

KINGSWAY HIGH SCHOOL

Via Regis Optima Est.
“The King’s Way is Best!”



STUDENT HANDBOOK

10-12 Osbourne Road, Kingston 10

Telephone: (876) 926-2379, 968-9179

Email: kingswayhigh@cwjamaica.com

Website: www.kingsway.interamerica.org

REVISED 2024

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APPENDIX 9

Please print this page and sign and return to the front office

Dear Parents and Students, The information contained in this student handbook pertains to your enrolment at Kingsway. It is important that you read and understand this entire document. Once you have read this document please sign and date below and return to the front office.

My signature signifies I have read and understand the information contained in this handbook.

Student Name:

Grade: _____

Student Signature _____

Parent/Guardian Name(s):

Parent/Guardian Signature

Date _____

APPENDIX 7

Suspension Letter



Kingsway High & Preparatory School

10-12 Osbourne Road, Kingston 10

Telephone: 926-2379 968-9175

Fax: 908-2050

Email: kingswayhigh@cwjamaica.com

Date:

Dear Parent/Guardian:

Re: Suspension of Student

This letter is to inform you that your child/ward of Form/Grade has been suspended from school for day(s) for the following reason(s):

- ☐ Is habitually tardy to class, school
- ☐ Out of class during class time without a pass
- ☐ Loitering in the lavatory, in the corridors.
- ☐ Skipping classes
- ☐ Disruptive behaviour in class
- ☐ Failure to remove his/her trash from canteen table
- ☐ Carrying an offensive weapon such as knife, ice prick etc.
- ☐ Failure to obey a lawful order of a teacher or administrator
- ☐ Fighting
- ☐ Gambling in school
- ☐ Smoking in school
- ☐ Accused of theft
- ☐ Misbehaving off-campus while in school uniform
- ☐ Use of indecent language
- ☐ Failure to report to detention for the second time
- ☐ Vending on the campus
- ☐ Other:

We have been trying to get our students to comply with the rules of the school since the beginning of the school year in September. We have discussed these rules with them in form rooms, in general assembly program, over the public address system and in the classroom.

A conference will be held on at a.m. Please accompany your child/ward to the conference and take along this notice with you.

Sincerely,

.....
Administrator

mmr

APPENDIX 8

Permission Slip



Kingsway High School

10-12 Osbourne Road, Kingston 10

Telephone: 926-2379, 968-9179

Permission Slip

Please allow of Form to

- ◇ return to class
- ◇ purchase lunch
- ◇ other

.....
Alethia Williams (Mrs.)
Principal

A NOTE ABOUT THE STUDENT

HANDBOOK

The student handbook provides guidelines on the policies, procedures, customs, and traditions of Kingsway High School. **ALL** students are required to adhere to, maintain, and obey these guidelines upon entering the school.

It is important to note that the rules contained in this handbook are not exhaustive. Therefore, the administration reserves the right to take necessary actions to maintain discipline, even if such actions are not explicitly outlined in this book.

Students should also be aware that ignorance of the rules, particularly due to lack of attention, will not be accepted as an excuse for violations. Any student found guilty of breaching the rules will be subject to the penalties outlined in this handbook.

As stated in Romans 13:1-3: "Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God."

VISION STATEMENT

Our school will function as a thriving community of learners empowered by God.

MISSION STATEMENT

The mission of Kingsway High School is to provide Christ-centered education for the holistic development of every student; thereby training them to be creative, productive and committed professionals who will be of service to their fellowmen advancing the cause of God.

CORE VALUES

Love

We love God and others wholeheartedly just like Jesus loves us.

Justice

We endeavour to be fair to everybody and strive to be reasonable in our treatment of others.

Integrity

We think and do what is right at all times, no matter the consequences.

Excellence

We strive to surpass ordinary standards and exceed expectations.

Discipleship

We build the kingdom of God by preparing students who will be of service to God and humankind.

APPENDIX 5

Field Trip Permission Slip



Kingsway Kindergarten & Preparatory School

10-12 Osbourne Road, Kingston 10
Telephone: (876) 968-5225; (876) 968-9179
Email: kingswayhighandprep@gmail.com

EDUCATIONAL FIELD TRIP PERMISSION SLIP

Dear Parent or Guardian:

An educational field trip has been scheduled for your child's class. School Board Policy requires each child to have advance written permission to go on a field trip. Students who do not have prior written permission will not be able to participate in the field trip.

Please complete the lower section of this form and return it to school immediately.

Thank you.

Teacher: _____ Date: _____

Date of field trip: _____ Cost of trip: _____

Departure Time: _____ Return Time: _____

Dress Code: _____

Destination: _____

Your child/ward will need: _____

Mode of transportation: Chartered Vehicle _____ Walking _____ Other _____

Sign, detach and return this portion to school

*Kingsway Kindergarten & Preparatory School
Consent Form*

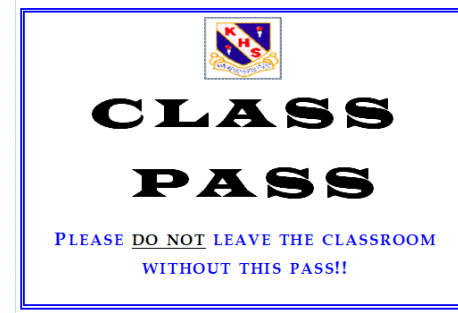
Re: _____ (Name of Activity) _____ (Date of Activity)

I have read the information above and give permission for _____ (Student's name) of Grade _____ to attend and participate in the activity specified above subject to the conditions outlined therein. I agree not to make any claim on the school, save and except in circumstances where the school's employee (Agent or representative) has been negligent.

Name of Parent/Guardian _____ Signature _____ Date _____

APPENDIX 6

Class Pass



APPENDIX 3

Exit Slip


KINGSWAY
HIGH & PREPARATORY SCHOOL
10-12 Osbourne Road
Kingston 10.
Tel: 876-968-9179

PERMISSION SLIP

I have given permission to..... to
leave school at and to return at

Reason.....

Signed:

..... Nurse Vice-Principal
Date.....	

APPENDIX 4

Disqualification of Examination Paper

Kingsway High School Report of Disqualification of Examination Paper

~~~~~

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

Student: \_\_\_\_\_ Invigilator: \_\_\_\_\_

Time: \_\_\_\_\_

Please tick the ones that apply and put an "X" through the others. Then write comments on the line provided.

- ☐ Caught talking with other student (s)
- ☐ Copying information from paper, note book, etc.
- ☐ Copying from other student's paper
- ☐ Walking about in examination room
- ☐ Loud outburst in examination room
- ☐ Seen with cell phone, ipod, walkman or other electronic devices
- ☐ Arrived more than 30 minutes late for examination
- ☐ Disrupting examination
- ☐ Attempted to leave exam room without permission.
- ☐ Other \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ac  
Go

## OUR PHILOSOPHY

The philosophy that undergirds the education provided at Kingsway Preparatory School is based on Seventh-day Adventist beliefs and practices, which hold that God, who is infinitely loving, wise and powerful, relates to human beings on a personal level. Adventist education, therefore, imparts more than academic knowledge. Our school seeks to create a conducive atmosphere for the physical, intellectual, spiritual and social development of its students. Curricular and co-curricular activities are designed to place a holistic stamp on students' learning, thus preparing them to be successful and exemplary youth who will serve the organizational needs of the Seventh-day Adventist Church in particular and the society in general.

The ultimate purpose of education is the restoration of God's image in the students. It is our belief that the provision of a suitable environment for the practices taught by the Seventh-day Adventist Church will lead to the development of godly character. The education provided in this school, therefore, seeks to promote a life of faith in God and respect for the dignity of all human beings.

The expected product of education at Kingsway Preparatory School is students who, having acquired knowledge, will be adequately equipped to move through the educational system and to function in their social circle. To this end, the education provided seeks to nurture students who are thinkers rather than mere reflectors of other men's thoughts, promote loving service rather than selfish ambition, ensure maximum development of each individual's potential, and lead students to embrace all that is true, good and beautiful.

## **KINGSWAY'S SCHOOL SONG**

O Kingsway, dear Kingsway, for thee we pray

That God shall help us build in thee

A pathway to glory a shining way

Where truth itself shall make us free.

A highway, O Kingsway our path shall be

The choice of heroes brave and strong

And heroes triumphant shall sing to thee

Our love and praise in victors' song.

O Kingsway, dear Kingsway for thee we pray

That God shall help us build in thee

The culture of heaven on earth to day

And lives for all eternity.

## **APPENDIX 2**

Dress code for P.E class



**Front View**



**Back View**

## APPENDIX 1

### Dress code for 5th form Students



Front View



Back View

## HISTORY OF KINGSWAY

In the early 1940s, there was a growing number of Seventh-day Adventist youth. It became obvious that the establishment of a Seventh-day Adventist high school was of paramount importance. Pastor H.S. Walters, the Missionary Volunteer and Education Director of the East Jamaica Conference of Seventh-day Adventists, in collaboration with David Walker, W. Powell, E.E. Walters, N.B. Reid, A.R. Haig, C. Kerr and V.E Atkins, President of the East Jamaica Conference, started an intensive campaign to convene a constituency meeting, in conjunction with the Ministry of Education, to determine the feasibility of a secondary school as well as its impact on the community.

The constituency meeting, having been convened, resulted in Miss Eva Williams and Mr. V.H. Percy being selected to recruit students for the school.

In 1942, a building located at 43 South Camp Road, Kingston, which formerly housed a private secondary school (The Ranger Jones High School), was rented. On January 10, 1943, New Hope College opened its door with an enrollment of 83 students and a faculty of five. The name New Hope was chosen because it represented a new hope for the youth of the church.

Miss Eva Williams, a graduate of the then West Indian Training College (now Northern Caribbean University), and who had already established the Williams Preparatory School in Vineyard Town, was invited by the conference to join the staff of the new school. She accepted this invitation and brought along some of her students. This small group of students was used to establish a preparatory department, and Eva Williams became the first head of that department. Mr. V.H. Percy, a graduate of Mico College and who was at the time teaching in Ocho Rios, was also asked to join the staff.

Two years after the school was established, two students, Pearl Bell and Myrtle Haffenden, sat the Cambridge Examination and were both successful. Elder V. Berry, the first administrator of the school, in an effort to provide moral support to the two students, also re-sat the Cambridge exam and for the second time was also successful.

In January 1945 the school was moved to 32 Lyndhurst Road, Kingston, the present location for R.J.R. (Radio Jamaica Redifusion). The school remained in this location until December 1946. Pastor Stanley Bull, who came from England, served as its principal through that period. During his administration, a record was set in 1946 when 20 students took the Senior Cambridge Examination and all were successful.

## APPENDIX 1

Dress code for 1st to 4th form



**Front View**



**Back View**

# **APPENDICES**

In 1946, Number 10 Osbourne Road, Kingston was purchased by the West Jamaica Conference of Seventh-day Adventists for 17,000 English Pounds. On this property there was a two-story building which formerly housed the Huntsden High School, a private secondary high school.

In January, 1947 the school was relocated from 32 Lyndhurst Road to 10 Osbourne Road and was housed in the two-story building. With this relocation, the school's name was changed from New Hope College to Kingsway High School.

In 1954 the decision was taken to build a new school, and on October 14, the cornerstones of a new building were laid. Among those who laid stones were the then Acting Mayor of Kingston and St. Andrew, Councillor G.P. McFarlane; Pastors A.C. Stockhousen, President of the British West Indies Union; and Pastor H.S. Walters, President of the West Jamaica Conference. Among those present were: Pastor O.E. Gordon, Young People's Secretary; Mr. V.H. Percy, Principal of Kingsway High School; Pastor A.R. Haig, Pastor in charge of Education; Pastor C. Blackburne, Secretary of the British West Indies Union; and Pastor E.V. Schneider, Home Missionary Secretary of the British West Indies Union.

In 1961 the adjacent premises were acquired and the Preparatory Department was built during the administration of Mr. V.H. Percy. Mr. Percy holds the record of serving the longest as administrator of the school. He retired in 1969 after 24 years of service. Miss Eva Williams served the school as a teacher for 31 years. Her last act was to sponsor a plaque for the preparatory school on which her name is inscribed.

During its 74 years of existence, Kingsway has seen many dedicated board chairmen and principals. The Board chairmen were: Pastor F.E. White, Pastor J.G. Bennett, Pastor M.E. Weir (a past student), Pastor J.A. Allen (past student), Pastor P.N. Hosten, Pastor Derek Bignall, Pastor M. Gregory, Pastor Adrian Cotterell and currently, Dr. Eric Nathan.

The principals from the inception of Kingsway High School to the present were: Elder V. E. Berry, Elder E. E. Parchment, Mr. Leslie S. Crawford, Elder Stanley S. Bull, Elder J. L. Crawford, Elder William A. Holgate, Mr. Voysey H. Percy, Elder Herman Mills, Elder O. Rugless, Pastor Samuel. Campbell, Mr. Eric Pryce, Mrs. Andita White, Pastor Hugh Maynard-Reid, Pastor Lincoln McKenzie, Pastor Derek Bignall, Mr. Fitzroy Davis, Pastor Errol Thomas, Mrs. Lunette Wright (a past student), Miss Vilma Ferguson, Dr. Stevel Beckford, Mrs. Evadne Barrett, Dr. Judith Nembhard (a past student), Mrs. Claudette Genas, Ms. Redva M. Ferril, Mr. Jaron Whitely and Mrs. Alethia Williams.

## Attention Parents

- Parents who drive their children to school and pick them up after school are requested to enter the campus via the main entrance and either drop them off or wait for them in designated areas.
- It is also expected that parents observe the speed limit (10mph) and the traffic signs posted.
- Parents are asked to know the Grade and Room number of their child/children so that they can be more easily identified.
- If you wish to see the Principal, an appointment must be made by telephone or in person at the main office. You may email her at [Kingswayhigh@cwjamaica.com](mailto:Kingswayhigh@cwjamaica.com)
- All Teachers and the Guidance Counselors are available to see any parent who wishes to talk with them. An appointment should be made in advance by telephone or in person.
- Home School Association meetings are held once per term. Parents are encouraged to attend these meetings.
- Parents are asked to pay their annual contribution to the HSA faithfully and to support all fundraising efforts so that we can offer the services and the school climate which your children deserve.

- Return all borrowed books on or before due date
- Do not reference material out of the library
- Avoid plagiarism by citing all sources used in your work
- Only library staff must operate the printer at any given time.

The student or group of students who fail to adhere to these guidelines will be dealt with in the following manner:

- Evicted from the library
- Given a detention
- Banned from the library for a on week

## **BOOK RENTAL PROGRAMME**

The school operates a Book Rental Programme in conjunction with the Ministry of Education. Rental books are provided for the student, once he/she has met the basic requirements with regards to fees. Books are recycled for several years, therefore rental books must be wrapped and maintained in good condition. At the end of each year, the books must be returned for rental in the upcoming year.

**NB: Lost, stolen, or damaged rental books will incur a fee or require replacement.**

Kingsway has also seen vast improvement to its physical plant which includes the addition of classrooms, the instructors' staff room, chemistry, physics and biology laboratories, computer laboratory, administrative block, clerical, guidance, dean of discipline offices, library and vocational area.

The uniforms of Kingsway High School have undergone a metamorphosis. The uniforms for the boys have always been khaki shirt adorned with the school's epaulet and crest. In the early years, the boys in the preparatory and lower school wore short pants. The uniforms for girls have undergone significant changes. They started with a pleated navy blue skirt with a white blouse and black beret. Next, they adopted the navy blue gore skirt with a pinafore and then graduated to a navy blue tunic, white blouse and a jippy jappa hat. Administrators continued to make changes, upgrading to a full green pleated skirt with a waistband and a green blouse with gold trimming on the collar. A further upgrade led to an A-line tango blue, clear lilac and sandalwood tunic with a white blouse. Presently the young ladies are attired in a royal blue tunic and white blouse designed by Mrs. Rose Ryan, a former vice principal of the school.

In recent years, several additions have been made to the curriculum. Courses added included Business Studies, Food and Nutrition, Clothing and Textiles, Technical Drawing, Computer Studies, Social Studies, and Art and Craft. Recently, Wood Work was made available to the lower school students.

We are also proud of the academic achievements of our students. In the Preparatory School, since the inception of the GSAT Examination, most of the students have performed outstandingly. In our high school, the students sitting the GCE/CXC Examinations have brought honor and recognition to the school, passing 6,7,8,9,10,11,12 and as many as 13 subjects.

Special mention must be made of Dr. Lloyd Dayes and Drs. Lennox and Ouida Westney, Derrick and Carol Jones as well as the Kingsway High School Alumni Association, New York Chapter Inc., who have contributed liberally to the upkeep of the school and who have for many years offered scholarships to worthy students. Thanks to the dedicated administrators, teachers, alumni, friends, and well-wishers who have given their services to make Kingsway High School the success it has been.

## **USE OF THE LIBRARY**

The library is a place for students and all members of staff to use for private study, research or any other focused work that requires silence. It must therefore be treated with respect.

### **Use of Library During Class Time**

During the school day, the student is allowed to use the Library, without permission, during his/her lunch time and after school. During class time, the student is allowed to use the library only with a teacher's written permission.

### **Conversations**

All areas in the library are available for quiet study only. Conversations and phone use are prohibited at all times. That is, during school hours, after school, during midterms and summer breaks.

### **Use of Cell Phones**

Cellular phone use is prohibited in the library without the written consent of the Librarian.

### **Music/Audio**

Playing of music (even with earphones) is not permitted in the library.

### **General Behaviour in the Library**

- Enter in silence
- All bags must be placed on the shelves provided in the baggage area
- Speak to the library staff in hushed tones
- No food/drink should be taken in the library
- No eating/drinking inside the Library

## GRADING SYSTEM

The grading system is as follows:

| Grade | Score/%  | G.P.A |
|-------|----------|-------|
| A     | 90 – 100 | 4.0   |
| A-    | 85 – 89  | 3.7   |
| B+    | 80 – 84  | 3.3   |
| B     | 75 – 79  | 3.0   |
| B-    | 70 – 74  | 2.7   |
| C+    | 65 – 69  | 2.3   |
| C     | 60 – 64  | 2.0   |
| C-    | 55 – 59  | 1.7   |
| D     | 45 – 54  | 1.0   |
| E     | 0 – 44   | 0.0   |

## MANAGEMENT & ADMINISTRATION OF THE SCHOOL

### Board of Management

The affairs of the school are managed by a Board of Management, which acts on behalf of the Jamaica Union of the Seventh-Day Adventist Church. It is the responsibility of the Board to ensure that that School is run in accordance with the Education Code or Regulation.

### The Principal

The Principal, who reports to the Board, administrates the day-to-day affairs of the school. The principal has the responsibility of supervising the students and the staff and to maintain discipline. The principal also deals with admission of students, staff employment, along with curriculum planning and development. Financing the operations of the school, plant maintenance and development and public relations are also the principal's responsibilities. **Two Vice-Principals** and a group of **Senior Teachers** assist the principal. The **Teachers** also play their part by guiding the students' behavior, maintaining discipline and by being an integral part of the teaching learning experience.

### The Bursar

The Bursar maintains the financial records of the school. He/She deals with all matters related to accounts. He/She assists the principal in preparing the annual budget for presentation to the Board. This is done with the assistance of the efficient **administrative staff**. The Bursar also ensures that funds are expended in accordance with the policy of the Board.

The Bursar is also responsible for the upkeep of the plant. This is done with the assistance of the *ancillary staff*.

## The Guidance Program

The Guidance Program supports the student body in developing essential skills to cope with the various challenges they may encounter in their lives. It aims to help students perform to their fullest potential socially, emotionally, and academically.

Additionally, the program provides assistance with financial and personal issues, fostering overall well-being and growth.

## The Parent-Teachers' Association

An active Parent-Teachers' Association holds regular meetings and supports fundraising efforts for school projects. Parents and guardians are encouraged to join the Association and participate in its activities to benefit the school community.

## The School Health Services

The school nurse administers the school's health services, which are equipped to handle only minor aches, pains, and minor accidents or illnesses that occur while students are at school. Any other medical issues will be referred to a hospital or the family physician. Therefore, parents are advised to keep their children at home if they show signs of serious illness or infection or to take them to the appropriate medical professional, as the school is not equipped to provide the level of care that a health clinic, doctor, or hospital can offer.

## Reports Cards

Reports are generated electronically on Renweb at the end of each term (Christmas, Easter and Summer) and emailed to both the student's Kingsway-appointed email and the parent/guardian's email address. All students receive reports for these three terms except for fifth form students who are taking CSEC Examinations, which begin in May; they will only receive reports for the Christmas and Easter terms (Graduation Exam).

The reports include a term average for each subject and the exam result for the subject exam administered at the end of the term. The overall term grade is calculated by weighing 60% of the term score and 40% of the exam score. This weighing determines the final score for each subject.

All queries about reports must be submitted to the Vice Principal by email. In case of a legitimate absence for any paper in a particular subject, 'abs' is placed in the Exam column, and the year's average for that subject is an average of the student's term marks. In the case of an unexcused absence for any paper in a particular subject, the student receives a zero in the Exam column, which is averaged in with the term marks to give the term/ year's average.

The pass mark at this school is 60% for all year groups.

### For Examination groups:

CXC examinations traditionally begin in May. Once formal classes have ended, Fifth formers are free to come and go as they please, but they **MUST** wear full school uniform once they come on campus.

**Please Note:** All students should take their own examination tools to the exam.

**Kingsway High School**  
**Attention: All Teachers/Invigilators**

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Please adhere to the following to ensure smooth execution of the examinations.

- Be present at all times for your invigilation assignment.
- Be in the examination room fifteen (15) minutes before the start of the exam.
- Turn off all cell phones so that there will be not distraction
- Do not sent students who are finished before time outside
- Remain in the examination room until the examination is finished.
- Ensure the completion of examination register
- Avoid any form of discrimination against students
- Ensure that students abide by all examination rules
- Properly document, on the appropriate form, any case requiring disqualification of exam paper.
- All completed examination scripts should be given to the curriculum coordinator, not to the subject teacher

(Refer to Appendix 4 for the Disqualification of Examination Paper Form)

Alumnae

The Kingsway's Alumnae works closely with the administration towards furthering the aims of the school. There are Four Alumni Association Chapters :

- Local Chapter
- New York
- Kingsway Alumni International
- Canada

The Prefect Body

Prefects are selected based on the advice of the outgoing prefect body, the academic staff and the input of vice principals and principal.

The prefect should be:

- Of good character, dependable and can be relied upon to carry out his/her responsibility
- Able to cope with his/her academic duties, despite the extra responsibilities
- Exemplary in his/her conduct and is therefore able to set an example for the rest of the student body.
- Sensitive to the rules of the school and be willing to guide students in their conduct, thereby promoting the maintenance of good discipline.
- Able to set an example in his/her speech and dress
- Mature enough to know how to relate to the rest of the student body.
- Able to act on his/her own initiative.

The prefect's main role is to encourage and promote good discipline among the student body. He/she is therefore assigned a number of duties, which include:

- Patrolling the corridors and school grounds, ensuring the school is quiet, clean and orderly
- General supervision of school assemblies
- Canteen duty
- Supervising classes in the absence of a teacher

NOTE: A prefect who breaks the school rules or does not carry out his/her duties may receive ONE warning before a recommendation is made for “de-badging”.

If a student deliberately misses an examination, that is, he/she does not have a Doctor's Certificate or a genuine excuse, he/she will be given a zero for that paper or subject. This zero will be averaged as a part of the student's final grade.

Kingsway High School Examination Rules for Students

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**The following are the rules governing examinations. Students are expected to adhere to them. If not, examination papers will be confiscated.**

- All students should be quietly seated at least 15 minutes before the exam.
- No notes, notebooks or any subject content information should be taken into the exam room.
- All bags should be left at the area designated; bags should not be taken in the exam room.
- No laptops, walkmans, cellphones, ipods or any other electronic devices should be taken into the examination room.
- There should be no communication/talking/borrowing of items or passing around of anything in the exam room. Any help needed, your hand should be raised and you will be assisted by the invigilator.
- There should be no movements in the examination room. Students should remain seated until the exam time has ended.
- Use the hours before the exam to use the rest room.
- No students will be allowed to leave the room until the end of the exam. If students are finished before the time has ended, head should be placed on the desk.
- Students should be attired in their full uniform.
- Examination permits should be displayed on the desk.

## **CONDUCT OF EXAMINATION**

The student **MUST** attend all scheduled examinations. These include Progress Tests, End of Term Examination, End of Year Examination, CSEC Examinations and City and Guilds Examination.

NB: A “scheduled exam” is any exam/test for which a date is set and of which both teacher and student are aware. An oral or written notice may be given for scheduled exams.

### **Internal Examinations**

If a student is missing from a scheduled examination, he/she will be given a zero (0) unless:

- The student presents a Doctor’s Certificate
- The student presents any other relevant document to explain his/her’s absence
- The student is faced with unforeseen circumstances at which time, the school must be informed immediately. Only under these conditions will a letter from a parent/guardian suffice. A letter signed by the parent/guardian must be brought in, addressed to the Principal and handed in to the student’s Form Teacher/Exam Coordinator. As with letters for general absence, letters for absence from exams must be brought in on the first day that the student returns to school. This will be given to the Examination Coordinator who will check to validate the excuse.

**NB: “Unforeseen circumstances” do not include monthly occurrences**

If the student legitimately misses an examination, he/she will be allowed to sit the examination within 24 hours of the first sitting after which, the student will be given an absent.

## **ROLES & RESPONSIBILITIES OF STUDENT LEADERS**

### **Head Boy & Girl**

- Supervises all members of the cabinet in the carrying out of their general responsibilities
- Arranges cabinet meetings with the principal
- Maintains discipline in the school
- Represents student’s concerns to the school administration
- Arrange worship to be taken by all forms or persons in consultation with the staff responsible for worship
- Co-ordinates activities organized by the students
- Collaborates with student leaders to foster a sense of patriotism and loyalty among students toward the school.
- Calls regular meetings with the prefect body and deputy heads

### **Criteria for the selection of a Head Boy & Girl**

- **ACADEMIC** The candidate **MUST** have a good academic record, that is, maintaining at least a B average
- **LEADERSHIP** The candidate should have successfully held leadership positions within the school.
- **CO-CURRICULAR** The candidate must be actively involved in a variety of co-curricular activities.

- **SCHOOL SPIRIT** The candidate must be a visible example of the loyal student, that is, supportive of all school activities.
- **DISCIPLINE** The candidate must uphold all school rules and conduct themselves well at all times.
- **DEPORTMENT** The candidate must be dignified, neat and courteous at all times.
- **PERIOD OF ENROLLMENT** The candidate should have been attending Kingsway High School for at least 3 years.
- **RELIGIOUS AFFILIATION** The candidate must be baptized member of the Seventh-Day Adventist Church.

## **QUALIFICATION FOR FIFTH FORM**

### **DIPLOMA OR CERTIFICATE**

- Good conduct– as outlined by the handbook
- Adherence to the school's dress code for ALL school activities, including EXTERNAL EXAMINATIONS, is very critical.
- Acceptable punctuality (85%) and attendance (85%) at school during the 4th and 5th form years.
- Students **MUST** attend **ALL** of their scheduled classes
- Student must achieve a satisfactory level of academic performance, earning a passing mark of 50% or higher in the following subjects:
  1. Bible
  2. English Language
  3. Mathematics
  4. Personal Development
  5. Any other subject in area of specialization
- Be present for all external examinations.
- Have financial clearance by the Business Office.
- Complete a minimum of thirty (30) service-learning hours (Community Service).
- All School Based Assessments (SBA) **MUST** be submitted
- All school property **MUST** be returned. For example Rental books.

## **MERITS AND AWARDS**

Merits are awarded for:

1. Good academic work
2. Kindness
3. Helpfulness
4. Courtesy
5. Involvement in extra-curricular activities and school events
6. Exceptional evidence of integrity

## **Honours Convocations**

This ceremony is typically held during the first term of a new academic year. Students are awarded based on their outstanding performance in the previous academic year. Eligibility is determined using the grades from the Christmas, Easter, and summer report cards.

**Principal's Honour Roll: G.P.A 3.5-4.0**

**Honour Roll: 3.0 – 3.49**

**Honourable Mention: 2.7 – 2.99**

### **Subject Awards**

The candidate must obtain an average of 75%- 100% in at least five (5) subject areas.

## **Deputy Head Boy & Girl**

- Supervise the attendance of prefects and sub-prefects to their respective areas in the mornings
- Work closely with the Vice Principals to maintain order
- See to the effective running of the various projects proposed by the prefects
- Collect information on merits, detentions and suspensions from the prefect in charge of each year group on the 7th week of the term and one week before the end of the term
- Act on behalf of the Head Boy or Girl in his/her's absence.

## **Prefects**

- Assist in maintaining order in the school
- Patrol the school grounds before registration in the morning and usher students into their respective form rooms
- Stand between the lines to maintain order during devotions
- Check classrooms and bathroom to ensure all students are at devotion
- Conduct uniform checks
- Do canteen duty and ensure that the canteen operates smoothly
- Assist form teachers with the form responsibilities as delegated by the form teacher
- Assist and participate in school functions

## Student Council Representatives

- Represent the class at the student council level
- Bring class issues to the student council and make a report to the class after a meeting
- Relay concerns of the student body to the principal via president or vice president

## Monitor & Monitress

- Ensure that the class remains quiet, orderly, and focused, especially in the absence of the teacher.
- Help the teacher with administrative tasks such as distributing and collecting assignments, materials, or notices.
- Record attendance daily and report absentees to the teacher.
- Motivate classmates to participate actively in class discussions, activities, and group work.
- Inform the teacher or school administration of any problems or disruptions in the class, such as conflicts among students or damage to school property.
- Set a positive example for classmates in behavior, punctuality, and academic performance.

## Duty Monitor/Monitress

- Prepares a duty roster, which should be prominently displayed

## Misdemeanor

## Sanction

- |                                                                                                                                 |                            |
|---------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| • Sexual misconduct                                                                                                             | Suspension or<br>Expulsion |
| • Stealing                                                                                                                      | Suspension                 |
| • Forgery of documents                                                                                                          | Suspension                 |
| • Lying                                                                                                                         | Demerit                    |
| • Participating in any way in a<br>“partner”, “pyramid” or other financial<br>scheme or arrangement on the school’s<br>premises | Suspension                 |
| • Being a member of a gang or crew                                                                                              | Suspension or<br>Expulsion |
| • Truancy                                                                                                                       | Suspension                 |
| • Buying over the school fence                                                                                                  | Suspension                 |

## Misdemeanor

- Buying and selling of any items on the school compound.
- Behaving in a manner which is indecent, suggestive, inappropriate and compromising and which conflicts with the school's values and mission.
- Appearing in any public medium or domain (this includes the internet) in a manner which is in any way suggestive, indecent, inappropriate and/or compromising, and which conflicts with the school's values and mission.
- Bullying, extortion, the issuing of threats.
- Defacing or intentionally damaging school property.
- Using expletives

## Sanction

Suspension

Suspension

Suspension

Suspension

Suspension

Detention

- Ensures that the duties are rotated alphabetically by row or by using whichever system the class decides on
- Reminds students of their duty
- Makes changes to the duty roster by 10AM if the student assigned is absent
- Reports delinquent students to the form teacher
- Ensures that the classroom is kept clean at all times

## Class Treasurer

- Collects class dues for business such as class party
- Records dues collected and hand over to form teacher
- Politely speaks to students, and encourage them to pay their dues

## Chaplin

- Organize and lead daily prayers, devotionals, or reflections at the beginning or end of the school day.
- Encourage a positive spiritual environment within the class by fostering respect, empathy, and moral values.
- Assist in planning and coordinating religious or spiritual events, such as chapel services, prayer meetings, or religious observances.
- Act as a bridge between the school's religious committee and the class, conveying important messages or organizing activities.

## Games Captain

- Collects the students' valuables, records such item and hands them over to the teacher prior to the Physical Education class
- Ensures fellow classmates are properly changed for P.E class
- In the absence of the teacher, lead the games
- Collects P.E home work
- Encourages students to change quickly for and report to classes on time

## SOME QUALITIES OF A GOOD LEADER

1. Capable
2. Focused
3. Helpful
4. Courteous
5. God-fearing
6. Disciplined
7. Hardworking
8. Reliable
9. Respectful
10. Punctual

## Misdemeanor

## Sanction

- |                                                                                                         |                                  |
|---------------------------------------------------------------------------------------------------------|----------------------------------|
| • Colouring of hair, streaking, bleaching of hair                                                       | Double Order Mark                |
| • Wearing the School Uniform for out of school activities without permission from relevant authorities. | Double Order Mark                |
| • Unauthorized usage of electronics                                                                     | Double Order Mark & Confiscation |
| • Not attending classes                                                                                 | Detention                        |
| • Leaving campus without permission.                                                                    | Suspension                       |
| • Illegal drugs-use                                                                                     | Expulsion                        |
| • Possession of a weapon                                                                                | Expulsion                        |
| • Use of alcohol                                                                                        | Suspension or Expulsion          |
| • Smoking (of any sort)                                                                                 | Suspension or Expulsion          |
| • Fights and brawls                                                                                     | Suspension or Expulsion          |
| • Fights or brawls in a public space                                                                    | Expulsion                        |

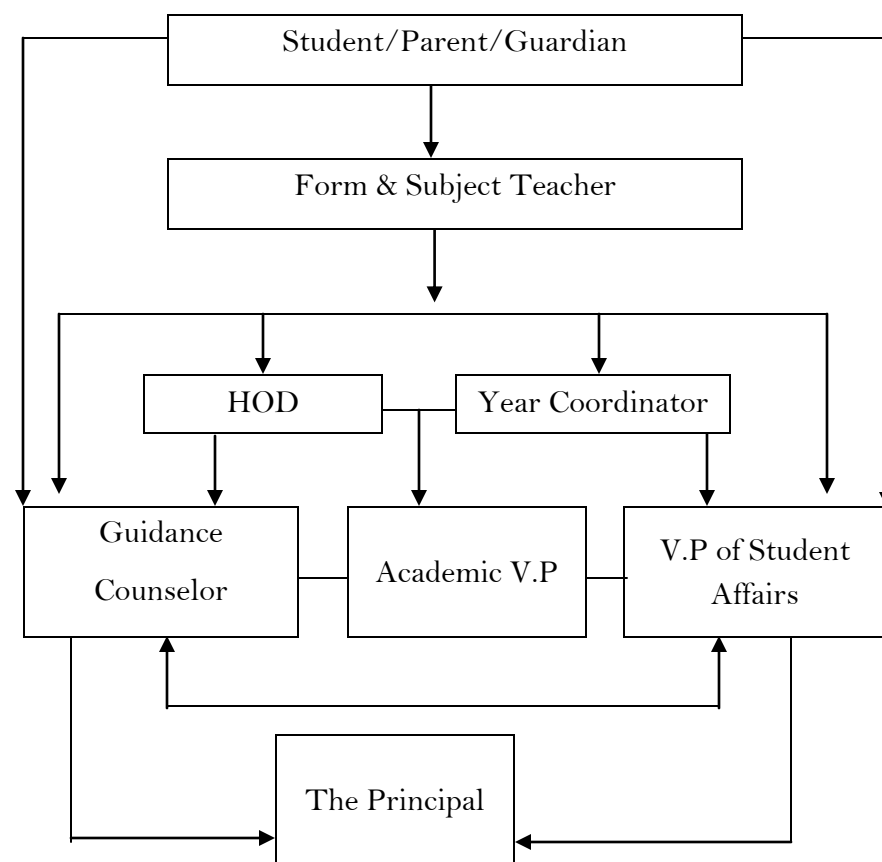
## Misdemeanor

- Wearing earrings.
- Wearing chains, decorative watches, bands, rings
- Wearing long nails, false acrylic nails, nail polish, nail hardener instead of natural nails.
- Wearing make-up of any sort
- Coloured contact lenses-tested or otherwise.
- Thick socks and/or ankle socks.
- Socks NOT turned at the ankles, for Girls
- Wearing incorrect footwear without seeking permission
- Visiting/Eating in Public Places in uniform without a parent/adult.
- Headphones or earplugs must never be worn by any student of any grade while in uniform.

## Sanction

- Order Mark
- Order Mark
- Order Mark
- Order Mark
- Order Mark
- Order Mark
- Order Mark
- Order Mark
- Double Order Mark
- Double Order Mark

## LINE OF COMMUNICATION



There are times when parents/guardians and students have matters of concern, which they need to be discussed with the school in order to find solutions. Kingsway has developed the structure above, which as far as possible, should be adhered to.

Please note that if there are extremely urgent or severe cases, this format may be by-passed.

## **THE STUDENT'S DEPARTMENT AND BEHAVIOUR**

### **The School Uniform**

The school's uniform identifies the student as member of The Kingsway High School community and **MUST** be worn at all times during the term, in and out of school hours, in order to gain access to the school premises. A complete uniform must be worn at all times and not in parts.

The Girls' uniform consist of the following:

**Tunic:** 1st to 4th forms– A royal blue tunic, 3” below the knees with short sleeved white blouse. Tunics **MUST** fit loosely.

5th form– Royal blue box-pleated skirt, 3” below the knees with a short sleeved white blouse and school tie.

School badge must be worn on the tunic.

**Shoes:** Plain black leather or leatherette shoes. The heel of the shoes should not exceed a height of 1”.

**Socks:** Plain, un-patterned white socks with a 5cm fold above the ankle.

#### **Hair**

**Accessories:** Plain black, royal blue or white accessories.

**Jewellery:** NO earrings, rings, necklaces or bracelets should be worn. A plain coloured (Gold, Silver, Black) wristwatch can be worn.

| <b>Misdemeanor</b>                                                                                                 | <b>Sanction</b> |
|--------------------------------------------------------------------------------------------------------------------|-----------------|
| • No Home-work                                                                                                     | Detention       |
| • Incomplete Home-work                                                                                             | Detention       |
| • Unprepared for class                                                                                             | Detention       |
| • Four times late per month                                                                                        | Detention       |
| • Rudeness and Disrespect                                                                                          | Detention       |
| • Noise along corridors, stairways, bathrooms and other unsupervised areas, especially when classes are in session | Order Mark      |
| • Chewing Gum                                                                                                      | Order Mark      |
| • Leaving Classroom without Permission                                                                             | Demerit         |
| • Absence from PE Class without written excuse.                                                                    | Detention       |
| • Eating in Specialist rooms and out of bounds areas                                                               | Order Mark      |
| • Alighting from a vehicle in front of the school.                                                                 | Order Mark      |
| • Wearing sweaters/jackets that are not solid white, blue and black in colour.                                     | Order Mark      |

## A CLASS DETENTION

Class detention is given for general class misconduct. This is not recorded on students' reports.

### Order Mark

An order mark is given for any minor infraction of the school rules or regulations. Depending on the seriousness of the offence, two order marks may be given. **THREE ORDER MARKS EQUAL ONE DEMERIT.**

### Demerit

A demerit is given for any major infraction of the school rules. Notice is sent home when a student receives a demerit. An accumulation of **THREE DEMERITS** will result in a detention. For grave offences, **SUSPENSION** is imposed by the Principal for up to ten (10) days and the student's parents/guardian informed. During suspension a student is not allowed to wear the school uniform or come on the campus. If the suspension is for ten days, the student will attend a hearing after which the School Board will make a decision about his/her future at Kingsway. The student's parents/guardians will also attend the hearing.

**NOTE: Three (3) suspensions will result in immediate expulsion.**

The Boys' uniform consist of the following:

**Khaki Shirt:** 1st to 4th form boys should be attired in loose fitted khaki shirts with the school's crest affixed to the pocket. Crest **MUST** be sewn onto the pocket.

5th form boys should be attired in a **SHORT** sleeved white shirts along with the school tie. Crest **MUST** be sewn onto the pocket.

**Khaki Pants:** 1st to 5th form boys should be attired in loose fitted tailor made khaki pants. No alterations should made to the pants. Pants must be worn with a **BLACK** belt.

**Shoes:** Plain black leather shoes should be worn accompanied with a pair of **BLACK** socks. **NO** rope laces.

**Bag:** Regular school bags or knapsacks. Draw string bags are allowed for carrying P.E gear.

## Personal Care

**Eyes:** Doctor prescribed glasses or a pair of clear prescription lenses may be worn.

**Hair:** Hairstyles **MUST** be appropriate for school. Hair must be well groomed and neat at all times.

**Nails:** Nails must be short (0.5mm), clean and well groomed. They must be natural and unpolished.

**In any event that the student has to deviate from the dress code, a written note must be provided to the form teacher stating the reason before permission is given.**

(See Appendix 1)

## Field Trip Dress Code

- 1.1 For more formal field trips to conferences, seminars, other schools or institutions, corporate and factories and church events, FULL uniform MUST be worn.
- 1.2 For field trips to rugged terrain, or that which requires a less formal attire than the school uniform., the school polo shirt MUST be worn. This should be worn with a pair of loose fitted, unripped jeans (black or blue) along with a pair of plain black or white sneaker.
- 1.3 To participate in field trips, parents/guardians are required to sign a permission form.

## P.E Uniform

**The PE uniform consists of the following:**

- Shorts:** Regular length Black shorts for boys and white skirts for girls. Tights/Shorts MUST be worn under the skirt for girls.
- T-shirt:** House T-shirt or a White T-shirt.
- Sneakers:** A pair of white coloured rubber-soled sneakers, with white cotton socks.

*P.E gear can be purchased at the school.*

**(See Appendix 2)**

## SANCTIONS AND PENALTIES FOR

### DISCIPLINARY MATTERS

#### **Disciplinary Measures**

All students in a school benefit when behavior is good. High standards of behavior are important in helping students to feel safe and learn well. The following represent the different types of disciplinary measures that the school enforces.

#### **Detention**

Detention is given for incomplete or undone assignments, or for being unprepared for classes. A student who does not turn up to serve a Detention will be given a second detention. If the student misses the second detention then he/she will receive two order marks. The teacher who gave the detention assigns work to be done during the detention and writes the student's name in the Detention Folder. A note is sent to parents. An accumulation of TWO DETENTIONS requires parent/guardian to meet with the Principal or a Vice Principal before the student is allowed to re-enter classes.

#### **Late Detention**

A late detention is given to a student for being tardy at least three times per week. Detentions must be served on Monday or Wednesday of the following week. Detention is administered at 2:45pm to 3:45 pm. On completion of the detention period the teacher in charge of the Detention Room then gives the student a form to take to his/her parent/guardian to be signed and returned the next morning to the teacher who had given the detention.

## **Hate Violence**

Any action committed against any member of the school community due to their religion, ethnicity, race and social circumstances.

## **Fighting**

Engaging in physical contact and using physical force in an attempt to resolve difference.

## **Verbal Assault**

To place another in fear of imminent physical injury by words or conduct. The use of abrasive and demeaning words to a student or member of staff.

## **Drugs and Alcohol**

Any beverage containing alcohol, tobacco, narcotics, marijuana, ecstasy and other controlled substance.

## **Forgery**

Any unauthorized signing of another person's name on any document or tampering with documents.

## **Property Offences**

Any action taken by a student that defaces or destroys the property of the school or the property of any member of the school community.

## **Theft**

Any act that deprives anyone of their property

## **Highlights...**

- High heeled shoes are Not permitted. There should be no large, decorated buckles on the school shoes or belts. Shoe laces **MUST** be able to tie.
- Flipflops and crocs are **NOT** allowed
- Your natural hair colour is the accepted look. Therefore, colour from hair rinse or dye is **NOT** allowed. Appendages such as weaves (wigs, tracks etc) and excessive hair gel are **NOT** to be worn. A male's hair should **NOT** exceed a height of half inch.
- Washrags are not apart of the uniform. Therefore, they must not be seen in pockets, in hands or around the student's neck or anywhere on the student's person.
- Body piercings are **FORBIDDEN**. Neither nose, tongue and eyebrows rings, nor rings for any other body part are allowed.
- Tattoos are **FORBIDDEN**
- No lipstick or coloured lip gloss is allowed
- The bleaching of skin, especially face, is prohibited
- Uniform must be worn to visit the school during examination periods and for other visits to the school, while school is in session.
- Multi-coloured sweaters or jackets are not allowed. Sweaters or jackets should be of **ONE SOLID** colour. **ALL** sweaters are to be placed in the student's bag as at 8:00 am on a normal Jamaican day with normal temperatures.
- Items such as key rings, ear pods cases and other accessories are not a part of the uniform. Therefore, they should not be visibly displayed on pockets or any other part of the uniform. Such items will be confiscated for a term.
- No under garments should be seen while attired in the uniform

## Attendance and Punctuality

- 2.1 The student is expected to attend school everyday during the school year
- 2.2 A written excuse must be provided for an absence. Its must be addressed to the Principal and be delivered to the form teacher on the day the student returns to school.
- 2.3 If the student is absent for more than 3 consecutive days, the student must comply with 2.1 and also provide a medical certificate on the day he/she returns to school.
- 2.4 The student is expected to be at school by 7:50 am. A student is considered late if he/she is not in the form room at 7:50 am.
- 2.5 Dental and medical appointments are to be made outside of school hours - before 7:50 am and after 2:45pm.

## Leaving the School Premises

- 3.1 Once a student arrives at school, he/she may not leave the premises without a written request from the parent/guardian and permission granted by the Principal, Vice Principals, Senior Teacher, Form Teacher or the School Nurse.
- 3.2 An exit slip must be completed and signed by the personnel giving permission to leave. The signed exit slip should be handed to the security at the gate before the student is allowed to leave the compound.
- 3.3 Students who participate in field trips must obtain a permission slip from the teacher in charge. This must be signed by a parent/guardian and returned before the student leaves the compound.

- 13.4 Large sums of money brought to school should be put in an envelope, labeled and handed to the office for safekeeping. The school will not be responsible for the loss of any money not so deposited.
- 13.5 No visitor will be allowed to enter any building on the school premises with weapons such as knives, guns, baton or any other implement that can cause bodily harm to the staff or student. Police or soldiers in uniform, with legitimate business on the school premises are allowed to carry out their duty.

The following are seen as threats to the security of the students and staff and are among the things which will not be tolerated by the Board and Administration of the Kingsway High School.

### Weapons

Instruments of offensive combat, or any instrument which can be used to cause injury to students and staff such as knives, scissors, ice-picks and any replica of these weapons.

### Corrosive Substance

Any substance that has the power to eat away or burn by degrees the skin of students and staff including acid, caustic soda and bleach.

### Harassment

Threats or acts of intimation directed against any member of the school community. Any other action which constitutes an invasion of the rights of others whether written, verbal or physical is also viewed as harassment. These include information/threats placed on the internet.

## Campus Security

- 12.1 No authorized persons are allowed on the school premises.
- 12.2 Parents/Guardians are allowed on the school campus during school hours only under the following circumstances:
- To transact business at the office
  - To attend scheduled meetings
  - To purchase items at the canteen or bookshop

Permission must be sought from the security guard on duty for entry.

- 12.3 No parent/guardian should go directly to the student's classrooms.
- 12.4 No visitor shall be allowed inside the premises except for valid reasons. The visitor shall be required to sign the logbook at the security post and be issued a visitor's pass.
- 12.5 The security guard reserves the right to search the student for offensive material.

## Security of the Student

- 13.1 The student should not loiter by the school gates or at the fence.
- 13.2 Student must be alert while walking along the driveway, as this is a thoroughfare for traffic.
- 13.3 Enquiries concerning lost property can be made at the office.

## Classroom and Form Room Behaviour Policy

### *General Rules*

- 4.1 All students should enter and leave the classroom in an orderly manner.
- 4.2 The student must stand when a teacher or visitor enters their classroom.
- 4.3 There should be no yelling, scraping of chairs or lewd/raucous behavior.
- 4.4 Students should not sit on the desks.
- 4.5 After 10 minutes, if the teacher has not arrived, the Monitor/Monitress should go to the vice principal for instruction. If the Vice Principal is unavailable, he/she should go to the staff room to the Head of Department or a Senior Teacher.
- 4.6 The student should keep the classroom clean.

### *At the Start of Lessons*

- 4.7 The student must be present and punctual for all classes.
- 4.8 The student should be prepared for classes— have all the materials needed for the lesson.
- 4.9 The student should take his/her assigned seat immediately on entering the room.
- 4.10 The student should head up his/her's book with the subject, date, and topic.

### *During the Lesson*

- 4.11 The student should not talk loud enough to disturb others.

- 4.11 Whenever the teacher is speaking, the student should stop whatever he/she is doing and be attentive.
- 4.12 The student should raise his/her hand to ask questions and wait to be acknowledged before speaking.
- 4.13 The student is expected to participate fully in the lesson
- 4.14 The students should not leave his/her seat without the teacher's permission.
- 4.15 If the student needs to use the restroom, he/she must receive an "OUT OF CLASS PASS" from the teacher
- 4.16 The student should not be found outside of the classroom without an OUT OF CLASS PASS.

## Home Work Policy

### *Late Work Policy:*

Meeting deadlines is a skill that will help students in high school and beyond. We encourage students to turn in work by the assigned due date to receive full credit.

When that is not possible, late work will be accepted with the following conditions:

- 5.1 Work turned in 1-3 hours after due time will reflect a 5 point loss of credit. (Please note this is at the teacher's discretion as the situation requires).
- 5.2 Late assignments and projects will have 10 points per day deducted up to five days late. *EXAMPLE* :

Work turned in 1 school day after the due date will reflect a 10 point loss of credit. Work turned in 2 school days late will reflect a 20 point loss of credit.

**After five days, an assignment or project will not be accepted.**

## Telephone Calls

- 11.1 The student is not allowed to receive or make telephone calls on the school phone.
- 11.2 In emergencies between 7:50am and 2:30pm, a member of the office staff may make a call on the student's behalf.
- 11.3 Students who bring cellular phones to school do so at their own risk. The school is not responsible for any phones that are stolen, lost, or damaged.
- 11.4 The "authorized time" for free use of cellular phone on the school campus begins at DISMISSAL. Therefore, Cellular phones are to be turned off upon entering the school premises. "Unauthorized time": On entering the school premises. During the CXC examination period, cellular phone can be used in the unauthorized time for study purposes only, otherwise phones will be confiscated.
- 11.5 Cellular phones are to be out of sight and under no circumstance is the student to use her phone during school hours, without a teacher's permission.
- 11.6 Cellular phones are to be used solely for the purpose of making and receiving calls. They are not to be used for playing games or listening to music while at school.
- 11.7 Audio/Visual recording and posting on social media in and or out of class are NOT permitted: the penalty is suspension and the student may be expelled once investigation confirms this breach.
- 11.8 Earphones can be used in a classroom setting under a teacher's supervision. Outside of the classroom and on the road, earphone usage is banned while in the school uniform.

## Use of Social Media in School

This policy aims to guide the appropriate use of social media by students, teachers, and staff within the school community. It ensures that social media is used responsibly, respectfully, and in ways that align with the school's values and educational goals.

- 10.1 Students are encouraged to use social media responsibly, ensuring that their online behavior reflects the values of the school community.
- 10.2 Students should not share personal information (e.g., full names, addresses, phone numbers) or the personal information of others online.
- 10.3 Students must communicate respectfully on social media, avoiding any form of bullying, harassment, hate speech, or discriminatory language. Any form of cyber bullying or online harassment is strictly prohibited and will result in disciplinary action.
- 10.4 The student **MUST NOT** use the school's logo or images of the school on his/her personal social network site. This is strictly prohibited.
- 10.5 Students must not use social media to engage in cheating, plagiarism, or sharing of test answers or assignments.
- 10.6 The school reserves the right to monitor publicly accessible social media content to ensure compliance with this policy. All members of the school community are encouraged to report any breaches of this policy to the appropriate school authority.

- 5.3 Long term or major assignments will not be accepted late due to the length of time students knew about the assignment.

**Unexcused absences on days an assignment is due** will cause the Late Policy Process to begin.

### Teachers Role In assignment

The teachers are expected to do the following:

- Uploads all assignment in Google Classroom.
- State submission date when assignments are given.
- To remind students of submission date IN CLASS.
- Provide Clarity if needed.
- After Marking, Grade/s must be entered on RENWEB for students and parents to view.

### Make-Up Work Policy:

- 5.4 Students are responsible for obtaining work they miss due to absences.
- 5.5 Alternate assignments may be given for some work such as science labs, group activities, etc.
- 5.6 Students have the number of days absent plus one to get the make-up work turned in.
- 5.7 In certain circumstances where a prolonged illness is involved, an extension of this limit may be arranged between student and teacher.
- 5.8 Exams missed are to be taken outside of class time within the make-up period and must be scheduled with teacher by the student.

- 5.9 Students who are truants will not be able to receive credit for make-up work or exams.
- 5.10 A suspension will be considered an extenuating circumstance for attendance purposes and make-up work will be allowed for 70% credit of work completed. Failure to do the work within the designated time may result in a grade of zero.

### **Eligibility for Re-Testing:**

Students are eligible for re-testing if they meet the following criteria:

1. The student schedules the Re-Test within 4 school days after tests are returned.
2. Retests must be taken before or after school and cannot be completed during regular class time.
3. The student completes all required remediation set by the teacher (may include specified amount of tutorials, additional assignment, or corrections).

***Note: If a student misses the scheduled time for the re-test without a valid excuse, the opportunity for re-testing may be forfeited.***

- 9.8 No vending is allowed. Clubs, Societies and Sports groups may do so only with permission from the Principal or Vice Principal.
- 9.9 No dangerous implements are allowed, for example Pen knives, ice picks, kitchen knives, scissors, guns and other implements which can cause bodily harm to others.
- 9.10 The student is not allowed to walk around the school compound while eating nor to eat when he/she is walking on the roads. There should be no eating between classes.
- 9.11 Harmful, scandalous, non-print materials which contain hate messages, threats, curse messages , expletives and pornography, which are posted on social networks will not be tolerated, especially where they malign the character of students and staff of Kingsway.
- 9.12 No outside communication, such as posters and invitations may be mounted on the school's notice board or distributed on the campus unless approved by the Principal or Vice Principal.
- 9.13 The student should not be in an intimate relationship with another student or member of staff whether on or off campus. He/She should not be involved in lewd dancing or sexual acts such as fondling and kissing on campus or in public areas. All these constitute sexual misconduct.
- 9.14 Crews or gangs are not allowed.
- 9.15 Extortion in any form is not allowed.

## General Behaviour

- 9.1 The student must use the steps, they must not go through low windows or jump off verandas.
- 9.2 During the school day, transistor radios, iPods, MP3 & MP4 players, cameras, laptops, tablets, cellular phone, tape recorders and other battery or electric operated audio-visual equipment are allowed if they are required for class projects and other class activities. Their usage is limited to class time under the supervision of a teacher. Once the class has ended, these devices should be properly stored away.
- 9.3 Non-educational magazines are not allowed in the school at any time and will be confiscated when this rule is breached.
- 9.4 Laptops, tablets and cellular phones are permitted particularly for the exam student, to be use to complete SBAs and engage in class activities. If these devices are used contrary to this rule, that is, to access social network pages, to show movies, to listen to music or for any other inappropriate use, *the student will lose this privilege*. For the non-exam student, these devices are to be brought to school only on the teacher's request. The student is responsible for the security and care of the device while it is in their possession at school.
- 9.5 Non-educational literature, cards and games are banned.
- 9.6 No student is allowed to order or receive food from outside establishment nor parents.
- 9.7 Chewing gum is not allowed while in uniform.

## Use of Specialist Rooms & Out of Bounds Areas

The following are classified as Specialist Rooms:

- Library
- Science Labs
- Computer Lab
- Sick Bay
- Music Room
- Literacy Room

The following are classified as **Out of Bounds Areas:**

- The Secretary's lobby area
- The Staffroom
- The Staff Lounge
- Behind the VH Percy centre
- Behind the Tech Voc Building
- The area between the front gate and Kencot SDA Church

## Behaviour During the Devotion Period

- 6.1 As a Seventh-Day Adventist school, worship is important and is essential in each day's activities.
- 6.2 Spirituality is a part of the core values, therefore it is of extreme importance that each student conducts him/herself in a manner which enables the development of this aspect of his/her life.
- 6.3 At a general assembly, students should stand in straight lines if devotion is being held in the quadrangle.
- 6.4 Reverence is expected during devotion, therefore there should be absolutely no idle chatter.

## Canteen Behaviour

- 7.1 The student is allowed to purchase items at the canteen only at the following times:
  - Before 7:50am
  - At the stipulated time for LUNCH
  - After DISMISSAL
- 7.2 Outside of these times, students may purchase items at the canteen ONLY with written permission from the Subject/Form Teacher, School Nurse, or Vice Principal.
- 7.3 The designated areas for eating are classrooms and the canteen. There should be absolutely no eating in any other area on the school campus during the school day.
- 7.4 Every student is responsible for cleaning up his/her litter in the designated eating areas.

- 7.5 At the canteen the student MUST:

- Wait for service in an orderly manner
- Make every effort to tender the correct change
- Control the level of his/her voice and manner of speech

## Behaviour in Public Area

- 8.1 The reputation of the school depends on the behavior of each student. At all times the student should be courteous to everyone with whom he/she comes in contact with.
- 8.2 The student is expected to conduct him/herself in public places with sobriety.
- 8.3 There should be no loud talking, use of expletives, brawling with members of the public or discussions of staff members and students on the buses or in any other public areas.
- 8.4 There should be no familiar and intimate behaviour with members of the opposite sex or of the same sex, in or out of the school uniform.
- 8.5 No sitting in laps of either sex on buses or any other public areas.
- 8.6 ABSOLUTELY NO fighting should take place on or off campus. Fights or brawls in a public space will result in expulsion.