

# **ST CATHERINE HIGH SCHOOL**



## **THE STUDENT HANDBOOK**

## **PREFACE**

This handbook will serve as a guide to parents and students who are a part of the St. Catherine High School family.

It contains information that students will find relevant to their daily routine at school. We encourage parents to go through this handbook with their child/ward and help him/her to understand the school's expectations.

We endeavour to ensure that a climate conducive to learning is provided and that your child/ward is in a safe and secure environment. We urge parents to attend Parent Teachers' Association (PTA) meetings as regularly as possible and be actively involved in their child's school life.

Please make full use of the opportunities that the school has to offer. This is your place to shine. We wish you a very rewarding, happy and safe stay at this noble institution.

Through prayer and hard work, we will conquer all.

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## *The Principal's Message*

Welcome to St Catherine High School. I hope you will find our staff warm, caring and responsive to your needs.

The policies and information contained in this student handbook are an effort to create guidelines relating to school life. This information has been prepared in order to clarify rules as they apply to high school students so that it will help you as a student to adjust to our school and become an intricate part of it.

The development and acceptance of responsibilities and commitment to good citizenship will help you to be successful in school and the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school that will prepare you to live a better life and finally take your place in this complex society. Remember that your success in school will be directly proportional to your effort. Treat yourself and others with respect. Treat your property and the property of others with respect.

Our purpose is to ensure that St. Catherine High School will assist the student and provide a variety of educational experiences that will prepare each student to meet with a successful future. The development of the student is the center of our thinking and all of our endeavors; the student's welfare is our central purpose for "building a foundation for success" remembering always that **prayer and work conquer all.**

*Marlon Campbell (Mr.)*  
*Principal*

# Mission Statement

## **The Mission Statement of St. Catherine High School is:**

To develop the spiritual, social, academic, technical, and physical potential of each student by providing and supervising competent staff and by creating and establishing the necessary infrastructure and environment in which this development can be sustained.

# Vision Statement

## **The Vision of St. Catherine High School is:**

To impart Christian values, attitudes and principles to enable pupils to be well-rounded individuals and so become agents of change in their community and country.  
To dramatically increase and expand all pupils' basic skills in Mathematics, English and Science.  
To improve all pupils' academic performance in the core subjects.  
To develop digital-age learning skills by using creative, self-paced, interactive, inventive methodology to support traditional classroom instructions.  
To develop in all pupils an appreciation of the Fine and Performing Arts.  
To assist pupils to acquire the necessary attitudes and skills to enable them to adjust to changes in the society of which he or she is a part

# Core Values

**Respect - Excellence - Accountability - Commitment - Honesty**

# Motto

**Preces et Opera Omnia Vincunt**

**Prayer and Work Conquer All**

# History of the School St. Catherine High School

The St. Catherine High School started on September 6, 1948 in a classroom of the St. Catherine Elementary on White Church Street, in Spanish Town. The idea of establishing a Catholic High School in Spanish Town originated with the Reverend Father Matthew Ashe S.J. and Sister Mary Mercedes R.S.M.

The school began as a co-educational one, having an enrolment of 10 students. As the number increased, the need for additional space became necessary and so the school was moved to Brunswick Avenue, the present site of the St. Catherine Preparatory School. By this time the school changed its status, and became a grant-aided girls' school.

The school was moved to its present site at 35 St. John's Road in 1960 with Sister Mary Stanislaus as the Principal. Sister Mary Paschal became Principal in 1961, and served in this capacity until 1979 when she was succeeded by Miss Madge Anderson. Miss Madge Anderson was succeeded in 1987 by Mrs. Christabel Fuller. She was succeeded by Mrs. Colleen Brown who served the school up until 2000. Mrs. Joan Tyser-Mills succeeded Mrs. Brown and served as Principal up to 2008. The current Principal is Mr. Marlon Campbell, the first male principal of the school.

The school has grown tremendously over the years. From an enrolment of 500 girls in 1971, the school has extended to become a co-educational institution for approximately 2,400 pupils with an academic staff of 131 teachers.

## Aims of St. Catherine High School

1. To provide a secure, happy and well-ordered environment in which pupils, staff and parents can work confidently together.
2. To provide a balanced curriculum in which pupils are exposed to as wide a variety as possible of academic, creative, practical and sporting pursuits.
3. To encourage pupils to achieve their maximum potential at this level, in each field of activity.
4. To recognize that a pupil who achieves his/her maximum potential in each field of activity is a success even if his/her standard has not reached that of others.
5. To ensure that an atmosphere is created in which all those who can achieve external examination success are encouraged to do so.
6. To assist pupils to develop lively and inquiring minds, to develop their abilities to communicate orally and in writing, to teach them to question and argue rationally with respect for alternative points of view and to learn to apply themselves to tasks and make decisions.
7. To instill in pupils respect for themselves, their families and their community and to encourage respect for and understanding of people of different colours, religions and races; to understand the needs of others and make positive responses to them.
8. To develop real links with the local community.
9. To encourage pupils to appreciate the duties, responsibilities and pleasure of family life.
10. To instill respect for moral and religious values.
11. To enable pupils to leave school with skills in language (not only their own).
12. To encourage pupils to appreciate the full potential for leisure activities in the school and wider community.
13. To develop an appreciation of art, drama, music and literature.
14. To help pupils acquire an understanding of the world in which they live, in particular the fast-changing world of Science and Technology.

## School Code

1. I have the responsibility to dress in school uniform and behave sensibly in school and in the community so that we have a school of which we feel proud.
2. I have the responsibility to be organized for my lessons and to work to the best of my abilities so that we can all enjoy a good education.
3. I have a responsibility to let others work undisturbed so that we can all work in a supportive and friendly environment where our achievements are valued.
4. I have the responsibility not to bully, not to ignore bullying so that we can all feel safe in school.
5. I have the responsibility to respect other people's race, sex, religion and ability so that we have a school where we are all respected for who we are.
6. I have a responsibility to listen carefully to other people and respect their views so that we can all express our ideas and opinions openly and honestly at suitable times (our views should not be disrespectful to other members of the school community).
7. I have the responsibility to look after the school building and equipment and to tidy up any mess I make so that we can all work in a clean and well-equipped school.
8. I have the responsibility to leave other people's property alone and to leave at home, weapons, dangerous implements and expensive things so that our belongings are safe in school.

I have read and understand the school code and pledge to keep it to the best of my ability.

Signature: \_\_\_\_\_

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

## SCHOOL ADMINISTRATION

The school is run by the Ministry of Education and is managed by a Board of Governors headed by a **Chairman** who is appointed by the Ministry of Education.

The day-to-day operations of the school is the responsibility of the **Principal**. He is assisted by three **Vice-Principals**.

There is one **Dean of Discipline** and one **Bursar**.

Each grade (Grades 7 – 11) has eleven classes and each class has one or two **Form Teachers**. The Form Teacher's duty is to guide the students under his or her care and maintain records relating to punctuality and absenteeism.

Each grade (Grades 7 - 11) is managed by two (2) **Grade Co-ordinators**. Grades 12 and 13 have two (2) classes each and each class has one (1) Form Teacher. These two (2) grades are managed by one (1) Grade Co-ordinator.

Grade Co-ordinators supervise the work of the Form Teachers and the students who are in their charge.

Each **Subject teacher** is part of a department that focuses on the academic aspect of that subject area. **Heads of Departments** supervise the work of subject teachers such as lesson planning as well as the setting and evaluation of examinations among other duties.

There are three **Guidance Counsellors**.

### The Administrative Office

The Administrative Office comprises the Principal's office, Reception Area, the Accounts as well as the Students' Affairs Departments.

## Courses Offered

### **Grade 7-9**

The subjects offered are English Language, English Literature, Mathematics, Social Studies, History, Geography, Business, Electronic Data Preparation Management (EDPM) Religious Education, Spanish, Integrated Science, Design Art, Music, Dance, Drama, Guidance, Agriculture and Environment, Industrial Techniques, Home and Family, Information Technology and Physical Education.

*These subjects are offered at Grade 9* - Physics, Chemistry, Biology, Automotive Technology, Building Technology, Electronic Technology, Mechanical Engineering, Clothing and Textiles and Food and Nutrition.

**Grade 9 students will be given the option to sit the EDPM in CSEC at the end of the Grade 9 year.**

### **Grade 10 and 11**

Students are required to do eight subjects from the options of Science, Arts, Business and Technical Vocational subjects in the Caribbean Examination Council Examination.

## **Grading Scheme**

<b>A</b>	<b>90 – 100</b>	<b>Excellent</b>
<b>A-</b>	<b>80 – 89</b>	<b>Very Good</b>
<b>B</b>	<b>70 – 79</b>	<b>Good</b>
<b>C</b>	<b>60 – 69</b>	<b>Satisfactory</b>
<b>D</b>	<b>50 – 59</b>	<b>Fair</b>
<b>E</b>	<b>40 – 49</b>	<b>Weak</b>
<b>F</b>	<b>0 – 39</b>	<b>Poor</b>

## Prizegiving

Prizegiving is held in November each year. Students are recognized for their academic performance as well as their outstanding involvement in extracurricular activities.

## Academic Probation

Students who earn an overall average of less than 50% in the internal examinations will be placed on academic probation and will be expected to attend extra classes at the school to help improve the grades.

## Home Work Policy

Homework is set because -

- it can add a substantial amount of study time.
- it encourages student self-reliance and independence.
- it allows pupils to practice skills acquired in class.

Parents are to encourage and support their children and take an interest in their school work. A quiet and conducive environment should be provided for doing homework.

All students are required to do individual studies at home using the following as a guide:

**Grade 7** - 1 ½ - 2 hours daily      **Grade 8 and 9** - 2 ½ - 3 hours daily  
**Grade 10 and 11** - 3 – 4 hours daily      **Grade 12 and 13** - 4 - 5 hours daily

## Online Learning - The New Normal

The 2020 Covid-19 Pandemic has caused a shift in how things are being done not only in our country but worldwide. One such shift is the online learning modality.

Effective September 2020 all students will be provided with an **email address** with the **school's domain**. This will allow students to access Homework as well as other relevant information via this medium. If a student is unable to access web based information at home, he/she is encouraged to access the homework using the school's wifi at school before he/she goes home.

From time to time the online learning modality will be used for instruction. The school's **online portal** will serve as a site for information such as Class and Internal Examination Timetables and the Codes to enter the online classes.

<https://www.stcathshja.com/onlineportal>

### Procedure for Online Classes

1. Prepare yourself physically and mentally as you would in a face-to-face class.
2. Students should be properly attired and groomed before entering the online space.
3. Ensure you have the necessary equipment/gadget in good working condition.
4. Make certain you are comfortably seated
5. Log into the class at least five minutes to the start of the class.
6. Once you log in, ensure that your mic is muted.
7. Listen to the instructions given by your teachers
8. Be obedient and respectful at all times.
9. The Chat Box is for meaningful comments and questions relating to the lesson.

### The Wearing of Masks

As a result of the Covid-19 Pandemic, the Government of Jamaica has mandated the wearing of masks in all public places, therefore **every student entering St. Catherine High School's campus MUST wear a mask.**

All students must pay attention to the following:

- Masks worn by students must be **plain blue or black** without any insignia unless it is that of St. Catherine High School. Masks may be purchased from the school's bookshop.
- Masks should always cover the nose and mouth.
- Students are not allowed to share or exchange masks.
- Masks must be washed daily after use.
- As best as possible, masks must be worn at all times.
- Students who have a medical condition that would affect their ability to wear masks, this should be communicate this formally to the school's Nurse who will make other recommendations.
- The wearing of masks protects not only the wearer but everyone else.

### **Internal Examinations and Reports**

Internal examinations for Grades 7 - 10 are held twice for the school year – December and June. Pupils are encouraged to prepare well for examinations. Students caught cheating in an examination will be suspended and earn a zero for that particular subject. **Consultation days are held in January each year.** Parents get to meet the subject teachers and discuss their child's/ward's progress and collect reports. **Progress reports are sent to parents** at the end of **October and March.**

The final internal assessment for the students of Grade 11, 12, and 13, is a Mock Examination which is administered in December. **Consultation days are also held in January for these grades as well.**

### **External Examinations**

At the end of Grades Eleven, Twelve and Thirteen, students are required to write CXC examinations. These are important as these are exit exams which serve as requirements for further education and for employment.

Parents and students must ensure that adequate preparation is done in order to achieve the highest level of success in these examinations. Payments for these examinations

### **School Based Assessment (SBA) and Internal Assessment (IA)**

All students writing CXC exams are required to submit SBAs These form part of their final grade for the external examination and are mandatory. The deadline for the submission of SBA is January 31, each year for Grade 11 and March 31 for Grades 12 and 13. Students are advised to obey the deadlines that are set for submission of SBA's. Grade 11 students who have not submitted all SBA's will not be allowed to participate in the Graduation ceremony.

## Criteria for Grade 12

This is a two-year course. The criteria for entry are:

1. Good conduct and a positive work attitude.
2. Students must obtain at least six passes with Grades 1 or 2 in the CSEC.
3. The six subjects must include English A and Mathematics as well as the prerequisites for the CAPE subjects to be pursued.
4. The student must choose three subjects at the advanced level along with Communication and or Caribbean Studies. Subjects offered are Sociology, Economics, History, Management of Business, Accounting, Spanish, Art and Design, Literatures in English, Information Technology, Biology, Chemistry, Physics, Mathematics, Geography, Food and Nutrition, Environmental Science, Entrepreneurship and Building and Mechanical Engineering Drawing.
5. The students must do at least thirty hours of community service.

**NB** Students who do not qualify for graduation would not normally be accepted for Grade 12.

## The Library/Computer Labs

The library/computer labs are places for serious work; therefore:

1. Students are expected to observe the rules of the library/computer labs.
2. Permission **MUST** be given by the library/computer labs staff before students can use the computers. Each student **MUST** pay a fee per hour to access the internet.
3. Students are not allowed to enter the library/computer labs for class unless a teacher is present.
4. The library/computer labs are open to students during the lunch hours (10:30 -12:30) and after school 2:45 pm to 4:00 pm.
5. If a student needs to use the library/computer lab during class time, a written permission/corridor pass must be given by the subject teacher which will then be given to the library/computer lab staff.
6. There are penalties for students who do not co-operate.

## The Student Council

This body of students helps in the maintenance of discipline and acts as a liaison between the student body and administration. The members are democratically elected from each class. At the student council meetings, the class representative is required to give a report of his/her grade. Students who have a grievance may tell this to their representative who will air the grievance at Student Council meeting. Meetings are held on Fridays.

## **The Prefect Body**

Prefects assist in getting students to obey the school rules. Each class will be assigned one or two prefects. Students are expected to obey the commands of these individuals who will assist the form teacher in maintaining discipline.

## **Alumnae Association**

All past students of the school are eligible for membership in the St. Catherine High School Alumnae Association. Meetings are held every fourth Sunday of each month at the school beginning at 5:00 pm.

## **Houses**

There are six houses. They are Avila, Goretti, Lourdes, Mercedes, Orleans and Paschal. The activities of each house are supervised by House Co-ordinators who are members of staff.

Each house is required to choose a House Captain, Secretary, Assistant Secretary, Treasurer, Sports Captain (boy and girl). New students are assigned to a house and will remain in that house for the duration of their stay in the school.

House Worship/meeting is scheduled for the third Friday of each month except nearing Sports Day when it is held every Friday. Competitive events are some of the activities in which houses are involved. Students are expected to support their houses

The house colours are as follows:

AVILA	-	Yellow	GORETTI	-	White
LOURDES	-	Red	MERCEDES	-	Orange
ORLEANS	-	Blue	PASCHAL	-	Green

## **Sports Day**

This is held in the second term each year. Students are expected to support their houses in all the competitions in order to maximize as much points as possible. The dress code for Sports day is jeans pants or skirt and Physical Education blouse/shirt/ or a shirt/blouse that represents the colour of their house. It's a school day so students are expected to attend. Students who are absent must bring a written excuse signed by a parent on his/her return to school.

## Clubs and Societies

All students are required to participate in at least two-extra-curricular activities. These are held on Mondays, Tuesdays, Wednesdays and Fridays. The list includes:

Red Cross, 4-H, Peer Counsellor, Interact, Cadet, Honour Roll, Environmental, - (Monday).  
Visual Arts, Key Club, French, Sign Language, Debating, Heritage - (Tuesday) Catholic Cluster, Reading, Girl Guides, Aviation, Cadet, I.S.C.F, Energy, Spanish, - (Wednesday) Cadet, Science, Drama, Chess, - (Friday) Performing Arts, Basketball, Netball, Football, Volleyball, Cricket, Rugby, Track & Field, (on all days except Thursdays).

### **Parental Involvement**

Parents play a crucial role in the home–school partnership. Parents are expected to provide the school with their email addresses to allow for communication. Every parent should ensure that he/she:

1. Develops a relationship with your child’s teachers and in particular the Form Teacher. If possible, the parent should have a telephone contact for the Form Teacher.
2. Knows your child’s friends.
3. Visits the school to check on his/her child’s performance. Parents do not have to wait to be invited to the school.
4. Has a copy of your child’s class timetable and checks on his/her school work as often as possible.
5. Attends and takes an active part in the Parent Teachers’ Association meetings.
6. Encourages his/her child to set goals and work hard at achieving them.

### **Field Trips**

Field trips are an integral part of the school’s curriculum. Students may be required to visit off-campus sites to get information to strengthen what is learnt at school.

#### **Guidelines for Field Trips**

- Parents will be informed of the details of the field trips through a letter.
- They will be required to sign a consent form to allow the student to participate in such a trip.
- Students must conduct themselves in a decent manner and follow the instructions of the teachers.
- Students participating in field trips must adhere to the dress code which is the **Physical Education shirt/blouse and a plain dark jeans pants/skirt. No cut-up jeans is allowed.**
- Students may be required to make a contribution towards transportation.
- Parents should have telephone contact for the teacher(s) responsible for the trip.

# **THE SCHOOL RULES**

## **School Hours**

School begins at 7:45 a.m. and ends at 2:40 p.m. At 7:45 the first bell will ring and the Form Teacher will mark the register in the classroom. On Mondays, Wednesdays and Fridays at 7:55 a.m. students will **form a line from their classrooms and walk quietly** to the assembly area. The Form Teacher will guide this process. At 8:00 a.m. the second bell will be rung and devotion will begin and end at approximately 8:25 a.m. after which students will return to their classrooms in a line.

## **Punctuality and Registration at School**

Any student who arrives after 7:45a.m. but before 8:30 a.m. will be marked late. **Any student who arrives late for school two times or more for the week will be given a detention.** Three detentions will result in a suspension. The class register is marked by the Form Teacher again at 2:30 p.m. **If a student is not present in the room when this exercise is being done, that student will be marked absent.**

## **Arrival and Leaving**

All pupils must enter or leave the school premises by the **main entrance on St. Johns Road.**

On arrival at school, pupils must go directly to their form rooms.

Pupils may not leave the premises at any time, without permission.

## **Absences**

**Whenever a student is absent from school, a letter from the parent stating the reason(s) for the child's absence must be presented to the Form Teacher upon his/her return to school.**

## **Attendance at Classes**

**All students must attend all classes and as much as possible, remain in the class for the entire session.** Students must ensure that they have all the tools they need for classes prior

to coming to school. They must also ensure that they use the bathroom before devotion and during the lunch break so that there will be little or no need to leave classes for such reasons.

### **Corridor Pass**

A *Corridor Pass* will be issued by the subject teacher whenever a student has to leave the classroom. If the student cannot present a *pass* when seen outside, the student will be punished.

### **Nurse Pass**

A *Nurse Pass* will be issued by the subject teacher whenever a student has to visit the Sick Bay.

### **Procedures during Classes**

- Whenever a teacher enters the classroom all students should stand.
- Students should address all staff members either by “Miss.” or “Sir”.
- Whenever a student wishes to ask or answer a question, he/she should raise his/her hand and wait for the teacher to acknowledge him/her.
- Whenever students have to leave a classroom for another class, they should walk in a line in an orderly manner.**

### **Students’ Personal Possessions**

**Students are responsible for all their personal possessions.** Therefore, school bags, books, cellular phones, laptops and tablets and other personal items **must not** be left unattended.

### **Lunch Break**

There are two one-hour lunch breaks. 10:30 a.m. and 11:30 a.m. for the Junior School and Senior School respectively.

**Pupils must form lines and behave in a decent and orderly manner at the canteen and snack areas.** Lunches should be eaten in the classrooms. The Senior Campus is out of bounds for the pupils of Grades 7 – 9. The Junior Campus is out of bounds for the pupils of Grades 10 – 11.

## Cleanliness of Classrooms

Students must ensure that their classrooms are clear of garbage at all times especially before the end of the lunch break.

## Uniform

Pupils must wear school uniforms at ALL times when school is in session and when travelling between school and home. This is also applicable to Grades 11, 12 and 13 students when sitting external examinations. If a student has to be out of full uniform, a letter must be sent by the parent. Upon receipt of letter, a uniform pass will be issued by the Vice Principal or Dean of Discipline to the student which he/she will keep to show that permission has been granted

### **Boys**

Pants must be brown khaki, light coloured pants are **not** allowed.

The pants should fit comfortably at the waist and **MUST NOT BE ADJUSTED** (must not be stitched in). The shirt should fit loosely and it must not be stitched in.

**A one (1) inch plain black belt with a standard buckle** as well as a **plain black shoes** with navy blue or black socks should be worn.

**Shirt collar must be break neck and should be buttoned up to the break and neatly tucked into the pants. T-shirt worn as undershirt should be ‘V’ neck and not exposed. The crest must be stitched on to the pocket on the left side of shirt. Shirts must be tucked into pants at all times. Sweaters should be **blue, black or white.****

### **Girls**

Six gore blue skirt (zipper at left side, pocket at right side),

1 inch white belt, black leather shoes and sky blue socks (folded twice to rest just above the ankles). **The skirt must be at least 3 inches below the knee and must not appear to be a ‘hobble’ but should fit loosely around the hips so the pocket is not gaping.**

Blouses must be tucked into skirts at all times. Shoes **must** have 1 inch heels. The very flat ‘ballet’ type shoes are not allowed. **The CREST must be stitched on the left side of the blouse.** Make-up or nail polish is not allowed while in uniform.

## **SWEATERS**

Students are **not** allowed to wear sweaters unnecessarily during the school day and must be guided by the following:

- Sweaters worn **on campus** should be purchased at the school's bookshop.
- Sweaters should only be used for its intended purpose.
- Failure to abide by the guidelines will result in the confiscation of sweater.

## **PHYSICAL EDUCATION**

This is an integral component of the school's curriculum and all students must take part unless there is a serious medical condition that will not allow such student to do so. This however must be verified by a medical doctor. Students must be properly attired in the correct Physical Education gears which may be purchased from the school's Book Shop. **Failure to be properly attired for Physical Education classes will result in the student earning a detention.**

## **Cellular Phones and other Electronic Devices**

Students are not allowed to use cellular phones and other electronic devices in face to face classes without the permission of the teacher.

## **Hair and Hairstyles**

**Boys' hair must be low cut and well-groomed and should not be chemically processed.** Girls' hairstyles should be simple and befitting of students and should not be a source of distraction for the students, classmates and teachers. There should be **no tints, dyes, designs or markings/designs in the hair. Beads and headbands are not allowed. Clips for girls must be black and not too numerous. Braids and hair pieces/wigs are not allowed.** This is also applicable to students of Grades 11, 12 and 13 sitting external examinations.

## **Jewellery**

Girls are allowed to wear **one pair of small plain gold** knob in the lowest part of the ear lobe. **Medicated earrings are not allowed.** A simple watch may be worn on the hand. Watchbands should be **gold, silver, black or brown** and should not be more than one inch in width. **No other form of jewellery must be worn.**

**Boys are not allowed to wear earrings.**

## **ZERO TOLERANCE**

The school has adopted a **zero tolerance** approach to the following:

### ➤ **Fights**

Fights are strictly forbidden. Students must be aware that conflicts are inevitable.

It is recommended that students seek help from teachers when they are not able to deal with conflict on their own.

**Any student involved in fighting at school or on the street while in uniform, will be suspended for a minimum of three (3) days and a maximum of ten (10) as determined by the Principal and Dean of Discipline.**

### ➤ **Extortion/Stealing**

Extortion and stealing are strictly forbidden. Any student found stealing or involved in extortion will be suspended and will face the School Board.

### ➤ **Gambling/Smoking/Alcoholic Substances**

Gambling and smoking are strictly forbidden. Any student found involved in gambling or smoking or found in possession of alcoholic substance will be suspended and will face the School Board.

### ➤ **Illegal Items/ Weapons**

**Knives, scissors, ice picks, guns and any other dangerous weapons are strictly forbidden. Any student found with any of these illegal items will be suspended immediately and will face the School Board.** Scissors or any cutting tool will be provided by the teachers whenever these are to be used in classes.

### ➤ **Graffiti**

**Students should not put any markings on the walls, furniture or study benches. Any student found doing so will be suspended and could face the School Board.**

### **Intimate Contact**

Students must not engage in intimate physical contact with each other while in uniform on or off the campus. Therefore, hugging, kissing and any other act deemed to be of an intimate nature will result in the student being suspended and could possibly face the School Board.

### **Illness at School**

Students who become ill during the school day should go to or be taken to the Sick Bay. No student should leave the school's compound because of illness without an expressed permission from the Nurse.

### **Leaving School During the Day**

If a student has to leave the school compound during the day for any reason other than illness, a letter containing such information should be sent to the form teacher by the parent/guardian. Upon receipt of such a letter, the Vice Principal or Dean of Discipline will give the student a pass which they will hand to the Security Personnel at the gate upon leaving the compound.

### **Procedure for Visitors on the Campus During School Hours**

The safety of students and staff is of paramount importance to us. Parents or visitors to the campus during school hours are to first report to the Administrative office, or the Vice Principals' offices on either campus if they wish to see or speak to a student. At no time should a parent/visitor go to a class to see a student.

### **Vending on the School Compound**

Students are **not allowed** to sell items on the school's compound without the permission of the school's administration. Students found engaging in unauthorized vending will be punished and items confiscated.

### **Bleaching of the Skin**

Students are not permitted to bleach their skin. Any student found to be involved in such act will not be allowed to return to school until he/she has regained his/her natural complexion.

### **Internet/Social Media/Cyberbullying**

The use of technology has given rise to opportunities for all to engage in various modes of communication. However, we must be responsible in how we use the various forms of network that are available to us. Cyberbullying is the use of social media to post offensive material or make unkind comments about other individuals. Students are not allowed to post any photos or videos of themselves or other students in the school's uniform. Any student involved in these kinds of activities will be suspended and could face the School Board.

### **MERITS, DEMERITS, DETENTION AND SUSPENSION**

A Merit will be awarded to any student who does a good deed while at school. It will also be given for outstanding performances in tests.

#### **Offences which attract Demerit**

1. Being unsettled in class.
2. Display of loud, boisterous behaviour
3. Arriving late for classes. (Students should not be more than five (5) minutes late for classes).

*Depending on the nature and frequency of these offences, the student may be referred to the Vice Principal, Dean of Discipline, Guidance Counsellor or the Grade Co-ordinator.*

**A student who has earned THREE demerits will be given a letter from the Dean of Discipline for his/her parent/guardian to come in to see the relevant authorities.**

#### **Offences which attract Detention**

- Failure to be properly attired for Physical Education classes.
- Arriving late for school more than two times for the week.
- Failure to comply with the teacher's instructions.
- Disrespectful to a teacher/member of staff.
- Failure to complete homework/assignments.
- Failure to have the required materials/tools for classes.

Detentions given will be administered after parents/guardians are notified through

a letter from the school. Students who fail to serve the detention on the prescribed day will be given an additional day detention. If this continues, a suspension of no less than three (3) days will be given. Detention days are Mondays (Grades 10-13) and Wednesdays (Grades 7-9) between 3:00 and 4:00 pm.

### **Offences which attract Suspension**

- Being involved in fights/brawl on or off the compound while in school uniform.
- Gross insubordination/disrespect to authority.
- Defacing/markings on the walls, furniture or study benches.
- Seen on the Farm without a teacher being present.
- Skipping classes.
- Seen outside without a pass during class time.
- Loitering in the Spanish Town bus park/taxi stand and school gate during school hours.
- Failure to abide by the school's dress code
- Found with illegal and dangerous weapons, alcoholic substance and drugs.
- Issuing threats to student or staff.
- Cyberbullying
- Use of profanity (indecent language)
- Cheating in Internal Examinations
- Seen in plazas, fast food establishments and loitering in the school's uniform before and after school in Spanish Town
- Earning three (3) or more detentions
- Repeatedly disrupting the teaching and learning process

**Whenever a student earns three (3) suspensions, he/she could face the School Board for possible expulsion.**

## **Criteria for Graduation**

**Graduation is a privilege and not a right.** The ceremony to mark the completion of high school will take place each year for students who have completed Grade 11 satisfactorily. In order to participate in the graduation exercise and receive the school leaving certificate, a student must satisfy the following requirements:

- At least 80% attendance and punctuality at school in Grades 10 and 11.
- At least 80% attendance and punctuality at classes in Grades 10 and 11.
- Satisfactory conduct and deportment.
- Good work attitude.
- Must **not** earn a suspension in Grades 9, 10 and 11.
- Satisfactory attitude and respect to authority.
- Sit **all** papers in the Mock Examinations (at least 8 subjects).
- Obtain at least 50% average in at least 5 subjects in the Mock Examinations.
- Submit **all** SBA's.
- Be involved in extracurricular activities.
- Return **all** properties of the school including rental books and Cadet uniforms.

## **School Song**

Dear St. Catherine High, we love you  
With your colours white and blue  
We will ever hold your teachings,  
We will e'er be true to you.  
No matter where we wander,  
We will keep this e'er in view,  
Prayer and work shall ever conquer  
While we wear your white and blue.

Each one holds you as a Mother,  
Sister Teachers, Students all;  
Loyally we'll stand together,  
Ever ready at your call.  
Dear St. Catherine High we'll ever  
Keep our motto all life through.  
Prayer and work shall ever conquer  
While to you and God we're true.

**Music and words by Sister Mary Paschal**

## **THE PRAYERS**

### **At Devotion and Dismissal**

In the Name of the Father and of the Son and of the Holy Spirit, Amen

Take my body Jesus, eyes and ears and tongue

Never let them Jesus, help to do thee wrong

Take my heart and fill it full of love for thee

All I have I give thee

Give thyself to me. Amen

In the name of the Father and of the Son and of the Holy Spirit, Amen

### **At Lunch Time**

In the name of the Father and of the Son and of the Holy Spirit, Amen.

Bless us O lord and these thy gifts which we are about to receive

From thy bounty through Christ our Lord, Amen.

In the name of the Father and of the Son and of the Holy Spirit, Amen

### **After Lunch**

In the name of the Father and of the Son and of the Holy Spirit, Amen

We give thee thanks for all thy benefits O Almighty God

Who lives and reigns world without end Amen

In the name of the Father and of the Son and of the Holy Spirit, Amen.

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## Daily Class Schedule

<b>Junior Campus -Grades 7 – 9</b>	<b>Senior Campus - Grades 10 – 13</b>
<b>7:45 – 8:30</b> Registration and Devotion	<b>7:45 – 8:30</b> Registration and Devotion
<b>8:30 – 9:30</b> First Session	<b>8:30 – 9:30</b> First Session
<b>9:30 – 10:30</b> Second Session	<b>9:30 – 10:30</b> Second Session
<b>10:30 – 11:30 LUNCH</b>	<b>10:30 – 11:30</b> Third Session
<b>11:30 – 12:30</b> Third Session	<b>11:30 – 12:30 LUNCH</b>
<b>12:30 – 1:30</b> Fourth Session	<b>12:30 – 1:30</b> Fourth Session
<b>1:30 – 2:30</b> Fifth Session	<b>1:30 – 2:30</b> Fifth Session
<b>2:30 - 2:45</b> Registration and Dismissal	<b>2:30 - 2:45</b> Registration and Dismissal
<b>2:45 -4:00</b> <b>Extra Curr</b>	<b>ricular Activities</b>

KEEP YOUR THOUGHTS POSITIVE  
BECAUSE YOUR THOUGHTS BECOME  
***YOUR WORDS.***

KEEP YOUR WORDS POSITIVE  
BECAUSE YOUR WORDS BECOME  
***YOUR BEHAVIOUR.***

KEEP YOUR BEHAVIOUR POSITIVE  
BECAUSE YOUR BEHAVIOUR BECOMES  
***YOUR HABITS.***

KEEP YOUR HABITS POSITIVE  
BECAUSE YOUR HABITS BECOME  
***YOUR VALUES.***

KEEP YOUR VALUES POSITIVE  
BECAUSE YOUR VALUES BECOME  
***YOUR DESTINY.***

*Mahatma Gandhi*