

## **FOREWORD**

This edition of the ***Stann Creek Ecumenical College: Regular High School and Evening Division Prospectus*** serves six main purposes.

(i) It proclaims the **MISSION** and **EDUCATIONAL AIMS** that, together with the national secondary school philosophy of education, define the nature and scope of secondary education at Ecumenical.

(ii) It draws together the essential policies, practices, regulations, programs and support mechanisms that contribute to the fulfillment of the institution's mission as a quality child friendly school.

(iii) Consonant with the ***Handbook of Policies and Procedures for School Services***, it prescribes specific rules of conduct for students in order to:

- (a) foster self-discipline;
- (b) protect the rights of students;
- (c) underscore the responsibilities of students;
- (d) focus their attention on the pursuit of academic excellence.

(iv) It addresses the crucial role parents/guardians play in the education of their children, thereby eliciting their fullest support and cooperation in maintaining good student discipline and academic performance of the highest order.

(v) It renders transparent and comprehensible the multi-faceted school ethos that shapes the personality, intellect and morals of each student.

(vi) It sets out in detail the operations of the Evening Division.

This ***Prospectus*** is a **MUST** read for all who are engaged in the noble pursuit of a superior secondary education at Ecumenical College. Between its covers, students, teachers, parents/guardians, indeed all stakeholders, will find a wealth of information essential to understanding how this great institution functions.

### **I. ORIGIN AND DEVELOPMENT**

#### **I. Origin & Development**

When Stann Creek Ecumenical High School, as it was then called, first opened its doors in September, 1974, an era of denominational separation in secondary education had come to an end, for Stann Creek Ecumenical High School (Ecumenical) was the product of the amalgamation of the former Stann Creek High School (Anglican) and Austin High School (Catholic). An Ecumenical Commission, consisting of the heads of three major religious denominations - Catholic, Anglican, and Methodist - oversaw the early growth of the institution into a regional center of learning, serving the entire Stann Creek District and beyond.

By 1983 the Ecumenical Commission requested the Ministry of Education to assume responsibility for the institution. In response to this request a new Board of Governors was appointed, the composition of which underscored its community college character. Modifications in the Board's composition, such as the addition of representatives from the Town Council, business/professional community, Alumni Association, and the Ministry of Education, further enhance the community college character while still preserving the spirit of ecumenism which first stimulated the opening of Ecumenical's doors.

In 1986 a Sixth Form Division was established at the request of the Ministry of Education. This Division's first emphasis was on Business Studies, but gradual expansion added Arts, Science, General Studies and Art/Science programs to the

curriculum. At the same time, the Sixth Form was renamed “Junior College” to facilitate the transfer of credits to United States colleges, and an Evening Division was added to meet increasing demands for tertiary-level education.

Further, in response to the community’s need for secondary level extension services, Evening Sessions of the Secondary School Division commenced in September, 2001. Two years later, the needs and growth of the Secondary and Tertiary divisions warranted their separation into autonomous entities still under the direction of the Board of Governors. Consequently, in September 2003, the Junior College, headed by a Dean, was officially separated from the High School, headed by a Principal.

Finally, in June 2008, the Junior College was given its own Board of Governors, thereby completing the process of separating the High School from the Junior College. Nevertheless, the High School remains the most significant feeder institution for the Junior College.

Thus, consolidation and growth since 1974 exceed the original concepts and objectives that brought Ecumenical College into existence. With the High School once again an entirely independent entity, the scope for further expansion to meet the challenges of secondary education in the Stann Creek District and beyond is virtually limitless. A short list of those challenges, the focal point of which is making Ecumenical a model Professional Learning Community (PLC), must include:

- Maintaining and enhancing student discipline as a key to achieving academic excellence;
- Timely infrastructural upgrades;
- Crafting a robust, realistic curriculum responsive to students’ needs and interests;
- Maximizing the efficiency, skill and dedication of all human resources deployed to achieve the Mission and objectives of this institution, thus making it a model Quality Child Friendly Environment.

Stann Creek Ecumenical High School will meet these challenges while continuing to pursue the overall excellence that has become its permanent hallmark and legacy.

## **II. VISION STATEMENT**

**Through the collaborative efforts of all stakeholders in education, we envision a Quality Child Friendly Environment, committed to excellence.**

## **III. MISSION STATEMENT**

Through the cooperation and the combined efforts of all stakeholders, Ecumenical College will provide quality secondary education. The institution will integrate academic excellence with physical, social, cultural and spiritual development while stimulating entrepreneurial creativity, to prepare students to pursue an advanced education and live a productive life. This learning community will work to create holistic individuals in a diverse society by embracing a Quality Child Friendly culture and by fostering high ethical values and a commitment to excellence.

#### IV. COLLEGE EMBLEM

The Stann Creek Valley is agriculturally rich, and in order to identify with the area and the communities that it serves, the College's emblem depicts a basket of some of the main staples and the sea, which washes the shore. The three superimposed nature of the mission of the plane they are symbolic of that made up the The vine, separating the aspirations of the student symbols, reminds us of the glory and freedom that education bestows on the individual. Caritas - love, concern for others - underlines the emblem of the college.



products found in the Valley and shores of the Stann Creek District. doves represent the spiritual college and on a more natural the three religious denominations original Ecumenical Commission. doves and the basket, signifies the body. The laurel, enclosing the two symbols, reminds us of the glory and freedom that education bestows on the individual. Caritas - love, concern for others - underlines the emblem of the college.

In general, the emblem is a reminder of the hopes, aspirations, and goals of the college, as it strives to create an atmosphere of tolerance, harmony and peace within its community, and the communities it has been mandated to serve.

#### V. EDUCATIONAL AIMS

1. Transformation of the institution into a Quality Child-Friendly School.
2. The harmonious and holistic development of the student: intellectually, physically, spiritually, morally and socially.
3. The development of responsible Belizean citizens.
4. The inculcation of Christian values and morals in the student.
5. The development of an inquiring interest in the community's cultural, civic and moral well being.
6. The aesthetic development of the student.

#### VI. ENTRANCE REQUIREMENTS

Students who have successfully completed Primary School and who obtain at least a 60 percent score in the Belize Primary School Examination may apply for admission and will be accepted provided space is available. Students who receive lower than 60, but not less than 50, may be considered provided they show evidence of satisfactory performance in the last two years of primary school and also submit a recommendation from the principal of the primary school last attended, and if space is available. All new students **must** attend an orientation session and summer program prior to the commencement of classes.

#### VII. TRANSFER STUDENTS

**PLEASE NOTE WELL: The transfer of a student to Ecumenical from another school is not automatic and is subject to the conditions stated below.**

A student transferring from another school will have to be **passing** in the school from which he/she is transferring. The student must also arrange for a **transcript of grades** to be sent directly from his/her previous school to Ecumenical College. Grades will be reviewed and compared with Ecumenical's standards before the student is placed in a class.

All transfer students are placed on **Academic** and **Disciplinary** probation. They may be placed in a form one level below that which was completed at the institution from which they came. Transfer students will not be placed into fourth form at Ecumenical high school except in extreme circumstances after review by Principal. They should be passing at *first mid-semester* and fully comply with the disciplinary requirements. Failure to fulfill these conditions may result in the student being asked to withdraw. All transfer students *must* attend an orientation session prior to the commencement of classes.

## **VIII. TUITION AND REGISTRATION FEES**

The Government of Belize pays tuition for all Belizean students. Registration fees are fixed by the institution before the end of each academic year and are payable at registration or by such dates as prescribed by the institution.

## **IX. THE RIGHTS OF THE STUDENT**

Stann Creek Ecumenical College has a primary purpose, which is to promote the intellectual, physical, aesthetic and spiritual development of its student body. The student can best be challenged to understand and respond positively to his/her obligations when he/she knows that his/her legitimate rights are respected.

### **1. The student has a right to his/her good reputation:**

Information, which may tarnish the reputation of a student, or could be to his/her disadvantage, must not be disclosed. The counselor may not disclose counseling matters, even to the student's advantage, without the student's consent.

### **2. The student has a right to his/her privacy:**

His/her academic standing, disciplinary status, financial background, and other private matters are the concerns of the student and his/her parents. Such items of information are the concerns only of the school personnel with a clear need to know, and are not to be otherwise disclosed to anyone.

### **3. The student has a right to his/her education:**

The student's enrolment is taken as a commitment by the student to learn. Similarly, Ecumenical's acceptance of the student is a commitment of the school to educate, as the student has a right to receive the highest standard of instruction and guidance to maximize learning.

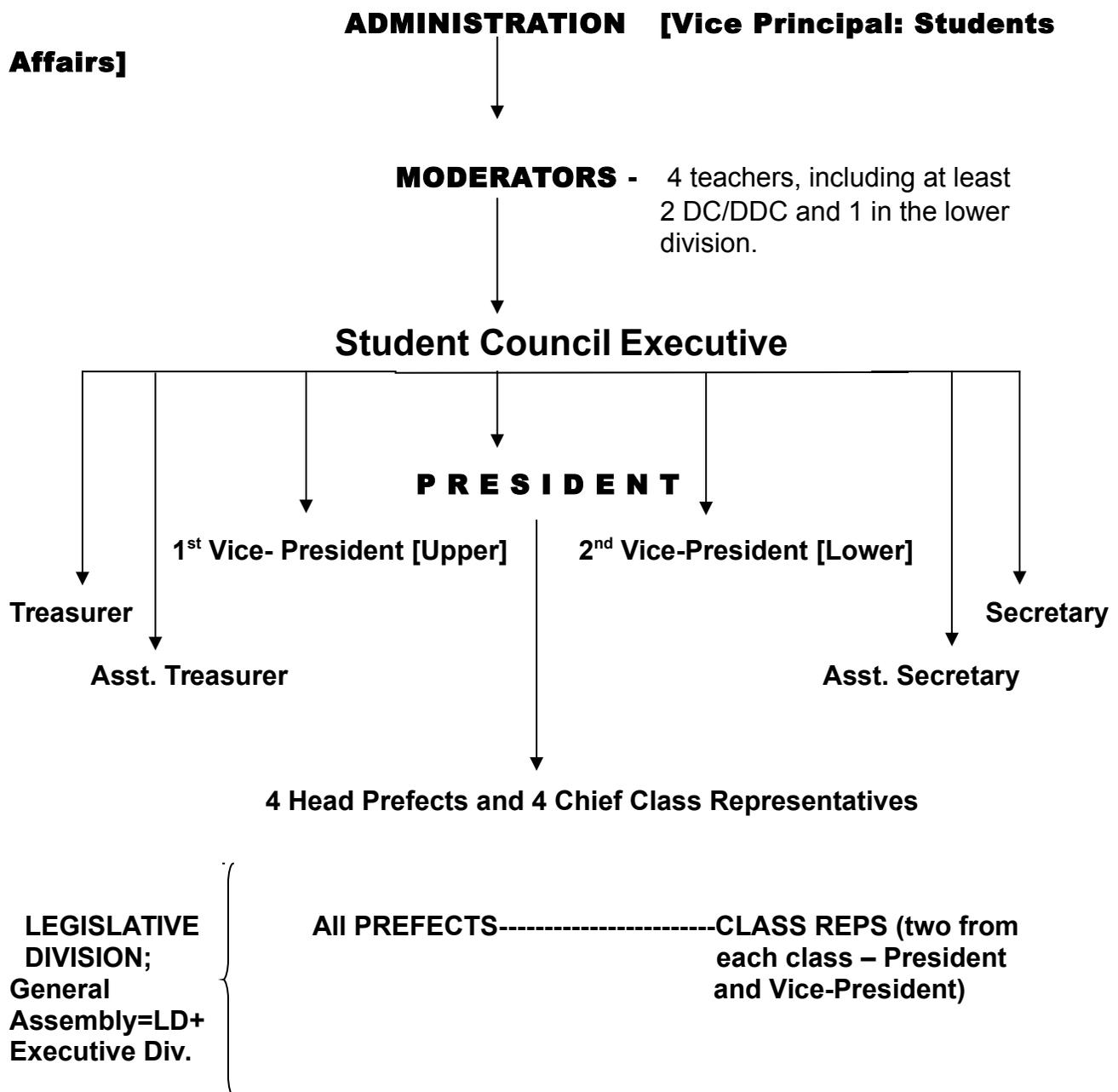
### **4. The student has a right to a system of discipline which is fair, transparent, and ensures "due process":**

Mutual respect between faculty and students can be fostered in an atmosphere of trust and clearly defined rules of student conduct. Such rules must be enforced fairly and consistently at all times as the student has a right to justice under the laws governing his/ her conduct.\_

## X. STUDENT COUNCIL

The designers of the Student Council created an organization through which students could develop their leadership skills, cooperativeness, creativity, sportsmanship, and self-discipline. Election of officers is held each year because of changes in student membership: fourth formers leave and a new set of first formers come in. The following are basic guidelines set out in the March 2007 revised Constitution of the Student Council.

### A. STRUCTURE (Diagram)



(Note: President, One Vice President and Five (5) other officers = **Quorum**)

### B. MODERATORS

Administration shall select four (4) moderators from among the teaching staff. These must include at least one Department Chair or Deputy Department Chair, and one teacher in the lower division (forms 1 and 2). Initial appointment as a moderator is for two (2) years, and re-appointment thereafter is at the discretion of Administration.

### C. EXECUTIVE DIVISION

- i. The Executive Division (henceforth ED) shall consist of thirteen (13) voting officers and two (2) non-voting Councilors charged with implementing all decisions taken by the General Assembly (GA).

- The President, a Vice-President and any five other officers shall constitute a quorum whose decisions are binding on those absent.
- ii. The Chief Executive Officer and overall leader of the Council is the President, elected annually by majority vote of the entire student population from among nominated second and third form candidates; first and fourth form students are not eligible for election to this post.
  - iii. The President is assisted in carrying out the duties stated above by:
    1. A First Vice-President (VP) elected by majority vote of the entire student population from among candidates nominated by the upper division classes of forms three and four; students of forms one and two are not eligible for election to this post and are not eligible to vote for this position.
    2. A Second VP elected by majority vote of the entire student population from among candidates nominated by the lower division classes of forms one and two; students of forms three and four are not eligible for election to this post and are not eligible to vote for this position.
    3. A Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer all elected by majority vote of the entire student population from among candidates nominated by forms one, two and three.  
The Secretary, or in his/her absence, the Assistant Secretary, shall write the minutes of meetings of the ED and GA, as well as the correspondence of the Council, guided in so doing by the Moderators. A file with copies of minutes, correspondence, reports etc. must be properly and securely kept by the Secretary and handed over to the Head Moderator at the end of the Secretary's year of office. The Treasurer and Assistant Treasurer shall account, in a manner authorized by the Moderators, for income and expenditure pertaining to specific SC activities, and report on the financial outcome of fund-raising activities to the ED, GA and the entire student population. Any such written financial reports shall be kept on file by the Secretary.
    4. Four (4) Head Prefects, one for each form, selected with the approval of Administration from among all Prefects.
    5. Four Chief Class Representatives, one for each Form, selected from among all Class Representatives.
    6. Two non-voting Councilors, being the two unsuccessful candidates with the highest number of votes for the officer posts.

The Council raises funds for school activities and facilities, hence is allowed to have a bank account usually kept by the moderators and monitored by the Bursar.

## **XI. DUTIES OF PREFECTS**

As early as possible in each school year home-room teachers shall select a male and a female prefect for each class. Their duties are as follows:

1. **MONITORING CLASS BEHAVIOR WHEN NO TEACHER IS PRESENT**
  - (a) The two prefects, along with the class president and vice-president, shall assist in monitoring students' behavior whenever there is no teacher in the classroom. After requesting students to be quiet, they may proceed to write the names of those students who continue to misbehave. The list should be submitted to the Second Vice-Principal for appropriate disciplinary measures.
  - (b) One of the prefects or the class president may leave the classroom to notify any of the Administrators about the absence of the teacher.
  - (c) Help to monitor behavior on the school buses.
2. **PEER SUPPORT**
  - (a) Students who are absent with valid reasons (eg. Illness; death in the family; inclement weather; bus problems etc.); may need assistance in catching up.

Prefects as well as other class officers) can help these students with details of assignments, subject notes, class exercises, or sharing other information missed during the time of absence.

- (b) Visiting classmates or schoolmates unable to come to school due to illness, injury or other causes could be done as a class activity under the direction of the homeroom teachers.
- (c) Prefects are strongly encouraged to volunteer for training as peer counselors.
- (d) Whenever a prefect becomes aware of a specific need or concern of a classmate, he/she should alert the homeroom teachers.

### 3. **CAMPUS PRIDE PROMOTION**

- Spearheading anti-littering actions such as issuing tickets to those who litter.
- Engaging in tree planting and other landscaping or beautification strategies.
- Reporting any instance of graffiti in bathrooms, on furniture or on classroom walls.
- Helping to monitor proper use of facilities such as cafeteria, computer labs, science labs, workshops, library, agriculture plots, kitchen.

### 4. **DEVELOPING LEADERSHIP POTENTIAL**

- Attending workshops, seminars or lectures on leadership whenever these are available.
- Taking the initiative in activities such as fund-raising, sports etc.

### 6. **STUDENT COUNCIL**

- attend meetings
- assist class presidents with timely, accurate and full reports about Council meetings

### 7. **EXEMPLARY STANDARDS OF ACADEMIC PERFORMANCE AND DISCIPLINE**

## **XII. ATTENDANCE AND PUNCTUALITY**

### **1. ATTENDANCE**

- (a) Parents are asked to inform the school prior to, or on the day that their child will be absent.
- (b) Apart from doctor or medically certified illness, a student may not be absent from school for more than a total of **ten** school days in an academic year. Students in forms one to three who accumulate more than **ten** absences per academic year **may not be promoted** regardless of their academic performance. Seniors likewise may not be allowed to graduate if they accumulate more than ten absences. Repeated illness will be reviewed by the administration for possible withdrawal.
- (c) When they return to school, students who were absent for whatever reason must bring the **prescribed absence forms, signed by their parent(s)/guardian(s)**, and present these to Administration before being given **permission slips** approving their return to their classes. The permission slips must be shown to, and signed at the back by all teachers whose classes were missed, then given to the homeroom teacher at the end of the school day.
- (d) When a student reaches the fifth absence, his/her parent(s)/guardian(s) shall be notified.
- (e) Students who skip any class after being marked present for the day shall be suspended for 3 days.
- (f) **Students must not leave the campus during school hours without permission from Administration.** The penalty for breaking this rule is 3 days suspension and parent(s)/guardian(s) will be notified.

### **2. PUNCTUALITY**

- (a) Students must be on campus **by 7:45 a.m.** every day. Any student who is **not seated in his/her homeroom by 7:45 or the second buzzer at 7:48** will be given **a demerit for the first offense and a demerit and a detention** for any subsequent lateness.

The parents/guardians of students who are late *four (4)* times in any one semester shall be notified and called in to discuss further corrective measures with Administration. After this, tardiness shall be punished with **one day** working suspension.

- (b) Students must move quickly to and from their classrooms when there is a change of subject requiring such movement, and when the two breaks come to an end. Failure to be seated in the classroom by the second buzzer after break, or being unjustifiably late for a particular class, will result in the student being given one demerit in the first instance, then a demerit and a detention for any subsequent lateness to class.

### **XIII. THE COLLEGE UNIFORM AND GROOMING**

#### **1. THE COLLEGE UNIFORM**

In order to maintain the highest level of respect for Ecumenical College's unique uniform and all that it represents, proper wearing of the uniform at all times, whether on campus, to or from school, and during school activities off-campus, is **mandatory** as prescribed below, **except** where specifically stated otherwise in particular subsections. Infraction of any one or more of the following regulations will result in the student being sent to administration and the student will not be permitted to return to class until the infraction is corrected to the satisfaction of administration. Students will be sent home to replace the inappropriate uniform.

The boys' uniform consists of brown trousers and a white shirt with four pockets, small slits at the two sides, and brown trim at the sleeves and pockets. The shirt is worn outside the trousers.

The girls' uniform consists of a brown skirt with large buttons and a pleat in the front; a white blouse with brown trim around the collar and sleeves is worn over the skirt. Brown long pants may be worn in place of the skirt.

#### **(a) STUDENTS' TROUSERS**

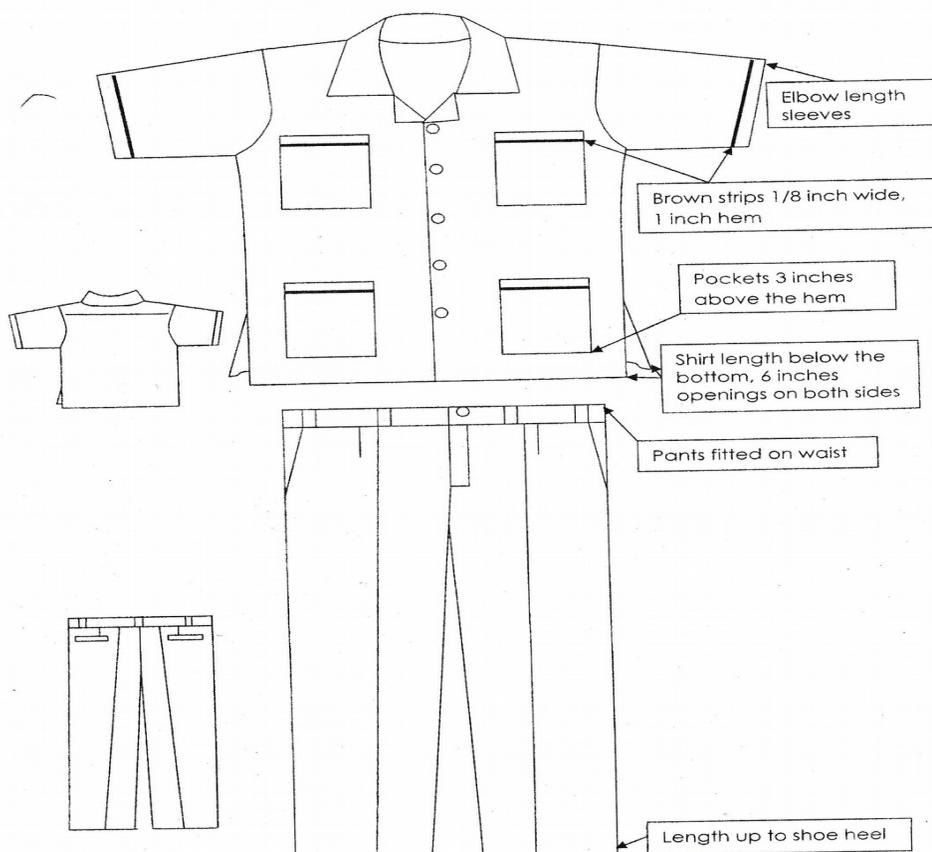
- i. **ABSOLUTELY NO:** 'sagging', oversized (excessively baggy), skinny or pinstriped, pants. Underpants, including boxer shorts, must not be visible above the waist of the pants.
- ii. Locally sewn pants are preferred; ready-made, well-fitting dress pants are permissible.
- iii. A plain fitted black or brown belt must be properly worn with the pants.

#### **(b) BOYS' UNIFORM SHIRTS**

- i. The uniform shirt must be:
  - sewn according to the prescribed pattern distributed at registration;
  - neatly pressed, clean, and free of any tears or rips.
- ii. If worn, plain white (no logos), sleeveless undershirts must be tucked into the pants.

#### ECUMENICAL COLLEGE UNIFORM DESIGN

White Dacron shirt with white buttons, worn with white "A" undershirt;  
Ecumenical brown pants worn with brown/black belt; white socks and black shoes.



### (c) GIRLS' UNIFORM

i. Must be:

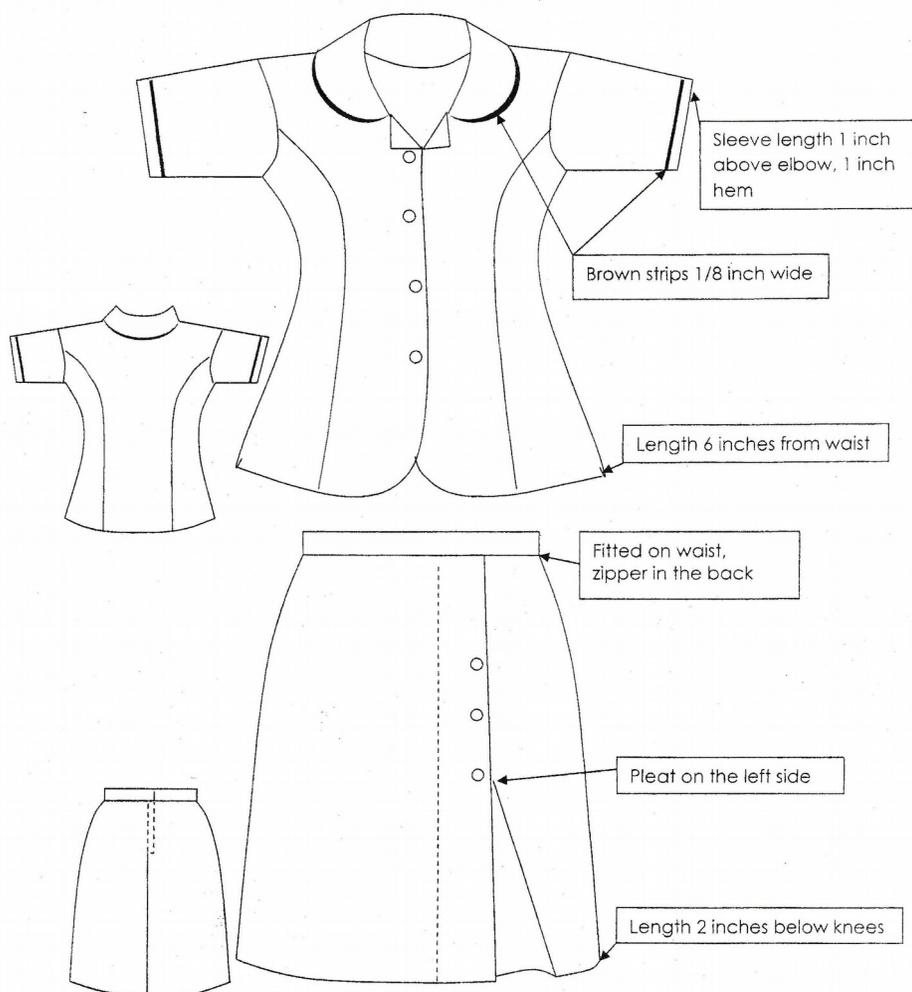
- sewn according to the prescribed pattern distributed at registration;
- neatly pressed, clean and free of rips or tears at all times.

ii. The hem of the blouse must extend down to the hips, and a white vest worn underneath and properly tucked in. The undergarment must be white, black or tan and not visible through the uniform.

iii. The hem of the skirt must extend below the knees, and apart from the double fold in the front left side, must not have any other split.

#### ECUMENICAL COLLEGE UNIFORM DESIGN

White Dacron blouse with white buttons, Ecumenical brown skirt/pants, worn with white vest, white socks and black flat shoes.



#### (d) FOOTWEAR

- i. Students must wear a pair of **PLAIN black, closed shoes**, except when first and second form students are required to wear sneakers for Physical Education once each week.
- ii. Boys may wear plain white, brown, or black socks.
- iii. Girls are to wear plain white socks.

#### (e) HEADGEAR, JEWELRY, MAKEUP AND NAIL POLISH

- i. Caps, hats, head kerchiefs, sunglasses (non-prescription), rings, all types of necklaces, bangles, large and/or multiple pairs of earrings, all types of makeup and nail polish are not part of the college uniform and are therefore **strictly prohibited** at all times, except for the specific cases below.
- ii. Caps and hats may be worn during special school events such as parades and field day.
- iii. Girls may wear **one pair of gold or silver earrings, each no larger than a ten cent coin**, and a plain white, black or brown hair holder.
- iv. Violation of this rule will result in the confiscation of the prohibited item(s), which shall not be returned until a fine of \$25 has been paid to the bursar's office and the student will also serve detention. Students will

be required to remove any makeup and/or nail polish before being allowed into class and will be given a demerit. Rings used as “guards” must be removed from the finger and kept in a pocket.

(f) **APRONS AND LAB COATS**

To protect their uniforms from being soiled and/or damaged, all students doing Woodwork and Science laboratories must wear appropriate aprons and/or lab coats. Students will not be allowed into the workshops and labs until they comply with this regulation.

Hospitality students must wear a full white body apron, white head dress; carry side towel, pot holder and a mitten as requirement to enter the cookery.

(g) **P.E. UNIFORM**

This consists of short brown pants, worn at or below the knees, and the college “T” shirt. Students are not to leave the school compound in their PE uniforms. PE uniforms must be worn for all practical sessions. Any infraction of this rule will be penalized with one demerit and a detention during the P.E. period in the first and second instance, and a one day suspension for the third offence.

(h) School ID must be worn at all times. Only the ID photo and demerit card should be visible in the pouch.

2. GROOMING

Students’ grooming should be neat and in keeping with the approved standards of the College. Blouses and shirts must be buttoned up at all times or the offending student will be penalized with a demerit.

Boys are required to get military style haircuts (**NO streaks or dye**). Sideburns must not extend below their ears, and **no beards are allowed**. Non-compliance with these regulations will result in students being sent to shave or cut the hair, followed by one demerit and a detention for one period in the first and second instance, and a one day suspension for the third offence.

Girls hair must be neatly groomed (**NO streaks or dye**). Braids must be no longer than shoulder length and of black color.

**XIV. USE OF FACILITIES**

1. USE OF CLASSROOMS

- (a) Except at times of inclement weather, classrooms may not be entered during breaks without a teacher being present. Infraction of this rule will be penalized with a demerit in the first instance, then with detention thereafter.
- (b) Consumption of food and beverages, and chewing are strictly prohibited in any of the school buildings or classrooms; infraction will be penalized with a demerit in the first instance, then with detention thereafter.
- (c) The purchasing and/or consumption of food and beverages before or after either of the two breaks is strictly prohibited; infraction will be penalized with a demerit in the first instance, then with detention thereafter.

## 2. LABORATORIES AND WORKSHOPS

Students may enter these areas only when permitted by a teacher. Absolutely no eating or drinking is allowed in any of the laboratories and workshops, except where administration's permission has been sought for special events. Infractions will be penalized with a demerit in the first instance and detention thereafter.

## 3. STAFFROOM

This is ***strictly off-limits*** to all students. Students must knock on the door to get attention from a teacher without entering the staff room. The penalty for not complying with this rule is ***two demerits***.

## 4. CARE OF SCHOOL PROPERTY

(a) Students found littering anywhere on campus will be given ***two demerits and issued littering tickets of \$5 by the teachers on duty. Prefects are also tasked with monitoring the littering situation and report to the teachers on duty of the infraction.***

***(b) Students who are found in the immediate vicinity of garbage and have not made attempts to properly dispose of it will be deemed as having littered and will be subject to the penalties in a) above.***

(c) Defacing, damaging, or willfully destroying any kind of school property will result in the student paying the cost of replacement or repair, and may be ***suspended for three days.***

# XV. DISCIPLINARY PROCEDURES

## 1. THE DEMERIT CARD SYSTEM

(a) The demerit/conduct card system covers all infractions, ranging from inattention in class to the use of vulgar language, specifically listed on each card. It is therefore mandatory that all students' ***carry their demerit cards at all times*** and promptly present them upon request by any teacher. Failure to comply will result in the offender being given ***two demerits to be entered in the master record. The master record is the official record of demerits.***

(b) Refusal of any student to present his/her demerit card upon request to any teacher shall be treated as ***disrespect and insubordination***. Consequently, offenders will be penalized in accordance with XVI. 8 below.

(c) Any student who reaches 25 demerits on his/her demerit card will go on ***three days suspension***. Thereafter, the student will be issued with a ***"green card."*** The accumulation of 15 demerits on this card will then result in the ***expulsion*** of the student.

(d) ***Lost, severely damaged, or defaced demerit cards must be replaced immediately*** by being purchased from the bursar through the homeroom teacher who will then give the student one demerit. First replacement cards cost \$10.00; second, \$15.00; third, \$20.00, whereupon the parent(s)/guardian(s) of the student will be called into a conference with Administration, and the student will be placed on suspension for 3 days.

(e) When circumstances warrant it, teachers may enter demerits in the Master Record of Conduct Book prior to doing so on the conduct card. ***The Master Record shall be regarded as the final, most accurate record of demerits***

**Issued.**

2. **DETENTIONS**

Unless otherwise imposed by Administration, a detention normally lasts for two class periods and are administered at the end of the school day. Administration also determines when students are to serve their detentions, during which students perform a variety of tasks ranging from machete work, to cleaning the library, labs etc, to raking and cleaning the campus.

3. **SUSPENSIONS**

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- (a) A total of NINE DAYS of suspensions shall warrant expulsion, **effective at the 9th day of suspension**, subject to a hearing of the Disciplinary Advisory Committee.
- (b) The nine days may be accumulated through any number of suspensions from 1<sup>st</sup> to 3<sup>rd</sup> form.
- (c) The number of suspension days imposed for any infraction as stated in these Rules and Regulations is fixed and shall not be varied for any reason whatsoever.
- (d) Suspension days shall be recorded in the attendance registers as absences with the letter **S**; these absences will not be counted among the non-illness absences.
- (e) Notwithstanding the above:
- i. suspension leading to expulsion as prescribed by the demerit system shall remain;
  - ii. **Three 3-day suspensions from first to third form** could result in expulsion subject to a hearing of the Disciplinary Advisory Committee.
  - iii. Whenever it is practical to do so, *“care shall be taken not to have suspensions (or withdrawals) preclude examinations and other activities essential to successful completion of a course of programme of studies”* (p. 125.141(6) of “Handbook of Policies and Procedures for School Services”). In this regard such students may be afforded the opportunity to sit exams after regular school hours and in attire other than the school uniform.

4. **DISCIPLINARY ADVISORY COMMITTEE**

- (a) **Purpose:** Ensure fair and rapid hearings of major infractions and make recommendations to Administration for referral to the Board. When deemed necessary, the Committee will convene to review major infractions and appeals.
- Hearings will take place within one week from the date of the appeal.
  - Parent(s)/Guardian(s) of students, students, and person(s) who witnessed the violation will be informed of the date of the hearing at least two (2) days prior to the date of the hearing.
  - Parent(s)/Guardian(s), student, and witnesses should be present for the hearing.
  - A quorum will consist of four (4) members of the Committee.
  - The Committee will hear issues concerning the violation from parties

- The Committee will submit recommendations at the end of the hearing.
- The school's Counselor will keep a record of each case and do follow-up on the case.

**Major infractions to be addressed include, but are not limited to:**

- Drugs and /or alcohol on and off campus
- Sexual harassment
- Assaulting students or staff
- Disrespect to Faculty
- Misuse of Social Media

**Committee Members:**

- P.T.A. Representative
- Staff Representative
- School Counselor who serves as secretary
- District Education Manager
- Vice Principal of Students Affairs
- Principal – Convener; non-voting

**Procedures for hearings:**

- Overview of committee by Principal.  
Principal relates incident as told.  
Principal makes reference to relevant sections of the Prospectus.
- Person(s) who witnessed incident present case.
- Student presents his/her side of the incident.
- A material witness is called if necessary.
- Committee questions student.
- Parents state view.
- Counselor presents case study.
- Parents, students, and witnesses are asked to leave the hearing room.
- Committee deliberates.
- Parties are recalled (parents, students, and witnesses).
- Principal presents recommendations to the parties.
- Committee recommendations are submitted through the Principal to the Board of Governors as required by the Board.

**XVI. INFRACTIONS OUTSIDE THE DEMERIT CARD SYSTEM**

1

**CURFEW HOURS**

- (a) Students must be at home, that is, the known or stated (on the registration form) address of their parent(s)/guardian(s) by **9:00 p.m.** After 9:00p.m. they may not be seen or encountered on the streets; at wakes; discos, clubs, bars (**Rule XVI. 2** below); social events not stated in (b) below.

(b) The only exceptions to this rule are:

- i. Religious, educational, cultural, sports, and other alcohol-free legitimate forms of entertainment that end after 9:00p.m. (and in the company of their parents/guardians)
- ii. Those activities in public places (Rule XVI. 2 below) for which prior approval was granted by Administration.

(c) The penalty for non-compliance with this rule is three (3) days suspension.

## 2. DISCOS, CLUBS, BARS

Students **may not patronize** any of the above. The penalty for not complying is **three days suspension** in the first instance, then subject to **expulsion** if the infraction is repeated.

**EXCEPTION:** With the permission of Administration, students may attend weddings and other family celebrations held in such facilities.

## 3. DRUGS, ALCOHOL, AND ALL OTHER CONTROLLED SUBSTANCES

- i. With the sole exception of drugs prescribed by a physician, students in possession of, or consuming any of the above, on or off campus, **will be subject to expulsion and, if necessary, a hearing of the DAC.**

- ii. **NOTE WELL:**

In accordance with Education Rule 140 (1) of 2000, p. 124 of the "Handbook of Policies and Procedures for School Services," "where substantial grounds exist to accuse a student of use of illicit drugs, the school may require him/(her) to undergo a drug test. Refusal to take the test may lead to dismissal from the school." This provision shall be applied to enforce compliance with (i) above.

## 4. SMOKING

This is prohibited on campus and while wearing the school uniform; infraction will be penalized with **three days suspension**.

## 5. KNIVES, MACHETES, GUNS, ETC.

The unauthorized possession of any of the above or other types of weapons on campus or on the school buses will be penalized with **immediate expulsion**.

## 6. RADIOS, GAMEBOYS, HEADPHONES, WALKMEN, DISCMEN, CELLULAR PHONES, MEDIA PLAYERS, I-PODS, LAP-TOP COMPUTERS AND ALL MODERN ELECTRONIC GADGETS.

- (a) **THESE MUST NOT BE BROUGHT TO SCHOOL.** If found on campus they will be confiscated and shall not be returned until a fine of \$25 has been paid to the bursar's office. Offenders will further be **suspended for three (3) days.**

- (b) **NOTE WELL:**

In accordance with Education Rule 140(2) of 2000, p. 124 of the "Handbook of Policies and Procedures for School Services", "a search may be conducted, without prior warning, by the Principal or by the police at the request of the Principal or a person duly authorized to be acting on his behalf."

Such searches are conducted to enforce the ban of the above stated items, on weapons as stated in Rule XV (5), and on prohibited substances stated in Rule XV (3) above.

## 7. MISUNDERSTANDINGS, QUARRELS, FIGHTS, BULLYING

(a) Verbal altercations, threats of violence and instances of bullying must be immediately reported to a homeroom teacher, subject teacher or to Administration. ***Under no circumstances should the offended student attempt to retaliate, verbally or otherwise, before or after making such a report to the proper authorities.*** Failure to comply with this regulation could result in the altercation being ***treated as stated in (b) below.***

(b) Those involved in fights shall be dealt with in accordance to rule XVI. 8. (a) ***failure to comply with specific directives , in addition to 3 days suspension for the actual fight.*** Administration will investigate the matter and make recommendation to the Disciplinary Advisory Committee for withdrawal.

## 8. DISRESPECT TO FACULTY

(a) Disrespect to any member of staff (ancillary or teacher), such as vulgar Language, ***failure to comply with specific directives***, mischievous acts etc. will be subject to a maximum of ***seven days suspension*** and the offender must write a ***letter of apology*** to the staff member affected.

(b) Any intentional threat, physical or verbal attack against a member of staff will be subject to ***IMMEDIATE EXPULSION. Mitigating circumstances will be referred to the Disciplinary Committee of the Board.***

## 9. UNAUTHORIZED VISITORS

Students may not have visitors on campus at any time, except for parent(s)/ guardian(s) and close relatives who must first report to the Principal's office for permission to see the student. Infraction of this rule will result in the student being placed on detention.

## 10. DISRUPTION OF ASSEMBLY AND OTHER SCHOOL EVENTS

Disruptions of general assemblies, parades, class meetings and so on by conversation or other means shall be penalized with detention and two demerits for the first offense, then a ***one-day working suspension*** thereafter.

## 11. PETTING

Any indecent activities involving students , ***on or off campus***, are prohibited and will be reported to Administration and subject to a minimum of three (3) days suspension.

## 12. PREGNANCY

(a) When a student is suspected of being pregnant, her parents will be asked to take their child to a doctor for verification.

(b) Students who become parents will be required to withdraw from the

regular high school and may be admitted to the Evening Division.

### 13. ACADEMIC DISHONESTY

- (a) Dishonesty during tests, quizzes, or on homework will result in a zero being awarded; additionally, the student will serve a detention.
- (b) Dishonesty during any semester or diploma exam will result in a zero being awarded for that exam.
- (c) Possession of, or access to, any examination script prior to the setting of the exam will result in a zero for the exam. The student will also be suspended for three (3) days and may be brought before the Disciplinary Advisory Committee for further disciplinary measures as the circumstances may warrant.
- (d) Any student who has been found guilty of academic dishonesty is barred from consideration to earn 1<sup>st</sup> to 4<sup>th</sup> place position for the graduation ceremonies.
- (e) Theft  
***Any form of stealing on campus will result in the expulsion of the offender.***

### 14. ALLEGED INVOLVEMENT IN ILLEGAL ACTIVITIES

- (a) Any instance of police or legal action against students allegedly engaged in criminal activities such as drug trafficking, rape, robbery, illegal weapons possession etc., shall result in the suspension of the accused students pending the outcome of the criminal proceedings.
- (b) Notwithstanding the above, the arrest and conviction of any student for criminal activity ***will result in expulsion***; as further stipulated by Education Rule 141 (5) of 2000, p. 125 of the "Handbook of Policies and Procedures for School Services."

### 15. CONDUCT ON THE SCHOOL BUSES

In addition to all the school rules herein stated, students who ride the school buses in uniform or out of uniform for school functions are subject to the following regulations:

- (a) Full compliance with the verbal or written directives of the bus owner, driver, or conductor is mandatory.
- (b) There shall be no petting or other forms of intimate or indecent contact between students.
- (c) No quarrels, fights, vulgar language, or excessively loud language.
- (d) No littering in the buses or on the highways.
- (e) No Electronic devices, etc.
- (f) Students must remain seated for the duration of their journey to and from school.

Any violation of these regulations shall warrant up to three days

suspension, or being banned from riding the buses, or a combination of these penalties depending on the frequency and severity of the infraction(s).

**16. Bringing the institution onto disrepute**

Any student who commits an act that brings the institution into disrepute or undermines the fulfillment of its mission and vision shall be subject to a minimum of three (3) days suspension.

**17. UNSPECIFIED INFRACTIONS**

A student who commits an infraction not specifically or explicitly stated in these College Rules, and/or which brings the institution into disrepute, or undermines the effective fulfillment of its Mission Statement and its disciplinary system, shall, if necessary, be brought before the DAC. The recommendations shall be presented to the Board for a final decision.

**XVII. POLICY ON ILLICIT SUBSTANCES & ALCOHOL ABUSE**

Illicit substances and alcohol abuse are very dangerous and destructive both to the individual and society. In order to assist Administration and staff in dealing with cases that may arise, the following guidelines apply:

- (a) Behavioral changes in students that could be indicators of illicit substance and/or alcohol abuse should be promptly reported to Administration, likewise voluntary requests for assistance by students affected by substance abuse.
- (b) Administration will then take such actions as mandatory drug testing (**Rule XVI. 3, ii above**), conferring with parent(s)/guardian(s), mandatory Counseling, and referral to assistance (eg. Alcoholics Anonymous) outside of school as warranted by the circumstances pertaining to each case.
- (c) Upon failure of the corrective measures implemented, the student will be required to withdraw from the College.
- (d) The above stated Policy is to applied without prejudice to Rule XVI 3, and in conjunction with on-going drug awareness programs.

**XVIII. ACADEMIC REQUIREMENTS**

1. Students must attain a yearly average of 60 percent (a G.P.A of 2.00) in all work done during the two semesters of the school year in order to be eligible for promotion to the next form.
2. In addition to the yearly average, there must be a minimum number of subjects which each student is required to study to fulfill eventual graduation requirements.
  - (a) Forms I to IV must take all NINE (9) subjects offered (refer to section XXVI below).
  - (b) Students shall not be promoted to a higher form if they:
    - i. fail more than THREE (3) subjects;
    - ii. fail Math, or English, or both of these subjects.

- (c) Students may fail only one of their major subjects in forms 3 and 4.
- (d) Students are allowed no more than ten absences per year.
- (e) Students must obtain a G.P.A. of 2.00 or greater.

**XIX. GRADUATION REQUIREMENTS & FINAL ACADEMIC AWARDS**

- (a) In order to be eligible for graduation, a student must fulfill the following academic requirements:
  - i. In the final year of high school, the student must obtain a yearly average of 60 percent (2.0 GPA) or better.
  - ii. At the same time the student must have passed at least **SIX (6)** subjects, including English, Mathematics and at least two of his/her majors.
- (b) Final academic awards, Valedictorian etc, are on the basis of the level and quality of the student's past performance at **Ecumenical**, from **first** to **fourth** form, as determined by calculating the Cumulative G.P.A. Students who transfer (**refer to section VII above**) into Ecumenical from **second** to **fourth** form are therefore **not** eligible for these awards.

**XX. GRADING SYSTEM**

<u>SCORE</u>	<u>ALPHA</u>	<u>QUALITY POINTS</u>	<u>MEANING</u>
90-100	A	4.0	Excellent
86-89	A-	3.7	Very Good
81-85	B+	3.3	Good
76-80	B	3.0	Above Average
71-75	B-	2.7	Average
66-70	C+	2.3	Satisfactory
60-65	C	2.0	Minimum pass
<hr/>			
56-59	C-	1.7	Did not obtain a passing grade, but has potential for improvement
51-55	D+	1.3	
45-50	D	1.0	
<hr/>			
40-44	D-	0.7	Has demonstrated very little comprehension of the subject(s)
0-39	F	0.0	

## **XXI. GRADING POLICY**

The Stann Creek Ecumenical College determines 60% as the minimum grade in order to attain a passing mark. Below 60% is interpreted as a **failing mark**.

Semester grades are attained by combining course work grades (daily assignments, quizzes and tests) and end of semester examination grades. Course work values two-thirds (2/3) of the term grade and semester examination one-third (1/3).

In the first semester (only) the minimum mark that a student can receive in any subject is 48 provided the student has completed all assigned work and taken all tests, and provided the student's attitude is positive.

A yearly average below 60 in English or Mathematics constitutes failure for the year. To be promoted, first and second form students must be passing *six or more* subjects for the year, including *English and Mathematics*. Third and Fourth form students must be passing *six or more* subjects, including English, Math, and *two* of their *majors*.

## **XXII. REPEATING**

Repeating students will be placed on **academic** and **disciplinary probation**, and if they are *failing at first mid-semester* of the repeating year, or if their conduct is inappropriate, they will be asked to withdraw, and may be placed in the Evening Division.

## **XXIII. SUMMER SCHOOL**

If possible, summer school will be available for English and/or Mathematics, and one major, for students whose G.P.A. is not less than 2.0. or would become 2.0 or better by earning a specified grade, substituted for the 2<sup>nd</sup> Semester grade, in the subject(s) attempted.

## **XXIV. POLICY ON CLASS TRIPS**

1. When the school or class organizes a trip, outsiders are not allowed to accompany such trips. Parents or teachers may be allowed and will be held responsible for the students. Parents/Guardians who allow their child to go on the trip(s) assume responsibility for the cost incurred.
2. All trips must adhere to the guidelines set out by the Ministry of Education.
3. Before students can go on any trip, the permission and consent of parent (s)/guardians(s) must first be sought and obtained in writing.
4. Students must conduct themselves in a responsible manner. Behavior that causes this institution to be viewed in a disparaging manner (**brings the institution into disrepute; section XVI.16.**) will be dealt with in accordance with the school rules.

## XXV. DAILY SCHEDULE

	<u>TUES. WED, THURS, FRI</u>
7:45 – 7:55	Homeroom
7:55 – 8:35	First Period
	<u>MONDAY</u>
7:45 – 8:35	Devotion
8:35 – 9:15	Homeroom
8:35 – 9:15	<u>TUESDAY – FRIDAY</u>
	Second Period
9:15 – 9:55	<u>MONDAY – FRIDAY</u>
	Third Period
9:55 – 10:35	Fourth Period
10:35 – 11:15	Fifth Period
	(3 <sup>rd</sup> & 4 <sup>th</sup> ) AND <b>1<sup>ST</sup> BREAK – 1<sup>st</sup> &amp; 2<sup>nd</sup></b>
11:15 – 11:55	Sixth Period
	(1 <sup>st</sup> & 2 <sup>nd</sup> ) AND <b>1<sup>ST</sup> BREAK – 3<sup>rd</sup> &amp; 4<sup>th</sup></b>
11:55 – 12:35	Seventh Period
12:35 – 1:15	Eight Period
1:15 – 1:30	BREAK
1:30 – 2:10	Ninth Period
2:10 – 2:50	Tenth Period
2:50 – 3:30	Eleventh Period

## XXVI. PROGRAMMES OF STUDY

<b>FIRST FORM [40 credits]</b>	<b>SECOND FORM [40 credits]</b>	
<p><i>CORE SUBJECTS:</i></p> <p>English Language (5 credits)            Mathematics (6 credits)            Spanish (5 credits)            Integrated Science (5 credits)            Information Technology (4 credits)            Social Studies (5 credits)            Literature (4 credits)            Physical Education / Music (2credits)            RSLP (4 credits)</p>	<p><i>CORE SUBJECTS:</i></p> <p>English Language (5credits)            Mathematics (6credits)            Spanish (5credits)            Integrated Science(5credits)              Information Technology(4credits)              Social Studies (5credits)            Literature (4credits)              Physical Education / Music (2 credits)              RSLP (4credits)</p>	

<b>THIRD &amp; FOURTH FORMS</b>		
<p><b>ARTS (45 credits)</b></p> <p><i>CORE SUBJECTS:</i> (credits)</p> <p>English Language (5)  Mathematics (6)  Spanish (5)  Information Technology (5)  Human and Social Biology (HSB) (5)  Social Studies (4)</p> <p><i>MAJORS:</i></p> <p>Literature (5)  History (5)  Economics (5)</p> <p><i>ELECTIVES:</i>  Religious Education  Physical Education and Sport (PES)</p>	<p><b>BUSINESS(45credits)</b></p> <p><i>CORE SUBJECTS:</i> (credits)</p> <p>English Language (5)  Mathematics (6)  Spanish (5)  Information Technology (5)  Integrated Science (5)  Social Studies (4)</p> <p><i>MAJORS:</i></p> <p>Principles of Accounts (5)  Principles of Business (5)  Office Administration (5)</p> <p><i>ELECTIVES:</i>  Religious Education  Literature  History  Physical Education and Sport (PES)</p>	<p><b>SCIENCE(45credits)</b></p> <p><i>CORE SUBJECTS:</i> (credits)</p> <p>English Language (5)  Mathematics (6)  Spanish (5)  Electricity/Agriculture (5)  InformationTechnology (5)  Social Studies (4)</p> <p><i>MAJORS:</i></p> <p>Biology (5)  Physics (5)  Chemistry (5)</p> <p><i>ELECTIVES:</i>  Literature  Religious Education  History  Physical Education and Sport (PES)</p>
<p><b>INDUSTRIAL</b></p> <p><b>Technical (45 credits)</b></p> <p><i>CORE SUBJECTS:</i></p> <p>English Language (5)  Mathematics (6)  Spanish (5)  Information Technology (5)  Integrated Science (5)  Social Studies (4)</p> <p><i>MAJORS:</i></p> <p>Woods (5)  Technical Drawing (5)  Electricity <b>OR</b> Agriculture (5)</p> <p><i>ELECTIVES:</i>  Literature  Religious Education  History  Physical Education and Sport (PES)</p>	<p><b>INDUSTRIAL</b></p> <p><b>Tourism (45 credits)</b></p> <p><i>CORE SUBJECTS:</i></p> <p>English Language (5)  Mathematics (6)  Spanish (5)  Information Technology (5)  HSB (5)  Social Studies (4)</p> <p><i>MAJORS:</i></p> <p>Tourism (5)  Hospitality Management (5)  Principles of Business (5)</p> <p><i>ELECTIVES:</i>  Literature  Religious Education  History  Physical Education and Sport (PES)</p>	

**IMPORTANT REQUIREMENTS FOR ELECTIVES:**

- i. By 1<sup>st</sup> mid-semester, if a student's overall attendance, participation and performance in the class is not at the standard set by the teacher, he/she is not allowed to continue taking that elective.
- ii. Calculation of a student's GPA does not include electives, but grades are recorded on permanent records and report cards.
  - ii. Electives require much independent study and preparation of graded assignments, including SBAs. Students must be fully prepared to make this investment in their education.

## **XXVII. Registration Fees:**

Form I – BZ\$650.00 + \$75 for Summer School (new students)

Form II – BZ\$650.00

Form III – BZ\$650.00  
(note: Tourism students must pay an additional \$200)

Form IV – BZ\$650.00  
(note: Tourism students must pay an additional \$200)

Summer School for students who fail Math or English or both will attract an additional cost of BZ\$200 per subject.

## **XXVIII. HOME STUDY**

Students must complete all assignments including homework given/assigned by all teachers. ***Incomplete homework is not acceptable and may attract penalties in accordance with the demerit card system. For repeat occurrences, parents may be summoned and students may be suspended.***

Parents and guardians can help by insisting that homework is done ***properly and completely***. Students are expected to do **at least three hours** of home study every day. Parents or guardians are expected to personally pick up *pink slips, mid semester progress reports* and *end of semester report cards*.

## **XXIX. EXTRA-CURRICULAR ACTIVITIES AND CLASS TRIPS**

Each student is expected to take part in extra-curricular activities that are available at the college. These activities include sports (volleyball, basketball, football, track and field, softball), and various clubs (drama, arts and crafts, chess, majorettes and band, dance, environment, culture etc.)

Only students in good academic standing will be allowed on the school teams.

Students should participate in educational school trips as a vital part of their academic and social growth in accordance with Ministry of Education's policy.

## **XXX. BLUEPRINT FOR MORE EFFECTIVE PARENTS/ GUARDIANS-SCHOOL RELATIONS**

## 1. THE HIGH SCHOOL PROSPECTUS:

Every student is given a copy of this important document that spells out the rules, regulations, policies, procedures, academic requirements, programs of study and so on governing the lives of registered students. The Prospectus is approved by the Board of Governors. It is revised every two years and any changes must be approved by the Board of Governors. Every effort is made to ensure that the Prospectus is consonant with the Education Act as it pertains to secondary education throughout Belize. Because it is a blueprint for students' successful completion of their secondary education at Ecumenical College, the Prospectus is constantly reviewed by their home-room teachers and Administration with them throughout their stay at Ecumenical. Strong emphasis is placed on ensuring that students are familiar with, and fully understand, the school rules and disciplinary procedures.

Parents/Guardians are likewise expected and urged to become familiar with the Prospectus.

## 2. THE PLEDGE:

Parents/Guardians are further reminded of their pledge, signed at registration, to help keep their children in school through "full compliance with all the rules, policies and procedures of Ecumenical College, as stated in the High School Prospectus." Familiarity with the rules stated in the Prospectus is therefore extremely important in fostering good parent-school relations and promoting the growth of self-discipline in all students.

## 3. STANDARD PROCEDURES:

### (a) The College Uniform [*ref. – p.10-12 of Prospectus*]

Complete compliance with the uniform code is demanded of all students, every day, from home to school and back, except when students are expressly exempted (e.g. Wearing sneakers and headgear for school parades). Any infraction, such as sagging or baggy pants, shall result in the suspension of students until the uniform is adjusted or changed to conform fully with regulations. Parents/Guardians are requested to closely monitor how their children dress before leaving home and when they return home.

### (b) P.E. Uniform

This is found on **p.12**. Kindly assist by getting the P.E. shorts sewn as early as possible prior to the beginning of the school year.

### (c) Attendance and Punctuality [*p.9-10*]

Kindly assist by ensuring that your child:

- i. leaves home early enough every morning to reach school **by 7:45a.m.**;
- ii. is provided with a raincoat and/or umbrella in case of inclement weather;
- iii. is given the required absence form properly completed; this must be signed by the Parent/Guardian who signed the registration form (in the case of illness that required treatment by a doctor, kindly send the doctor's prescription or certificate of illness);

(d) Collecting Pink slips, Mid-Semester Reports and End of Semester Reports.

- i. The parent or guardian who signed the registration form should collect the above and sign for them; please be reminded that failure to settle outstanding bills shall result in the withholding of those results.
- ii. Mid-Semester slips and 1<sup>st</sup> Semester report cards are normally distributed at PTA meetings which parents/guardians are strongly urged to attend. These meetings are a vital part of school life and help to build school spirit as well as provide an open forum for the discussion of school affairs. The PTA President and Vice-President are also members of the Board of Governors. Be actively involved for the welfare of your child.

(e) Text Books and other Equipment

- i. A major part of parental responsibility, very crucial for the academic success of their children, is timely purchase of all required texts and equipment such as math sets. Parents/Guardians are allowed one month (September) to get all available texts and are encouraged to get good second-hand books when possible. Thereafter, students may lose valuable class time if they are put out of a particular class for not having a text.
- ii. Note well:
  1. Brothers and sisters **only** are permitted to share books and are issued with a special permission slip to facilitate this.
  2. Allowances are made for books that are not available at the book-stores, but when they become available they must be purchased within a month.
- iii. Students are demerited for not having their books, math sets, etc. when required and are available. Impress upon your child the need to take necessary books and equipment to school **every day** and to take good care of them. This also applies to demerit (conduct) cards and identification cards which they must have at all times. If lost, destroyed (especially by washing) or defaced, they have to be replaced immediately at the parent's/guardian's expense.

(f) Participation in School Activities

- i. Except in cases of illness certified by a doctor, or a justifiable emergency, all students must participate in the various activities set out on the school calendar, e.g. retreats, parades, sports day, open day, etc. Your cooperation is sought in seeing to it that your child does go to school on those days as they are **not holidays**.
- ii. Since September, 2004, P.E. became a fully graded subject, included in the calculation of the GPA in 1<sup>st</sup> and 2<sup>nd</sup> Form. All students, no matter what their physical condition, will be graded on the theory component of the course. Any child medically unfit for the outdoor activities must be so certified by a doctor. If your child falls into this category, kindly get a medical certificate exempting him/her from P.E. before the school year begins.

- iii. School trips, picnics and other class activities off-campus are organized by teachers only with the knowledge and approval of Administration, and with parent consent in writing. Please see to it that the parental consent letters sent out for trips are signed and returned; call the office to check about picnics or other such activities.

#### 4. ENFORCEMENT OF SCHOOL RULES

**Article IX 4, Pg. 4** of the Prospectus gives the student the right to a fair disciplinary system that ensures 'due process'. To help achieve this, parents/guardians are required to:

- i. **Come directly to the Second Vice Principal's Office in charge of students affairs** regarding any disciplinary or other matter that necessitates seeing the Principal or Vice-Principals. Under **no circumstances** shall there be any confrontation between parents/guardians and a teacher or teachers or any of the Administrators over a school matter or other matters in the open campus. **The Administrator's Office and no where else is the venue for the resolution of conflicts or concerns.** Please be strongly advised that, in all fairness to students, teachers, parents/guardians and Administration, conflict resolution through verbal or physical assaults in the open campus shall result in the immediate termination of the perpetrator's association with the College to preserve its integrity as a center of learning.
- ii. Monitor conduct (demerit) cards frequently to see how your child is behaving at school. If his/her behavior is not good, do not wait for more demerits, detentions and suspensions before you act. Come to see Administration, or call, to find out what could be done to make things better. The interest you show could well be the ultimate determinant of the success or failure of your child.

### XXXI. **HIGH SCHOOL EVENING DIVISION**

#### 1. RATIONALE

In response to the community's need for secondary level extension services, the Evening Division commenced in September, 2001. Among those in need of such services or adult continuing education are:

- former students of Ecumenical or other high schools who, for a variety of reasons, did not complete their secondary education;
- primary school graduates who did not enter high school.

Thus the fundamental rationale for the establishment of the High School Evening Division is to provide an educationally sound alternative to regular

secondary education. The E.D. utilizes the existing infrastructure, resources and personnel to deliver a program of studies geared toward satisfying the College's requirements for award of the High School Diploma. Further, the program of studies could fulfill the on-the-job training needs of employees in the business sector and government, including the Town Council, Police Department and so on.

#### 2. OBJECTIVES

All students in the E.D., regardless of their individual entry level, will:

- undertake the prescribed program of studies, successful completion

- of which is certified with the award of the High School Diploma;
- master the recall, comprehension, communication, computation, reasoning and computer skills embedded in the study of eight subjects comprising the program at each level;
- be better prepared to face the world of work or further education armed with a sound secondary education and a greater sense of intellectual accomplishment and self worth.

### 3. STRUCTURE OF THE PROGRAM

- (a) Eight (8) core subjects at each level (forms one to four) following the course-outlines of the regular high school but sequenced as follows:
  - Semester ONE (September to Mid January) - English Language, Mathematics, Integrated Science/HSB, and Spanish
  - Semester TWO (Mid January to June) - English Language, Mathematics, History/Social Studies and Information Technology, Literature
- (b) Each subject is taught a minimum of 45 contact hours. Students must spend additional time doing out-of-school private study, research and assignment preparation. Classes run from 6:00 to 9:00 p.m., Mondays to Thursdays.

### 4. ACADEMIC REQUIREMENTS

- (a) In order to be eligible for promotion from one form/level to the next, the student must:
  - pass the compulsory subjects, **English and Math**;
  - attain yearly average of **60%** or a **GPA of 2.00** in all work done over the academic year or two semesters;
  - pass no less than **six (6) subjects**, including the two compulsory subjects (English and Math);
  - study all **eight (8)** subjects offered;
- (b) Final academic awards (valedictorian etc.) are on the basis of the level and quality of the student's performance in the final two years at Ecumenical High School Evening Division.
- (c) The grading system is the same as for the regular high school. Course work values two-thirds of the semester grade, and semester examination one-third.

### 5. ENTRANCE REQUIREMENTS

- (a) Upon applying, **all** students must present an official transcript from the institution previously attended. If the transcript verifies that the student has successfully completed a form, he/she will be placed in the next form.
- (b) Students admitted from Ecumenical regular high school will be credited for the classes successfully completed provided that they did not fail more than three subjects. If the student failed more than three subjects, he/she has to re-do the entire school year.
- (c) If students are not from Ecumenical High School, they will need to successfully complete all prescribed subjects.
- (d) All students must complete at least one full year at Ecumenical High School in order to earn the High School Diploma.

## 6. FEES

- (a) Students must pay **all** fees (\$350) upon registration.
- (b) Registration is closed two weeks after school is opened. Exceptions will be made only when registration prior to the closing date could not be done.
- (c) Non-payment of fees will result in students being removed from the class and not receiving report forms or not being eligible for registration in the coming year.

## 7. RULES OF CONDUCT

### (a) Punctuality and Attendance

- Students are expected to be inside the classrooms at the time scheduled for the class to begin.
- Every third late is considered an absence.
- Students are allowed to be absent **no more than three times** for each course. In cases of emergency, the coordinator of the Evening Division as well as the teachers involved must be notified in order for the student to maintain his/her status in the classes affected. If there is no notification, the student may be asked to withdraw from the courses affected and may take those courses whenever they are offered again.  
Please note well that punctuality and regular attendance are absolutely necessary for successful completion of the program.

### (b) Dress Code

The official dress code of the Evening Division is the Division's "T"-shirt and a skirt or pants that reaches below the knees. The must be worn at all times when attending classes or Evening Division activities.

### (c) Respect for Members of Staff

This must be maintained at all times. Disrespect to any member of staff (ancillary or teacher), such as vulgar language, **failure to comply with specific directives**, mischievous acts etc. will be subject to a maximum of Seven days suspension and the offender must write a letter of apology to the staff member affected.

Should the same misconduct occur, the student shall be withdrawn from the Evening Division.

### (d) Use of Drugs, Alcohol and other Illegal Substances

The possession or use of any of the above on the school campus is strictly prohibited. ***Students who are found in possession of, or consume any of these on campus will be expelled immediately and the law enforcement authorities duly informed.***

(e) Smoking

Cigarette smoking is not allowed on campus. In fact it is now illegal to smoke in any public place including educational institutions. Students found smoking will be suspended for three days initially. If the habit persists, the students will be withdrawn from the institution.

(f) Weapons

Knives, guns or any implements that could be considered weapons are strictly prohibited. ***Anyone found in possession of such materials shall be immediately expelled.***

(g) Electronic Devices (including cell phones)

***These must be turned off during classes.*** Evidence of these devices being turned on during class will result in the suspension of the student.

(h) Interruption of Classes

Students who continually interrupt classes will be suspended, initially for three days. Subsequent interruption will result in the student(s) being withdrawn from school until the following semester.

(i) Petting

Any indecent activities involving students are prohibited. Students who persist in such activities will be suspended initially for three days. If the misconduct persists, the student(s) will be withdrawn from the institution.

(j) Theft

***Any form of stealing on campus will result in the expulsion of the offender.***

(k) Academic Dishonesty

Dishonesty during tests, quizzes or assignments will result in a zero being awarded. Dishonesty during examinations will result in a zero for that examination.

(l) Facilities

Defacing, damaging, or willfully destroying any kind of school property will result in the student paying the cost of repair or replacement, and being suspended for three days.

(m) Misunderstandings, Quarrels, Fights

- Verbal altercations and threats of violence must be reported immediately to a teacher or the coordinator of the Evening Division. Under no circumstances should the offended student attempt to retaliate, verbally or otherwise, before or after making such a report to the proper authorities. Failure to comply with this regulation could result in the withdrawal of the student from the institution.
- Those involved in fights will be withdrawn from the institution.