

# SIXTH FORM HANDBOOK

CAMPION COLLEGE



# **SIXTH FORM HANDBOOK – AUGUST 2023**

## **SIXTH FORM HANDBOOK 2023**

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## **INTRODUCTION**

The Education Regulation, Section 2a (1) of the Education Act of 1980 reads *"A student shall obey the rules of the school he is attending."*

The main purpose of this handbook is to inform all parents and students of the rules, policies and procedures to which they must adhere while being a part of the Campion College community. Before formally registering a student at Campion College, as a pre-requisite for entry into Sixth Form and as an eligibility requirement to obtain a school-leaving certificate, the Board of Management requires students and parents/guardians to sign an official document indicating their acceptance of these rules, regulations, policies and procedures.

*We advise both parent and student to read through the booklet together. All of us – students, parents and teachers – can contribute much to the success of the school and the development of each student by working together with understanding and co-operation.*

## ABOUT CAMPION

### *CAMPION COLLEGE'S MISSION*

Campion College, under the auspices of the Roman Catholic Archdiocese of Kingston, is a school committed to building the Kingdom of God – a world characterized by social justice, love and respect for the dignity of every person.

Every student of the College is given opportunities to achieve his or her maximum potential, to grow intellectually, socially, physically and spiritually, to make wise decisions, and to work co-operatively with peers and teachers, so as to develop as a confident, critically-conscious and useful citizen who will shape a more just society.

The College, in partnership with dedicated and committed parents, alumni and community members, is dedicated to creating a harmonious and stimulating environment and providing a broad, balanced curriculum, using competent and motivated Staff.

### *CAMPION COLLEGE'S VISION*

Campion College, with the involvement of its community of stakeholders, who are agents for positive social change,

- achieves academic excellence with an optimum teaching and learning environment – one which has the best available resources and a qualified, motivated staff,
- and creates students who are well-rounded, socially conscious and proactive individuals, imbued with a lively school spirit and guided by high moral values.

### *CAMPION COLLEGE'S CORE VALUES (CALORIE)*

- **CREATIVITY**
- **ACCOUNTABILITY**
- **LOVE**
- **OPEN-MINDEDNESS**
- **REVERENCE**
- **INTEGRITY**
- **EXCELLENCE**

### *CAMPION'S EXPECTATIONS OF GRADUATES AND SCHOOL-LEAVERS*

#### *THE PROFILE OF THE CAMPION COLLEGE GRADUATE AT GRADUATION*

One of the outstanding characteristics of an Ignatian school is the “**Grad at Grad**” statement that pinpoints goals and characteristics that a graduate *should* attain (*or be in the process of attaining*) by graduation. These apply equally to our Sixth Form School-Leavers as the process of formation continues. There are five characteristics that are shared amongst all Ignatian schools:

- **Open to Growth**
- **Intellectually Competent**
- **Religious**
- **Loving**
- **Committed to Justice**

### **Open to Growth**

- The graduate of Campion College is confident, inquisitive, reflective, motivated, and flexible. He or she views learning as a life-long pursuit, inside and outside the classroom.
- The graduate always strives for success, but is also aware that failure is an important part of learning and maturity.
- *Love thyself:* The graduate knows that an understanding of and deep appreciation for one's self and one's background are essential to a full life. He or she has a healthy love of self, rooted in deep self-respect and confidence in his or her own gifts and talents.
- *Know thyself:* Moreover, the graduate sees this self-awareness as the basis for any further growth. This appreciation of one's own background naturally compels the graduate to have constant respect and openness to other people's cultures, religions, experiences and socio-economic backgrounds.
- *Challenge thyself:* Ultimately, the Campion College graduate learns to seek out new challenges and opportunities to enrich his or her experience or perspective, be it religiously, socially, culturally, emotionally, or intellectually.

### **Religious**

- *Men and Women of Prayer:* The Campion College Graduate is *a person of prayer*. The grad, therefore, is ever reliant on Christ's example for guidance and development in order to live in a mindful way. Therefore, the graduate will consistently have a sincere and deep sense of God's presence in his or her life.
- *Mindful of the Church—publicly and personally:* The Campion College graduate maintains a deep understanding of the Church's teaching and the Good News and relies on these as the basis for strong morals and ethical judgments. The Campion College graduate *publicly witnesses* his or her faith by participating in his or her local parish church and views the Church as a source of strength. The graduate of Campion College appreciates the rich religious gifts of his or her family, community, and culture and is also eager to build on those in an ever deepening and personal way.
- *Mindful of Other Religions:* The Campion College graduate, in true Christian charity, is respectful of the 'religious other' on campus, and in the larger Jamaican community. The Campion Grad, solid in his or her faith convictions, builds up rather than tears down the 'religious other', and joins others from different religious convictions in building a society based on love and mutual respect.

## Intellectually Competent

- *Foundation in Liberal Arts:* The Campion College graduate has a firm foundation in the liberal arts, which is necessary for further study, as well as a mastery of thinking, reasoning and cognitive skills and habits.
- *Sense of Wonder:* The graduate wonders about the world around him or her and is in the habit of analysing the problems and questions that one may encounter.
- *Learning is Life-long:* The Campion College graduate is expected to assume enthusiastically his or her role as a life-long learner who savours the rich opportunities that the world provides, and who truly owns his or her education by helping others to learn as well as through ministry outreach.

## Loving

- *Loved by God and Loved by Others:* The graduate of Campion College believes that he or she is truly loved by God. This love is made manifest in the beauty of creation and the love of the people around him or her. The graduate sees loving relationships with others as the foundation of a Christian life.
- *Healthy Love of Self:* Love of self enables the graduate to move towards true and meaningful love for others. The graduate is aware that a full life involves loving other human beings as much as one's self, and he or she values the uniqueness of each relationship.
- *Loving through Service to Others:* The graduate sees his or her own way of loving as a response to God's gifts and heeds the call to demonstrate that love through service and dedication to others by being a "man or woman for others". Therefore, the graduate is generous with his or her time and talents and strives to share his or her gifts with others, for loving is a communication of what one has with another.

## Committed to Justice

- *Men and Women for Others (and with Others):* The Campion College graduate is keenly aware of injustice and prejudice and gives of himself or herself in service to others because he or she believes in the dignity and equality of all people. The graduates work for and with the impoverished, the unfairly treated, and those who are without representation, both locally and globally by taking advantage of ministry outreach opportunities.
- *Leaders in Service:* The Campion graduate heeds the call of the Gospel and is a leader in effecting change both on campus and in the larger Kingston and Jamaican community. Therefore, the "Grad at Grad" will live out the Beatitudes in daily life, regardless of vocation and profession, always mindful of the call (Mt. 25:40): ***"What you do to the least of mine, you do to me."***

**(PLEASE NOTE: Information on The School History, Patron Saint, School Shield, School Motto, School Song, House System can all be found on the school's website <http://www.campioncollege.com/about-us> and in the other Handbook, pages 10 – 17 & 68 - 74, at <http://www.campioncollege.com/student/policies> ).**

## **CAMPION'S SIXTH FORM**

### *APPLYING TO SIXTH FORM: THINGS TO THINK ABOUT!*

There are three basic aims to study at the 6<sup>th</sup> form level:

- ✓ To gain academic qualifications in the CAPE examinations as a pre-requisite to further study at University or for employment purposes
- ✓ To gain intellectual maturity as you move from highly structured learning methods to a pathway of greater self-discipline and self-motivation
- ✓ To mature personally, incorporating all aspects of your growth such as social, psychological and spiritual

### *SO IS 6<sup>TH</sup> FORM FOR YOU?*

There are several options available to you at this juncture: UTech, Pre-UWI, the Caribbean Maritime Institute, college, or some other type of training institution OR WORK. It all depends on what you want to do and where your future career may lie. You should know that success at the 6<sup>th</sup> form level does require a whole new approach to learning – one that is going to demand your TOTAL commitment and self-motivation, as well as a mature and responsible outlook.

### *CAMPION COLLEGE SIXTH FORM*

The Campion College Sixth form, numbering 320 students in total, is one of the largest and most successful in the Caribbean Region. Our results in the CAPE examinations are no accident but come about as the result of the culture of Campion College, which promotes a strong work ethic and development of the whole person.

The programme is designed to be personally and academically demanding while at the same time giving wide scope for the development of persons of differing abilities and interests. The student will learn to understand and handle him-/herself, his/her interpersonal relationships, and his/her social obligations within and without the Campion Community while, at the same time, developing his/her intellectual powers and academic knowledge and interests.

It is also important to note that we are a Catholic Sixth Form within a Catholic School. Joining the Campion College Sixth Form suggests an acceptance and support of our religious ethos, regardless of personal belief. This means, among other things, that you are required to attend services and community worship (e.g. assembly), as well as participate in Christian Living classes and form group assemblies. Naturally, it is recognised that some students belong to other religious faiths, or hold to none, but the reason for the insistence on attending such acts of worship (in which it is accepted that they may be present as an observer rather than a participant) is that these acts are at the heart of the character of Campion College, a school in which the life and teachings of Christ are central to our philosophy. Their presence expresses identity with and support for the community and its ideals, whilst at the same time being treated by the school with the dignity of recognition and acceptance of difference.

Features of our 6<sup>th</sup> form include:

- ✓ An increasing range of subjects offered
- ✓ Provision of close monitoring of student performance
- ✓ A system of regular assessment, grading and feedback
- ✓ Emphasis on personal development with encouragement to: develop talents/skills in the wide range of co-curricular activities available (including leadership opportunities), act in the interest of others, challenge oneself, hone critical thinking, and find the balance between work and relaxation
- ✓ A community that knows what the members want to achieve and works with confidence and enthusiasm to meet their goals

The Champion Sixth Form Programme aims to be supportive without being stifling, demanding without being authoritarian, and uncompromising on principles but open to the individuality of persons and their rights.

Entry into sixth form is very competitive as approximately 200 – 220 Champion graduates will be applying for the 160 places available in 6B. Each student therefore needs to be aware of the criteria that are used in the selection process. The successful applicants will be those who can meet the following criteria **to a high degree**. *Due to the high demand from Champion graduates, very few spaces are available for students from other schools.*

#### Minimum Requirement for Admission to Sixth Form:

- Students must have earned a Diploma at graduation.
- In the CSEC exams, students should pass **at least six subjects**, including Maths and English A, at grades Is and IIs. (A pass in Add Maths can be substituted for CSEC Maths). Priority is given to strong candidates. Strength of performance is based on candidates' overall performance at one sitting.
- Ideally, in the CSEC exam, students should achieve Grade I in at least two (*preferably all three*) of the three subjects which they plan to pursue at the Advanced Level.
- Students must be recommended by their teachers as being capable of coping with the demands of the *Caribbean Advanced Proficiency Examination (CAPE)* programme.
- Students have demonstrated responsibility in the completion of all school-based assessments at the CSEC level.
- Students should have a good conduct record up to the time of their graduation – or – if they have been guilty of any punishable misdemeanours, they should have demonstrated subsequent improvement in conduct.
- Students should have demonstrated clear respect for authority, for their teachers, prefects, student leaders, the school rules and school property.
- Students who are admitted into Sixth Form must have the intention of spending **two academic years** in Sixth Form in preparation for the *Caribbean Advanced Proficiency Examinations*. To this end, they must sign a contract stating their intention to complete the Sixth Form programme. **No**

**transcripts to fulfil university or college admission requirements will be generated for Sixth Form students before the second year of the Sixth Form programme.**

At the end of Sixth Form, a **Sixth Form Certificate** is given to those students who have completed the prescribed Advanced Level Course of study and who have also fulfilled the following criteria:

- Achievement of a satisfactory level of academic performance (**no less** than an accumulated passing average over the two years of Sixth Form)
- A good attendance record and, where legitimately absent, the necessary written excuses given to the Supervisor.
- A satisfactory record of conduct at **all** times.
- Attendance at **all** classes until the school leaving date.
- Timely submission of **all** internal assessments and attendance at **all external** examinations.
- Active involvement in school life.

### **CHOOSING YOUR CAPE SUBJECTS**

Choosing your CAPE subjects requires careful thought. You should certainly consider the following before you select:

- ✓ What subjects you enjoy and are good at
- ✓ Your future career and the qualifications needed
- ✓ Your future college application
- ✓ Whether or not your \*CSEC grades qualify you to study a particular subject
- ✓ If a subject is new to you, do your research! Talk to people who are already doing it or have done it, find out what kind of topics you will cover (refer to the syllabus, available on the CXC website), find out what career options it opens up
- ✓ Talk to your teachers, guidance counsellors, parents and friends who know you well – their insight can be very helpful as you choose
- ✓ Please remember – THERE ARE NO EASY CAPE SUBJECTS – each brings demands and the need for seriousness of purpose and hard work

### **SUBJECTS AVAILABLE FOR SELECTION:**

- ART & DESIGN
- ACCOUNTS
- BIOLOGY
- CHEMISTRY
- COMPUTER SCIENCE
- DIGITAL MEDIA
- ECONOMICS
- FRENCH
- GEOGRAPHY
- HISTORY

- LAW
- LITERATURES IN ENGLISH
- MATHEMATICS
- MANAGEMENT OF BUSINESS
- PHYSICS
- SOCIOLOGY
- SPANISH

You will select THREE subjects from the list given above but **please note the conditions indicated in the table below**. The possibility of doing a fourth subject can be explored with the administration IF your performance in the CSEC examinations was very strong. *A fourth subject is only given if space is available in that subject area after assigning all other students to their first three subjects.*

COMPULSORY SUBJECTS:

- COMMUNICATION STUDIES (taken in 6B)
- CARIBBEAN STUDIES (taken in 6A)
- CHRISTIAN LIVING
- PERSONAL DEVELOPMENT

N.B. Because of timetabling issues, there are certain subjects that clash and CANNOT be done together. Please keep this in mind as you make your choice.

It is NOT possible to do the following combinations of three together (although you could do TWO of the THREE listed, along with another subject):

- FRENCH – DIGITAL MEDIA – ECON
- LAW – DIGITAL MEDIA – ECON
- FRENCH – SPANISH – BIOLOGY
- FRENCH – MOB – BIOLOGY
- LAW – MOB – BIOLOGY
- SOCIOLOGY – HISTORY – CHEMISTRY
- SOCIOLOGY – ACCOUNTS – CHEMISTRY
- ENGLISH LIT – GEOGRAPHY – PHYSICS
- ENGLISH LIT – FRENCH – ECON
- ENGLISH LIT – LAW – ECON
- DIGITAL MEDIA – GEOGRAPHY – PHYSICS

- SPANISH – GEOGRAPHY – COMP SCI
- SPANISH – LAW – BIOLOGY
- MOB – GEOGRAPHY – COMP SCI
- GEOGRAPHY – SOCIOLOGY – MATHS

It is NOT possible to do the following sets of TWO at any time:

- FRENCH – LAW
- HISTORY – ACCOUNTS
- SPANISH – MOB
- DIGITAL MEDIA – ENGLISH LIT

**INDIVIDUAL SUBJECT REQUIREMENTS:**

SUBJECT	*CSEC MINIMUM REQUIREMENTS
Art & Design	Grade 1 or 2 in Visual Arts
Accounts	Grade 1 in Principles of Accounts
Biology	Grade 1 or 2 in Biology and a pass in Chemistry
Chemistry	Grade 1 or 2 in Chemistry
Computer Science	Grade 1 in Information Technology with an overall A profile
Digital Media	Grade 1 or 2 in Information Technology
Economics	Grade 1 or 2 in Mathematics OR a pass in Add Maths
French	Grade 1 or 2 in French
Geography	Grade 1 or 2 in Geography
History	Grade 1 or 2 in History
Law	Grade 1 or 2 in both English A and English B. It is strongly recommended that if you wish to pursue a career in Law that you carry CAPE History as well as Law as subjects
Literatures in English	Grade 1 in both English A (with a straight A profile) and English B
Management of Business	Grade 1 or 2 in a Business subject. A pass in Principles of Accounts would be advantageous
Physics	Grade 1 or 2 in Physics <b>and</b> grade 1 in Mathematics or pass in Add Maths
Pure Mathematics	Grade 1 or 2 in Add Maths
Sociology	Grade 1 or 2 in English A
Spanish	Grade 1 or 2 in Spanish

## PERSONAL DEVELOPMENT AND CHRISTIAN LIVING:

All students are required to take part in the PD and CL classes which are assigned a double period each on a weekly basis. These sessions deal with a range of personal, social, health, ethical and religious issues relevant to 16 – 18 year olds, and include topics such as Critical Thinking, Ethics, Drugs, Values and Interviews. Students are also guided in university applications and career choices.

Our programme is geared towards fostering the personal growth of the student, continuing a process begun in First Form, in which the students are encouraged to recognize their responsibility towards family, school, the wider society, the world and the environment, as they mature and prepare for adulthood. It is hoped that 6<sup>th</sup> formers will enjoy their self-actualization at this stage of their development and look towards starting a new phase of life that begins with moving out of a protected environment – home and school – to fend for oneself. Students should be prepared at this stage to seek opportunities and make decisions which enable them to take greater control of their life and circumstances.

### *THE TYPICAL SIXTH FORM DAY*

Each subject (apart from Communication Studies, Digital Media and Art & Design) meets for 4 double sessions per week. *(Please note that a single session lasts 35 minutes)*. Personal Development and Christian Living are each assigned 1 double session per week. Communication Studies has 3 double sessions while Digital Media has 1 prescribed double session. *(Additional classes may be held as required. The remainder of the Digital Media course will be largely online)*. Art & Design has 1 scheduled single period per week with the teacher BUT Art students will organize to work under the direct supervision of the Art teacher at mutually agreed upon times.

Because of demand, there may be more than one group for a particular subject, so please note the following:

- 4 groups each – Communication/Caribbean Studies (CS), PD and CL (\*CS is subdivided further into A and B classes)
- 3 groups - Mathematics
- 2 groups each – Biology, Chemistry, Computer Science, Physics, Economics

Students will be allocated to subject groups by the supervisor. **Students may NOT switch groups without supervisor approval.** Moreover, once assigned to a subject, no student may make any changes without following the proper procedure and receiving the requisite approval from the Dean of Studies. *This is usually only permitted up until the third week in September (in lower 6<sup>th</sup> form).*

Students will not normally be scheduled for **more than 3 double sessions in a row** (i.e. without a break) on any given day, however, if a student is carrying 5 or more subjects in total, this may become unavoidable. On such days, students should consult with their subject teachers to allow for a **quick** ‘snack break’ at an appropriate time that is mutually agreed upon.

6<sup>th</sup> formers are **required to attend** school assembly twice a week (with first or second shift, according

their individual schedules). Both 6A and 6B stand upstairs in the auditorium, with 6A lined up along the left wing and 6B in the centre section. Otherwise, students have the privilege of arriving at school in time for their first scheduled class, **so long as this is by 11:30 a.m. at the latest**. Students may leave school at the end of their last class for the day. **Sixth formers are NOT permitted to leave school in between classes**. There are specific guidelines for students who wish to leave the campus at the end of his/her last class and to return prior to 3 p.m. (see guidelines later).

### **SIGNING IN**

As a part of the preparation for adult life in the working world, sixth formers are expected to register as quickly as possible on arrival at school. This is done by signing in on the printed sheet located outside the Supervisor's Office. You must sign in pen (NOT red ink) beside your name, indicating the time of arrival at school. The signature used should be maintained whenever you sign in. Students are reminded that this is an official document, and NO student should sign in for any other student, nor should the sign-in sheets be removed. **Registers are taken up at 11:30 a.m.** so anyone arriving after that time (or who forgot to sign in before removal of registers) must sign in on the temporary paper provided outside the Supervisor's Office. It is the student's responsibility to ensure that the Supervisor is informed of his/her presence in school. Repeated failure to sign in will be followed up on as a matter of discipline. **Students who fail to sign in are recorded as absent for the day.**

### **CARE OF THE SIXTH FORM BUILDING**

The Sixth Form Building is largely reserved for Sixth Formers. Therefore, it is the responsibility of the entire Sixth Form population to ensure that it is well cared for.

Important reminders:

- The **entire** building is the domain of both upper and lower sixth formers. 6A and 6B students are free to use the Reading Room, lounge and foyers at virtually all times of the day.
- No food or drink should be brought into the building as eating is **not** permitted. 6<sup>th</sup> formers may eat in the seating area provided immediately outside the building which is also reserved for the Sixth Form.
- Food wrappers/cups and the like should not be disposed of in the building's garbage bins as these encourage vermin.
- All spaces, including the bathrooms, foyer and lounge areas, should be kept clean and tidy.
- There should be no marking on furniture or walls.
- Quiet should be maintained in the corridors and foyers, particularly when classes are in session. *(N.B. Classes are in session for nearly every single period of the school day so please exercise consideration)*. The Reading Room should also be kept quiet to allow for private study.
- 6<sup>th</sup> formers may use their headsets to listen to music/play games with their devices as long as this activity is limited to the 6<sup>th</sup> form foyer/lounge areas.
- Students are encouraged to conserve on electricity and water by turning off lights/fans on leaving a room and ensuring that taps are completely closed when not in use.
- Cellular phones should not be charged in the building. Laptops may only be plugged in if they

are being used for work.

- Do not leave property unattended (especially expensive equipment & textbooks).
- The building is armed in the afternoon through to the next morning. During that time, do not tamper with grills.
- Classrooms should NOT be used for club meetings except for S.F.A. on a Wednesday afternoon.
- 6<sup>th</sup> formers are reminded that students should be off campus no later than 6 p.m. unless in an organized activity supervised by a teacher.
- **Any** visitor to the campus must report to the Main Office and state his/her business in order to obtain a Visitor's Pass.

### *GENERAL APPROACH TO SIXTH FORM*

As senior students, sixth formers are expected to behave in a responsible manner and meet certain standards in terms of both conduct and academics. Sixth formers set the example in terms of courtesy, deportment, attitude, appearance, volunteerism, academics, sports and clubs. Self-discipline and self-motivation are hallmarks of the intellectually and personally mature person.

### BASIC EXPECTATIONS

- Come ready to learn! This translates into having all the correct equipment/texts/supplies and the appropriate mind-set to work.
- Attend all lessons and be punctual to all lessons
- Complete all assignments to the best of your ability and on time while developing good independent study habits
- Make productive use of non-contact time
- Check school e-mail and the Sixth Form notice board regularly
- Communicate fully with staff
- Advise the school of intended absences in advance through completion of the appropriate form
- If you are ill and cannot attend school, make contact with administration
- Wear the school uniform correctly at all times
- Respect all staff and other students
- Behave in a manner which sets a good example to the rest of the school, acting as a positive role model for younger students reflected in how you wear your uniform, in your behaviour and in your language
- Respect the school environment
- Support the ethos of the school that you have chosen to be part of. This should include making an active contribution to the wider life of the school through community service, co-curriculars, duties, fund-raisers etc.
- Reflect the qualities outlined in the Profile of the Grad at Grad

*If students behave in a way that is considered to be inappropriate, they may face punitive action in line*

with the school's disciplinary procedures.

### **SIXTH FORM DUTIES & PRIVILEGES**

Sixth form is an integral part of Campion College and all the students must realize this and fulfil their role by their attitudes and actions. Sixth formers are a vital part of the larger community of the school and an understanding and respect for this wider dimension of their lives must be actively fostered.

On entering Sixth Form, just as entering any job or professional situation, the student attains certain privileges, and, concomitantly, obligations. Learning how to handle and respond properly to these privileges and obligations is the sign of the maturing personality.

### **CELLULAR PHONES**

Sixth form students are permitted to bring cellular phones into school but do so at their own risk. The school does not accept liability for the loss, damage or theft of such items. Cellular phones should only be used in the vicinity of the Sixth form reading room, lounge or foyers – they should NOT be used in classrooms or corridors, **nor** when walking around the school campus. **Cellular phones must be used respectfully during the school day.**

Specific guidelines for cellular phone use are laid out below:

- The phone must be kept discreetly, not displayed openly nor flaunted, particularly when outside of the sixth form building.
- The phone must be **kept off** during classes & assemblies (**not** on vibrate or silent). You are **not** permitted to use the phone during class time.
- The phone should not be used in the vicinity of any area on campus where classes are held nor in areas such as the library, canteen, auditorium & main office.
- The primary purpose of the phone should be communication in the case of emergencies – not casual use – kindly be considerate of others when making any calls.
- If you are using your phone for music, headphones **must** be employed. **This activity may only be carried out in the foyers/lounge/reading room of the sixth form building.** Volume must be controlled so that no other person can hear what you are listening to. You should not disturb others. *\*iPods and MP3 players etc. may also be used as stipulated above BUT must be equipped with headsets.*
- Use of the phone to capture images of persons on campus is only permitted with said persons express permission.
- The school takes no responsibility for the damage/theft/loss of any cellular phone – you are bringing it to school at your own risk, so please keep it with you at all times apart from during tests/exams when they should be left at home/placed in a secure location.
- **Please note that violations of the rules may lead to confiscation of the phone.**

## DRIVING TO SCHOOL

Permission may be granted to drive to school to 6A students ONLY at the discretion of the Principal, and only a limited number of students will be allowed to do so. If you need to drive to school, a letter of request from the parent/guardian should be submitted to the Principal via the Principal's secretary clearly stating the name of the student, the reason for needing to drive to school, as well as the colour, model and licence plate number of the car. A photocopy of the student's driver's licence should also be submitted at this time. Permission to drive is **not** guaranteed. Students will be notified of the decision through the supervisor. *Guidelines for student drivers are clearly outlined in the appendix.* A contract will have to be signed by both the student and the parent/guardian. If any student does not abide by the rules, the privilege may be withdrawn. Student parking is restricted to the Old Hope Road end of the school (near the auditorium).

## STUDENT LEADERSHIP

Sixth formers are given the opportunity to expand their interests as well as develop the sense of responsibility for self and toward others. While in 6<sup>th</sup> form there are a number of posts of responsibility available and duties that may be undertaken. These include prefect, house and club executive positions, big brother/sister, beadle, assembly monitor, attendance monitor and environmental monitor. All sixth formers are encouraged to become student leaders and to seize every opportunity to develop their leadership capabilities as well as strengthen their sense of responsibility through community service and other acts of volunteerism. For all students who wish to take on a leadership role, the opportunity is there. It is absolutely fundamental to the Sixth Form ethos of facilitating the fulfilment of each student's potential while playing a more significant role in the wider school community.

### **BEADLE**

**A Beadle for each subject group** is selected by the supervisor on a termly basis. The Beadle is essentially in charge of the class in the absence of the teacher and is particularly responsible for recording attendance in each class, and for maintaining order. The Beadles report any class problems to the form coordinator or supervisor. Beadle slips are to be completed for EACH class and handed in to the supervisor no later than the end of the same day. New beadle slips are obtained from the envelope outside the supervisor's office. Accuracy is critical for this role and so a keen sense of responsibility is essential!

### **ASSEMBLY MONITOR**

The Assembly Monitor is selected by the supervisor on a termly basis. Two assembly monitors are needed for EACH assembly. He/she keeps the assembly register and records student attendance and lateness at each assembly. The register is collected from the supervisor prior to assembly and returned immediately after assembly to the supervisor/form coordinator. Again, an accurate record must be kept.

### **PRAYER MONITOR**

The Prayer Monitor volunteers for this post for first and last period classes. Duties include organizing daily devotions for the class at the beginning (when there is no assembly) and at the end of the school

day.

### **ENVIRONMENTAL MONITOR**

The Environmental Monitor volunteers for this post for EACH subject group. Duties include turning off lights and fans (and the projector) when the class is not in session and ensuring the general tidiness and order of the classroom.

### **STUDENT COUNCIL REPRESENTATIVE**

A representative for EACH PD group is elected by the students of each PD class. He/she:

- must attend Student Council meetings
- makes representation to the Council on behalf of his/her class
- reports to the class on Student Council meetings

### **HOUSE AND CLUB OFFICIALS**

Sixth formers are often called upon to take up more responsibility in their houses and in clubs. You are encouraged to seize the opportunity to serve in such capacities and develop management skills!

### **6<sup>TH</sup> FORM REPRESENTATIVE ON THE CCAA EXECUTIVE**

A sixth form student is required to sit on the Campion College Alumni Association executive. This person is nominated by the 6<sup>th</sup> form and confirmed at the CCAA meeting.

### **BIG BROTHER/SISTER PROGRAMME**

Coordinated by the Prefect Body, this programme involves the assignment of sixth formers (who volunteer to participate and have been approved) to each first former. The purpose is to help the new Campionites adjust to their surroundings, make them feel more at home and enable them to cope with the demands of high school life. Big brothers/sisters should make contact with their assigned younger 'siblings' within the first two weeks of school and visit them on a regular basis (particularly in the first term), providing a listening ear and sensible advice. A Social is held in late September/early October.

### **THE PREFECT BODY**

One of the most important roles available for 6<sup>th</sup> formers is that of Prefect. The role of a prefect calls for maturity, forbearance, initiative, a sense of humour and most importantly, strength of character. The prefect's main role is to encourage and promote good discipline amongst the student body. Each prefect is assigned a number of duties which include patrolling the school campus, library duty, canteen duty, general supervision at School Assemblies, and proctoring classes in the absence of a teacher. It is critical that prefects recognise that this is no mere honorary title and further that they do not misuse the authority with which the Principal entrusts them. From the pool of prefects will be drawn the Head Boy,

Head Girl, Deputies (2) and the Senior Council (8). The roles of Head Boy and Girl are significant as they provide key role models for their peers and often serve as official representatives of the school.

Prefects should be:

- of good character and reliable
- able to cope with their academic duties despite the extra responsibilities of their office
- exemplary in their conduct and therefore able to set an example to the rest of the student body
- knowledgeable of the rules of the school and willing to guide students in their conduct and so promote the maintenance of good discipline in the school
- able to set an example in their speech and dress
- able to command the respect of the student body as a result of their own conduct and demeanour
- strong in their personality and mature enough to know how to relate to the rest of the student body
- able to act on their own initiative

### ***FORM PREFECT***

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

- encourages conflict resolution through the proper channels
- spends time with the class and becomes familiar with the class teacher
- remains with the class in assemblies ensuring that good discipline is maintained
- encourages full participation in school activities

### ***PREFECT SELECTION***

Prefect selection is carried out TWICE in the academic year:

- early in the Easter term (January) – selection from 6B
- early in the Christmas term (September) – selection from 6A (final draft from that particular year group)

The process is conducted in several stages involving teaching staff, the prefect body, 6<sup>th</sup> form students, Supervisors, Deans of Discipline, Vice-Principals and Principal. Students who are thought to be worthy

candidates for the Prefect Body are nominated. The Supervisor is responsible for collating the nominations.

For the first selection from 6B, nominations are made by:

- The entire 6B class
- The prefect body
- The teaching staff of sixth form
- The head prefects

Once all nominations are in, those with the strongest support can be identified. Reports are then checked for grades, punctuality and attendance. Students who have failing averages, excessive lateness/absence from assembly/school **cannot** be considered for the position of prefect.

The final step takes place at the supervisors' meeting. The final decision rests with the principal.

A similar process is carried out for the second draft of 6A with nominations from teachers being collected at the end of the summer term. The prefect body nominations are usually conducted in the first meeting of the Christmas term. No further vote from the 6A class is required at this time.

### ***SELECTION OF HEAD (SENIOR) PREFECTS***

A **Headboy** and a **Headgirl** with one Deputy apiece, as well as eight senior prefects, are selected from amongst the members of the Prefect Body by the Principal after consultation with the Prefect Body, Staff, Supervisors, and Vice-Principals.

The Head Prefects provide leadership to the Prefect Body, assigning duties to individual prefects and monitoring them in the carrying out of their duties. They also coordinate a number of events, such as Club Expo and the Big Brother/Sister Programme and provide direction for the rest of the student body. These individuals should be exemplary role models for the school population. The twelve head prefects (six boys and six girls) are selected from the 6B prefect body at the end of the Easter term.

- Nominations are made by the entire Prefect Body in an anonymous vote.
- The list of 6B prefects is posted in the staff house for teacher nominations.
- Nominations are collated and consultation done with the coordinators of 6A and 6B.
- Nominees are reviewed by current head prefects at which time a frank discussion is held between head prefects and supervisor on strengths and weaknesses of the candidates.
- Nominations are then brought to the supervisors' meeting where they are read out in order of strength of vote. Discussions are held as to suitability of candidates with reference to, amongst other criteria, ability to cope with additional duties, conduct, approachability, respect accorded, and so on.
- The final decision on the twelve names is the Principal's. These persons are appointed provisionally as senior prefects. No general announcement at assembly is made at this time. Should the performance of those selected remain consistent, these students will be confirmed in September, at which time the Head Boy and Head Girl will also be announced.

## **PREFECT ACTIVITIES**

Activities held throughout the school year include Club Expo, the Big Brother/Sister Programme, and Teen Awareness Week. Prefects also play a critical role at orientation exercises, graduations, services, and other school events. A Prefect Retreat is usually held that promotes the development of leadership qualities. The Prefects also provide the Annual Prefect Awards at assembly when outstanding individuals (voted on within their clubs) in each co-curricular activity are recognised. Prefect meetings are held once a week and attendance is mandatory.

## **COMMUNITY SERVICE**

Sixth formers are in the unique position of being able to contribute substantially to the school and surrounding community. It is hoped that all sixth form students will seize the opportunity to participate in the voluntary community service programme which includes the following: Office Duty, Library Duty, P.E. Duty, Computer Lab Duty, Science Lab Duty, and Mentoring. **Sixth formers are expected to give at least one hour a week of service to one or more of these areas.** This community service should be carried out in the students' own time (i.e. NOT during scheduled classes). A record of participation in these various duties will be kept and placed on file. In some cases, books are available for signing in. It is of note that both universities and employers value such experience.

- **Office duty** – this is done either in the main office or with the Supervisor.
- **Library duty** – here, you go to the librarian and offer assistance. You may assist with photocopying, putting away books, or keeping the library quiet.
- **Book rental duty** – this is seasonal! Watch out for notices or requests from the head prefects.
- **Computer lab duty** – for this duty, you assist the teachers with monitoring activity as it relates to the computers. You provide another set of eyes in the class! Speak with computer teachers to see if/when your assistance is needed. You also may receive special training to be able to assist in the library.
- **Science lab duty** – you will assist science teachers with lab sessions, providing additional oversight and guidance as students develop correct laboratory skills.
- **P.E. Duty** – get a sweat going! Help the P.E. teachers with their class! Speak with P.E. teachers to see when your assistance is required.
- **Mentoring** – you will assist students who are in need of additional help with certain subject areas.

## **A FEW SPECIAL REMINDERS!**

**SIXTH FORM ASSOCIATION:** this 'club' aims to further the holistic development of each and every Sixth Form student and to strengthen the spirit of unity and cooperation between 6A and 6B. On joining sixth form, students automatically become a part of the Sixth Form Association. However, formal participation will only be recorded on reports with consistent attendance at weekly meetings (held every Wednesday from 3:10 – 4:00 p.m. in the 6B Lecture Theatre). The S.F.A. enables students to air their views on a variety of issues, debate current affairs and improve the overall sixth form experience.

Serving on the executive provides students with valuable experience and is an excellent addition to any university application/reference.

CAMPION COLLEGE ALUMNI ASSOCIATION: All graduates of Campion College are automatically alumni. Participation in the CCAA is invited. Meetings are held at the school every quarter and a variety of social and outreach activities are planned during the course of the year. One member of the 6<sup>th</sup> form is invited to sit on the executive. The CCAA also awards a 6<sup>th</sup> form scholarship on an annual basis.

RECOMMENDATIONS/REFERENCES: 6<sup>th</sup> formers are reminded that college/university applications are usually done in the Christmas term of upper sixth form. References/recommendations are part and parcel of the whole process. Please ensure that you ask teachers early on if you would like them to act as references for you. As a rule of thumb, you should give them at least 2 weeks to write the recommendation and should provide a complete CV (listing your academic achievements to date, as well as any clubs/activities, leadership positions, awards, etc). Please remember that recommendations are confidential.

SCHOLARSHIPS: The supervisor will post information about scholarships as it becomes available but students are also encouraged to check the Ministry of Education website for bulletins, newspapers and other resources in order to stay informed about opportunities. There is a 6<sup>th</sup> Form Scholarship that is sponsored by the CCAA and awarded on an annual basis to a worthy candidate. Application forms are usually available in the main office and interviews are required.

INVOLVEMENT IN SCHOOL LIFE: Now that you are in 6<sup>th</sup> form, try something new! Get involved and run for leadership posts. But don't over-extend yourself! It can be difficult to balance work commitments with those of your co-curricular activities if you join too many clubs. Moreover, you should want to make a meaningful contribution to clubs rather than be there 'just in name'. More about the various co-curriculars available can be found in the other Handbook (pages 75 – 78) or on the school website at <http://www.campioncollege.com/student/clubs-sports> .

#### FIXTURES ON THE 6<sup>TH</sup> FORM CALENDAR

- SIXTH FORM SOCIAL/GAMES DAY – this is hosted jointly by the Prefect Body and the S.F.A. early in the Christmas Term in order to promote the unity of the 6<sup>th</sup> form body.
- CAREERS RAP – scheduled for November, this event allows students to rub shoulders with professionals from a wide variety of fields. Students are able to hold informal discussions with specialists in order to get a better feel for what a particular career entails.
- COLLEGE VISITS – these are set by the Guidance Department. Pay attention to the notices as they are often scheduled for after school in a particular classroom. The University of the West Indies usually gives a presentation to students and parents in the Christmas Term.
- SIXTH FORM RETREAT – this typically takes place over a weekend early in the Easter Term at the *Immaculate Conception Hostel*. It serves as a guide to assist students in the important life decisions that they have to make, and will allow them a chance to be refreshed and strengthened as they prepare for the world of work or study. The retreat usually involves

reflection, prayer and discernment on various topics and takes place under the guidance of the school chaplain and supervisor. Numbers are limited so watch out for notices.

## ATTENDANCE GUIDELINES

Attendance to all lessons is essential for success at Sixth Form and is therefore a part of the Sixth Form contract. If for any reason you cannot attend a lesson, you should inform both the supervisor and the subject teacher beforehand and discuss a method to catch up with the work you will be missing. If you do not contact your teacher & supervisor, this is regarded as a deliberate absence, thus breaking the Sixth Form Contract. The same rules apply for anyone leaving the premises without appropriate permission. *You should aim for 100% attendance and strive to be punctual to all timetabled lessons and assemblies.*

Arrival time: Champion Sixth formers have the special privilege of being permitted to arrive in time for their first class, as long as they are in school by no later than 11:30 a.m. (except for assembly days when they must be in attendance for devotions).

Departure time: Sixth formers may leave after their last scheduled class for the day. If, however, one is returning to the campus before 3 p.m. that same day, the relevant guidelines must be followed. **Sixth form students may NOT leave the campus in between classes.**

By accepting a place in the Champion College Sixth Form you agree to the following conditions regarding attendance:

- Attending all the lessons which make up your programme of study
- Registering by signing in every morning, indicating clearly the time of arrival
- Attending assemblies twice a week (first or second shift)

Please note that good attendance is essential if you are to succeed in the job market or advance to higher education. Most potential employers and universities/colleges require the school to comment on attendance and punctuality in references. Where attendance/punctuality is unsatisfactory, it is our duty to report this truthfully.

*Parents/Guardians are respectfully reminded of the necessity of adhering to term dates, ensuring that their child attends school unless prevented by definite illness or unforeseen circumstances. Contact will be made with parents/guardians in the event of excessive absenteeism and unexplained absence from school. **All absences from school, whether for an entire day/s OR a session, must be explained with a letter addressed to the supervisor.***

### AUTHORISED AND UNAUTHORISED ABSENCE

#### PLANNED ABSENCE

If you know that you are going to be absent from school, you should apply for 'authorised absence' at least two days before that date. In this case, you should complete the 'Absence Request Form' (see

appendix) and return it to the Sixth Form Supervisor in advance of any intended absence. The subject teachers should also be consulted in order to organise to make up for any work missed.

Examples of reasons to apply for 'authorised absence':

- A medical appointment which cannot be arranged outside school hours
- A visit to a university to attend an interview, subject to school approval
- If you are taking part in a significant co-curricular activity, such as drama, debating or sport
- Attending the funeral of a close relative/friend
- A driving test

N.B. You will be asked to give evidence to support your absence where you can.

*This list is not complete and the school has the right to make the final decision on whether an absence is authorised or unauthorised.*

Reasons that are not generally acceptable for 'authorised absence':

- Leisure activities
- Birthdays or similar celebrations
- Driving lessons

*Again, this list is not complete and the school has the right to make the final decision on whether an absence is authorised or unauthorised.*

N.B. The school is entitled to turn down an application to authorised absence if there is a pattern to your absences, you are absent a lot, or there is reason to doubt you.

#### **UNPLANNED ABSENCE**

If you are ever away for a reason that you couldn't have predicted, you must let the school know on the day you are away **before 9 a.m.** by calling the school office OR e-mailing the supervisor on the first morning of the absence. Your parent/guardian should be making this contact. Please include in your message the reason for and the anticipated duration of the absence. **An absent note from your parent/guardian MUST accompany your return to school.** This should be addressed to the Supervisor and handed in directly to the Supervisor's Office. **Please note that absent letters are required even for class absences due to lateness to school on a particular day.** (A template for an absent note is provided in the appendix.)

**Absence due to illness** needs to be explained and/or supported by a medical certificate or letter from your doctor. If you are ill and cannot attend school, your parent/guardian needs to make contact with the school before 9 a.m.

## SIXTH FORM POLICY ON LEAVING THE PREMISES

Unless given permission, all students must be on campus at all times **from arrival until the end of their final class for the day.**

If your parent/guardian has signed the waiver (please see Sixth Form Contract) that grants you permission to enjoy the privilege of leaving the campus after classes on a particular day, you may then leave the premises (only at the Old Hope Road, auditorium side) but **must sign out in the book** provided to the guard at the top gate if you plan to return to the campus before 3 p.m. that same day. You should indicate your intended destination and must sign back in when you return. However, if food is purchased, it must be consumed off-campus. No 'bought food' should be brought onto the compound.

**Leaving school in between classes is prohibited** unless an exceptional situation arises. In this instance, the parent/guardian should notify the school in writing for consideration. Students would have report to the Main Office for a release form. Emergency situations will be considered on a case-by-case basis.

If you break this policy, your parents will be asked to contact the Sixth Form Supervisor. A second occurrence may result in suspension.

## ARRIVING LATE TO CLASSES

If lateness TO CLASS is repeated, it will become a disciplinary issue. There is a five-minute grace period to get to class **when leaving another class** or coming down from assembly. Outside of this time, you are considered late whether or not the teacher is present. A register will be taken in EACH class by both the subject teacher and the class beadle and entered on RenWeb. The number of 'lates to class' will be collated and displayed on the termly reports. Please note that lateness to assembly appears within this category.

Please note the punctuality policy below.

Number of lates/term	Comment
0 - 5	Satisfactory punctuality.
6 - 10	Your lack of punctuality is becoming a concern. Your coordinator will speak with you and target any causes of this poor punctuality.
11 - 15	Your lateness is unacceptable. Your supervisor will contact your parents via e-mail. Measures must be put in place to ensure that this improves.
16+	Your tardiness is inexcusable. You will have a formal interview with the Supervisor and possible disciplinary action taken.

## PEOPLE TO KNOW IN SIXTH FORM

Supervisor (Acting) – Mrs. Nolda Chintersingh [nchintersingh@campioncollege.com](mailto:nchintersingh@campioncollege.com)

6B Coordinator – Mrs Celia Webster [cwebster@campioncollege.com](mailto:cwebster@campioncollege.com)

6A Coordinator – Ms. Stacy Bullens [sbullens@campioncollege.com](mailto:sbullens@campioncollege.com)

## THE SIXTH FORM CONTRACT (a printable copy appears in the Appendix)

As a sixth form student of Campion College, I agree to fulfil the following requirements for the duration of my time in the Sixth Form:

- I will conduct myself in a manner befitting a senior student of the school, demonstrating respect to all members of the Campion community.
- I will ensure a high level of attendance and punctuality. Where there may be problems with this I will inform my supervisor and subject teachers in advance. I understand that it is essential that a note from my parents/guardians explaining any absences must be brought in **immediately** on my return to school. I will be responsible in getting details of the work covered and set (during my absence) immediately on my return to school.
- I will ensure that I am neatly and completely attired in my school uniform, respecting the dress code at all times.
- I realise that this Sixth Form has a positive work ethic and that I must arrive at each lesson fully prepared with the correct equipment and with all work up to date.
- I accept responsibility for my performance and will strive to complete work to a high standard and to the specified deadlines. Where there are problems, I will see my supervisor and subject teachers in advance.
- I will get involved in school life, participating in at least two co-curricular activities.
- I understand that study periods are built into the timetable to enable me to focus on the demands of the courses that I have chosen to study and I will strive to utilize these periods accordingly.
- I will respect the physical structure and contents of the Sixth Form building and will do my part to ensure that all areas remain litter free.
- I will sign in daily on the attendance register.
- I accept full responsibility for my cellular phone, laptop computer and any other electronic device if I decide to bring it to school, both in terms of security and **appropriate** use as defined by the school.
- I will check the 6<sup>th</sup> form Notice Boards every day and attend assemblies faithfully.
- I will take part in Community Service on a regular basis.
- I will complete the full two-year sixth form programme. **[No transcripts to fulfil university or college admission requirements will be generated for Sixth Form students before the second year of the Sixth Form programme. This includes unofficial transcripts.]**
- Should I decide to leave the campus after my last class with the intention of returning to school, I will conduct myself in a manner befitting a Campion student with the full knowledge that I am considered a senior representative of my school.
- I have read the Sixth Form Handbook (the “Handbook”) and agree to comply with all the rules, regulations, policies and procedures outlined therein (the “Rules”). I understand and accept my responsibilities set out in the Handbook. I understand that disciplinary action may take place as outlined in the Handbook if I fail to comply with the Rules.

### School Based Assessment

- Academic honesty should be maintained throughout the entire SBA process. All sources used in research papers and projects must be properly acknowledged, using the quoting and referencing conventions stipulated by each subject department.
- Students are encouraged to use their own words, as much as possible, to express their ideas and to avoid excessive, lengthy quotation of other writers.

- Students will be penalised for proven plagiarism in keeping with the Academic Integrity Policy of Campion College. The CXC Examination Regulations also stipulate that a candidate may be liable to disqualification from the subject concerned or the whole of the examination or suffer a mark or grade penalty for breaching the Regulations.

### **Student/Parent Agreement**

**I agree** to accept these conditions of enrolment in the Campion College Sixth Form, and understand that disciplinary action may take place if I do not meet these requirements as laid out above. If I do not fulfil the expectations indicated, I understand that one or more of the following sanctions may be applied: a verbal warning, a written warning, being placed 'on probation', a letter to parents/guardians, exclusion from the Sixth Form for a specified period (suspension), permanent exclusion from the Sixth Form.

**I declare** that all SBA tasks/assignments for all subjects will be my own work, will not include any materials which have been copied from other sources without acknowledgement and that I am responsible for ensuring that the work produced is my own and will bear the consequences of committing plagiarism or other malpractice in SBA.

**Name of Student (please print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date (DD/MM/YYYY):** \_\_\_/\_\_\_/\_\_\_

I, the parent/guardian of the student named above, acknowledge that I have read and understood this agreement and will ensure my child's/ward's compliance with its terms. I have also read the Handbook. I agree to ensure my child's/ward's adherence to the Rules outlined in the Handbook and relating to the SBA, and I understand and accept my parental/guardianship responsibilities in that regard as outlined in the Handbook including but not limited to the Guidelines for Parents therein.

**Name of Parent/Guardian (please print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date (DD/MM/YYYY):** \_\_\_/\_\_\_/\_\_\_

**Principal/VP/Supervisor Signature:** \_\_\_\_\_ **Date (DD/MM/YYYY):** \_\_\_/\_\_\_/\_\_\_

Parents/Guardians – **please tick the box and sign** if you are in agreement with the following statement.

I give permission for my child, \_\_\_\_\_  
*(please print name of student)*, to leave the school compound on completion of his/her classes even if this is prior to 3:00 p.m. I understand that the school **cannot** accept responsibility for my child's whereabouts and safety once they have left the campus.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date (DD/MM/YYYY):** \_\_\_/\_\_\_/\_\_\_

Students – **please tick the box below and sign** if you are in agreement with the following statement.

I give permission for the school to release my results/other pertinent information to prospective employers/colleges.

**Student Signature:** \_\_\_\_\_

**Date (DD/MM/YYYY):** \_\_\_\_/\_\_\_\_/\_\_\_\_

***Please print TWO copies of this contract and bring the signed documents to orientation. You will keep one copy; the other will be filed at school.***

### SIXTH FORM SCHOOL-LEAVING ACTIVITIES

Both 6A and 6B proceed on study leave just prior to the start of their CAPE examinations at the time determined by the administration. If any student finds it necessary to return to school during the period of study leave, he/she should be in full uniform and obey all the rules of the school once on the compound.

6A leads a final assembly on the Thursday before study leave.

#### *SCHOOL LEAVERS MASS*

This special mass is held prior to the granting of study leave. All 6A students are expected to attend, along with the members of the graduating class. Parents are welcome at this service which is normally located at Sts. Peter and Paul Church.

#### *VALEDICTORY EXERCISES*

These exercises will be held in mid-June on the first Thursday after the final CXC CAPE examination and is intended for 6A students and their teachers only.

Prizes given include those for:

- Top performers (highest overall average over the two years)
- Subject (highest average in a particular subject over the two years\* *this is not given if the grade is under 70%*)
- Sports and Visual/Performing Arts (outstanding performance throughout Campion life)
- School Spirit (dedication to school as evident through loyal support, citizenship, and participation in school life). This is voted on by your peers/faculty. The person with the top number of votes is awarded the Vibes Trophy.
- Ignatius Loyola Trophy (for loyalty, diligence, dedication, and perseverance)
- Ignatian Secondary Education Association Award (for the member of the Valedictory class who most closely resembles the ideal of: intellectual competence, openness to growth, loving, religious, commitment to social justice)

- Other informal prizes/certificates may be awarded at the discretion of the class.

### APPROACHING SIXTH FORM STUDIES

All Sixth Form students sit at least four Units (usually Unit 1) in Year 12 (6B) and the complementary remaining Units (usually Unit 2) in Year 13 (6A). The schedule for completing the work in just over two terms is challenging, thus we cannot overemphasise the importance of regular attendance.

In each subject, the student will be given in outline what is expected of him/her. The requirements of the course will vary according to the subject matter as will the teaching method employed at different times during the course. In addition to ordinary class preparation, these requirements will encompass internal assessment, projects/essays, extensive reference work, practical work, etc. These course requirements are as obligatory as ordinary class preparation and class attendance; thus consistent unsatisfactory performance in this regard will be considered a serious breach of the disciplined approach to Sixth Form studies which is demanded.

The number of class periods will leave each student with certain periods which are not assigned, i.e. non-contact periods. Outside of lunch and relaxation breaks, these non-class periods are not to be considered 'free time' except in the sense that the student is free to do what work he/she wishes and where. A disciplined person knows how to use his/her time as advantageously as possible. While there is an essential place for recreation and relaxation, many students spend a disproportionate amount of time in these pursuits to the neglect of others. If it has not already been done, then Sixth Form is the time to learn the necessity of establishing a proper order of priorities.

#### *WHAT IF THERE ARE PROBLEMS?*

Student concerns regarding a particular lesson/timely feedback on SBAs/etc.:

- Speak to the teacher involved
- If the concern persists refer the matter to your coordinator/supervisor and the Head of Department
- Should matters continue, please refer your concerns to the Dean of Studies

Failure to meet a deadline:

- Unless you have previously discussed the issue with your teacher, you may be ordered to leave the class until you have caught up with your work. Meeting deadlines is important as often the work you produce is needed to demonstrate your understanding or preparation for the next topic, etc.
- If you are asked to leave the class, your teacher will inform the supervisor, and follow-up action will be taken.

## Changing Courses:

Occasionally students find that they are unhappy with the courses they have chosen. If you find yourself in this situation, **act sooner rather than later**. You should:

- Speak to your subject teacher about your concerns.
- If you are still unhappy, speak with the Dean of Studies who will discuss options thoroughly.
- Course changes **must** be approved by all relevant staff. Until this is done, all lessons must be attended.
- Changes will only be facilitated up **until the last week of September in lower sixth**.

## STUDY SMART

The balance between taught lessons and private study changes when you advance to sixth form. You'll be doing fewer subjects but you will find that the volume of work and the standard of work is that much higher – so don't be complacent. **Remember that external examinations are held at the end of both upper and lower sixth form.**

You will have to prioritise carefully and set aside ample time for study. **As a general guide for studies, it is expected that a student who is carrying a normal programme of three subjects plus Communication/Caribbean Studies will allot a minimum of four (4) hours (exclusive of formal classes) for class preparation, term papers, reference work, etc. per day, every day.** The single most common cause of failure in Sixth Form Studies is the failure of the student to apply him-/herself to real work and a definite schedule of study from the very first term. At this level your teacher acts more as a facilitator. The responsibility for learning is yours! Good organisation and consistent hard work really do pay off at this stage of the game!

Sixth formers are encouraged to use the study facilities offered by the school. You have access to a well-equipped library and a reading room (located in the 6<sup>th</sup> form building, upstairs). You will also need a quiet place to study at home.

All courses require research, reading and revision of notes. You should never be able to say *"I have no work to do!"* You need to understand your notes so review them after each class and discuss any problems with your teacher (be proactive!). Strive to keep your notes in order from the get-go. Learn how to take notes quickly yet effectively. Teachers often use more of a lecture-style in 6<sup>th</sup> form (akin to university) so you need to listen actively, jot down key points, and then review and extend your notes. Note-taking will boost your memory, hone your succinctness, and ultimately will provide a very good resource for revision.

Familiarise yourself with past papers – practice! – and read the examiners' reports (available on the CXC website) so that you understand what standard is required of you at the CAPE level. Study individually and in groups so that you can ensure that you fully understand the material. Do not be afraid to ask the teacher questions or to ask for clarification of grey areas.

You are expected to use your initiative to organise an effective study timetable, but you can always consult with the subject teacher, Supervisor, Coordinators or Guidance Counsellor.

#### *SCHOOL-BASED ASSESSMENTS (SBAs):*

SBAs account for between 20 and 60% of your final grade (this varies with the particular subject done – refer to the CAPE syllabus available on the CXC website).

It is essential to maximise your performance in SBAs which take a variety of forms. For instance, in the sciences, these comprise set laboratory reports/activities. Other subjects require modular tests or research papers.

In all instances, due dates should be respected. Where drafts are to be submitted before the final product, again, deadlines should be adhered to in order to give the teacher the time to make a meaningful critique.

Persons who are delinquent with SBAs will be reported to the teacher in charge &/or the Dean of Studies so that further action can be taken.

#### *GENERAL STUDY TIPS*

##### **1. KEEP YOURSELF IN GOOD PHYSICAL CONDITION**

- Try to get 6 – 8 hours of sleep every night.
- Schedule in some exercise (aim for one hour every day or at least three times a week).
- Demonstrate responsible use of T.V., electronic/online games, interaction through social media, etc. during weekdays.
- Eat balanced meals.

##### **2. PLACE FOR STUDY**

- Work in a comfortable and quiet environment.
- Be alone, as far as possible, away from the rest of the family and its activities.
- Prepare for work by having all you need at hand. Be organised! Ensure that you have enough folders, paper and different coloured pens/pencils/highlighters.
- Remove any gadgets, electronic devices, magazines, etc. that may distract you.

##### **3. TIME FOR STUDY**

- Organise your time! Try and have a fixed time for your study.
- Set time limits and stick to them.
- Begin your revision early. Have a proper study schedule.
- Split work into small bits so you can see your progress clearly and feel motivated to continue.

#### 4. BEGIN STUDY

- Always begin with a prayer then get started promptly.
- CONCENTRATE—give the job your full attention and energy.
- When reading books, take notes according to the purpose at hand – don't just copy entire blocks of the text – summarise the main points! Use quotation marks if you are copying a section word for word, and note the page number, author, title and publisher of the resource material.

#### 5. ORGANISATION

- Buy a planner and write down test dates and homework/assignments each day. Map out your work schedule breaking it down into a daily, weekly and perhaps monthly plan.
- Have some sort of filing system in place. It is useful to have a binder for each subject.
- Prioritise! Undertake difficult tasks when you are at your best.
- For each subject, STUDY before you do the written assignment. Review notes and texts related to the assignment. Ideally you should review your notes within 24 – 36 hours of the class, filling in the details, adding references, and then reviewing again a week later in order to consolidate the material.
- Always take a 5-minute break for a period of relaxation after every 40 – 50 minutes of study.

#### 6. INDEPENDENCE

- Try and do the work yourself— you are largely responsible for your education now!
- Strive for excellence—working as well as you can should be your aim.
- Use those non-contact periods wisely. It is up to you what you do with them – but it is advisable to spend some of the time studying, reviewing notes, doing research, consulting a teacher, etc.

#### COMMUNICATION

It is critical that students take some responsibility for keeping up-to-date with important announcements. This is particularly vital in the sixth form where students are expected to be more accountable as they prepare for their futures. Students should check the Notice Boards in the 6<sup>th</sup> Form building daily, attend assembly twice a week, and pay attention to announcements made over the intercom.

The supervisor and coordinators will be available when not teaching should a student need to see them or vice versa.

An open door policy operates in the Sixth Form whereby students or parents can seek advice at any time within reason, **although appointments are always preferable**. Obviously there may be times when staff are not immediately available; however, both students and parents can seek counsel on any issue. This may involve advice on procedures, study skills, university applications, or careers. Persons available for consultation include the supervisor, the coordinators, the guidance counsellors, the individual subject

teachers and the administration.

### CONSULTATION DAYS

In order that students who find difficulty with various subjects, or who are not progressing as they should, might have a definite opportunity to receive the help they need, a consultation programme is in operation throughout the school year.

Once a week, on a specified day and in a specified classroom, teachers are available for a *consultation and make-up* hour for the students they teach. On the day assigned to the teacher, consultation takes precedence over all activities except for a detention or demerit. Students will not be able to plead any excuse – whether it be work, co-curricular activities, or practice for sports – if their presence is desired by one of their teachers on Consultation Day.

The schedule of Consultation Days is sent home at the start of the school year to the parents. This schedule does **not** restrict help to students to only one day a week. It merely provides a formal structure to ensure that all students can always have help at least one day a week.

### ASSESSMENT PROCEDURES

Each department sets its minimum requirements for assessment for the term: the types of assignments, the number of assignments in each category and the weighting of each category. This can vary from one department to another as the amount of homework and written classwork can vary among subjects. As a rule, tests carry a heavier weight than all other assignments.

Each student is required to do all assignments set by his/her subject teacher. If a student is absent on the day classwork or a test is given, that student is expected to see the teacher on the day of his/her return to do the assignment. Failure to do so will result in a zero.

Every student **must** take a comprehensive examination in his/her academic subjects at the end of the Christmas Term. The marks from these examinations have the same weight as the marks for the term. **Parents must note the dates of these examinations published on the academic calendar and avoid planning trips that may cause students to miss their examinations.**

Students who are absent from these examinations are awarded a mark of zero. In cases of illness, supported by a medical certificate from a doctor, students will be marked absent but will not be eligible for academic honours.

In cases where students will miss one or two examinations because they are called to represent the country in sports or any other educational activity, special arrangements (which may involve an alternative paper) will be made to have them sit those examinations. However, where students called to such duty will miss more than two examinations, they will be marked absent with excuse, and will not be eligible for academic honours.

Sixth Form students have no internal examination for the Summer Term as this is the time for the CAPE

examinations.

Cheating in examinations is a serious breach of discipline.

### **INTERNAL EXAMINATION REGULATIONS**

1. Be on time for all examinations. You should be in the examination room at least 10 minutes before the starting time of the examination. The morning examination session for 6th form starts at 8:00 a.m. Students who arrive late to an examination cannot be given additional time unless an emergency has occurred. In that case they should report to the Main Office on arrival.
2. All items needed for the examination should be removed from your bag and the bag placed at the front of the room. Borrowing in exams is strictly forbidden.
3. No cell phones should be in the examination room. Cell phones found in the room (even if in the bag and switched off) will be confiscated and the person in possession will be given zero. You must not have in your possession any unauthorized material, including electronic devices. Possession of unauthorized material is breaking the rules, even if you do not intend to use it. If found with such material, you will be sanctioned.
4. Writing paper and graph sheets are provided by the school so you should not have in your possession, whether on the desk or in your pocket, any other writing paper or study cards. You must provide all other materials, e.g. pens, pencils, rulers.
5. Talking during the examination or communicating in **any** way once you have entered the examination room, will result in the confiscation of all scripts and an award of zero.
6. Use the bathroom before your examination begins. Under ordinary circumstances you will not be allowed to leave the examination room during an examination.
7. Students are not allowed to leave the room before the end of the examination.
8. You may use a calculator unless you are told not to do so, but you must not use a graphical calculator or the calculator function of another device.
9. You must not become involved in any unfair or dishonest practice before, during or after the examination.
10. You must follow the instructions of the invigilator. If you are in doubt, raise your hand to get the attention of the invigilator.
11. You must, when leaving the examination room, hand in to the invigilator the question paper, answer paper, rough work and any other used and unused material.
12. Students should continue to be silent as they are dismissed and are leaving the building in consideration of other students who might still be in examination.

### **REPORTS**

#### **SCHOOL MANAGEMENT SOFTWARE – FACTS (FORMERLY RENWEB)**

Our school management system, FACTS/RenWeb, allows us to communicate with parents electronically. This includes notices, reports, special letters etc. ParentsWeb is the area where parents interact with the software. By logging into ParentsWeb, parents are able to view their child's finalised term reports, timetable, behaviour record, school calendar etc.

## REPORTS

Parents receive two types of reports – a Mid Term Report and an End of Term report. A total of four reports are sent to parents in the sixth form. Reports are generated and distributed to parents via RenWeb.

### Report Distribution

Reports are distributed as follows:

#### **Christmas Term**

Mid-term – October

End-of-Term – January

#### **Easter Term**

Mid-term – February/March

End-of-Term – late June/early July

All reports are distributed initially via e-mail. Parents have two weeks after the distribution of reports to seek clarification or amendments. One month (30 days) after the initial sending of reports, all adjustments should have been completed and the final reports posted in ParentsWeb. Amendments to reports will not be accommodated once final reports have been posted in ParentsWeb.

If you have a query about your child/ward's report, please follow the procedures outlined below:

- **Concerns about term grade, comment or effort** - speak to the subject teacher to have the report adjusted. There are internal procedures to facilitate any necessary adjustment.
- **Missing co-curricular activity** - you or your child may collect a Co-curricular Amendment Form from the office. This must be signed by the person in charge of the activity and returned to the office to have the report amended.
- **Concerns about attendance to school** - speak to the Grade Supervisor to clarify any absence or lateness to school.
- **Missing position of responsibility** - speak to the Grade Supervisor to have this adjusted.

### **I. MID-TERM REPORT**

Mid-Term Reports are sent home to parents just after the mid-term holidays and just before the *Home School Association* meeting for the term. Parents are, therefore, able to consult with the teachers about the progress of their children.

These reports are not kept on a student's file – their purpose is to furnish information on the student's

progress at mid-term. The grades from the mid-term report form part of the end-of-term report.

Students are given a letter grade for each subject and an effort comment of Excellent, Good, Fair or Poor depending on the teacher's evaluation of how hard a student is working.

**PROFILE OF GRADES:**

<b>A:</b> 90 – 100	VERY GOOD
<b>B:</b> 80 – 89	GOOD
<b>C:</b> 70 – 79	FAIR
<b>P:</b> 60 – 69	PASS
<b>ACTUAL MARK</b> <i>'if below 60'</i>	FAIL

**II. END-OF-TERM REPORT**

A report is sent home at the end of each term. Each report includes a term grade, and in the Christmas Term – an examination grade, an effort mark and the comments of subject teachers, Grade Supervisor and Vice-Principal/Principal. The Easter end-of-term report does not have an examination grade.

*HONOURS*

A Testimonial of **First Honours** is awarded to students who achieve an overall average of **90% or more** and who have *no grade lower than 60%*.

A Testimonial of **Second Honours** is awarded to students who achieve an overall average between **80 – 89%** and who have *no grade lower than 60%*.

**MAGIS AWARDS**

Each year in October, Magis Awards are given to recognize students who have attained the very highest standard in particular areas of school life (for the preceding academic year): academic work, sports and citizenship.

**“Magis”** is a Latin word meaning **‘more’**. It was the word used by St. Ignatius of Loyola to capture the spirit of the Society of Jesus – always to strive to do more for the service of Jesus Christ. *“One that desires to excel should endeavour in those things that are in themselves most excellent.”* Epictetus.

**Academic** Magis Awards are given to the top performer in each subject and the overall top performers for the 6B year.

The **Sports** Magis Awards are given to the student who is judged to be the one who has contributed most to the particular Sport during the year.

The **Citizenship** Magis Awards are given to the top students in each form who have exhibited excellent conduct, decorum and deportment, a high level of responsibility and community involvement.

In addition, Magis Awards are given to the high performers in the CSEC and CAPE examinations – students who attain eight ones and over and four ones and over in the CSEC and CAPE examinations, respectively.

## **DISCIPLINE**

The school has a responsibility to provide a well-ordered environment that is conducive to learning. It is also obliged to develop in its students, those virtuous habits that will ultimately shape them into persons of good character – courteous, punctual, cooperative, diligent in studies and ethical in conduct. To this end, the school insists that students adhere to a set of regulations designed specifically to ensure good order, and to instill the values and discipline, which hopefully will be internalized by all Campion students.

All behavioural events that the school wishes to bring to the attention of parents, are recorded in the School Management system, RenWeb. Notification of these events may be sent directly to parents via e-mail as a “Confidential Behavioural Notice”. For the purpose of the SMS all consequences/actions/outcomes/interventions/etc. of the behaviour are recorded as “sanctions”, ranging from a verbal warning to expulsion. **The only sanctions recorded on a student’s permanent record are demerits, suspensions and expulsions.**

There are four main types of sanctions:

- Detentions
- Demerits
- Suspensions
- Expulsions

## **DETENTIONS**

Detentions are given at two levels:

- Prefect Detentions
- Teacher Detentions

## **PREFECT DETENTIONS**

Prefect detentions are given by the members of the prefect body when they are on patrol, library or canteen duty, at assembly or when conducting random spot checks. These detentions are given to students who may be in an out-of-bounds area, out of school uniform for no legitimate reason, or for general acts of indiscipline to members of the school community. Repeat offenders are usually reported to the Grade Supervisors or the Dean of Discipline who may then give a demerit. The specific date, time, place and reason for the detention are given by the prefect issuing the detention. Failure to serve a detention may lead to a demerit.

## **TEACHER DETENTIONS**

Teacher detentions are generally given for misdemeanours such as:

- Lateness to class without a legitimate excuse
- Frequent lateness to class
- No homework
- Being unprepared for class
- Excessive chatting while a lesson is in progress
- General acts of indiscipline
- Minor acts of insubordination (*teacher's discretion*)
- Inappropriate dress
- Being in an out-of-bounds area
- Bringing onto the campus electronic equipment without permission (*these will be confiscated*)

### **NOTE WELL!**

1. *Detentions are held on two specific days of the week, and supervised by a named member of the teaching staff.*
2. *Detentions generally last for one hour (from 3:00 – 4:00 p.m.) and 24 hours' notice is given so the appropriate arrangements can be made by the parents.*
3. *Parents are well advised not to remove students from a detention before its completion.*
4. *If for some reason a student fails to serve the given detention and has a valid reason for doing so, he is to report to the assigned detention room on the next day that the detentions are being held.*
5. *Failure to serve a detention, and three or more detentions in one term, result in an automatic demerit.*
6. *Detentions take priority over any school activity or extra class.*

## DEMERITS

A demerit is given for a serious breach of the school rules, for example:

- Gross insubordination
- Potentially dangerous pranks
- Disobedience
- 'Skulling' classes and school
- 'Skinning' of school bags
- Persistent use of foul language
- Bringing obscene literature onto the campus
- Giving a false name to someone in authority
- Missing detentions without permission
- Leaving the campus without permission
- Repeatedly being out of school uniform
- Frequently late to and/or absent from school without a legitimate written excuse from the parent/guardian
- Being persistently late to or absent from assembly
- Cheating and any breach of examination regulations (*a zero is also given for the particular assignment*). **See Academic Integrity Policy in Appendix 1.**
- Any breach of examination regulations
- Excessive 'contact' in games, e.g. excessive kicking, punching or any kind of hooliganism

### NOTE WELL!

1. A demerit is a three (3) hour detention served on two days of the week under the direct supervision of the Dean of Discipline.
2. The date, time, place and reason for the demerit is given by the Dean and a minimum of 24 hours' notice is given.
3. Failure to serve a demerit is a serious violation.
4. Demerit punishment takes priority over any school activity, extra class or detention.

**DEMERITS ARE RECORDED ON THE STUDENT'S PERMANENT FILE. FOUR OR MORE DEMERITS IN A TERM CAN RESULT IN A SUSPENSION.**

## SUSPENSIONS & EXTENDED DEMERITS

A suspension is a mandate by the school that the given student stay off its premises for a given period of time. This action becomes necessary when a student's conduct is likely to have a detrimental effect on the discipline of the institution or when a student "commits any act which causes injury to any member of staff or to any other student" (*ref. Education Regulations Paragraph 29(1) and (2)*). For example:

- Fighting
- Bullying

- Extortion
- Bringing weapons onto the campus
- Repeatedly leaving the campus without permission
- Deliberately and maliciously damaging school property
- Repeatedly being found in bars, betting shops and games arcades in school uniform
- Smoking
- Stealing
- Repeated absence from classes
- Maliciously causing bodily harm
- Gross insolence to staff
- Cases of extreme misconduct

#### *Extended Demerits*

In certain circumstances, the decision may be taken that the student reports to school and is assigned duties on the campus for a designated time period.

#### **SUSPENSIONS ARE RECORDED ON THE STUDENT'S PERMANENT FILE.**

#### **EXPULSIONS**

Detentions, demerits and suspensions can eventually lead to an expulsion, this being the last resort of the school after all appropriate measures have been taken to rehabilitate the individual.

Expulsion, however, is immediate if a student deliberately and wilfully brings onto the campus, or causes to be brought onto the campus weapons, or persons with the intention of inflicting or causing to be inflicted bodily harm to an individual. Students who are found in possession of, who purchase, sell or cause to be brought onto the campus any illegal substance will also be expelled.

Where a student is guilty of extreme misconduct during the period of study leave or the course of their external examinations, he/she may be barred from attending the valedictory ceremony or from receiving a sixth form certificate.

#### **MERITS**

A student who, in the judgment of a teacher, performs acts that are good in themselves, or go beyond that which is expected, is awarded a merit. For example:

- Volunteerism
- Acts of honesty
- Helpfulness
- Cooperation
- Improved academic performance

- Perfect attendance
- Perfect punctuality

## **GROOMING REGULATIONS IN SIXTH FORM**

The first impression people have of you is your appearance. Good grooming is your outward expression of pride and self-respect. Your uniform, a symbol of your school, worn neatly, portrays respect for the standards of the school. The following uniform regulations should be observed at all times. Rules will be strictly enforced. Students who are not properly dressed will be sent home.

### **BOYS**

**SHIRT:** white school shirt with embroidered crest. This is available at the Champion bookstore. Shirt must be tucked into trousers at all times and buttoned. If an undershirt is worn, it should NOT be visible at the neck or the sleeves.

**TROUSERS:** dark grey or dark blue DRESS PANTS (no patterns). The pants must be worn at the WAIST and not at hip level. The straight legs of the pants must reach the top of the shoe and must NOT be bunched up at the ankle. Pants must be loose-fitting. However, large 'baggy' pants are not allowed. Tight pants should not be worn, especially those with the straight leg taken in to be close to the thigh and legs. A black or brown leather belt must be worn with the pants. Buckles should be conservative in size and style.

**SHOES:** black or brown (solid colour only) shoes or loafers. NO boots or high-tops. If shoes have laces, they must be neatly laced and tied. Shoes should always be clean and polished.

**HAIR:** Conventional low haircuts only. No more than 1 inch long/high. Boys MUST be CLEAN-SHAVEN. No fashion fads, no shaved sides, no patterns, no processed/bleached/dyed styles.

**JEWELLERY:** None, except for an inexpensive watch worn on the wrist if desired, and/or the graduation ring.

**SOCKS:** solid, sober colours only. No brand names/logos printed on the socks. Socks must fit three (3") or more inches ABOVE the ankle. No tennis socks or stitched cuffs, no sports socks of any kind.

**TATTOOS:** Students must not have any tattoos that are visible when the regular uniform is correctly worn.

### **GIRLS**

**BLOUSE:** white school blouse with embroidered crest. This is available at the Champion bookstore. Blouse must be worn outside of skirt and fit neatly. House buttons should be worn on the left side of the blouse.

**SKIRT:** dark grey or dark blue. The 'A'-line skirt should fit neatly at the waist and loose on the hips. The hem should be 5 cm BELOW the knees. NO slits in the skirts.

**SHOES:** black or brown (solid colour only) shoes with heels NO higher than one (1") inch. No boots. Shoes should always be clean and polished.

**HAIR:** Must be neatly combed. No fashion fads, no patterns, no highlights/bleached/dyed styles. No wigs.

**JEWELLERY:** None, except for small knobs for the ears, and/or the graduation ring. An inexpensive watch may also be worn.

**SOCKS:** clean, plain, white socks – no fancy ribs. Socks must be neatly CUFFED, 1½ – 2 inches ABOVE the ankle. Socks should be long enough to make the cuff - no tennis socks or stitched cuffs. The turned-down cuff must be 2 – 2½ inches wide.

**TATTOOS:** Students must not have any tattoos that are visible when the regular uniform is correctly worn.

*(Please see appendix for images)*

## **GENERAL SCHOOL RULES**

The Education Regulation, Section 2a (1) of the Education Act

of 1980 reads "**A student shall obey the rules of the school he is attending.**"

*No list of rules can be exhaustive. Therefore the school administration has the right to exercise discretion in all matters pertaining to good order and discipline.*

*The school administration comprises the School Board, the Principal, Vice Principals, the Deans of Discipline and Grade Supervisors. The Principal is in charge of the day to day administration of the school.*

### **1. PUNCTUALITY: TIME OF ARRIVAL AND DEPARTURE**

Students must be punctual. They should arrive at school at the time designated and obey all bells promptly. In the afternoon, students should leave school no later than 6:00 p.m. unless they are engaged in some form of organized activity supervised by a member of staff.

### **2. ABSENCE FROM CLASS**

Students must be present and punctual for all classes. Students may obtain permission to be absent or late to class from their subject teacher, Grade Supervisor, Dean of Discipline or Vice-Principal. Students shall remain in classes

during class sessions except in cases of emergency when they are excused by their subject teacher. All legitimate needs must be attended to during recess periods.

### 3. ABSENCE FROM SCHOOL

Students who have been absent from school for a day or more should, on their return, bring a note from their parent/guardian stating the reason for their absence. Students who need to leave school before the end of the school day should also bring a note from their parent/guardian. Telephone calls or emails are not sufficient on their own. These notes should be handed in to their Grade Supervisor.

### 4. ASSEMBLIES

All students are expected to attend school assemblies and house meetings on the days and at the times designated. Attendance at General Assemblies is compulsory for all students and repeated, wilful absence will be treated as a disciplinary offence.

### 5. ENTERING & LEAVING THE PROPERTY

Students shall remain on the compound during the times that school is in session, unless permission to leave is obtained from the Grade Supervisor, Dean of Discipline or Vice-Principal. Such permission is given only in real emergencies. Those students who leave the property without permission are liable for suspension. Students are to enter and leave the compound through the regular gates. No short cuts should be taken across neighbouring properties, through or over fences. Once a student has left the campus after school, he/she is expected to go home or to a location approved by his/her parents. Students who need to return to the campus must submit written parental permission to the Principal or Vice Principal in which case a pass will be issued. Students will not be allowed to return to the campus once they have left without a pass.

### 6. ILL STUDENTS

Students who are ill should report to the Nurse for treatment. If it is necessary for the student to go home or see the Doctor, the Nurse will get in touch with the parent/guardian. **Students must not call parents to come and collect them without permission.**

### 7. PLAYING IN AND AROUND CLASSROOMS

Playing and shouting in the classroom, on the corridors or around the classroom buildings, is forbidden. Students are expected to observe the designated out-of-bounds areas.

## **8. EATING IN THE CLASSROOM**

Eating and/or drinking in the classroom is forbidden.

## **9. CHEATING ON HOMEWORK AND TESTS**

Copying assignments or cheating in tests constitutes academic dishonesty. The penalty for this type of dishonesty, or any form of plagiarism, is a demerit and a mark of zero. (*See Academic Integrity Policy in Appendix 1*)

## **10. TEXTBOOKS AND OTHER EQUIPMENT**

Students must obtain their own textbooks and other equipment required for their particular subjects. Borrowing is discouraged. A student without equipment cannot do his homework adequately and besides being a nuisance to his teachers and classmates, is showing little regard for self-responsibility.

## **11. SECURITY OF POSSESSIONS**

Books, notebooks or articles of clothing may be secured in the lockers in the classroom. The school is not responsible for the property of students which has been lost or mislaid. It is recommended that students should only take enough money for the purchase of lunch each day and that it should be kept always on their person. If there is reason for an additional sum of money to be taken, it should be handed in an open envelope to the Grade Supervisor, with a note from the guardian or parent, for safe-keeping.

## **12. RESPECT PROPERTY OF OTHERS**

Students should respect the property of others and on no account should a student deprive others of what is rightfully theirs. Stealing therefore is a very serious offence. Students who damage or cause to be damaged the property of another individual, are liable for its repair or replacement.

## **13. LOST AND FOUND ARTICLES**

Any article found by students in the classroom or on the school grounds should be taken immediately to the place assigned for lost articles. Students who lose their possessions should report it to their form teacher immediately. The school will only be responsible for holding these items for a period of thirty (30) days.

## **14. CARE OF SCHOOL PROPERTY**

Students are expected to care the school property. Students should not sit on desks or tables. Feet should not be

placed on chairs or desks, nor names scratched on them. Walls should not be scribbled on. The destruction of any equipment, books or other materials is considered vandalism. If students deface or destroy school property they will either have to pay for its repair or for its replacement.

## **15. PROHIBITED BOOKS AND GADGETS**

Students should not have in their possession obscene materials, books, magazines or pictures **in any format**. Electronic devices not directly connected with any class are distractions and are forbidden in school.

## **16. TRANSPORTATION**

Student-driven bikes or cars are not allowed on the premises, with the exception of Upper Sixth Formers who have to get special permission from the Principal and who must obey the prescribed guidelines.

## **17. KNIVES AND MISSILES**

Students are prohibited from taking any knife or any other cutting implement or dangerous weapon to school. The use of stones, sticks, broken bottles etc. as weapons is strictly forbidden and will be treated as criminal behaviour.

## **18. APPEARANCE AND UNIFORM**

Students must be dressed in full uniform whenever they are on campus as long as school is in session. This includes during exams, study breaks (5th & 6th forms), for teacher consultations, for H.S.A. meetings and/or to return books. Students should ensure that they maintain a tidy appearance when in uniform, whether on or off campus.

## **19. COURTESY, SELF-CONTROL AND SPEECH**

Students are expected to be courteous to each other, exercise self-

control, and refrain from using threatening or indecent language. Fighting on the school grounds or publicly in school uniform is strictly forbidden. (**See Policy on Violence in Appendix 6**)

## **20. EXTORTION**

Extortion is the act of trying to obtain something from another by force or threat. It is therefore a clear violation of the school's policy on violence and depending on the severity of the case, it may be treated as a criminal offense. (**See Policy on Violence in Appendix 6**)

## 21. BULLYING

Bullying is an act of repeated cruelty in order to intentionally hurt another person, physically or mentally. Bullying, whether written, verbal or physical, is a form of aggression and is therefore a blatant violation of the school's policy on violence. The school will not tolerate any form of emotional, verbal or physical abuse of its students. Additionally, the school also recognizes and condemns indirect bullying, or social aggression, in which a student, or group of students, may be ostracized because of their race, religion, perceived sexual orientation or social class. **(See Policy on Violence in Appendix 6 and ICT AUP in Appendix 2)**

## 22. RESPECT FOR TEACHERS, ADMINISTRATION AND ANCILLARY STAFF

Students are expected to show the proper respect to all members of the school community. Disrespect, rudeness or insolence directed toward any member of the School Staff is a serious offence. Courtesy does not mean subservience nor does discourtesy show independence or manliness. Courtesy to others begins with self-respect and dignity. Discourteous behaviour shows immaturity, lack of self-respect and decorum.

## 23. LITTERING

Students must keep their classrooms and school premises clean. Bottles, cans, papers and other rubbish must be disposed of in the

proper receptacles. Littering degrades the school environment and is therefore an offence.

## 24. SMOKING, DRINKING AND USE OF DRUGS

Smoking, drinking alcoholic beverages and the use, possession, consumption or sale of any dangerous or prohibited substance on the school compound or in public while in school uniform are forbidden. The indoctrination of anyone on the school compound in the use or consumption of illicit drugs (in any form), alcoholic beverages or smoking is a case of extreme misconduct and is also forbidden. Smoking in any form, or drinking of alcoholic beverages on the compound or in uniform will result in automatic suspension. The sale, use or possession of dangerous drugs, cigarettes or vaping devices on the compound or while in uniform, will result in strong disciplinary action being taken against the student.

## 25. VENDORS AND GAMING

Students may buy only from the vendors who have been given permission by the Principal to sell their goods during the course of the school day. Students may not patronize bars, games arcades or any gaming establishments while in school uniform. **Student vending is strictly forbidden on campus or in school uniform.**

## 26. VISITORS ON CAMPUS

Students may not entertain visitors on the campus. Persons (*including parents and guardians*) desirous of seeing a student must first report to the Main Office and make their request known to the Principal or Vice-Principals. Parents/Guardians who have to see their child/ward during the school day should NOT make arrangements for students to see them in the parking lot or at the school gate. ALL visitors to the campus, including parents and guardians and past students, must report to the main office. Parents/Guardians should NOT go directly to the classroom.

## 27. BANNED SUBSTANCES/ARTICLES

The following articles and substances must NOT be carried to or used at school:

- Cards (*all types of playing/trading cards*)
- Dominoes
- Chewing gum
- Whiteout/liquid paper
- Electronic equipment (*except for use in class with teacher's permission*)
- Articles for sale
- Cigarettes
- Alcohol
- Illegal drugs
- Inflammatory substances
- Spray paints
- Scissors (permission required)
- Knives or other weapons
- Any other article or substance that may be harmful to members of the school community.

***Refusing to hand over a banned substance/article when requested to do so by a teacher or other member of staff is considered to be extreme misconduct.***

## 28. INTERPERSONAL RELATIONSHIPS

Interpersonal relationships among students are to be characterised by modesty, restraint and respect for the dignity of each person. At this stage of their development, students are encouraged to form wholesome, inclusive friendships with their peers. Romantic behaviour associated with courtship is entirely inappropriate in a school setting. All forms of genital expressions of sexuality between students will be treated as cases of extreme misconduct. Over-familiarity between students is strictly forbidden. Parents and students are reminded that notwithstanding mutual consent or feelings of 'being in love', **sexual intercourse with a minor (i.e. anyone between the ages of 12 and 15) is considered statutory rape** by Jamaican Law. The school has a legal obligation to report any such offense which is brought to its attention.

## 29. USE OF CELL PHONE

The school forbids the use of cellular telephones during school hours (7 a.m. to 3 p.m.) and the penalty for a student caught in breach of this rule is immediate confiscation of the phone that will be kept until the end of the term. We recognize, however, that many parents still choose to provide their children with cell phones. We strongly recommend that parents who think it absolutely necessary that their child have a phone at school, consider giving him/her the simplest instrument and not some of the expensive, sophisticated phones we currently see. These phones make targets of their owners, and have capabilities that can be used for academic cheating. **The school will not be liable for any cell phone stolen or damaged at school.**

Use of the cell phone on campus outside of school hours should be restricted to communications with parents/guardians for educational/transportation purposes.

*Refusing to hand over a cell phone that is being used in contravention of the school rules when requested to do so by a teacher or other member of staff is considered to be extreme misconduct.*

## 30. USE OF I.C.T.

Students must use all Information and Communication Technology (I.C.T.) equipment on and off campus in a way that is consistent with the school's ICT AUP (**See Appendix 2**). Students are permitted to take laptop, netbook and tablet computers to school in order to complete assignments. Computer equipment must not be used to play games on the campus or to carry out any activity that violates the ICT AUP. These students are responsible for the security of the devices while on campus and should ensure that they are in their possession at all times.

## 31. USE OF SCHOOL CREST

The Campion College crest is an important symbol of our school and may not be used publicly without the express permission of the school administration. School Clubs, Sports Teams and Houses are free to use the crest in the creation of their Jerseys, T-Shirts or other wear but they must seek approval from their staff advisor regarding the design.

## **SAFETY ISSUES**

### **MEDICAL EMERGENCY ON CAMPUS**

Any accident involving students on campus or off campus on a school-related activity must be reported to the Main Office. In cases where a student is injured or falls ill at school, the School Nurse or any member of the Administration must be notified immediately. Students should not attempt to move a student who has suffered a fall and complains of pain in the back or an inability to move. Alert the school authorities immediately of any medical emergency on campus!

### **INSURANCE CLAIMS**

Where an accident results in an injury requiring medical attention other than that provided by the School Nurse, parents must collect the official insurance form, which is available from the Nurse or the Main Office. The form must be completed and returned to the school within 2 weeks so that a timely claim may be submitted to the insurance company.

### **DRILLS**

For information on the specific drills carried out – including Earthquake, Fire, Full Lockdown – please refer to page 60 – 62 in the other Handbook available on the school website.

### **RULES FOR USE OF THE SCIENCE AND THE COMPUTER LABS**

Please see pages 64 – 67 of the other Handbook available on the school website.

For information on the ROLE OF INDIVIDUALS IN THE SCHOOL, please see pages 79 – 87 in the other Handbook, available on the school website.

## **GUIDELINES FOR PARENTS**

A strong partnership between home and school is one of the characteristics of any effective school. Parents/Guardians must be aware of what is happening at school in order to properly monitor, guide and support student achievement.

To this end, make sure you receive:

### **An Academic Calendar**

This is sent out each year in September giving the dates of:

- *the beginning and end of each term*
- *mid-term breaks*
- *meetings with parents*
- *any scheduled major school event*
- *internal examinations*

Action: Keep safely where it can be always viewed to help with planning, so relevant meetings can be attended and support given to school functions.

**N.B. Pay special attention to examination dates and avoid planning activities for your child/ward which conflict with their examinations.**

### **TEACHER/PARENT INTERACTION**

Campion provides opportunities for teacher-parent interaction.

#### ***Home School Association (H.S.A.) Consultation Meetings –***

Held once each term. In the second term, TWO days are set aside for this. Dates are indicated on the academic calendar.

One aim of the H.S.A. Consultation is to stimulate parental interest in the academic development of the children and to maximize the potential of the school to provide quality education.

Action: Attend the H.S.A. Meetings and, to save time –

- Come knowing the names of the child's teachers, subjects done and groups attended
- Study the School Report and know what questions you would like to ask
- Bring the Report with you

#### ***Private Consultations –***

Appointments can be made (*by e-mail, telephone or in person*) to meet with teachers (*see Consultation Schedule for possible times*).

Parents may be contacted at any time via RenWeb/e-mail/phone by subject teachers/supervisor/coordinators should the need arise, either to discuss academic progress or to inform of disciplinary matters relating to a student's work.

It is important at the 6<sup>th</sup> form level for parents/guardians to remain a constant presence in the student's life. While 6<sup>th</sup> formers do need to develop a greater sense of responsibility and independence, they do should not be left completely to their own devices. Parents/guardians are encouraged to ensure that their student is properly attired for school (according to the regulations), attending school regularly and punctually (including devotions twice a week), and engaging in their studies in a proactive manner. Please also remember to send in absent notes as appropriate in a prompt fashion.

## APPENDIX

### Appendix 1. ACADEMIC INTEGRITY POLICY

#### PREFACE

Campion College has as one of its core values, the virtue of integrity. Students are expected to conduct themselves according to the highest standards of integrity in all areas of school life. In an environment where the pursuit of academic excellence is so prized, the school sets out to inculcate in each student the corresponding value of academic honesty. To this end, there is a policy for treating all forms of academic malpractice.

#### Forms of Academic Dishonesty and Corresponding Sanctions

Academic dishonesty is any action intended to give oneself or another an unfair advantage or to put others at a disadvantage in academic matters.

***Infringements considered extreme misconduct punishable by an immediate Suspension and referral to the School Board:***

#### Plagiarism

- Submitting an SBA or IA previously done by another student as one's own work.
- Downloading Internet answer papers and submitting them as one's own work.
- Copying another student's work (in part or in whole) with or without permission and submitting it as one's own assignment.

#### Falsification or fabrication of data

Impersonation—pretending to be someone else or facilitating another student's impersonation of you physically or electronically.

***Infringements punishable by a Demerit and a score of '0':***

- Cheating on assignments (homework, class work, tests or projects) and on examinations.
- Taking unauthorized material or study aids into an examination room.
- Talking to, signalling or texting someone while in an examination room.
- Copying or attempting to copy from another student's work, with or without his/her permission, during an examination.
- Obtaining or attempting to obtain an examination prior to its administration.
- Selling and/or purchasing of assignments.
- Aiding academic dishonesty in an examination.
- Aiding academic dishonesty on assignments.
- Taking a cell phone into an examination room.

### ***Infringements punishable by a Detention:***

- Minor breaches of Examination Regulations.
- Borrowing during an exam.
- Using text from books, the internet or other sources without following the conventions for citation and acknowledgement of sources.

## **ACADEMIC INTEGRITY COMMITTEE**

### ***Terms of Reference***

#### Membership:

- Dean of Studies
- Dean of Discipline
- 3 members of the academic staff
- 1 Student Representative
- 1 Parent Representative

#### Purpose:

- To promote and encourage academic integrity in the Campion College learning community.
- To investigate thoroughly any complaints of academic dishonesty.
- To recommend appropriate sanctions for infringements of academic integrity.

#### Reporting Structure:

The Committee makes its recommendations for sanctions to the Principal.

#### Hearing Process:

1. Teacher fills out an "Academic Dishonesty Incident Report" with:
  - Subject
  - Date of Infraction
  - Any evidence to support the charge of academic dishonesty
  - Name and Signature
2. Report is then submitted to Dean of Discipline.
3. The Dean of Discipline reviews report to determine if a hearing is necessary. If a hearing is deemed necessary, the student is given 5 clear days' notice of the date, time and place of hearing.
4. Student appears before the committee and case is heard. Student may be accompanied by parents/guardians at the hearing.
5. Committee considers the matter and makes a judgement.

## Appendix 2. CAMPION COLLEGE INTERNET USAGE & CYBER OFFENCES POLICY

### **Preamble**

There are many benefits to using the Internet and other Information Communication Technologies in education. These benefits include e-mail, instant messaging, social networking sites, etc. They allow fresh and easy methods of communicating with people from all over the world. This very powerful tool must be harnessed so that it is effective and safe for student use.

### **Expectations of Students when using the Internet**

Students and parents should be aware that the Internet and any information contained or published therein, lies in the public domain and is accessible by everyone and anyone, regardless of age, social status, and/or geographical location. Campion College students must respect the rights of others both in the local community and in the global Internet community. Students have the responsibility to display exemplary behaviour when using the Internet, whether on school facilities or elsewhere, and must always conduct themselves as representatives of Campion College.

### **Cyber bullying**

Cyber bullying or electronic bullying is being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies. It includes, but is not limited to, the following misuse of technology: harassing, teasing, intimidating, threatening, or terrorising another student or staff member through direct or indirect activities by way of any technological tool such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs), impersonating another student/staff member, and disseminating personal information or images which may have the effect of one or all of the following:

- Physically, emotionally or mentally harming a student/staff member;
- Placing a student/staff member in reasonable fear of physical, emotional or mental harm;
- Placing a student/staff member in reasonable fear of damage to or loss of personal property;
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying is considered a serious offense and is strictly prohibited whether committed on or off campus; using the school, personal or other equipment; and can result in a student being expelled from Campion College.

### **Prohibitions on Internet Use**

Campion College students may not use the Internet for illegal, inappropriate, socially unacceptable, or unethical purposes. The activities listed below are strictly prohibited. Campion College reserves the right to determine if any activity not appearing in the list below constitutes an unacceptable use of the Internet:

- Posting of offensive profane, obscene, pornographic, harassing, abusive, discriminatory and/or inflammatory language, pictures, or materials and/or personal attacks;
- Posting sexually explicit correspondence
- Posting false or defamatory information about a person or organisation
- Violation of copyright laws and/or rules regarding software, information, and ownership;
- Posting or disclosing personal information, including, but not limited to, names, addresses, photographs, credit card details, e-mail addresses, and/or telephone numbers of a student or staff member without that person's explicit prior permission;
- Engaging in illegal acts including, but not limited to, tampering with computer hardware, piracy of software, and deliberate attempts to spread computer viruses and other types of malicious software.

### **Consequences of Abuse**

All suspected or known violations of this Internet Usage Policy will be referred to the Principal, Vice Principal or Deans of Discipline who will decide on the appropriate sanction. Any student found to be involved in/associated with lewdness, nudity, violence, drugs, printing and distribution of false and/or slanderous material via the Internet, and/or any other action that could adversely affect the reputation of the school will face immediate disciplinary action as outlined below.

- The Dean of Discipline (or another member of the Administration) will confront the student regarding the suspected or known violation.
- The Dean of Discipline (or another member of the Administration) will contact the student's parent(s)/guardian(s) to state the issue, review this policy, and explain the potential disciplinary consequences.
- The school administration will conduct further investigation into the alleged violation(s).
- The school administration will effect disciplinary action as appropriate. Any disciplinary action which the parent may choose to take is separate from the disciplinary action taken by the school.
- Violations will be recorded on the student's permanent file.
- Depending on the severity and nature of the violation, the student may further be suspended from use of the Internet facilities at Campion College.
- Depending on the severity and nature of the violation, the student may face suspension, removal from any special programme offered at Campion College, and/or expulsion from school.
- In the event that the Principal and School Board deem the violation as severe enough to warrant expulsion, the standard procedures for expulsion, including an evidentiary hearing, shall be followed.
- Law enforcement officials will be alerted in the event that the violation is of a criminal nature.

### Appendix 3. E-MAIL GUIDELINES FOR PARENTS

E-mail may be a fast and convenient way for you to send messages, but this may not be the case for many of our teachers. Some teachers read their e-mail messages in the morning before school, some may read them at the end of the day, and some read them during the school day. Many teachers prefer to use the phone to speak directly to parents.

For these reasons, please remember if you choose to send an e-mail message to a member of our professional staff, you **may not** get an immediate reply. The usual practice will be a response within **five** working days of receipt of your e-mail, since the staff members will determine how best to contact you: by e-mail, phone, or to schedule a personal conference.

When using e-mail, please observe the following guidelines:

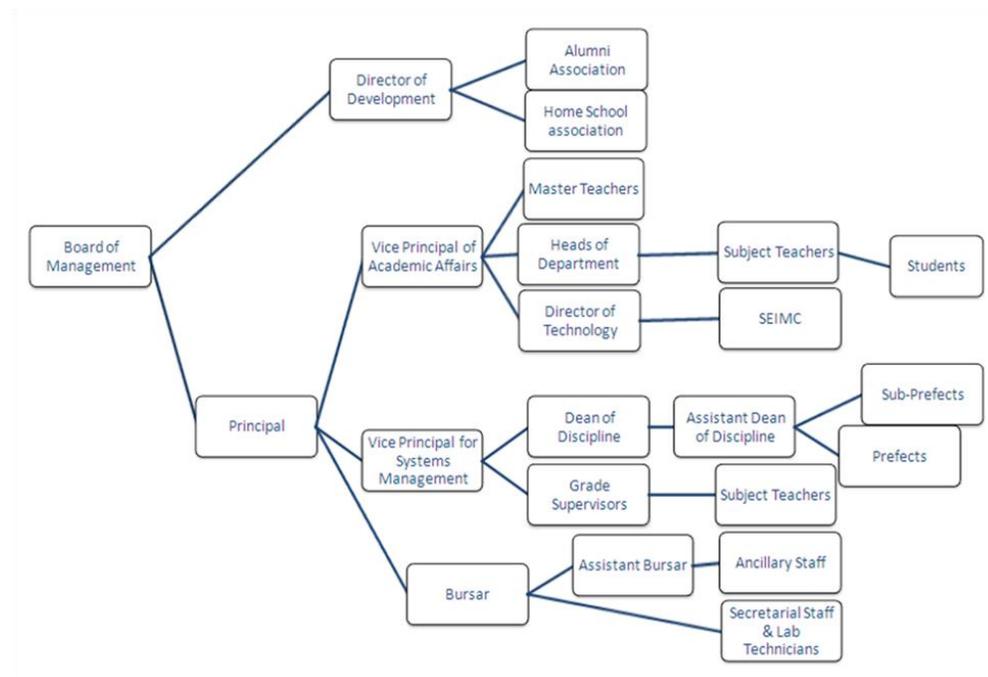
- Do not send emergency messages by this medium. For example, do not use e-mail to inform a teacher that your child is not to go home on the bus. A teacher may not have time to read your message in a timely fashion. Instead use the telephone to ensure that your message is received and is clearly understood.
- Your child's academic progress, learning expectations, or behavioural issues, which require a lengthy and deep response, are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher.
- Remember that e-mail is not necessarily confidential. Confidential information should be conveyed by phone or personal contact.
- **Please identify yourself and your child in the subject line of your e-mail message. Failure to adhere to this will result in your e-mail being ignored.**
- For all medical or health concerns, please contact the school nurse by phone.
- Please keep all contact professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.
- Mass e-mail to the school staff must be approved by the administration before sending the e-mail.
- Requests for transcripts or other official documents must be done in person at the main office.
- E-mail regarding a student's attendance e.g. excuses for absence or tardiness, must be followed up with a signed hard copy letter to the supervisor.

### Appendix 4. LINES OF COMMUNICATION

The organisational structure of the school is outlined in the diagram below. It is expected that parents/guardians will, from time to time, have matters of concern, which need to be discussed in an effort to find solutions.

The structure for this activity is outlined below and we ask that, as much as possible, the system be adhered to. Issues relating to a student's academic performance should first be discussed with the subject teacher. If the matter cannot be resolved at this level, only then should it be referred to the Head of Department, then the Vice Principal of Academic Affairs and, as a last recourse, to the Principal.

Issues relating to student discipline should first be discussed with the subject teacher. If the matter cannot be resolved at this level, only then should it be referred to the Grade Supervisor or Dean of Discipline, then the Vice Principal for Systems Management (Registrar) and, as a last recourse, to the Principal.



### Appendix 5. PHILOSOPHY OF TEACHING AND LEARNING

Please refer to pages 103 – 106 of the other Handbook available on the school website.

### Appendix 6. POLICY ON VIOLENCE

Respect is a core value of the Champion College ethos. This value is to be practically lived out in our interactions with all members of the school community and extended to our relationships in the wider society. It has its foundation in our Christian belief that each human person is “made in the image and likeness of God” and as such possesses an inviolable dignity. It is this dignity that commands our respectful treatment of each other in all our attitudes, words and actions. Champion College sees disrespect as the root of all violence and, therefore, regards all forms of aggression as incompatible with the spirit and mission of this institution.

#### Violence in Language

Violent actions often start with violent language. All members of the school community should refrain from demeaning, abusive, threatening, and indecent forms of address or language in their dealings with one another. Verbal or written threats, racial/ethno-cultural, religious harassment in any form is unacceptable and will be met with disciplinary action.

### **Fighting and Physical Violence**

Campion College will not tolerate any form of physical violence among students. Fighting will result in immediate suspension for ALL involved. Students are encouraged to “walk away” from aggressive behaviour and provocation, as they have recourse to their adult supervisors. A choice to become involved in a fight is a choice to face possible expulsion from school. Tempers MUST be controlled.

### **Possession and/or Use of Weapons**

Campion College strictly prohibits the possession of any weapon on its property. Weapons include guns or replicas, knives and other cutting implements.

Any use of an object (stone, stick, bat, bottle, etc.) as a weapon to inflict injury will be punishable by immediate suspension and possible expulsion.

**It should be clearly noted that the possession of a weapon or replica, or the use of any dangerous weapon is a criminal offense in Jamaica and the police may be notified in such cases.**

### **Police Reports**

Any incident on the school grounds involving injury to a member of the school community must be reported immediately to a member of the school’s administration.

The Principal, as the accounting officer for the school is responsible for deciding whether a formal report to the police is necessary.

### **Appendix 7. SCHOOL POLICY CONCERNING EXTERNAL EXAMINATIONS**

1. Campion College offers a two-year curriculum which culminates in the sitting of the Caribbean Advanced Placement Examinations in a minimum of four subjects at the end of each year, of which Communication Studies is compulsory in 6B and Caribbean Studies in 6A.
2. Students are normally required to sit both units in a particular subject.
3. Students who opt to sit for CAPE subjects outside of the regular schedule and wish to be entered for those subjects here, must make this request in writing to the Registrar by the end of the first week of the academic year.

### **Appendix 8. NOTIFICATION OF ABSENCE FROM SIXTH FORM**

To be completed and turned in at least TWO days before expected absence.

Name: \_\_\_\_\_ Form: \_\_\_\_\_

Date(s) for which leave of absence is required: \_\_\_\_\_

Reason(s): (e.g. medical appointment etc.)

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

Parent/Guardian Signature: \_\_\_\_\_

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

FOR OFFICE USE:

ABSENCE AUTHORISED: YES/NO

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

## Appendix 9. DRIVING REGULATIONS FOR SIXTH FORMERS

### DRIVING RULES

1. A student may only drive to school if he/she has first obtained permission from the Principal.
2. The student driver may park his/her car in the parking lot at the Old Hope Road entrance to the school (by the auditorium). At no time must the car block the road.
3. The student must understand that the car may be used for transport to and from school only. No driving excursions are to be done during the course of the student's school day.
4. The student driver may only drive him-/herself to and from school - no one else should be in the car unless the proper permission has been sought from and granted by the Principal or the Supervisor by way of letters from the parent/guardian of both the driver and the passenger.
5. Rules of the road and all road signs should be adhered to. There should be no speeding on campus, nor while entering/leaving the school compound.
6. The car should remain locked and unoccupied from the time of arrival to the time of departure.
7. All cars are parked strictly at the risk of the car owner/driver. Campion College accepts no responsibility for any loss or damage to the vehicle or third parties howsoever caused.

### DRIVING CONTRACT

I have read and understand all of the guidelines listed above. I commit to upholding all rules regulating driving to school and understand that if I renege on this commitment, the privilege may, in the principal's discretion, be withdrawn.

NAME OF STUDENT: \_\_\_\_\_ (PLEASE PRINT)

Signed: \_\_\_\_\_ (Student) Date: \_\_\_\_\_

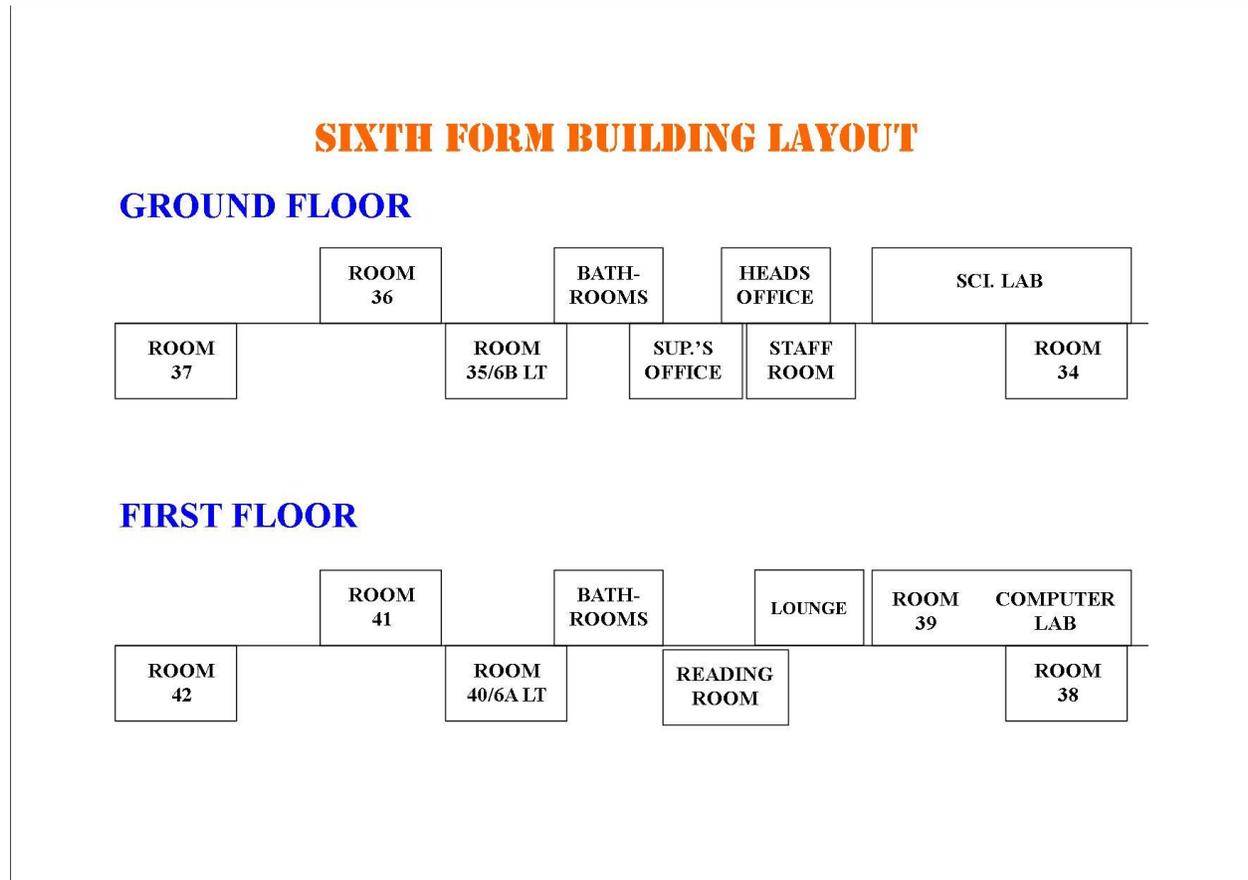
NAME OF PARENT/GUARDIAN: \_\_\_\_\_ (PLEASE PRINT)

Signed: \_\_\_\_\_ (Parent/Guardian) Date: \_\_\_\_\_

PERMISSION TO DRIVE TO SCHOOL IS/IS NOT GRANTED.

Signed: \_\_\_\_\_ (Principal) Date: \_\_\_\_\_

### Appendix 10. SIXTH FORM BUILDING LAYOUT



### Appendix 11. USEFUL WEBSITES

[www.cxc.org/](http://www.cxc.org/)

<https://ors.cxc.org/studentportal>

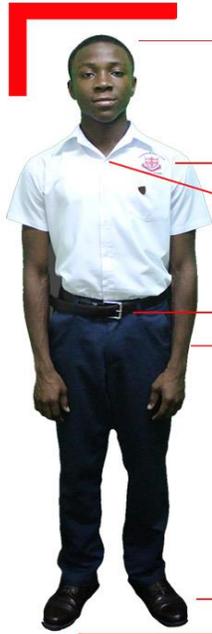
## Appendix 12. INFORMATION ON THE CAPE ASSOCIATE DEGREE

- Students must complete successfully seven CAPE units, in specific subjects, in order to qualify for an Associate Degree.
- It is an additional qualification that may aid the student in receiving exemptions from certain colleges and universities as well as giving the student an edge in job application.
- The award of an Associate Degree by CXC is not automatic or compulsory. The student must indicate to the school that they want the Associate Degree and the school has to apply for it in the student's final year of sixth form. **Students can apply for the Degree after sixth form but it will be at a cost.**
- Students must be mindful that some foreign colleges and universities see the Associate Degree as a tertiary level qualification, and this may, therefore, exclude the student from receiving certain scholarships, grants or bursaries. A student should research carefully the requirements for scholarships of the colleges for which they intend to apply before they declare that they have earned the Associate Degree.

Appendix 13. THE SIXTH FORM UNIFORM



**CAMPION COLLEGE**  
**SCHOOL UNIFORM PROTOCOL**



- HAIR:
- MODERATE & NEAT HAIR STYLE
  - NO HAIR DYES
  - NO MORE THAN 1 INCH LONG/HIGH
- CREST STICHED FIRMLY ABOVE POCKET
- CLOSED TOP BUTTON
- SOLID COLOUR BELT WITH SOBER BELT BUCKLE
- INTERNAL POCKETS TO THE SIDE  
POCKETS AT THE BACK ARE ALSO INTERNAL

BLACK / BROWN SOLID COLOUR SHOE  
WITH SOLID BLACK / BLUE / BROWN  
SOCKS

- HAIR:
- MODERATE & NEAT HAIR STYLE
  - NO HAIR DYES
  - BLACK / WHITE ACCESSORIES

**REMINDERS  
FOR GIRLS**

- SOCK CUFF SHOULD BE 1.5 INCHES LONG  
NO TENNIS SOCKS
- THE SKIRT SHOULD HAVE AN A-LINE CUT
- THE SHOE HEEL MUST NOT BE HIGHER THAN 1 INCH
- ONE PAIR OF GOLD OR SILVER KNOBS: MUST BE WORN IN MATCHING POSITION IN THE EAR LOBE

**REMINDERS  
FOR BOYS**

- BELT AND SHOE COLOUR MATCH
- PANTS SHOULD BE WORN AT WAIST NOT SAGGING
- FACE SHOULD BE CLEAN - SHAVEN
- UNDERSHIRT SHOULD NOT BE VISIBLE AT NECK OR SLEEVES
- PANTS SHOULD BE LOOSE FITTING AND NOT TIGHT

GRAY/NAVY BLUE SKIRT  
LENGTH EXTENDING 5CM BELOW THE KNEE

WHITE SOCKS

BLACK / BROWN SHOES



Appendix 14. THE SIXTH FORM CONTRACT (print version)

## SIXTH FORM CONTRACT

As a sixth form student of Campion College, I agree to fulfil the following requirements for the duration of my time in the Sixth Form:

- I will conduct myself in a manner befitting a senior student of the school, demonstrating respect to all members of the Campion community.
- I will ensure a high level of attendance and punctuality. Where there may be problems with this I will inform my supervisor and subject teachers in advance. I understand that it is essential that a note from my parents/guardians explaining any absences must be brought in **immediately** on my return to school. I will be responsible in getting details of the work covered and set (during my absence) immediately on my return to school.
- I will ensure that I am neatly and completely attired in my school uniform, respecting the dress code at all times.
- I realise that this Sixth Form has a positive work ethic and that I must arrive at each lesson fully prepared with the correct equipment and with all work up to date.
- I accept responsibility for my performance and will strive to complete work to a high standard and to the specified deadlines. Where there are problems, I will see my supervisor and subject teachers in advance.
- I will get involved in school life, participating in at least two co-curricular activities.
- I understand that study periods are built into the timetable to enable me to focus on the demands of the courses that I have chosen to study and I will strive to utilize these periods accordingly.
- I will respect the physical structure and contents of the Sixth Form building and will do my part to ensure that all areas remain litter free.
- I will sign in daily on the attendance register.
- I accept full responsibility for my cellular phone, laptop computer and any other electronic device if I decide to bring it to school, both in terms of security and **appropriate** use as defined by the school.
- I will check the 6<sup>th</sup> form Notice Boards every day and attend assemblies faithfully.
- I will take part in Community Service on a regular basis.
- I will complete the full two-year sixth form programme. **[No transcripts to fulfil university or college admission requirements will be generated for Sixth Form students before the second year of the Sixth Form programme. This includes unofficial transcripts.]**
- Should I decide to leave the campus after my last class with the intention of returning to school, I will conduct myself in a manner befitting a Campion student with the full knowledge that I am considered a senior representative of my school.
- I have read the Sixth Form Handbook (the “Handbook”) and agree to comply with all the rules, regulations, policies and procedures outlined therein (the “Rules”). I understand and accept my responsibilities set out in the Handbook. I understand that disciplinary action may take place as outlined in the Handbook if I fail to comply with the Rules.

### School Based Assessment

- Academic honesty should be maintained throughout the entire SBA process. All sources used in research papers and projects must be properly acknowledged, using the quoting and referencing conventions stipulated by each subject department.
- Students are encouraged to use their own words, as much as possible, to express their ideas and to avoid excessive, lengthy quotation of other writers.

- Students will be penalised for proven plagiarism in keeping with the Academic Integrity Policy of Campion College. The CXC Examination Regulations also stipulate that a candidate may be liable to disqualification from the subject concerned or the whole of the examination or suffer a mark or grade penalty for breaching the Regulations.

### **Student/Parent Agreement**

**I agree** to accept these conditions of enrolment in the Campion College Sixth Form, and understand that disciplinary action may take place if I do not meet these requirements as laid out above. If I do not fulfil the expectations indicated, I understand that one or more of the following sanctions may be applied: a verbal warning, a written warning, being placed 'on probation', a letter to parents/guardians, exclusion from the Sixth Form for a specified period (suspension), permanent exclusion from the Sixth Form.

**I declare** that all SBA tasks/assignments for all subjects will be my own work, will not include any materials which have been copied from other sources without acknowledgement and that I am responsible for ensuring that the work produced is my own and will bear the consequences of committing plagiarism or other malpractice in SBA.

**Name of Student (please print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date (DD/MM/YYYY):** \_\_\_/\_\_\_/\_\_\_

I, the parent/guardian of the student named above, acknowledge that I have read and understood this agreement and will ensure my child's/ward's compliance with its terms. I have also read the Handbook. I agree to ensure my child's/ward's adherence to the Rules outlined in the Handbook and relating to the SBA, and I understand and accept my parental/guardianship responsibilities in that regard as outlined in the Handbook including but not limited to the Guidelines for Parents therein.

**Name of Parent/Guardian (please print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date (DD/MM/YYYY):** \_\_\_/\_\_\_/\_\_\_

**Principal/VP/Supervisor Signature:** \_\_\_\_\_ **Date (DD/MM/YYYY):** \_\_\_/\_\_\_/\_\_\_

Parents/Guardians – **please tick the box and sign** if you are in agreement with the following statement.

I give permission for my child, \_\_\_\_\_  
*(please print name of student)*, to leave the school compound on completion of his/her classes even if this is prior to 3:00 p.m. I understand that the school **cannot** accept responsibility for my child's whereabouts and safety once they have left the campus.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date (DD/MM/YYYY):** \_\_\_/\_\_\_/\_\_\_

Students – **please tick the box below and sign** if you are in agreement with the following statement.

I give permission for the school to release my results/other pertinent information to prospective employers/colleges.

**Student Signature:** \_\_\_\_\_

**Date (DD/MM/YYYY):** \_\_\_\_/\_\_\_\_/\_\_\_\_

***Please print TWO copies of this contract and bring the signed documents to orientation. You will keep one copy; the other will be filed at school.***