Lost or Damaged Books:** When a student rental book, he is entitled to keep it for the entire school year. He should write

his name in the book in the space provided and should make sure that the book is protectively wrapped. Every effort should be made to take the best care of the textbook so that it is returned in excellent condition. Students should be careful not to lend out the rented textbooks, and should not leave them lying around. A student who loses a book will have to buy back the book and return it. If the book is not available in a bookstore, the student will have to pay for it. The amount to be paid will depend on the condition of the book when it was rented. Soiled or damaged books also attract fines. Books which are badly damaged must be paid for by the students, in which cases the students assume ownership of the text. All fees are to be paid before the last day of the school year. Failure to pay for lost or damaged books may mean that the culpable students will not be allowed to rent books in future, and Fifth Form students may not graduate and/or examination results, recommendation and/or transcripts may be withheld.

**Procedures for Returning Rented Books:** All Rental Books should be returned to the Text Book Administrator the week prior to the start of the End of year Examination. Actual collections will take place at The Book Rental Room, at times that the Textbook Rental Administrator specifies.

#### **D. BOOK STORE**

The Book Store specializes in the sale of stationery, exercise books, other school supplies, jerseys, crests and ties, physical education gears, books, bags and other related items. It also sells souvenirs and refreshments.

#### **E. CANTEEN**

The Canteen provides hot and cold lunches, drinks and refreshments for students and staff each day, as well as for special school functions and for sports teams.

#### **F. SCHOOL NURSE**

The Nurse's office is located in the Quinlan Administration building, across from the Carter Library. It is open from 8:00 am to 4:00 pm on all school days. It offers basic First Aid and health counseling and advice to students, teachers and others members at St. George's College.

If a student requires immediate medical attention, he is taken to St. Joseph's Hospital. The school is not responsible for health-related expenses, and encourages Parents/Guardians to sign up for the offered health insurance. All medical (doctors or hospital) bills of the student are the responsibility of the Parents/Guardians. A pass is given as necessary by the Nurse to allow the students to go home when medically necessary. Parents will be notified before students are sent home.

## **G. GUIDANCE OFFICE**

The Guidance Office is always available in school days for assistance in academic counseling, behavioral counseling or career counseling.

## **H. TELEPHONE CALLS**

Telephone calls are available to students before classes have commenced, at lunch time and after school has been dismissed.

Except in the event of an emergency, students will not be allowed to use the telephone during class periods. Phone calls may be made at the offices of the Vice Principals or in the Student Development Centre.

# **VI. CO-CURRICULAR ACTIVITIES**

## **A. CLUBS AND SOCIETIES**

**Cadets:** The St George's College Cadet Unit was founded in 1944, and falls under the auspices of the Jamaica Combined Cadet Force and is part of A Company, Second Battalion. The Cadet force, a voluntary youth organization, participates in both military and community activities. The purpose is to develop good qualities, Cadets leadership discipline, and good citizen-ship. Membership is restricted to students not older than 15 years of age on applying.

**Catholic Club:** The Catholic Club brings Catholic students together to grow in unity with one another, to have pride in their religion, and to grow in deeper understanding of their faith.

**Chess Club:** The Chess Club engages in intramural and extramural competitions and in tournaments. Students who already play chess, as well those who are interested in learning the game, are invited to join.

**Computer Club:** The Computer Club's objective is to improve their appreciation of information technology through learning more about programming, web design, internet, and the use of computers. The club is a forum in which member can share their IT ideas, seek help in overcoming problems with their machines, and exchange programmes and literature.

**Debating Society:** The Debating Society aims to assist students in the areas of public speaking, research, and organizing. To achieve these aims, members of the society participate in the Inter-Secondary Schools' Debating Competition while others prepare material for presentation. It also organizes competition within the school community.

**Drumming Society:** The Drumming Society aims to encourage, train and develop the art of drumming. This includes performances in the school and the community.

**Environmental Club:** The Environmental Club seeks students interested in the environmental aspect of the school, the community and the world. serves to prepare its members for an environmentally conscious lifestyle.

**Heritage Club:** The Heritage Club seeks to bring students together who, wish to explore and expand the knowledge of the heritage of their culture, and their country.

**Interact Club:** The service club seeks to develop leadership and service in students to school, community and nation.

**Inter-School Christian Fellowship:** This inter-denominational Fellowship under the umbrella of the Student Christian Fellowship and Scripture Union, has the motto "To know Christ and make him known". The fellowship permits Christian students to share their faith with other students. Meeting take many forms: Bible study, speakers, concerts, games, and prayer meetings.

**Key Club:** The Key Club is a service club which received its charter in 1978, whose goal is to instill leadership qualities and a greater sense of initiative, which prepares members for useful citizenship. A student is

exposed to various projects in the service of school and community, and is linked to the international Kiwanis organization.

**Library Reading Club:** This club seeks to develop an appreciation of reading, and its value for the full growth of the individual.

**Modern Languages Club:** The club strives to develop a more practical rich to the learning of Spanish and French, and provides opportunities for students to gain additional information on the culture and way of life of Hispanic and French-speaking countries.

**Motoring Club:** This club brings students who have a love of automobiles. Activities include visits to auto races or bringing displays or automobiles to the campus.

**Peer Counseling Society:** This organization seeks to allow student to develop skills in counseling and mentoring their peers.

**School Band, Choir and Dancers:** This organization seeks to bring students together who have an interest in performing musically whether through vocals, instrumentals or dance. It seeks to develop an appreciation of music and the performing arts.

**Schools' Challenge Club:** This group prepares students to train and prepare for the Annual School Challenge competition.

**Science Club:** The Science Club seeks to help students realize that science can be fun. Activities include group projects, guest speakers, external competitions and internal or external exhibitions and fairs. Its motto is "Science is the key to the future."

**Sixth Form Association:** This organization brings students together with representatives of Sixth Forms from other schools to allow interaction, communication and support. Activities are in social, service or academic areas.

Students are allowed to found their own clubs, subject to the approval of the Principal, by identifying a staff member who agrees to function as moderator.

## **B. HOUSE SYSTEM**

The student body at St. George's College is divided into five "Houses" designated by five colour combinations and named after Jesuit saints.

The excellence and achievement of these five saints is meant to inspire growth of integrity and virtue in our students.

**Bellarmino:** St. Robert Bellarmine, S.J. a brilliant scholar and Cardinal of the Catholic Church.

*Colour: Gold*

**Campion:** St. Edmund Campion, S.J. was a defender and martyr of the faith in England at the time of the Reformation.

*Colour: Red*

**Loyola:** St. Ignatius Loyola, S.J. was the founder of the Society of Jesus (the Jesuits), and was a soldier, scholar, priest and was dedicated to the education of youth.

*Colour: Orange*

**Regis:** St. John Francis Regis, S.J. was a dedicated mystic and a zealous and tireless apostle for the spiritual welfare of his neighbour.

*Colour: Green*

**Xavier:** St. Francis Xavier, S.J., was a close friend to Ignatius and was a heroic missionary of Christianity to India, China and Japan.

*Colour: Gold*

The primary aim of the House System is to promote co-operation, community, team-ship and a pure competitive spirit. Every new student at St. George's is randomly placed in a House and remains a member of it for the rest of his time at the College.

Each house has a Moderator and the members elect a House Captain and Vice-Captain, who assist in organizing intramural activities such as football, basketball and debating. Every Sports Day the houses compete in sporting events. The House System helps to prepare students to become worthwhile members of society and assets to their community.

## **C. SPORTS**

Students grow physically and mentally through team and individual sports, activities which teach teamwork, organization and training, and develop students in every aspect. St. George's College offers **INTRAMURAL** and **INTER-SCHOOL** Sports.

The following Inter-School sports are sponsored by the school and are

available to students:

- Basketball:** St.G.C competes in three different categories:
- Team A (Under 19)
  - Team B (Under 16)
  - Team C (Under 14)
- Badminton:** St.G.C participates in the Under 19, 16 and 14 teams.
- Chess:** St.G.C participates in most school chess tournaments and competitions.
- Cricket:** St.G.C competes in three different categories:
- Grace Shield Competition, and Tapping Cup Knockout Competition (Under 19)
  - Colts Team (Under 16)
  - Junior Team (Under 14)
- Football:** St.G.C participates in the following Inter-Secondary School Association (ISSA) competitions.
- Manning Cup Team (Under 19)
  - Colts Team (Under 16)
  - Junior Team (Under 14)
- Lawn Tennis:** St.G.C. participates in the ISSA sponsored lawn tennis competitions and most other school lawn tennis competitions
- Rugby:** St.G.C. participates in the Senior and Junior divisions of the competition.
- Swimming:** St.G.C competes in various meets including the Crimson Dawn, Mayberry and most other major school boys' swimming meets.
- Table Tennis:** St.G.C competes in the ISSA run table tennis competition

**Track and Field:** Boys' Champs and Gibson Relays are two of the events that St.G.C seeks to participate in; also St.G.C. participates in the Penn Relays annually.

**Water Polo:** St.G.C. participates in all high school competitions.

#### **D. CODE OF CONDUCT FOR ATHLETES**

St. George's College seeks to enhance the classroom educational experience through participation in inter-school sports competition and through athletic competition with other schools through the Inter-Secondary School Association (ISSA).

#### **Student Responsibilities:**

It is expected that any student participating in any athletic competition will:

- (i) Act in a responsible manner and honour commitments made to teammates and coaches.
- (ii) Respect the rules of the game and the spirit of the rules.
- (iii) Respect all coaches and any officials who referee and administer the games, and accept their decisions with dignity and civility.
- (iv) Respect opponents while demonstrating an appreciation for fair-minded and ethical play.
- (v) Maintain self-control at all times and refrain from taunting members of the opposition and spectators.
- (vi) Not use foul or contemptuous language and gestures or threatening and violent action.

Violations of this code by athletes will be handled initially by coaches and Coaches will assign appropriate disciplinary actions. In more serious cases, the coach will refer the student to the Dean of Students for disciplinary action.

These guidelines also refer to the athlete while participating in athletic competition. If a player is expelled from a game/match because of a violation of a code of conduct which is deemed serious by a coach or the student-athlete will be referred to the Dean of Students for appropriate disciplinary action. Action could lead to all playing privileges revoked. Students will not be allowed

to participate in ISSA competitions unless they meet the requirements of the school's sports eligibility.

## **E. CODE OF CONDUCT FOR SPECTATORS AT ATHLETIC EVENTS**

Attendance at any athletic event organized by the College, by the Inter-Secondary Schools Sports Association (ISSA), or other authorized groups, a privilege extended to students and as such, may be withdrawn for previous or ongoing behavioural incidents which violate the school's Code of Behaviour or the guidelines listed below.

The privilege of attendance may be withdrawn if school staff or event officials have reasonable grounds to suspect that the safety of students or may be compromised.

Spectators who attend athletics events therefore must:

- (i) Carry and produce, if asked, a St. George's College Identification Card at all events, both on and off campus.
- (ii) On school days, wear their full school uniform while attending games at school or while in attendance at a neighbouring, school or any other designated site.
- (iii) Remain seated in the designated areas and stay off the playing field or surface at all times.
- (iv) Not throw any objects onto the playing field or surface or court.
- (v) Not use obscene or vulgar remarks, or any demonstration disparages opponents or their fans. Taunting or derogatory cheers are not acceptable.
- (vi) Not engage in any form of physical confrontation with other spectators or players.

Honour the code of respect for players, coaches and officials and school staff.

## VII. SPECIAL DAYS AND SCHOOL EVENTS

**Graduation:** Graduation is the academic commencement that takes place at the end of Fifth Form, and is held in the Abe Issa Auditorium on the first Sunday of July.

Cost for graduation includes certificates, photographs, Lance, and rental of gowns. The ceremony includes anthems and songs, the Principal's report, the Valedictory and Salutatory addresses, the keynote address by a guest speaker, and the presentation of certificates, diplomas, and prizes.

Invitation to the ceremony is at the discretion of the school's Administration. Criteria for invitation include:

- Completion of twenty (20) hours of ministry and a reflection paper
- An average of 60% or more for the fifth form year
- A passing grade (60% or more) in all core subjects; Mathematics, English Language, Religious Education and English Literature.
- Exemplary behaviour. Students who have been suspended in the fifth form year will not be invited to participate in the graduation ceremony. Suspensions in fourth form, or multiple suspensions from first to fourth form, may result in non-participation in the graduation ceremony.
- Satisfaction of all financial obligations for the duration of stay at the College (first to fifth form).
- Appropriate grooming and dress at graduation rehearsals and on the day of the Graduation exercise.
- Participation in a sport, club or society for at least four of the five years spent at the College.

**Valedictory Service:** This is the worship service held in the Holy Trinity Cathedral, which marks the school leaving for the Fifth Form class.

Dress for Graduation and Valedictory Service consists of white, long-sleeved shirt and the school tie, black pants, dark socks and black shoes.

**Sixth Form School Leaving Ceremony:** the academic commencement that takes place at the end of Sixth Form and is held in the Abe Issa Auditorium on the last Thursday of June.

Dress for this event white long-sleeved shirt and the school tie, black pants, black socks and black shoes.

**Prize Giving:** This event allows the larger school community (students, parents, staff and administration) to come together to congratulate and reward those students who have performed well during the previous year and recognize faculty/ parents and alumni. Prizes, trophies and scholarships are presented for admirable achievement in academics, athletics and clubs as well as for significantly generous service.

**St. George's Day:** While September 2 is Founder's Day, St. George's Day is celebrated on April 23, or if falling on a school holiday, on a close date. St. George's Day is an open day for students and staff to show off their talent and creativity in Music, Drama, Debating, Speech, Dance and the Fine Arts. Competitions are held and displays are present on the campus to allow students and faculty/staff to display work produced in the various disciplines during the course of the year.

**Sport's Day:** Sports Day has as its main purpose the promotion of House spirit through competitive sports activities. It fosters in students a greater sense of commitment not only to their own house, but to the College as a whole. The activities also promote physical fitness, intellectual development, discipline, and team spirit. Normal classes are cancelled this day to allow for competitions.

**Parents Meet Teacher's Day:** Held after the first half of each of the first two terms, this is a day where parents or guardians consult with teachers about the conduct and academic progress of the students.

Since time is limited, these consultations should be limited to discussion of the student's academic issues, his conduct, and/or his study habits. Difficult problems of a student or areas of disagreement between parent and teacher should be resolved at a more convenient time or done in consultation with the guidance office.

Attendance is required on all Special Days and at all Special Events.

## **VIII. STUDENT WELFARE PROGRAMME**

The St. George's Student Welfare Programme was established to identify and support students who are in need of nutritional assistance or in other ways and whose Parents/Guardians are unable to fully provide. The Guidance department monitors and administers the programme through interviews, and in consultation with the Faculty /Staff. Assistance is made with lunch tickets and/or with funding for school fees, uniforms, and books.

### **Home School Association (H.S.A.)**

The Home School Association is the organization for parents/guardians and teachers.

The objectives of this Association are:

1. To help parents/guardians and teachers acquire a profound appreciation of Catholic and Jesuit education.
2. To promote clearer understanding of the mutual educational responsibilities of parents/guardians and teachers.
3. To encourage the home and school to a greater degree of cooperation in discharging their responsibilities with regard to religious, moral and civil training of the students;
4. To help parents/guardians discover and implementing the most effective methods of guiding and training their children toward responsible adulthood.

The HSA has an Executive Committee consisting of President, Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and Teacher's Representative. General meetings are usually held twice per term, with the Annual General Meeting taking place in June. All parents/guardians and teachers are invited and expected to attend all general meetings of the HSA.

## **IX. REPORTING POLICY ON SERIOUS INCIDENTS INVOLVING STUDENTS, FACULTY/STAFF OR PROPERTY**

The following **Reporting Policy on Serious Incidents** has been promulgated, effective immediately:

A '**Serious Incident**' is defined as:

- A serious breach of the Student Code of Regulations that may lead to a suspension from school.
- An accident or incident that results in an injury to a student, a faculty/staff, parent, or visitor to the campus that needs medical attention or hospitalization.
- An incident that may or has become a public issue with the internal or external community.
- A major theft, Fire or Major Damage to buildings or property on the campus (Major as defined as over J\$45,000).

### **Reporting Policy:**

For any **Serious Incident** involving a STUDENT, FACULTY/STAFF, OR VISITOR, a report must be made to one of the Vice Principals' offices and/or the Principal's office as soon as possible after the incident has occurred and the Principal shall be responsible for a written **INCIDENT REPORT**, to be turned into the Chairman *within 48 hours*. This responsibility can be delegated to another appropriate administrator of faculty member. If the Chairman is unable to be reached or is off the island, the Vice- Chairman must be notified.

For any **Serious Incident** involving the Theft/Fire or Damage to buildings or property, the Operations Office (Plant Manager or Operations Manager) shall verbally notify the Principal and the Chairman *within 24 hours*, or sooner if serious. The Operations Office shall follow up the verbal notification with a written **INCIDENT REPORT** to the Principal and the Chairman *within 48 hours*.

If an incident or conflict on campus leads to an injury that needs medical attention, the **Nurse** should be contacted immediately and should facilitate any needed medical procedures whenever possible, including transporting (or arranging for) the injured person to a physician or a clinic/hospital. A

written report by the Nurse to the Principal and the Chairman must be made within 48 hours.

The **Incident Report** must have the following:

- Date, Time and Location of Incident;
- Full Name (and class/form, if student) of individuals involved;
- Names of Witnesses with Signed statements;
- A paragraph describing the Incident;
- Name of Administrator/Staff who is coordinating the investigation, or follow-up;
- Behavioural/Disciplinary action recommended or taken;
- Dates of Suspension, if Recommended, with Copy of Letter to Parent.

**Role of the Dean of Students:** In any behavioural matter involving students, a copy of the Incident Report shall be given to the Dean of Students, who will co-ordinate any disciplinary sanctions that are recommended or required by the Principal or by the Board of Management, if a Personnel Hearing of the Board is held.

**Role of the Director of Guidance:** if advised by the Principal, the Guidance Officer shall be responsible for any behavioural issues requiring counseling of students, parents/guardians. This may involve internal counseling or referral to outside specialists.

The Director of Guidance may be responsible for providing a written follow-up, particularly if counseling is mandated by the Board. If long-term behavioural issues are involved, additional follow-up reports may be necessary from the Director of Guidance.

**Role of the School Nurse:** If any injury has occurred requiring medical attention, then a copy of the Incident Report should be given to the School nurse. The Nurse should turn in a supplemental report detailing the medical response, and will be responsible for keeping the school informed of any medical follow-up, if needed.

## **X. HOMEWORK/STUDY GUIDE**

### **Homework**

Individual responsibility, power of concentration, personal grasp of subject matter can be significantly developed by faithfully devoting the required amount of time to the home assignments before each school day.

It is expected that every student will complete homework assignment each night for the following day and will review class notes. Failure to complete homework assignment on a regularly basis is considered to be a disciplinary matter and students will be referred to the Dean of Students and their Parents contacted.

### **Tips on how to study**

Studying is an all-out effort at learning, and it is only successful when you learn.

#### **Tips:**

##### **1. Keep yourself in good physical condition**

- Get 6-8 hours sleep every night
- Exercise for at least one hour every day
- No more than one hour of T.V. or video during weekdays
- Eat balanced meals

##### **2. Place for study**

- Be alone, as far as possible, away from the rest of the family and its activities
- Quiet is absolutely necessary... Loud music is distracting
- Have on your desk or table everything you will need to do your work (e.g.) paper, pen, pencil, book, dictionary, etc.)
- Remove any gadgets, magazines, comics, toys, etc. that may distract you

##### **3. Time for study**

- Have a definite fixed time for study
- Prepare a study timetable and stick to it
- If possible, try to begin one hour before the evening meal

- Do not resume study until one hour after your evening meal...you are less likely to fall asleep.

#### 4. Begin study

- Begin promptly
- Avoid day-dreaming and doodling
- CONCENTRATE...give the job your full attention and energy

#### 5. Order of study

- Always begin with homework assignments first
- Do your hardest subject first, if possible before your evening meal
- Do an easy assignment next, then your second hardest and so on
- For each subject, STUDY, before you do the written assignments...review notes and text related to the assignments... 'take aim before you fire the gun'.
- When your homework is completed do some extra work in TWO subjects
- Look over what was done in class earlier that day
- Read ahead in preparation for class the next day

**Always take a 5-minute break for a period of relaxation after every 30-40 minutes of study.**

#### 6. Independence

- Try do the work yourself...avoid dependence on big brother or sister or parents
- Strive for excellence... working as well as you can should be your aim

### Essential Learning Skills

#### 1. Comprehension of what you read

- a. Begin with explanatory reading, that is, read through quickly at first to get a feel of the general content of the article, chapter or part of the text.
- b. Re-read more slowly and reflectively, as in a conversation, agreeing with one statement, wondering what another means, etc.

- c. Set yourself questions as you read and mentally answer them.
- d. Think for a short while on what you have read, digest it and make it your own.

## **2. Memorization**

- a. Memorize in short periods of ten minutes at odd moments in the day.
- b. Memorize when you are fresh and not at the end of a long day.
- c. Get all your senses into the act ... LOOK at the lines, RECITE the matter aloud, close your eyes and PICTURE in the imagination whatever you are learning, WRITE it down unless it is too long, THINK of what you are saying, rather than merely saying the lines.
- d. Use repetition, mnemonics and word associations to help you remember.
- e. Test yourself frequently. Try and see how much you can recite or write. Use a tape recorder if possible. If weaknesses or inaccuracies show up, attack them, then test yourself again.

## **3. Vocabulary**

- a. Examine the spelling of all new words
- b. Learn their meanings
- c. Make sure of the pronunciation
- d. Make a table of the words you learn and revise them frequently
- e. Make your own sentences using these words

## **4. Note-taking**

Always make short notes and summaries of your subject matter.

- a. Make notes from the teacher especially
  - the introduction, key points and closing summary of the lesson
  - questions asked by the teacher
  - sources of information given by the teacher
- b. Make notes from the text book.
- c. Make notes from other source material.
- d. Put the material in your own words.
- e. Make brief notes on flashcards which can be easily carried around with you and reviewed at any opportunity.

# St. George's College

## STUDENT/PARENT CONTRACT

Date:

To all Students of St. George's College

According to the regulations set out by the Ministry of Education, a student **must obey the rules of the school he is attending** 29(1).

If you do not obey the rules of the school, then the appropriate disciplinary action will be taken.

Every attempt will be made first to correct disruptive behaviour through counseling, contact with your parents and referrals to outside agencies.

However, if your misbehaviour continues or if it is of a serious or criminal nature, then the Principal will use his/her discretion to suspend or recommend excluding you from the school.

The following is a statement which confirms that you, a student/parent of St. George's College, have read and understood the Student/Parent Handbook and are aware of the consequences of different kinds of behaviour.

I know that together we can all show **respect** for God, ourselves, others, the environment and the property of St. George's College and in doing so achieve excellence.

Mrs. Margaret Campbell

Principal

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This confirms that I, have read and understood the Student/Parent Handbook of St. George's College.

Student's Name: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_

# *St. George's College*

*Winchester Park, North Street  
Kingston, Jamaica*



**AD MAJOREM DEI GLORIAM**

“To  
The Greater Glory of  
God”

## St. George's College Compound

17

1. O'Hare Building
2. Butler
3. Edgerton Clarke Physics Lab
4. John Harper Chemistry Lab
5. William Facey Biology lab
6. Adrian Aston Chaplain Industrial –  
Arts Building
7. Emmett Park Pavillion
8. James Hosie Basketball & Tennis Court
9. Dinand Building
10. Collins Building
11. Samuel Carter Library
12. Dining Pavillion
13. Quinlan Admin. Building
14. Jesuit Centre
15. Abe Issa Auditorium
16. Hannas Computer Lab/Canteen
17. Archbishop Lawrence Burke SJ Building



# St. George's College

*O'HARE BUILDING*

**Student / Parent Handbook**

**Revised 2014**