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FOREWORD

Welcome to Maggotty High School!

At Maggotty, we promise to provide you with rich academic and social experiences, which will strengthen your mind and aid in making you a rounded individual. We will do our best to offer you quality education in a clean and safe environment, and where our staff will endeavour to create an encouraging and supportive community.

Again we welcome you and wish for you success in your effort to strive for excellence through hardwork and discipline.

MESSAGE FROM THE PRINCIPAL

It is a pleasure to welcome you to Maggotty High School a model institution located in North West, St. Elizabeth where a high value is placed on academics and in providing exciting and dynamic educational experiences for students.

The publication of this student's handbook is aimed to enlighten students on the path to take for a successful journey through their secondary education experience.

As you read through this Handbook you will become aware of the plans and programmes offered by Maggotty High School. It is also for you to understand that as an institution rules and regulations agreed on by the school is for the good of all and MUST be adhered to at all times.

Every child who attends this institution has earned his/her place and so is of paramount importance to us. Thus we believe that through good programmes and a caring staff the real reason of being a student of this noble institution will be realized.

It is important therefore that the information presented in this booklet be seen as guidelines as to the responsible behavior expected of the school and by extension the society.

The value of education cannot be overemphasized and it is therefore imperative that you give of your best at all times in an effort to achieve success. As a student of Maggotty High School you have a responsibility to uphold the values of the school and always thrive for excellence through hard work and discipline.

Let me take the opportunity to thank the Vice principals, the Dean of Discipline, Guidance Counsellors, teachers and other staff members who played important roles in the development of this handbook.

Sean O. Graham
Principal



BACKGROUND OF THE INSTITUTION

Maggotty High School is a co-educational facility located in North-Western St. Elizabeth. The school began its impact on the community of Maggotty since its inception in 1971. The institution has undergone many changes, moving from a Junior Secondary School in 1971 to new Secondary in 1974 and full High School status since 1988.

The school presently has in its employ approximately ninety-two (92) academic staff members, inclusive of one (1) Principal, two (2) Vice-Principals, three (3) Guidance Counsellors, one (1) Dean of Discipline and one Work Experience Officer.

Maggotty High School boasts a population of approximately one thousand five hundred students. The school operates from **8:00 a.m. to 3:00 p.m.**

Maggotty High School strives to attain excellence in all aspects of its activities and endeavours.

VISION STATEMENT

To be the school of choice for students in Jamaica, where students will access the academic and technical/vocational experience necessary for becoming role models and nation builders.

MISSION STATEMENT

Through commitment to the values of equity, integrity, quality, transparency and inclusiveness, Maggotty High School seeks to:

- Provide a student-friendly environment which caters for the holistic development of learners.
- Acquire, retain, develop, utilize and reward the highest level of human resources.
- Create and strengthen partnerships with, and engender a culture of accountability among all stakeholders.

MOTTO

“Striving for Excellence through Hard Work and Discipline.”

IMPORTANT

MEMORANDUM TO PARENTS/GUARDIANS

1. All children must be fully immunized. Physical defects or poor health conditions should be brought to the attention of the School Nurse.
2. It is the duty of the parents to see that their children attend school regularly and punctually. When a student is absent from school, parents/guardians **MUST** send a written excuse when the students returns. Where a student is absent in excess of three (3) days, the school must be informed. The student who is absent for one month or more without notifying the school, automatically loses his/her place.
3. The school **MUST** be notified of any changes relating to your child's personal data, for example, address, guardianship, telephone number.
4. Please ensure that your child is in the correct uniform at all times.
5. The school expects your full support as you automatically become members of the Parent/Teachers' Association (PTA), once your child is enrolled. You are required to attend all PTA meetings, and a register will be taken at each meeting. Your attendance is critical in ensuring that your child reaches his/ her full potential.
6. The Board of Management may after a hearing, instruct the Principal to expel any student who:
 - a. Has been found guilty of conduct which causes injury to any member of staff or any other student of the institution.
 - b. Is guilty of conduct which is having or is likely to have a detrimental effect on the discipline of the institution.
7. Students may be placed on probation for consistent poor conduct and/or academic performance.
8. Encourage your child to develop a positive attitude to his/her school work. Also provide support for homework and other assignments.
9. Parents should also provide their children with books and other materials/equipment required for their progress.

EXTRA-CURRICULAR ACTIVITIES

- Jamaica Moves Club
- Science Club
- School Choir

- Cricket & Football Teams
- Quiz Club
- Debating Team
- Girl Guides
- 4-H Club
- Tourism Action Club
- Mathematics Club
- Inter-School Christian Fellowship (ISCF)
- Culture Club
- Sports Club
- Speech & Drama Club
- Spanish Club
- Peer Educators
- Cadet Unit



REQUIREMENTS FOR REGISTRATION

Registration is conducted in August of each school year. Documents/ items to be taken to registration:

- Birth Certificate (original & copy)
- Immunization card (original and copy)

ALL STUDENTS MUST BE FULLY IMMUNIZED.

- Medical and dental reports
- One passport sized photograph notarized by a Justice of the Peace
- School copy of bank voucher indicating that auxiliary and user fees have been paid
- A PATH payment voucher (for students on PATH)



- Verification of address
- Medical consent forms
- Application form (completed and signed)
- Signed Code of Conduct



GENERAL RULES OF CONDUCT

1. All staff and students must wear an identification card when entering the compound, and visitors' identification cards will be provided for all authorized visitors and must be visibly displayed on the front of clothing.
2. All visitors must be appropriately attired, i.e. no short shorts, tube top blouses, spaghetti straps, etc.
3. All business on the compound should be conducted between the hours of 9:00 a.m. – 11:00 a.m. and 1:00p.m. – 3:00 p.m. from Monday to Thursday and 9:00 a.m. – 11:00 a.m. and 1:00p.m. – 2:00 p.m on Friday.
4. Past students requesting documents should do so at the Security Post.
5. The main gate must be closed during devotion and the break period. No vehicles will be permitted access to the compound during this time, with the exception of staff and for deliveries
6. All staff and students travelling in buses or taxis should disembark at the gate, except when it is raining.
7. Security checks may be conducted by authorized personnel on vehicles entering or leaving the school compound.
8. Only parents/ guardians will be allowed to visit with (see) students on the compound. The parent/ guardian must visit the Main Office before meeting the child.
9. If parents/guardians are called in regarding serious offenses relating to their child/children, but refuse to come in, the child will be asked to remain at home until parent/guardian comes in and the matter will be referred to the Child Protection and Family Services Agency (CFPSA).

GENERAL RULES FOR STUDENTS

1. **All students MUST adhere to health and safety regulations as instructed by the school administration, the Ministry of Education, Youth and Information, and the Ministry of Health and Wellness. This includes wearing of masks, sanitization procedures, physical distancing regulations, temperature checks, etc. as deemed necessary by the existing circumstances.**
2. School hours are *8:00a.m. to 3:00 p.m.* from Monday – Thursday and *8:00a.m. to 2:00 p.m.* on Friday.
3. Students **MUST** be punctual for school and report to their homerooms for the first five minutes of the day to be registered.
4. Students should **NOT** enter the school compound or a class without being properly attired (see dress code). The first five minutes of class time will be spent inspecting students' attire.

5. Students should **NOT** wear a uniform or academic badge that does not belong to them or is not affiliated with the school.
6. All students **MUST** attend devotional exercises.
7. Students **MUST** complete all homework assignments, tests and examinations.
8. Weapons, drugs and alcohol are not allowed.
9. Smoking, gambling and extortion are strictly prohibited.
10. Students are not to get involved in fights.
11. Students should **NOT** use expletives on or off the school compound.
12. Cellular telephones, tablets and laptops are only permitted to be taken to school with the consent of School Authority and will be confiscated (taken away) if taken to school without permission or if they are being used for any other purpose than for which permission was granted.
13. Students should **NOT** take electronic gadgets on the school compound. These include MP3/MP4 players, iPods, cameras, recording equipment, CD players, and videogames. These will be confiscated and kept for one hundred (100) days or until the nearest term's end.
14. Students should not be in possession of pornographic material. This includes X-rated magazines and books, pornographic DVDs, videos and pictures.
15. Students must demonstrate appropriate behaviour on or off the school compound, especially when still in uniform.
16. All students must be dressed in their complete uniform on regular school days, with the exception of approved Club uniforms worn on designated days or according to instructions issued by Club leaders.
17. No student should be seen outside during class time without a valid General Pass or Bathroom Pass from the class teacher.
18. Game shops, video shops and stores that sell adult toys and erotica are out of bounds to students in uniform, especially during school hours.
19. Grade 11 and Sixth form students must report to **ALL** external examinations in accordance with the Dress Code requirements of the institution. Students who refuse to comply will not be admitted on the school compound.

CONDUCT ON THE STREET AND PUBLIC TRANSPORTATION

Proper behaviour ought to be extended beyond the school compound. It is therefore important that students conduct themselves in public in accordance with the school's Code of Conduct.

1. Students are expected to adhere to the prescribed dress code and Code of Conduct on and off the school compound.

2. Students should not engage in rowdy or raucous behaviour on public transportation (e.g. buses and taxis).
3. Students should not be in their uniform in public areas after 6:00 p.m., unless accompanied by a parent or if coming directly from a school function or activity.
4. Students who bring dishonour to the school's uniform in public will be prohibited from wearing the uniform for a period of four (4) months (one term). The parent/s or guardian will be required to purchase black material to make an alternative uniform which will be constructed by the school at the parents'/guardian's expense.

DRESS CODE REQUIREMENTS

BOYS

1. The uniform for boys consists of khaki pants and a khaki short-sleeved shirt. Shirts should be neatly tucked into pants at all times. All male students from Grades 7 to 11 must wear the Maggotty High School crest and strips. These crests and strips should be sewn or pressed on to the shirt pockets and they may be collected at the school's Bursary Office.
Crest and strips should be worn as follows:

Grade 7	- Crest no strip
Grade 8	- Crest and one strip
Grade 9	- Crest and two strips
Grade 10	- Crest and three strips
Grade 11	- Crest and four strips
2. Plain **DARK BROWN BELTS** should be worn as a part of the uniform. Belts with large or multi-coloured buckles and multiple holes with eyelets are prohibited and will be confiscated.
3. Close fitting pants and brown jeans are not allowed.
4. Plain **DARK BROWN SHOES** and plain **DARK BROWN SOCKS** are to be worn as a part of the uniform. Sneakers, cloth or plastic shoes should **NOT** be worn. Ankle socks are **NOT** allowed. Slippers and sandals are **NOT** allowed.
5. T-shirts should not be visible above the neckline of the khaki shirt.
6. No jewelry is allowed except a conservative watch with a plain leather or metal band; brightly coloured watch bands are not allowed. Earrings, necklaces, rings, gold/silver chains and bracelets, and accessories such as non-academic badges and arm bands are strictly prohibited.
7. Shaved patterns and designs in the hair are not allowed. Hair should not be chemically processed, but should be neatly and evenly trimmed in a low cut at all times. No coloured/bleached hair or Mohawks/outrageous hairstyles should be worn.
8. Eyebrows should **NOT** be shaved.
9. Bleaching of the skin is strictly prohibited.

10. For school events, e.g. Fair Day, students should wear full length black or blue jeans pants and the Maggoty High School polo shirt. Shorts and ripped jeans are **NOT** allowed.

N.B. If for any reason a student is unable to wear the correct uniform to school (including shoes), a written letter of excuse briefly explaining the situation **MUST** be submitted to the Homeroom teacher by the parent/guardian.

DRESS CODE REQUIREMENTS

GIRLS

1. The uniform for Grades 7 to 11 girls consists of a burgundy pleated tunic worn with a plain white blouse. Tunic must be at least 3 inches below the bottom of the knees. All female students must wear the Maggoty High School Crest and strips five (5) inches from the shoulder on the left hand strap of the tunic. Crest and strips should be worn as follows:

- | | |
|----------|-------------------------|
| Grade 7 | - Crest no strip |
| Grade 8 | - Crest and one strip |
| Grade 9 | - Crest and two strips |
| Grade 10 | -Crest and three strips |
| Grade 11 | - Crest and four strips |

2. Plain **DARK BROWN SHOES** and plain **DARK BROWN SOCKS** are to be worn as a part of the uniform. Sneakers, cloth or plastic shoes are not to be worn to school. Ankle socks are **NOT** allowed; socks must be folded 2 inches above the ankles. Slippers and sandals are **NOT** allowed.

3. No jewellery is allowed except a conservative watch with a plain leather or metal band: brightly coloured watch bands are not allowed. Earrings, necklaces, rings, gold/silver chains and bracelets, and accessories such as non-academic badges and arm bands are **NOT** allowed.

4. False hair is **NOT** allowed; that includes wigs, hair extensions, and braids. No colour/highlights or outrageous styles should be worn in the hair.

5. Makeup is **NOT** allowed: this includes but is not limited to the wearing of foundation, eye shadow, false eyelashes, mascara, eye-liner, eyebrow pencil lines, coloured lipgloss and lipstick.

6. Hair accessories should be of no more than two colours at any one time. Ribbons, headbands, bows, beads and glittery hair accessories are **NOT** allowed.

7. False fingernails, nail polish and nail designs are **NOT** allowed.

8. Eyebrows should **NOT** be shaved.

9. For school events, e.g. Fair Day, students should wear full length black or blue jeans pants or knee length skirts with the Maggoty High School polo shirt. Shorts, tights, ripped jeans, jeggings and Capri pants/knickers are **NOT** allowed.

N.B. If for any reason a student is unable to wear the correct uniform to school (including shoes), a written letter of excuse briefly explaining the situation MUST be submitted to the Homeroom teacher by the parent/guardian.

STUDENT LEADERS

A prefect is a student who is authorized to enforce discipline. Prefects are part of the administration and are required to support the school's leadership especially as it pertains to discipline. The following are some duties of prefects:

- Assistance in monitoring General and other devotions and assembly.
- Aid in monitoring and maintaining order in classes in the absence of teachers.
- To represent the school at functions.
- To reprimand and report students who are in breach of the school rules on or off the campus.
- To act as ushers and guide to visitors attending school functions on the compound.

This list is by no means exhaustive and prefects may be called to perform other duties as deemed necessary by the school's administration. It is expected prefects will display exemplary behavior at all times both on and off the campus. A prefect

STUDENT COUNCILLORS

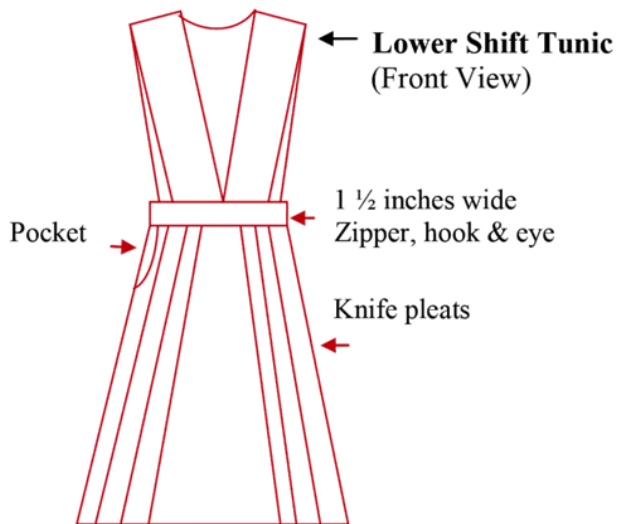
A student councillor is responsible for advocating for students' rights, and looking after the overall welfare of the student body. The following are some responsibilities of the student councillors:

- Advocate for the acknowledgment and respect for students' rights.
- Provide representation for students on any matter affecting them.
- Identify, advance and promote the interest of students.
- Provide students with services and information relevant to their secondary education.
- Promote student governance, youth leadership, and the participation of youth in the decision-making process of civil society.

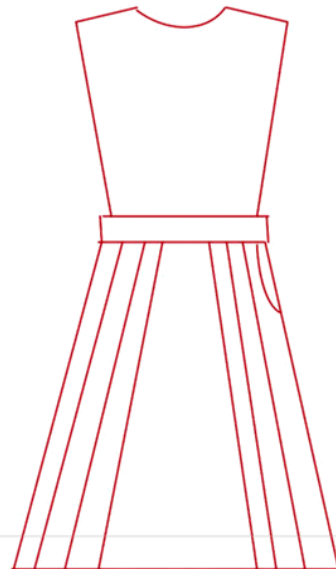


GIRLS' UNIFORM DESIGN

FRONT VIEW



BACK VIEW



PHYSICAL EDUCATION (P.E.)



Physical Education (P.E.) uniforms are available for collection at the Bursary Office.

Students **MUST** be properly attired in the full P.E. uniform for classes. White socks and white or black sneakers are to be worn.

Students unable to take part in P.E. on a given day **MUST** bring a signed note of excuse from their parents/guardians or the School Nurse. This note is to be handed to the teacher. If a student is not able to participate in P.E. on a permanent basis, a Doctor's Certificate should be submitted.

LUNCH PERIODS

- No student is allowed to purchase items at the canteen, tuck shops or vendors before or after the scheduled lunch breaks.
- Students are **NOT** allowed to leave the compound in order to purchase lunch or other items during school hours.
- Class materials such as pens, pencils, graph sheets, folder leaves, must be purchased during the lunch break or before school. **Students will NOT be allowed outside to buy stationery during class time.**

CLASSROOM CONDUCT

- Students must be **punctual** (on time) for classes.
- Classrooms and their environs should be kept neat and clean at all times.
- Students are **NOT** allowed to eat or drink during instruction time.
- Students **MUST** be prepared for classes by having the necessary class materials such as pens, pencils, rulers, geometry sets, textbooks, notebooks, calculators.
- Lollipops/sweets and chewing gum are **NOT** allowed in class.
- No furniture should be removed from its assigned place or taken on the outside without the permission of a member of staff. Furniture which is being moved should be lifted with legs pointing downwards.
- Permission to leave the classroom between classes should be obtained from the incoming teacher. Students who need to change classrooms should do so briskly and walk in single file on the right hand side.
- Students who need to leave the classroom during the class session **MUST** obtain permission and a Pass from the teacher.
- There should be **NO** playing in the classrooms.

RULES ON COURTESY

1. Reverence is to be observed in devotion. Students should stand in straight lines and there should be no talking.
2. When addressing a member of staff, students should stand straight with their hands at their sides.
3. Students should indicate by raising a hand when seeking permission to speak in a class.
4. When a staff member or visitor enters the classroom, students should stand to acknowledge his/her presence.
5. Staff members should be addressed appropriately (“Miss” for females and “Sir” for males).

N.B. Staff includes Academic, Administrative and Ancillary personnel.

OUT OF BOUND AREAS

The following areas are out of bounds and should only be entered with permission:

- a. Staffroom
- b. Administrative Offices
- c. Canteen/Tuckshop (during class time)
- d. Principal's and Teachers' Cottages
- e. Behind the Guidance and Nursing Departments
- f. Behind the Agricultural Science Building
- g. Playfield
- h. Netball Court
- i. Behind Guidance and Technical Drawing Classrooms
- j. Back entrance to the school
- k. Behind the Canteen

SILENT ZONES

The following areas are designated silent zones:

- a. Administrative Block
- b. Guidance and Nursing Department Area

N.B. Silent zone signs mean that you are to be quiet if passing through those areas.

GRADUATION CRITERIA

In order to obtain school leaving certificates, recommendations, transcripts, and participate in graduation exercise, students must satisfy the following criteria:

- Must have at least 75% attendance at school and classes.
- Must have at least 75% punctuality at school and classes
- All fees should be fully paid.
- All collected textbooks must be returned to the Bookroom.
- Must sit ALL subjects for which they are registered in the CAPE, CSEC, NCTVET, and City & Guilds examinations.
- Must do ALL School Based Assessments (SBAs) for the related subjects.
- Must conform to the school's dress code, except for religious reasons, e.g. Rastafarians who are allowed to cover their heads.

NB. Even if all the above criteria are met, if a student's attitude and behaviour are poor, and he/she fails to respect authority, then he/she will not be allowed to participate in the Graduation Exercise.

TEXTBOOKS

The Ministry of Education, through the National Textbook Programme, provides books for every child attending Primary (Grades 1-6) and Secondary (Grades 7-11) schools. Through the Textbook Programme, the Ministry continues to help in raising the literacy levels of students by providing books in the core subject areas.

It is a costly exercise to repair and replace textbooks. Consequently, every effort should be made to ensure that students care for their books. Books must be kept in good condition if they are to be passed on to other students entering the system. It is recommended that students wrap their textbooks in order to prevent damage to the covers. Please avoid folding the edges or marking them with highlighters, pencils or pens. Do **NOT** handle food or liquids around textbooks.

BOOK COLLECTION GUIDELINES

Books are collected from the school's Book Room at the beginning of the academic year. These books must be returned to the Book Room on the designated dates at the end of the school year. Late return attracts a late fee of five hundred dollars (\$500.00). Books that are destroyed **must** be replaced by the student.

Students who fail to return their rental textbooks will not receive registration packages until the books are returned or replaced.



ACADEMIC GUIDELINES

Maggotty High School students are expected to strive for excellence in their academics at **ALL** times. Students **MUST** complete and submit **ALL** class work and homework assignments. Failing to do Class work and Home Work Parents will be called and students place on probation.

Additionally, students should strive to maintain an average score of **at least 50%**. Students **MUST** sit the Christmas Term examinations, Easter Term tests, and the End of Year examinations. The grading scheme is shown below:



GRADING SCHEME

Letter Grade	Percentage	Rating
A	80% - 100%	Outstanding
B	70% - 79%	Above Average
C	50% - 69%	Average
D	40% - 49%	Below Average
E	0 - 39%	Poor
N/A	No Assessment	No Assessment

AWARDS

Award	Criteria
Principal's Honour Roll	85% or more in overall average
Gold Certificate	80% or over average in English Language, Mathematics
Silver Certificate	70-79% average in English Language, Mathematics
Trophy	Highest score per grade in English Language, Mathematics Highest overall average

DISCIPLINARY MEASURES

Students who violate the rules of the school are subject to disciplinary measures which include conduct and/or academic probation, detentions, campus service, and suspensions. Please refer to the Code of Conduct for details.

CODE OF CONDUCT

CATEGORY	OFFENCES	ACTION TAKEN		
		1 st Offence	2 nd Offence	3 rd Offence
1	A. (i) Using unacceptable language to address/describe school personnel, eg. di man, di woman, di fat woman.	Call in parent	In house Suspension	5 days Suspension
	(ii) Schoolmates, eg. Dutty gal, stinking boy	Warning	Public Apology at assembly	Call in parent
	B. Displaying no regard for acceptable sanitary practices in school eg. urinating, defecating in areas not prescribed.	Warning /Counselling	Public Apology at assembly	Call in parent
	C. Talking to outsiders on the compound without permission.	Warning	Detention	2 Days Suspension
	D. Using indecent language (Bad Words)	Warning/	Public Apology at assembly/ Counselling	Call in parent
	E. Attending school late without valid reason.	Warning		
	F (i) Not conforming to the wearing of the prescribed school uniform (Girls uniform 3 inches below the knees, Boys correct Khaki with epaulettes and ties for grade 11 students)	Warning	Detention Call in parent	Stay home until uniform is corrected.
	(ii) Wearing of tattoo. Bleaching of skin	Call in parent Stay home until removed Or until normal complexion returns		
	(iii) Wearing fashion contact lens.			
	(iv) Wearing of jewelry accessories and arm band by students.	Confiscation	Detention	2 days suspension
	(v) Wearing of bright coloured watch bands.			
	(vi) Being dressed inappropriately for school functions and activities	Warning	Call in parent	5 Days Suspension/ Refer to Board
	(vii) Boys –wearing of tight Khaki pants. The legs of students' trousers/pants MUST measure at least 14 inches in circumference for Grade 7 students and	Warning/ Pulling out of pants legs	Call in parent	5 Days Suspension/ Refer to Board

	<p>18 inches for students 8- 11. This includes the section closest to the ankles.</p> <p>G. Poor attendance (less than 150 days per year)</p> <p>H. Taking Cellular phones or electronic gadgets on school compound</p> <p>I. Being on the school compound without permission during a suspension period.</p>	<p>Confiscation</p> <p>Call in parent Removal by Security Personnel</p>	<p>Call in parent</p> <p>Confiscation and Detention</p> <p>Refer to Board</p>	<p>Confiscation and Letter to parents</p>
2	<p>A. Taking pornographic material to school.</p> <p>B. Gambling on or off school compound in uniform</p>	<p>Call in parents Counselling</p> <p>Call in parents Counselling</p>	<p>5 days suspension</p> <p>5 days suspension</p>	<p>5 days suspension/ Board Trial</p> <p>5 days suspension/ Board Trial</p>
	<p>C. Leaving the school compound without permission</p> <p>D. Drinking or taking alcoholic beverage while in uniform on or off the compound</p> <p>E. Hiding in secluded areas during school activities</p> <p>F. (i) Stealing school property. (ii) Stealing from students/staff</p> <p>G. (i) Defacing walls.</p>	<p>Call in parents</p> <p>Call in parents Counselling</p> <p>Call in parents</p> <p>Call in parents/ Replace stolen item/s</p> <p>Parents will be required to purchase a gallon of paint and pay labour cost</p>	<p>5 days suspension</p> <p>5 days suspension</p> <p>In house suspension</p> <p>In house suspension</p> <p>5 days suspension</p>	<p>5 days suspension/ Board Trial</p> <p>5 days suspension/ Board Trial</p> <p>5 days suspension/ Board Trial</p> <p>5 days suspension/ Board Trial</p> <p>5 days suspension/ Board Trial</p>
	<p>(ii) Defacing furniture</p> <p>H (i) Vocally resisting reprimand from authority, lack of respect for Monitors, Sub-prefects Head Boy/Girl, teachers, Principal, Vice Principals.</p>	<p>Parents will be required to replace the piece of furniture</p> <p>Counselling 2 days suspension</p>	<p>5 days suspension</p> <p>5 days suspension</p>	<p>5 days suspension/ Board Trial</p> <p>5 days suspension/ Board Trial</p>

	(ii) Resisting reprimand from Authority	Counselling/ 2 days suspension	5 days suspension	5 days suspension/ Board Trial
	I. Disrupting school activities	Counselling 5 days suspension	5 days suspension	5 days suspension/ Board Trial
3	A. Ragging or taking away students' personal belongings. (Extortion)	Counselling 5 days suspension	5 days suspension	Board trial/Recommendation for expulsion
	B. Threatening to take in or bringing individuals/mob against schoolmates/school personnel.	Counselling 5 days suspension	5 days suspension	Board trial/Recommendation for expulsion
	C. Engaging in fights on or off the school compound while in uniform.	Counselling 5 days suspension	5 days suspension	Board trial/Recommendation for expulsion
	D. Involvement in sexual intercourse on the compound.	Counselling 5 days suspension	5 days suspension	Board Trial /Recommendation for expulsion
	E. Verbally and physically abusing or threatening school mates /school personnel.	Counselling 5 days suspension	5 days suspension	Board Trial /Recommendation for expulsion
	F. Throwing of bags with water	Counselling 5 days suspension	5 days suspension	Board Trial /Recommendation for expulsion
	G. Groping, fondling or other sexual violations	Counselling 5 days suspension	5 days suspension	Board Trial /Recommendation for expulsion
4	A. Wounding others	Counselling 10 days suspension & referral to Police and the Board	Board Trial Recommendation for expulsion	
	B. Taking weapons to school e.g. knife, scissors, ice pick, machete razor, guns and ammunition	Refer to Police and the School Board		
	C (i) Using or dealing in drugs on or off the school compound e.g. ganja, crack/cocaine	Refer to Police and the Board		
5.	Intentional destruction of school property	Payment for damage Counselling Board Trial		

Academic Performance		1st Offence	2nd Offence	3rd Offence
6. Academic Performance	A. Average Grade below 50% Grades 7-10 students (for 2 terms)	Call in parents Counselling probation	Call in parents & probation	Repeat grade Students will not be allowed to repeat more than once.
	Grade 11	On Probation and call in parents		
	Failing to do Class Work and Home Work	Call in parent	Place on probation	Refer to Board

Ministry of Education/Ministry of Health**School Health Programme****Student's Medical Report****MAGGOTTY HIGH SCHOOL****Part A****TO BE COMPLETED AND SIGNED BY PARENT/GUARDIAN**

NAME OF SCHOOL: _____

ACADEMIC YEAR: _____

PERSONAL DATA

STUDENT'S NAME: _____

DATE OF BIRTH: _____ AGE: _____ YRS SEX: M F ADDRESS: _____

TELEPHONE NO: _____

NAME OF PARENT/GUARDIAN: _____

ADDRESS: (H) _____

ADDRESS: (W) _____

TELEPHONE NO: (W) _____ (H) _____ (Cell) _____

EMERGENCY CONTACT INFORMATION

NAME: _____ RELATIONSHIP _____

ADDRESS: _____

TELEPHONE NO(s): _____

FAMILY DOCTOR OR HEALTH CLINIC: _____

ADDRESS: _____

TELEPHONE NO: _____

MEDICAL HISTORY

Please respond by putting a tick (✓) under the appropriate column and record dates of last treatment and remarks for positive responses.

Has your child ever been diagnosed or treated for any of the following conditions?

<u>PAST HISTORY</u>	YES	NO	DATE(s)	REMARKS
❖ Asthma/ Bronchitis	()	()	-----	-----
❖ Rheumatic Fever/Rh. Heart Disease	()	()	-----	-----
❖ Congenital / other Heart Disease	()	()	-----	-----
❖ Sickle Cell Trait/Disease	()	()	-----	-----
❖ Seizures (Epilepsy /Fits)	()	()	-----	-----
❖ Fainting spells/giddiness	()	()	-----	-----
❖ Anaemia(weak blood)	()	()	-----	-----
❖ Excess Tiredness	()	()	-----	-----
❖ Disorders of the Ears, Nose, Throat	()	()	-----	-----
❖ Diabetes Mellitus (Sugar)	()	()	-----	-----
❖ Chronic Disease(eg Cancer/Thyroid)	()	()	-----	-----

	YES	NO	DATE(s)	REMARKS
❖ Arthritis	()	()	-----	-----
❖ Recurrent headaches/Migraine	()	()	-----	-----
❖ Visual or hearing disorders	()	()	-----	-----
❖ Physical Disability	()	()	-----	-----
❖ Infectious diseases (e.g. measles, tuberculosis (TB), mumps, typhoid)	()	()	-----	-----
❖ Allergies to: Penicillin/antibiotics	()	()	-----	-----
Any other substance	()	()	-----	-----
❖ Any other condition	()	()	-----	-----

HAS YOUR CHILD EVER BEEN ADMITTED TO HOSPITAL OR HAD SURGERY? Yes NO

If yes, please explain for what reason. _____

REGULAR MEDICATIONS TAKEN (IF ANY): _____

EMOTIONAL HISTORY

Has your child ever been diagnosed with the following?

	YES	NO	DATE(s)	REMARKS
Depression	()	()	_____	_____
Learning Disability	()	()	_____	_____
Hyperactivity (ADHD)	()	()	_____	_____
Behaviour disorder	()	()	_____	_____

Has your child experienced the following?

	YES	NO
Recent stress eg. death or relocation of a close family member, relative or friend	()	()
Difficulty making friends, adjusting to new situations	()	()
Difficulty concentrating in class	()	()
History of fighting /hurting others	()	()

Explain: _____

FAMILY HISTORY

Has any family member been diagnosed with the following?

	YES	NO	REMARKS
❖ Allergies	()	()	_____
❖ Mental Disorder	()	()	_____
❖ Sickle Cell Disease	()	()	_____
❖ Migraine	()	()	_____

I certify that the above information is correct.

SIGNATURE: _____ DATE: _____
(PARENT/GUARDIAN)

PART B MEDICAL EXAMINATION REPORT**To be completed by a Physician or Family Nurse Practitioner****Please give details of findings and verify immunization history**

STUDENT'S NAME: _____

DATE OF BIRTH: _____ AGE _____

HEIGHT: _____ cm WEIGHT: _____ kg. BP: _____

MENARCHE: YES No if yes, LMP: _____

General Appearance: _____

Nutritional State: _____ Posture: _____

SKIN: _____ TEETH/GUMS: _____

HAIR/SCALP: _____

EYES: _____ VISION: R _____ L _____
(Indicate whether tested with glasses or not)

EARS: _____ HEARING: _____

NOSE/THROAT: _____

BREASTS: _____

THYROID: _____

RESPIRATORY SYSTEM: _____

CARDIOVASCULAR SYSTEM: _____

ABDOMEN/GI SYSTEM: _____

CENTRAL NERVOUS SYSTEM: _____

BONES AND JOINTS: _____

DEFORMITIES/DISABILITIES: _____

GENITO URINARY SYSTEM: _____

URINANALYSIS: PROTEIN: _____ SUGAR: _____

OTHER INVESTIGATIONS INDICATED: _____

(Follow up report to be provided)

Immunization History: Please indicate dates vaccines received.

Vaccine	DOSES				
	1 st	2 nd	3 rd	Booster 1	Booster 2
BCG					
DPT/DT					
Polio					
MMR					
Chicken Pox					
Hep. B					
Hib					
Pneumovax					
Other:					
Other:					

***Please provide a copy of the immunization card for the school records**

REMARKS AND RECOMMENDATIONS: _____

PHYSICAL ACTIVITY: UNRESTRICTED ()
 AS TOLERATED ()
 LIMITED ()

If Limited, reason: _____

CERTIFIED FIT FOR ADMISSION TO SCHOOL: YES () NO ()

 DOCTOR'S SIGNATURE

 ADDRESS

 DOCTOR'S NAME (WRITTEN)

 MCJ REG. #

 DATE

OR:

 NURSE PRACTITIONER'S SIGNATURE

 ADDRESS OF HEALTH CENTRE

 NURSE PRACTITIONER'S NAME (WRITTEN)

 NCJ REG #

 DATE

MAGGOTTY HIGH SCHOOL
APPLICATION FOR ADMISSION
SEPTEMBER _____

NAME:
LAST FIRST MIDDLE

ADDRESS:
STREET/DISTRICT POST OFFICE PARISH

DATE OF BIRTH: GENDER: MALE/FEMALE
DAY MONTH YEAR

NAME:..... NAME:
FATHER MOTHER

FATHERS' TELEPHONE # MOTHER'S TELEPHONE#

ADDRESS OF FATHER (If different from above) ADDRESS OF MOTHER (If different from above)

.....
.....

NAME AND ADDRESS OF GUARDIAN: GUARDIAN'S TELEPHONE:

.....
.....
.....

Give name and address of primary school(s) attended and date of attendance

Table with 4 columns: NAME OF SCHOOL, LOCATION, DATE OF ATTENDANCE, EXAM PASSED. Includes rows for school information.

Are you attending or have previously attended any other High school? Yes No

If Yes, complete below

NAME OF SCHOOL	LOCATION	DATE OF ATTENDANCE	GRADE REACHED
----------------	----------	--------------------	---------------

.....
.....

Has disciplinary action been taken against you (in any form) by any High School? Yes No

If Yes, state the disciplinary action and reason

.....

.....

DECLARATION OF PARENT OR GUARDIAN

If _____ is admitted to this school, I accept as condition of entry that he/she should be regular and punctual until the course of study is completed, and that he/she will be subjected to the discipline of this school.

.....
SIGNATURE

DENTAL EXAMINATION RECORD

LAST NAME	FIRST	MIDDLE	DATE OF BIRTH
------------------	--------------	---------------	----------------------

To the Parents/Guardians: _____

Please arrange with your family Dentist or Clinic for your child/ward to have a dental examination and possible correction or treatment. Take this form with you and have it completed by the Dentist or Dental Nurse. Please return it to the Teacher or school Nurse.

To the Dentist or Dental Nurse

Will you please make an oral examination of the above-named child and check "Yes" or "No" at the conditions which are so found to be in need of dental care. It is desirable that arrangements be made for necessary correction or treatment.

The child needs professional care for the following:-

	Yes	No
Carious Teeth		
_____	_____	_____
Primary _____	_____	_____
Permanent _____	_____	_____
Periodontal Disease _____		
Gingivitis _____	_____	_____
Periodontitis _____	_____	_____
Occlusion _____	_____	_____
Fractured Dentures _____	_____	_____
Other		

Remarks _____

Signed: _____

Date: _____

Clinic: _____

ADDRESS: _____

Telephone Number: _____

School: _____

Grade: _____

**MAGGOTTY HIGH SCHOOL
CONSENT FORM**

STUDENT'S NAME

DATE OF BIRTH
DAY MONTH YEAR

PARENT'S NAME

ADDRESS
.....

TELEPHONE NO.....

Ihereby give my consent to the school
(Name of parent)

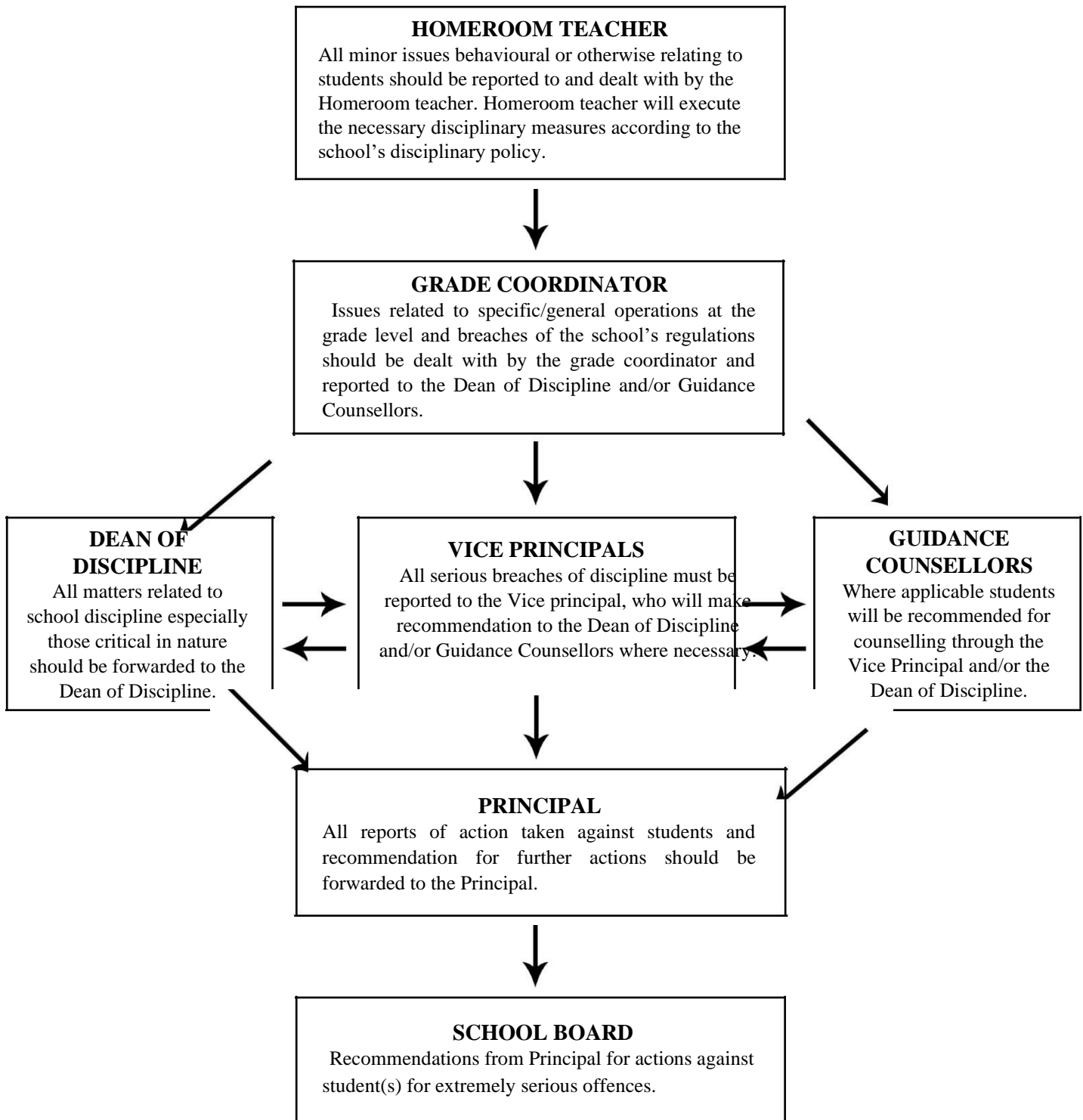
or any Medical Officer to undertake whatever medical treatment necessary on

.....
(Name of student)

I further state that I am responsible for this child and therefore have authority to grant this consent.

Signed:.....Date:

STUDENT REFERRAL SYSTEM



SPECIAL ADVICE TO PARENTS

Effective Time Management

One of the most important skills your new high school student needs to learn is effective time management. Teens need to learn that they are responsible for managing their time. Many students end up spending hours in class, they get involved with extracurricular activities, and also have to keep up with homework. Most teens want to spend their time socializing with others, going out, getting on the computer, or talking on the phone. However, it's easy for them to forget about their responsibilities for school work. Now is the time for them to learn how to manage their time. Having them keep a daily planner can be helpful and can teach them important skills in managing their time. Just

Basic Study Habits

Just some of the basic study habits are going to be important for your teen as they go into high school as well. Some kids already may have developed these habits during middle school, but for others, they come a bit harder. Here are a few basic study habits that are very important for your teen to have:

- Be prepared for your classes and make sure you attend. Be on time!
- Make sure you do all assignments and turn them in on time.
- Avoid cramming for tests, but review on a regular basis.
- Study each day, even if there are no tests.

Taking Good Notes

Taking good notes is very important for new high school students. While your teen may have taken a few notes in middle school, more than likely they aren't used to taking as many notes as they will in high school. Make sure that they are well prepared with plenty of paper and great pencils or pens so they can take notes. Although teens can't write down every single thing a teacher says, they do need to learn to write down the most important things.

Setting Goals and Meeting Them

The art of setting goals and meeting them is an important skill for new high school students as well. As a parent, you can help your child to become better at setting and meeting goals. Many kids don't do well in school because they don't set any goals for themselves. Have your teens set goals in their classes of how they want to perform. Just make sure you teach your kids to set goals that are reasonable. If they start out by setting goals that are too high, it will only lead to disappointment and a lot of frustration.

Reviewing Notes on a Regular Basis

A big problem that many new students in high school have is taking notes and then forgetting about them until it is test time. This can be a big problem and can lead to bad test grades. Cramming for tests is not a good practice. Teach your teen to review their notes on a regular basis. It's a good idea for them to take a look at their class notes each day. This way they keep the material fresh in their mind. It also keeps them from dealing with an overload of information, which can occur when trying to cram too much information in at once.

Staying Organized

Organizational skills are important for high school students, but this is an area where many teens seem to struggle. Just take a look at your teens room and you probably have doubts at whether they are able to organize anything. Work on teaching your teen to stay organized, not only at home, but with their school work as well. Teach them to have a place for all their study materials, such as notebooks, planners, pens, books, and other materials so they don't lose them. Organization is a skill that will help students improve grades, since they won't have the problem of losing homework or forgetting about important tests and quizzes.

Commitment to Learning

Last of all, a commitment to learning is also a skill that your new high school student needs to have. Impress upon your teens that high school and a good education is very important. High school is very relevant to the rest of your life these days. Employers and colleges both look at high school records. Motivation and a commitment to learning will help your teen to perform their best in school.

High school is definitely a whole new ball game for most students. It's a lot harder, on an academic level and often on a social level. While there are challenges in high school, with the right study skills to help them out, your teen can perform well. Remember, be there every step of the way for your teen so that you can help them succeed. They'll appreciate now and in the future.



School Song

Verse 1

We've started with hope and today it's the same
Our faith through the years has withhold the strain
We've come a far way with much further to go
With flaming hearts of hope we'll get there I know.

Chorus

Beyond the Nassau Mountain there's a beacon of hope
The burgundy and white shouts out to the world
Beyond the Nassau Mountain there's a tower of strength
To give the world the finest citizens that's our intent
Beyond the Nassau Mountain with a halo of light, stands
Maggotty High School, adding value to life.

Verse 2

Though the faces have changed the concepts remain
Hardwork and discipline is the vehicle, excellence is the aim
Making great men and women from boys and girls
That's how we state and maintain our place in the world

Bridge

*We've lost some battles but we'll never give in,
The war against illiteracy we'll have to win
'Cause we believe*

Written by Leon Chisholm – Teacher/Past Student