

**Disce Aut Discede
(Learn or Leave)**

Handbook



Students'

CORNWALL COLLEGE
FOUNDED 1896
DISCE AUT DISCEDE

Cornwall College

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MOTTO

Disce Aut Discede (Learn or Leave)

VISION STATEMENT

“We envision our staff and administrators working efficiently and collaboratively to:

- Create and maintain the physical and educational conditions necessary for the transformation of ‘boys to men of might’
- Provide a climate that promotes academic achievement and a safe, supportive environment that facilitates student development
- Diligently and meticulously prepare all students to function effectively in a changing global environment

MISSION STATEMENTS

MINISTRY OF EDUCATION

To provide a system which secures quality education for all persons in Jamaica and achieves effective integration of educational and cultural resources in order to optimize individual and national development.

CORNWALL COLLEGE

To transform ‘boys into men of might’ by imparting values and attitudes and quality, relevant education, that prepares and empowers them to optimally function in the society and the global village.

OUR BELIEF SYSTEM

Success: We believe all students can learn. Everyone should experience success and be recognized for such success. This is essential for individual growth, development of positive self-image and self actualization. Our goal is to create the environment where all stakeholders can strive for success.

Excellence: We believe our school can achieve excellence; with that in view, we aim to be the best we can be.

Culture: We believe we can, with the help of God, create a culture that is conducive to healthy, happy and productive tenure at Cornwall College.

Team Work: We believe that we are each other’s greatest strength. Collaboration, congeniality, open communication, caring, listening and loyalty are essential to the success of our school.

The Future: We believe that the future of Cornwall College is bright; we have a positive view of the future and can create such a future.

AN OVERVIEW OF CORNWALL COLLEGE

Cornwall College was founded in 1896 and started its life as the Montego Bay Government Secondary School. It was first situated on Barracks Road in Montego Bay (now the site of the P.W.D offices).

In 1911, the school was re-sited into new buildings at Pleasant Hill (formerly a hotel) with accommodation for boarders. At the September opening, there were 50 day boys and 19 boarders.

In 1922, the name of the school was changed to Cornwall College even though some people still referred to the school by its old name ,through force of habit. The first Headmaster was Mr. E.V. Lockett, who served from 1896 to 1903. After Mr. Lockett's departure, Mr. G.H. Leader was appointed Headmaster. In 1923, one year after he had presided over the school's change of name, Mr. Leader died of a heart attack.

In January 1925, the Rev. E. B. Baker was appointed to the substantive post of headmaster. During Rev. Baker's tenure as headmaster, the House System was firmly established. The system provided, and still provides, opportunities for service with the assumption of responsibility and delegation of functions within each group. Indeed the House System, as practiced, taught its members loyalty and democracy and proved a significant factor in the organization of the school, as well as a powerful mechanism in maintaining its overall vitality.

In 1940, Mr. Baker retired and was succeeded by Mr. J.W.S. Hardie, who resigned in 1942 and was replaced by Mr. N.S. Jackson. Mr. Jackson resigned in 1952 (note – a memorial shield named in honour of Mr. Jackson is contested for between Munro & Cornwall College in football).

Other Headmasters over the years include Mr. E.A. Barrett (1953-1966), Mr. J.A. W. Crick (1966-1977), Mr. B. DeBruin (Acting) (Sept. - Dec. 1977), Mr. D. Creary (Acting) (Jan. - April 1978), Mr. D .C. Stokes (1978-1984), Mrs. V. Baugh (Acting) (1984-1986), Mr. N. K. Monteith (1986-1990). Mr. C. Taylor acted as Principal from 1990–1993 and was appointed to the post in 1993. He remained as Principal until he retired in 2004. Mr. D. Soares acted for a



year in 2004 -2005, Mrs. D. Willie acted for a term in the year 2005-2006 and Mr. D. McIntyre served as Principal from 2006 to 2015.

Mrs. V. Virgo acted from 2015 until the current principal, Dr. L. Rowe, took up office in March of 2016. Following the departure of Dr. Rowe, Mrs. L. Allen acted as Principal from Sept. 2017 to

It is not known when and how the School's Motto came about; a guess would be during Mr. Lockett's time. The Motto DISCE AUT DISCEDE (Learn or Leave) is however, clear and to the point.

The school's colours, red and gold, were chosen because they are symbolic of integrity and accomplishment - red for honour and gold for fame. It is believed that these colors were introduced during the Leader regime for football purposes.



ADMINISTRATION

The school is run by a Board of Management, but is administered on a day-to-day basis by the Principal and two Vice-Principals.

The Vice-Principals are responsible for, among other things, co-ordination of the lower and upper schools.

The Senior Middle Management Team is an integral part of the day-to-day administration.

The school has a Dean of Academics, Dean of Discipline, Registrar & Statistician, Book Rental Coordinator, Cultural Agent and Bursar .

The Dean of Academics assesses and evaluates the academic performance of the students and advises the Principal and Vice-Principals of his/her findings. The Dean of Discipline is responsible for the overall conduct of the students and evaluates and processes disciplinary matters and/or makes the necessary referrals to the Principal. The Registrar & Statistician is responsible for the admission, registration, transfer and withdrawal of students, on the advice of the principal. The Book Rental Coordinator deals with all matters regarding the Book Rental Scheme, the Cultural Agent attends to all matters concerning cultural events and the Bursar coordinates ALL the financial affairs of the school. .

GENERAL MATRICULATION INFORMATION

ADMISSION

ALL students seeking admission to the school **MUST** meet one of the following criteria:

A. CRITERIA

- i. Students must be placed by the Ministry of Education through it's standardized national examination
- ii. Acceptance **MAY** be granted based on space availability to qualified students who are relocating to Montego Bay and its environs, from distant parishes or overseas.

B. FOLLOW-UP

In the case of A. (ii) above, the following will be necessary:

- i. Make a request to the Principal, in writing, explaining the reason for the request, as well as what skill/talent the student will be offering the school.



Include also, the student's examination grades or the last report from the school the student is currently attending. For potential transferees, a confidential letter will be given to the applicant in a sealed envelope to be completed by the Principal of the school the student is currently attending. The completed letter must be returned in a sealed envelope. If the student meets the criteria for acceptance and space is available, the student will be invited to sit for an interview with the Principal, Dean of Discipline and Guidance Counsellor following the completion of character verification.

REGISTRATION

New students are expected to provide the following:

- A copy of their birth certificate
- A copy of the last school report
- A recommendation from the last school
- A passport size photograph
- A copy of the child's updated immunization card (see Appendix 1 for Ministry of Health Immunization Regulations)

The student will be provided with a registration form which should be completed and signed by both the student and the parent/guardian. Parents/Guardians and students will also have to sign a contract provided by the school, which embodies their commitments to the institution. A school medical form is to be completed by a registered medical doctor and submitted to the school before the student is allowed entry to classes.

A student will not be registered until all documents are submitted. Failure to submit all documents within two weeks after the due date, may result in the child being delisted.

PERMANENT EXCLUSION OF STUDENT

The Board of Management may, after investigation and the observation of due process, instruct the principal to exclude permanently, a student from attending the institution on the condition that:

- (a) his presence in the institution is having or is likely to have a detrimental effect on the discipline of the institution;
- (b) he commits an act which causes injury to any member of staff or any other student in the institution;
- (c) he breaches the rules of the school and if, after normal disciplinary actions and counselling have been taken, his behaviour continues to be disruptive and wasteful of time and resources.

REPEATING

The school does not have a policy of automatically repeating students; any repeating of students at any grade level is at the principal's discretion.

DISCIPLINARY MECHANISMS

1. The Merit and Demerit System (for a full outline, please see Appendix 2).
2. In-House Suspension with Community Service - A student may be instructed by the Principal, a Vice-principal, the Dean of Discipline or his Grade Supervisor, to report to school in uniform, with a change of clothes for work. He will be assigned to an area of the school to carry out manual tasks, as prescribed by the school. The person authorizing the community service must ensure that copies of the service order are issued to the relevant parties including the parent/guardian. One copy is to be placed on the student's file. The student will have his work completion form signed by the person assigned to monitor him. The Student Sanctions Coordinator shall be responsible for recording and reporting on this process. This person shall also be responsible for the Merit/Demerit System.
3. Prefects' Detention (see Appendix 3) - Detentions are given for minor infractions of the school rules. Detention will be held in a classroom or may take the form of community service. A student who is notified of a detention and fails to attend, will receive harsher disciplinary actions. Detentions run from 3:00 p.m. - 4:00 p.m.
4. External Suspensions: The Principal (or his designate), reserves the right to suspend students for serious breaches of the school rules, as well as make recommendations to the Board of Management for the expulsion of any student whose conduct is deemed intolerable or brings the name of the school into disrepute. We operate in accordance with the Ministry of Education Regulations, 1980, which state that:
 1. *A student shall obey the rules of the school he is attending.*
 2. *Where a student considers that he has been victimized or otherwise unfairly treated, he may appeal to the Principal and if necessary, the Board.*



3. *Without prejudice to the powers of a Principal, under regulation 30, where a student breaches the rules of a school and if after normal disciplinary actions and counselling have been taken, his behaviour continues to be disruptive and wasteful of time and resources, the matter may be referred by the Principal to the Students' Council for their study and recommendation.*

Section 29, (Student Behaviour)
M.O.E. Education Regulation

5. *Cumulative Sanctions:* Students who receive three (3) detentions in one term will receive two (2) days suspension. Upon receiving a third suspension, a student will be referred to the Board for their review and deliberation.

Three Strikes Regulation:

Students in violation of uniform and grooming standards will be given a warning in the first instance; this is entered on the student's file, and is considered a strike against him.. Any other violation constitutes a strike and will be logged and communicated to the parent/guardian. After three (3) strikes, the student automatically receives two (2)days suspension. Any further breach will result in the student being referred to the Board by the Principal for their deliberation and he will not be allowed to participate in the graduation exercise.

After three suspensions, for any reason, a student is automatically referred to the Board.

HEARINGS

A student may be summoned to a hearing conducted by the Principal, Vice-principal, Dean of Discipline or a Grade Supervisor, to answer charges brought against him by any school official. Hearings are usually conducted in the school's conference room and can take place at any time during the school day. It is advised that the Grade Supervisor, Dean of Discipline, his Vice-principal and a Guidance Counsellor be present. Parents may also be invited to the hearing , depending on the nature of the charges. They will be advised in writing or verbally, of the outcome of the hearing.

Those bringing charges against a student will ensure that preliminary investigations are conducted and relevant reports received. Depending on the number of cases to be heard, the hearing session might extend to 4:30 p.m.

FINANCIAL OBLIGATIONS

A. FINANCIAL CONTRIBUTIONS

Payments of financial contribution must be made to a bank designated by the school using vouchers issued by the Bursary. All Students are expected to honour such obligations! Students will not be able to obtain documents from the school unless ALL outstanding financial obligations are met. These include, but are not limited to transcripts, letters of recommendation, reports and visa application letters. Graduation certificates for grades 11 and 13 students will not be issued until all financial obligations are settled and work-study documents are submitted.

B. BOOK RENTAL

Students are expected to maintain rented books in good condition by whatever means necessary (e.g., wrapping). ***If a book is lost, stolen, misplaced or damaged, the student is expected to replace it with a new book of its kind. Students who cause/allow severe deterioration of their rental books will be asked to replace them.***

If a book cannot be found, it may be replaced by one of equal cost, to be determined by the Text Book Administrator.

ATTENDANCE

The school hours are from 8:00 a.m. to 3:00 p.m. The school day consists of two (2) sessions and five (5) class periods.

A. SCHOOL ATTENDANCE

1. Students are expected to attend school on ALL school days, including Sports Day and closing days. Students who fail to do so will be marked absent.
2. Students must be present for Registration from 8:00 a.m. and again at 2:50 p.m. ALL students must have at least 90% attendance in any given year. A student who absents himself from school for a period of one month or more, without adequate notification, or for health reasons (for which a Medical Certificate MUST be presented), will have his name dropped from the School's Attendance Register.



3. A written excuse for absence must be given to the Form Teacher on the day the student returns to school. A student who does not present this letter will be marked **unexcused absence. (UA)**
4. Students must be in attendance for all their examinations. They are, however, not expected to attend school when they are not scheduled for examinations. Absence, as a result of this arrangement, will be indicated by an “AE” (Excused absence) in the class register.
5. **Absence, as a result of representing the school, will be indicated by an “EA” in the class register and will not be held against the student.**

B. CLASS ATTENDANCE

1. Students must attend all classes for which they are timetabled, at the appropriate time and should not be seen outside during class time without a Hall Pass (this is given to the student by a Subject Teacher, permitting him to leave the class for a short period of time to attend to urgent, personal or medical matters). A student who is seen outside during class time or who is absent from class without permission, will be served with 5 demerits.
2. Continuous unauthorized absence from class is a serious offence and will be reported to the Grade Supervisor, Dean of Discipline, Dean of Academics, Head of Department, Vice-Principal or Principal, who will make an entry on the student’s file. The student will also be referred to the Students’ Council and/or the Guidance Department. In the second instance, the student will be sent to detention. In the third instance, the student will be charged with truancy and being wasteful of time and resources, which will result in suspension for at least three (3) days.

PUNCTUALITY

1. A student is considered late if he arrives for morning registration after 8:15 a.m.
2. A student who arrives after 8:15 a.m. must collect a late slip, have it signed by an authorized personnel before the end of the morning session, and present it to his Subject Teacher in order to be admitted to class, and then to the Form Teacher at or before the evening registration, in order to be marked present (but late) for the morning

session. Failure to do so will result in the student being marked absent for the morning session. A student who lives over 15 miles from school should collect a Late Pass. This will ensure that he is marked early up to 8:30 a.m.

3. The gate will be closed at 8:30 a.m. on school days. Students arriving after this time will be logged, placed in a holding area and allowed to attend classes only after being processed. The Security Guard will furnish the student with the late slip.
4. Students who are late three (3) times in any week will earn a direct detention. If this behaviour persists, the Parents/Guardians will be asked to come in for a meeting with the school officials, where the matter will be discussed.
5. Students must be on time for all classes unless they have late passes, late slips or notes from teachers, the nurse, or some other school personnel explaining their lateness.
6. Students who are late for classes without permission will earn three (3) demerits.

LEAVING CAMPUS

1. Students are expected to remain on the school compound between 8:00 a.m. and 3:00 p.m.
2. Students leaving the campus during school hours MUST obtain written permission from the Principal or a Vice-Principal, which will be granted upon written request from Parents/Guardians.
3. Sixth Form students may leave the campus if they do not have classes after their lunch break. They obtain a permission slip signed by their supervisor and sign the exit log at the general office.
4. Parents/Guardians are encouraged not to make appointments for students during the school day.
5. Students caught off campus, or proven to have left the school compound during school hours, without written permission from the authorized persons, will be suspended for a minimum of five (5) days.

DRESS AND GROOMING

A. All students are required to conform to the dress code as prescribed by the school authority and to have their school **identification cards (I.D)** in their possession at all times. The apparel for each student should be tidy and conform to conventional standards of neatness. Failure to produce a school I.D. will result in the student being issued three(3) demerits.

The prescribed uniform for Grades 7 - 11 consists of:

- khaki shirt and pants (the shade of the sample material issued at registration),
- Cornwall College epaulettes (one for grades 7 - 9 and two for grades 10 - 11),
- black or navy blue dress socks (no ankle socks),
- black shoes of a simple design (of one shade throughout) and,
- a black leather or leatherette belt with a width of no more than one and a half inches **(no studs or eyelets)**.

Accompanying buckles must be of the regular design or plain, flat and solid and no longer than two and a half inches. Students should NOT wear decorated buckles or belts. Incorrect belts will be confiscated and returned to students the day following the confiscation, or any subsequent day, at the convenience of the custodian, once the student returns to school wearing the correct belt.

1. All shirts and pants must be worn to the correct fit, not being too baggy (loose) or too tight-fitting. Students are to ensure that the correct size pants are obtained so that no subsequent adjustments become necessary.

Pants should not be sewn or adjusted so that they narrow at the foot and the opening at the foot should be no less than four (4) inches when pulled and measured in front of the ankle.

2. All students in Grades Seven to Nine must wear a single epaulette, sewn onto the left shoulder of the uniform shirt, with the red strip facing forward. Students in grades ten and eleven must wear two epaulettes, one on either shoulder (completely and properly sewn down). To be easily distinguishable from Grade 11 students, Grade 10 students will wear epaulettes with strips running across the base (with the red strip always positioned outside), rather than in the traditional direction.

3. Sixth form students must wear a short-sleeve white dress shirt with the school tie.
4. Uniforms should not be adorned with badges, pins or other accessories EXCEPT those recognized as belonging to a registered club/society of the school. PINS MUST NOT BE WORN IN PLACE OF BUTTONS.
5. Exposed undershirts, rags, towels, handkerchiefs or bandanas are not permitted. Where these are seen, they will be confiscated and the student served 3 demerits.
6. Students must wear full uniform on field trips and for any other school-related activity, unless otherwise instructed.
7. No student will be allowed entry to the compound on regular school days, to conduct any form of business with the school, if he is not wearing the full uniform or is not properly groomed.

Grooming Guidelines for Male Students in Public Schools

[Ministry of Education, Youth and Sports/2018]

*“Clean, neatly maintained hair; shall be kept in a conventional low cut that is evenly graded around the head with the length kept close to the scalp. Alternatively, hair shall be groomed to conform with the conventional standard of an even profile appearing close to the head. As a result, hair shall either be worn in a low evenly graded cut **or in a style that is close to the head, away from the face, ears and eyes and secured. If long enough at the base of the neck, hair intervenient length that cannot conform with such requirements must be covered at all times with approved headwear.***

Hair shall remain in its natural texture and colour; no hairstyle affiliated with gangs, antisocial cliques or groups; no chemical processed styles, bleached or dyed hair; eyebrow shall not be shaved or have any visible lines or patterns; no beard, moustache, or sideburn allowed and students with facial hair should be clean shaved.”

SCHOOL GROOMING STANDARD

1. Students must be properly groomed for school each day. The uniform or dress of each student must be tidy and conform to conventional standards of neatness.
2. Students (in their dress and person) **MUST** conform to proper standards of hygiene, which require that each student should have clean, well-groomed and regularly cut hair. The style of hair for male students must be a low cut on one level (NO FADING), with height of no more than a quarter ($\frac{1}{4}$) of an inch. Students enrolled at Cornwall College will not be allowed to wear braided hair
3. A student who is not properly groomed will receive three (3) demerits and may be excluded from classes until he conforms.
4. Students who wear their hair long as a result of religious beliefs, must submit a signed request from Parents/Guardians, which must be approved by the School Administration. In cases where a headdress is allowed, the only colours acceptable are black and white.
5. Students are strictly prohibited from displaying bandanas while dressed in uniform or attending school functions.
With the parents'/guardians' consent and the permission of the Principal or Vice-Principal, the student may be allowed to leave campus to correct any infraction.

JEWELLERY

1. The only form of jewellery permitted is a wrist watch of a simple design.
2. No student should be seen wearing any form of jewellery to include, but not limited to, earrings, rings, bracelets, armbands, chains, anklets, pins or badges of other institutions and other accessories.
3. Banned jewellery will be confiscated and returned to a properly identified Parent/Guardian at the end of the term in which it was confiscated. Additionally the student will receive two (2) demerits.
4. Sixth Formers (Grades 12 and 13) will be the only students permitted to wear their graduation rings with their uniforms.

B. CHANGE FOR GAMES

During Physical Education periods, students are expected to wear a pair of school shorts, house jersey shirts, as well as playing shoes. This uniform must be adhered to at all times. Any deviation from this attire must be accompanied by a letter from a Parent/Guardian. Failure to be properly prepared for Physical Education classes will result in student receiving three (3) demerits

C. SCHOOL FUNCTIONS

The official dress for formal school functions, such as Prize Giving, is a pair of black dress pants, a white short or long-sleeved dress shirt, the school tie and a pair of black shoes with black or navy blue socks. Students are also allowed to wear the school blazer.

D. DEVIATIONS

Any unexplained deviation from the school uniform on any occasion will result in the student receiving three (3) demerits and may result in exclusion from classes or dismissal from functions, as well as a forfeiture of the opportunity to represent the school in any activity or competition under consideration. **Students who wear their uniform shirts outside their pants off the campus or present any other deviation from the normally accepted standard, will receive four (4) demerits.**

N.B. In cases where the uniform, in whole or in part, cannot be worn, a black pair of dress slacks, white short-sleeved dress shirt and the school tie can be worn as an alternative. Students wearing the alternative uniform must have their I.Ds displayed.

No JEANS, fancy pants, shirt, belts or white socks should be worn on these occasions. In these cases, a letter of explanation, signed by a Parent/Guardian, must be taken by the student to his Grade Supervisor/Dean of Discipline/Vice-principal who will sign it, granting or denying permission for the student to remain in school for a specified period.

CONDUCT

A. GENERAL

1. Students are expected to conform to generally accepted notions of decency, morality, sobriety, orderliness, respect, courtesy, discipline and such modes of behaviour, during Assembly and at school functions.
2. Students are expected to communicate with school personnel in Standard English and should not use obscene, offensive, or abusive language to anyone on or off the school compound. The penalty for violation ranges from three (3) demerits to suspension. Abusive, offensive or indecent language directed towards school personnel will result in at least three (3) days suspension. Repeat offenders may be suspended for up to ten (10) days and the matter referred to the Board for their review.
3. There should be no gatherings for the purpose of indoctrinating others.
4. Permission should be obtained in writing, before posters and notices can be placed on the school's notice boards.
5. All activities planned by students must be discussed with their Form Teachers , Grade Supervisor or Staff Advisor and submitted in writing to the Principal for approval before execution.
6. All communication to the public, verbal or written, must be vetted and approved by the Principal before they are effected.
7. Unauthorized movement on corridors and campus during class time and visits to washrooms and pipes between classes are not allowed. Students caught loitering will be given three (3) demerits
8. Students who are without a teacher should remain in their classrooms, and await the arrival of a Substitute Teacher.
9. Students who are unprepared for class by not having the required supplies or by not completing assigned task(s) may be excluded from class. They will receive three (3) demerits.
10. Students are strictly forbidden to enter a classroom, while a class is in session, without the permission of the Subject Teacher. Students in breach will receive three (3) demerits
11. Students are expected to stand when a teacher/visitor enters the classroom.
12. Students caught gambling or engaging in financial arrangements among

themselves or with any member of staff, will be suspended for three (3) days in the first instance. A second such offence will result in a suspension of five (5) days. Any further offence will result in the student being referred to the Board of Management. Students found in the presence of such activities will be suspended for two (2) days in the first instance; three (3) days in the second instance and then subsequently, will be referred to the Board of Management.

13. There must be no buying or selling, or any other financial arrangements among students. The school will not take responsibility for losses due to any such arrangements. Additionally, items bought or being sold by students on the school compound will be confiscated and may be returned to parents/guardians (at the end of the term in which they were confiscated), only, depending on the item in question, (perishable items will not be returned but will go towards our welfare programme). Students who buy, sell or cause others to do so will be suspended for three (3) to five (5) days
14. Students caught buying or collecting food or other items, from unauthorized vendors, will be given a minimum of three (3) days suspension and the items confiscated.
15. Students are not allowed to receive visitors during the school day. In cases of emergency, a Parent/Guardian may be allowed to speak with a student in the vicinity of the Administrative Office. N.B. Parents/Guardians/Visitors are not allowed on the classroom blocks and must wear a visitor's ID collected from the security post as well as sign the visitors' log book.
16. Students are not to enter onto the compound of other schools without permission from that school's administration. Additionally, proven reports of misconduct (defacing property, fighting, malicious acts, etc.) will attract a maximum of ten (10) days suspension and referred to the Board of Management.
17. Visiting games rooms, clubs, taverns and other such places in school uniform is strictly prohibited and will attract a maximum of ten (10) days' suspension. Visits to Internet Cafes during school hours without permission from the school, is also prohibited and will attract a similar penalty.
18. Unless meaningfully engaged, students must leave their classrooms



and the school compound, after evening registration. Students who are meaningfully engaged should leave the compound no later than 4:30 p.m. After this time, the school does not accept responsibility for their safety. All activities to be done after evening registration must be authorized by the principal or his designate and supervised by a member of staff or a prefect.

19. Students waiting to be picked up should not be on the classroom blocks or in any classroom; they should wait in the seating area designated, beside the Physics Lab. Upper school students who are not Prefects or Sub-Prefects must not visit or loiter in the vicinity of the Lower School. They should only be there for scheduled classes or when accompanied by a teacher.

No games, including football, cards, or dominoes are to be taken to school or played in the classrooms or in close proximity to classrooms or offices after school, or at any time of the day. Offending students will have the prohibited item(s) confiscated and will receive two (2) demerits each.

20. **In accordance with the Ministry of Education Regulations, all criminal offences will be reported to the Police, in addition to the application of established internal disciplinary measures.**

B. CONDUCT DURING ASSEMBLY

On the days when General Assembly is held, students are expected to proceed to the devotional area at 8:00 a.m. and form two vertical lines per class at their designated locations. This will allow the devotional exercises to begin promptly at 8:05 a.m. and end at 8:30 a.m. Form Teachers will mark their registers between 8:05 a.m. and 8:15 a.m. in the assembly area. Students found guilty of behaving in an unacceptable manner will be given three (3) demerits, detention or suspension depending on the severity of the offence.

N.B. Every student is guaranteed freedom of worship. A student may be excused from participating in devotional exercises as a result of religious or denominational beliefs, provided that his Parent/Guardian makes an application in writing to the Principal. However, all students are expected to attend the routine general assembly exercises of the school, as this is regarded as a normal school activity. Students found hiding from assembly will receive three (3) demerits.

C. CONDUCT DURING SCHOOL FUNCTIONS

Students must be seated ahead of time for the particular function and **MUST** conduct themselves in an acceptable manner. Excessive/unnecessary talking, disorderly behaviour or any form of indiscipline will not be tolerated. Students found guilty of unacceptable behaviour may be expelled from the function, will be given three (3) demerits and face possible suspension.

D. CONDUCT AT LUNCH

1. No student should be in the vicinity of the Canteen/Tuck Shops before his scheduled lunch break, unless he is given permission by the appropriate authority, including the Nurse.
2. Lunch should not be purchased from unauthorized vendors on or off the campus. The school **DOES NOT ACCEPT** responsibility for illnesses contracted from illegal purchases. Purchasing from vendors during class time will attract five (5) demerits.

The Auditorium is not a lunch room. Lunch should not be eaten there. Boys who are caught eating there or littering the Auditorium will receive a detention. Additionally, they will be asked to assist with cleaning the auditorium or other areas.

E. CONDUCT IN CLASS

1. The teacher or authorized person present in the class is in charge.
2. All students are expected to observe a civil code of conduct and follow the instructions of the person in charge.
3. All students must remain seated at all times, except when permitted to do otherwise by the person in charge, as part of the ongoing activity.
4. There should be no loud or unnecessary talking during class time.
5. There should be no unnecessary movements during class time.
6. No eating is permitted during class time, except with special permission.
7. Students must be appropriately attired and groomed for classes.
8. No distracting items should be brought to class.
9. The language pattern must be as determined by the teacher.
10. The classroom must be neat and clean.

Violation of this code of conduct will result in removal of the offender from class, detention, at least two days suspension, and/or confiscation of offending item(s).

F. CONDUCT IN PUBLIC PLACES

Students in uniform, outside of school and in public places, are considered representatives of the school. In order to protect the image and reputation of the school, and in accordance with Ministry of Education Regulations,



credible reports of gang and anti-social or uncivil behavior in public places by students, will be treated as if they occurred within the school, will attract a maximum of ten (10) days suspension and the matter may be referred to the Board of Management for possible expulsion.

G. CONDUCT TOWARDS TEACHERS

1. Acts of insolence or insubordination displayed towards members of staff will not be tolerated. Students guilty of such inappropriate behaviour will be suspended for at least three (3) days, depending on the nature and severity of the act.
2. Any student who touches a teacher inappropriately may be charged with assault.
3. A student who touches or causes others to touch, the teacher in a sexual way will be charged with SEXUAL MISCONDUCT: This encompasses a range of behaviour used to obtain sexual gratification against another's will or at the expense of another. It includes:
 - Intentional touching without consent
 - Exposing the genitals under circumstances that are likely to cause affront or alarm.

A student found guilty of such act may be suspended for up to ten (10) days. Repeat offenders will be referred to the Police, and the Board for its review.

ACADEMICS

A. HOME WORK AND CLASS WORK

The school requires that all students present to their teachers, on a consistent, timely basis, class and home work that are of an acceptable standard. Students who fail to do so will receive a teacher's detention. Persistent failure to produce homework will result in parents being called in. If proven that the student has failed to produce such work on at least two(2) occasions, he may be suspended for up to three(3) days.

B. COLLECTION OF REPORTS

Parents and Guardians are required to collect their sons'/wards' reports twice per year - January and July. Parents and guardians who are unable to collect these reports are asked to give a letter of authorization to a responsible, properly identified adult to collect them. Students' reports will not be given to students or unauthorized persons. The parents/guardians of students whose reports are not collected after two (2) weeks, following

the collection date, will be called in. Failure to comply will result in the student being barred from school until the parents are compliant.

C. EXAMINATIONS

The school sets one internal examinations per year, at the end of the school year (June).

1. Students are responsible for presenting themselves at the place of the examination on the scheduled day and at the scheduled time.
2. Students must have all the equipment needed for the examination, as no borrowing will be permitted.
3. Students who fail to attend 90% of the classes for the year, for any particular course, without an acceptable explanation, will be barred from such internal examination of the course. Please see Appendix 4 for a detailed list of examination rules.
4. In order to protect the integrity of the examinations, the school will administer alternative examination papers to students who represent the school at official functions and miss examinations. Students who miss examinations or tests due to suspension or any other unexcused absence, will be given a zero for that exam or test.

D. ACADEMIC PERFORMANCE

Each student's academic standing will be continuously assessed by means of regular tests, homework and class work. Twice per term the student's cumulative Grades will be entered on the School Management System and will form a part of the student's permanent academic record. Parents/ Guardians of students who average less than 50% in more than three (3) subjects in each grading period, will be called to a meeting at which this matter will be discussed with a view to improvement or academic adjustment.

The school has established the following standards:-

Grade A - 80% -100%	Grade D - 40% -49%
Grade B - 60% -79%	Grade E - 39% and below
Grade C - 50% -59%	

Grades A, B, C are passing Grades, while D and E are failing Grades.

SOCIAL MEDIA POLICY

No student should make a post of any audio, video, picture or multimedia of himself or school-related events and personnel, on any social media as an agent of Cornwall College, or while wearing his uniform, without the expressed consent of the school's ICT Manager/Principal. Social media include but are not limited to Facebook, Twitter, Foursquare, Hi5, Instagram, Snapchat, Periscope and Whatsapp or any other as may be available from time to time. Students who are found in breach will be deemed to have brought the school's name into disrepute and sanctioned accordingly. Depending on the severity of the offence, a student may be suspended or referred to the Board of Management for their deliberation.

E. REQUIREMENTS

1. Students in Grades 7 – 9 are required to do subjects outlined in the Ministry of Education Core Curriculum. Students in the 10th Grade are required to do eight subjects. Grade 10 students who wish to change a subject/option, after making their choices, must do so within the first two weeks of the new school year through the Dean of Academics (subject to available space). No permission will be granted for changes after that time.
2. No student is allowed to discontinue a subject except in the case of Grade 11 students, who may do so at the end of the Christmas Term. These students must, however, sit quietly in all classes as time-tabled, without having to submit any coursework; go to another class (for which they were recommended) with the permission of both teachers; or go to the Library (only on necessary occasions, pending space availability in the Library), with the permission of the Subject Teacher, until the end of the school year. When students are being allowed to visit the Library, the Subject Teacher must send a note, which will be signed by the Librarian to confirm students' use of the Library. This should be returned to the Subject Teacher before the end of the school day.
3. A student who is not recommended for a particular subject may take up another that runs concurrently with the one he is not recommended for. He must complete a Subject Change Form, i.e., signed by the accepting and releasing teachers, his Grade Supervisor and his parent/guardian. After the Christmas Term, a student may take on more periods of one subject in place of one for which he was not recommended. A subject Change Form is also required.

4. Students in the 11th Grade must offer a minimum of six (6) subjects in their external examinations. The six (6) subjects must include English and Mathematics.
5. Grade 11 students must sit all pre-CSEC examinations and submit all SBAs for the subjects for which they have been recommended. N.B. Mathematics and English are compulsory subjects and must be done at the pre-CSEC examinations, even if these external examinations have already been passed.
6. Students in Grade 12 must offer a minimum of three CAPE (Caribbean Advanced Proficiency) subjects along with Communication Studies. Students in Grade 13 must offer a minimum of two CAPE subjects along with Caribbean Studies.
7. Recommendations for CSEC take place in September, based on students performances in Grade 10. A student is recommended if his average is above 50%. NB: A student who has not completed the relevant section/ portion of his SBA during the grade 10 year will not be recommended, even if his average is 50% or above. Letters are sent home detailing subjects and costing. Payments must be made and relevant portions of the voucher returned to the school on or before the date indicated.

REGISTRATION FOR EXAMINATIONS

Registrations are based on the return of vouchers and recommendation letters. ALL students are responsible for ensuring that all details of entry are correct (name, date of birth, number and name of subjects, resist etc.) Corrections are costly!

TREATMENT OF PROPERTY

A. SCHOOL PROPERTY

1. The school's property must remain as designed by the school's Administration.
2. No student should maliciously destroy/damage any school property (chairs, desks, blackboards, whiteboards, electrical switches, bulbs, lab equipment, ceiling fans, perimeter fences or walls, etc.). The sanction for such an offence is a fine matching the cost of restitution and suspension of up to ten (10) days.
3. No student should deface or subtract from the quality of the school's decor. Acts of defacing school property include, but not limited to, writing names or any graffiti on the school's property. The consequences of such an offence will be the same as those listed in 2. above.

B. PERSONAL PROPERTY

1. Stealing is strictly prohibited. A student found guilty of such an offence, as well as of damaging another student's or teacher's property, will be charged with the cost of restitution and will be suspended for a minimum of three (3) days. Students in possession of stolen property or aiding such theft, will be charged jointly.
2. Students are required to follow the security guidelines of the school, therefore if a child should lose his property as a result of carelessness, it will be his responsibility to replace any or all the items lost.
3. The school holds no responsibility for the investigation or recovery of any banned item.

ELECTRONIC DEVICES

1. Personal audio/multimedia players, telephones, beepers, tazers, personal alarms and electronic games MUST NOT be taken to school.
2. Under the school's policy, there is a total ban on the possession and use of cellular telephones by students during regular school hours (Monday to Friday - 8:00 a.m. - 3:00 p.m.). N.B. It may not be used for any other function, e.g. calculator. EMERGENCY telephone calls may be made or received at the General Office, upon request.
3. Where these are detected, they will be confiscated for a period not exceeding 100 days. They will be returned to a Parent/Guardian/an adult

with written authorization from them, at the end of the set period or at the end of the term Refusal to surrender a banned item will result in a three to five days suspension. Early release will attract a fee, to be determined by the school; such release is at the discretion of the school administration.

OFFENSIVE WEAPONS

Any student found to have used or be in possession of a weapon, on or off the school campus; 'weapon' to mean and include, but not limited to all types of knives, all types of guns (including starter pistols), scissors, tazers, ice-picks, sharpened steel, sling shots or ANY other implement deemed, by the School Administration, to be dangerous and likely to cause grievous bodily harm, may be suspended for a maximum period of ten (10) days and be recommended to the Board of Management for expulsion. The claim that such weapons are carried to be used in self-defense will not be accepted. If a student feels threatened in any way, a report should be made, following the chain of command or, in cases of emergency, to the first authority figure, who will handle the matter.

Whilst respecting the rights of the child, school officials have a Duty of Care concerning the safety and security of all members of staff and students. Therefore, the school will use metal detectors and other legal means, to effect searches for offensive weapons and contrabands. The student who breaks the law of the land will be dealt with according to the laws of the land. Such matters will be reported to the Police

ILLEGAL AND MIND-ALTERING SUBSTANCES

The possession or use of any form of dangerous or prohibited substances is a criminal offence. Students are not allowed to use, sell or purchase any form of illegal and mind-altering substances on the school compound, or to indoctrinate anyone in their use. Students found in possession of, using, or dealing in such substances, will be suspended for a period of ten (10) days and referred to the Board of Management for expulsion.

FIGHTING AND DISRUPTIVE BEHAVIOUR

1. Students are expected to settle their differences in an amicable manner or seek the assistance of a Prefect, Form or Subject Teacher, Grade Supervisor, the Dean of Discipline, Vice-Principal or the Principal. A student who engages in, or instigates a fight, may receive a maximum of ten (10) days suspension, or three (3) days In-House Suspension with community service, depending on the severity of the fight.



2. Students are expected to be attentive during classes. A disruptive student will be given three (3) demerits. If he persists, he will be charged with being wasteful of time and resources and may be suspended for two (2) or more days.

LITTERING

The school grounds and classrooms should be kept clean at all times. No student should be seen disposing of garbage in any place or location (corridors, classrooms, laboratories, administrative offices, etc) not designated for the disposal of garbage. Students should search for specially designated areas to dispose of their garbage no matter how small it is deemed. Any student caught littering will be given cleaning duties and will receive three (3) demerits. This is in an effort to:

- Foster environmental awareness among students ;
- Foster a cleaner school environment;
- Ensure that the school's property is protected; and
- Serve as a deterrent to littering and defacement.

N.B. Teachers will not be expected to teach in dirty classrooms and may require students to assist in cleaning the classroom even if they are not guilty of littering same.

ACCEPTANCE TO THE SIXTH FORM PROGRAMME

The following criteria must be met for students to be admitted to the Cornwall College Sixth form:

- A. Six subjects with Grades one (1) and two (2) of CSEC or equivalent examination
- B. Good conduct/deportment
- C. Exemplary leadership qualities
- D. Involvement in co-curricular activities
- E. **Full payment of school-related fees**

New students should also submit a letter of recommendation from previous Principals.

MATRICULATION TO GRADE 13

Acceptance to Grade 12 is no guarantee for promotion to Grade 13 and is dependent on the following:

- A. Attendance - students must attend at least 90% of the allotted sessions and 90% of the allotted periods for each subject.
- B. Punctuality - Students should not be late for more than 10% of the allotted sessions.

- C. Students should have passed at least three(3) of the four (4) subjects in Grade 12. Students will not be allowed to continue with the next unit for any subject failed in Grade 12.
- D. Conduct - Any student whose name appears in the Sixth Form Complaints Book more than three (3) times risks being barred from matriculating in Grade 13.
- E. Students must have been active in at least two (2) extra-curricular activities in Grade 12.
- F. Examinations—Students must have sat all internal and external examinations in Grade 12.

PARTICIPATION IN THE GRADUATION CEREMONY

Participation is a privilege, not a right! We reserve the right not to hold the ceremony in any given year. The graduation committee, in consultation with the Principal, has the right to bar a student from participating in the ceremony, if in their opinion, the student is not a good representation of the school's standards.

To be eligible for consideration, the following will apply:

STAGE 1

A student of Grade 11 must have been recommended for and registered to sit at least 6 subjects at Cornwall College. A student of Grade 13 must have been registered for or passed at least 6 CAPE units between Grades 12 and 13. Having satisfied Stage 1 requirements, the following also apply:

STAGE 2

A student will be barred from the ceremony if he offends in any one of the following:

1. Accumulates 5 or more days suspension from Grade 7 (Starting Sept. 2016); in cases of Grade 11 students, starting 2018.
2. School records show that he has been marked absent without valid excuses, for more than 10% of the allotted sessions in any school year.
3. School records show that he has been marked late without excuse, for more than 10% of the relevant sessions in Grades 10 & 11 for Grade 11 students, and Grades 12 & 13 for Grade 13 students.
4. Have his/her name appear in the Sixth Form Complaints Book more than 3 times.
5. Have failed to submit at least one (1) SBA, for a subject for which he has been registered - having been registered for only six subjects.
6. Having any outstanding disciplinary matter with the school.



STAGE 3

1. Have failed to sit 2 or more Pre-CSEC or Pre-CAPE examinations, in subjects they were registered for.
2. Have failed to submit 2 or more SBAs/IAs, having been registered for the subject; when registered for 8 subjects, in the case of Grade 11 students.
3. Failed to sit 1 Pre-CSEC/Pre-CAPE examination as well as to submit 1 SBA/IA
4. Failed to attend more than 10% of classes in 2 or more subject areas, during grades 10 and 11 years or during the grades 12 and 13 years, as applicable.
5. Having accumulated at least 50 demerits from Grade 7.
6. Settled all outstanding disciplinary matters with the school;
7. Failed to return ALL school property
8. Been active in at least one extra-curricular activity within the school.

Further:

Students who have outstanding financial obligations or Work Study documents, will not receive graduation certificates until these matters are settled. The 40-hour Work Study programme is mandatory and should be completed prior to the Grade 11 year. Documents must be affixed with the official stamp of the organization where the work was completed. A telephone contact must be provided for the said organization, so that participation can be verified. Documents should be obtained from the Guidance Department and returned there upon completion of the programme.

Students who satisfy the Graduation criteria and have averages of 60% and over will receive a diploma with merit/gold star, while others will get a regular diploma. Students who were not eligible for participation, will receive a Certificate of Attendance (on request), to be collected at the Main Office, at a later date. Students who fail to cooperate with the Valedictory Service Committee may be barred from participation in the Service, even though they initially met the criteria for participation.

OUT OF BOUND AREAS AND SILENCE ZONES

Students are not allowed in the following areas without the permission of authorized personnel. Some out of bound areas are also Silence Zones (marked with an asterisk), thereby encompassing their vicinities. If permission is granted, students should proceed in an orderly manner and observe conventional standards of conduct.

- | | |
|-------------------------------------|--|
| 1. The Pavilion | 8. Area surrounding Guidance Room* |
| 2. DaCosta Cup Football Field | 9. Examination zones* |
| 3. Staffrooms* and Staff bathrooms | 10. Library* |
| 4. Supervisors' Rooms | 11. 6th Form Block (to Grades 7-11 students) |
| 5. Administrative Offices* | 12. The Chapel * |
| 6. Laboratories and practical areas | |
| 7. Teachers' Flats* | |

CO-CURRICULAR ACTIVITIES

Tertiary institutions world-wide are seeking to admit well-rounded students instead of just those who qualify academically; co-curricular activities are therefore invaluable. Many scholarships are now being awarded on the basis of optimal preparedness.

Students are therefore encouraged to become involved in co-curricular activities as early as Grade 7 and to maintain their involvement throughout their school lives.

All students must be involved in at least two (2) co-curricular activities. Failure to do so may seriously jeopardize the quality of any credential received from the school.

The school has in place clubs, societies and sports teams which are open to all students:

A. CLUBS AND SOCIETIES

- | | |
|--------------------------------|-------------------------------|
| i. DEBATING SOCIETY | x. INTERACT CLUB |
| ii. SPANISH CLUB | xi. TOURISM ACTION CLUB |
| iii. I.S.C.F. | xii. LIBRARY CLUB |
| iv. SCIENCE & ENVIRONMENT CLUB | xiii. RED/GOLD NEWS TEAM |
| v. SCHOOL CHALLENGE QUIZ CLUB | xiv. RED CROSS CLUB |
| vi. PERFORMING ARTS SOCIETY | xv. TAEKWON DO CLUB |
| vii. BUSINESS CLUB | xvi. LITERARY CLUB |
| viii. CADET CORPS | xvii. PHOTOGRAPHY CLUB |
| ix. KEY CLUB | xviii. CEDRIC MURRY BOOK CLUB |

B. SPORTS TEAMS

The school enters the annual Inter-secondary Schools' Sports Association (ISSA) competitions:

1. In the first term of every school year, various football competitions are played. To date, the school has won the DaCosta Cup eleven (11) times and the Olivier Shield ten (10) times. The younger students participate in



the Galloway Cup (U-16) and the Elron Cup (U-14). Both cups have been won many times by the school.

2. In the second term, the school enters the Headley Cup U-19, U-16 and U-14 Cricket competitions. The Headley Cup has been won by the school four (4) times and the U-16 title on many occasions.
3. The school also participates in the annual Western Athletics Championships, the ISSA Boys and Girls Athletics Championships in the second term.
4. Students compete in the U-14, U-16 and U-19 Basketball competitions, in the first second and third terms. Cornwall College have been Regional Champions on several occasions.
5. Hockey, Table Tennis and Chess are also played at the school and students regularly compete in the events organized by the various official bodies.

C. HOUSE COMPETITIONS

The school has in place a House System, which is intended to foster a better relationship among the students and allow them to engage in friendly and healthy rivalries.

The houses and their colours are:

Baker	-	Purple	-	Meets in K1 classroom
Barrett	-	Red	-	Meets in H1 classroom
Jackson	-	Orange	-	Meets in P4 classroom
Kerr	-	Yellow	-	Meets in Auditorium
Leader	-	Blue	-	Meets in C7 classroom
Lockett	-	Green	-	Meets in Q1 classroom

House competitions are held in a variety of activities, namely:-

- Cricket
- Football
- Debating
- Track and Field
- House Challenge Quiz

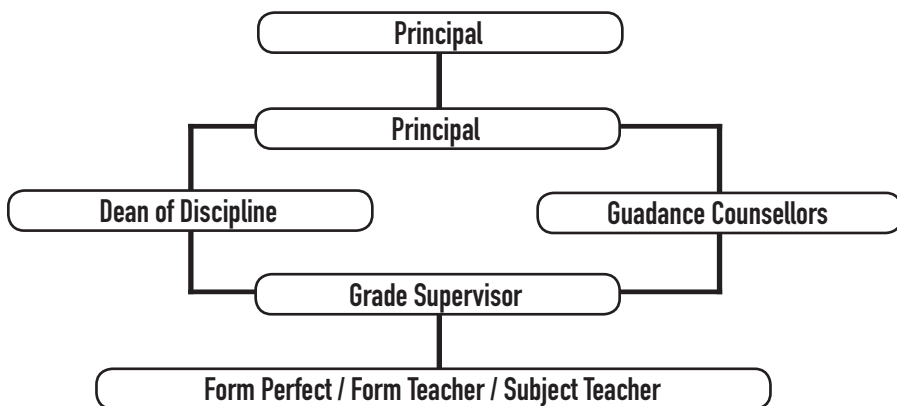
Other activities might be added as the opportunities arise or as become necessary.

All capable students are encouraged to turn out to represent their Houses in the various competitions.

N.B. At the end of the school year, the points from each competition will be collated to determine the CHAMPION HOUSE.

CHAIN OF COMMAND FOR REPORTING DISCIPLINARY MATTERS

The school has established the following chain of command which should be followed when reporting problems or concerns:



N.B.

1. Depending on the nature of the problem, Form and Subject teachers may report directly to the Guidance Counsellors or Dean of Discipline.
2. In cases of emergency, reports should be made to the first authority figure seen

STUDENT GOVERNMENT

The student government consists of elected and appointed student representatives who support the staff. There are three (3) major groups within the government - The Prefects' Council, The Students' Council and the Form Monitors.

A. THE PREFECTS' COUNCIL

The Prefects' Council consists of the Head Boy, two Deputy Head Boys, Prefects and Sub-Prefects. These are appointed student leaders who are responsible for assisting the staff in maintaining discipline among their peers.

B. STUDENTS' COUNCIL

The Students' Council consists of two elected students from each class. These students, in turn, select a President and a supporting committee from among themselves. The President is responsible for leading the body in advocating for the rights of the students and also sits on the Board of Management as the voice of the Student Body. Student Counsellors also help to instill order and discipline in students.

C. FORM MONITORS

The Form Monitors are elected and operate at the class level. They serve as assistants to the Form Teacher in ensuring that students adhere to acceptable standards of conduct in and around the classroom.

STUDENT SERVICES

A. CANTEEN AND TUCK SHOPS

1. The Canteen and Tuck Shops provide balanced and nutritional meals daily for all members of the Cornwall College family.
2. They provide cooked meals, snacks, drinks, juices, milk products and fruits, etc.
3. OPENING HOURS - Canteen: 7:00 a.m. - 8:00 a.m. and 11:00 a.m. - 12:30 p.m. Tuck Shops: 7:00 a.m. - 8:00 a.m., 10:30 a.m. - 12:50p.m. and 3:00 p.m. –3:30 p.m.
4. Students will not be allowed to purchase items at any time except during the opening hours, unless they are given written permission from the school nurse.
5. Students must be properly attired when entering the Canteen/Tuck Shops.
6. All problems with the services or products must be reported to the Bursar through the Students' Council.

B. THE LIBRARY

The school Library exists to support the curriculum of the school in educating students. Its core functions are to provide:

1. Resources for curriculum support and facilities for study and research; and
2. Services to users to enable them to make full use of these resources and facilities.

Students are allowed to use the Library (i) when permitted by a Grade Supervisor/Subject teacher (ii) during lunch time or after school, i.e. 3:00—3:45p.m.

The use of cellular phones in the Library is strictly prohibited.

Students who are improperly dressed for school will not gain access to the Library services

Please note the following:

- a. The Library is opened from 8:45 a.m. - 3:45 p.m.
- b. All students must produce a valid ID upon charging a book.
- c. Food and beverages are not allowed in the Library
- d. The computers are for educational purposes ONLY. The playing of games, visiting chat rooms, social network sites and the viewing of obscene/offensive materials are prohibited. Failure to observe this code of conduct will result in disciplinary actions being taken against students, which may include the loss of borrowing privileges and/or access to the Library and suspension. Books must be used with care. Students will be required to replace lost, stolen or damaged books.
- e. Fines for the late return of material are:
 - \$50 per day for regular materials on school days (subject to change)
 - \$100 per day for overnight checkouts (subject to change)

C. MEDICAL FACILITIES

The school nurse deals with emergencies and other ailments affecting the entire school population. She also makes referrals to specialists and hospitals where necessary.

Emergency cases dealt with include:

1. asthmatic attacks (for nebulisation, a written standing order from a doctor is required.)
2. epileptic seizures
3. wounds (fractures and burns)
4. head injuries
5. foreign objects in eyes, ears and nose

Other Cases include:

1. minor cuts and bruises
2. headaches
3. insect bites and stings
4. monitoring of chronic cases (sickle cell, diabetes and hypertension)
5. other health related issues

Please note the following:

1. Parents/Guardians should ensure that a Medical Report is completed for the registration of their children/wards annually. They are also required to complete a Physical Activity Consent Form before their sons/wards are able to participate in any such activity.

2. Since most cases of emergency will need to be referred, Parents/Guardians are being asked to make every possible attempt to avail themselves to relieve the nurse (particularly in relation to hospital visits). This is in consideration of the other students and staff members left on the campus.
3. Parents/Guardians should ensure that students, with asthma and other chronic illnesses, travel with their prescribed medication.
4. All students seen as patients at the Sick Bay are given a written pass to take to their respective classes.
5. All students who are part of a sports team are required to do a medical, a consent form and have an up-to-date school health insurance before any participation.
6. Loitering will not be tolerated at the Sick Bay. Students who are found guilty of such will be treated as truants.
7. **Students who show signs of illness before leaving home should not be sent to school until their ailments are treated.**

D. GUIDANCE AND COUNSELLING

1. The school offers the services of two Guidance Counsellors who provide individuals with the opportunity to speak with them about various personal or school-related concerns.
2. This counselling may cover areas such as academic performance, time management, study schedules, conduct, adjustment to a new environment, future career, interpersonal skills, family and social relations, sexuality, depression, preoccupation with weight and personal growth, etc.
3. Counselling sessions are done by appointments, which must be strictly kept and promptly attended. However, emergency cases will be given priority.
4. It may become necessary in some cases, to refer students to external agencies.

STUDENTS APPEAL PROCESS

Students who feel that they have unjustly sanctioned may make an appeal in writing as follows:

1. The aggrieved student and his parents will write a Letter of Appeal to the Principal within twenty four (24) hours of receiving official notice, outlining the reason(s) for such appeal. This should include any new evidence or witness(es) that might substantiate the appellant's case.
2. The principal will call a review committee that includes, but not limited to:
 - The vice principal for that section
 - The Dean of Discipline, and
 - The Guidance Counsellor
3. A hearing is held where the new evidence and or witness are introduced; (the burden of proof rests with the appellant)
4. After listening to relevant arguments, the committee, under the guidance of the Principal make a decision regarding the culpability of the appellant.
5. Depending on the outcome arrived at following the hearing, the charges may be upheld, modified or rescinded.

COURSES OFFERED

Grade Seven to Nine(7-9)

ENGLISH LANGUAGE
 MATHEMATICS
 ENGLISH LITERATURE
 RELIGIOUS EDUCATION
 INTEGRATED SCIENCE
 SPANISH
 ART
 HISTORY
 SOCIAL STUDIES
 GEOGRAPHY
 PHYSICAL EDUCATION
 MUSIC
 RESOURCE & TECHNOLOGY
 MUSIC
 INFORMATION TECHNOLOGY
 BUSINESS BASICS
 TECHNICAL DRAWING
 CIVICS

In the 10th Grade, the students are given a choice of courses:

- (1) Science
- (2) Engineering Science
- (3) Technical Vocational
- (4) General Studies and Arts
- (5) Business Education

Grades Ten (10) and Eleven (11)

ADDITIONAL MATHEMATICS
 RELIGIOUS EDUCATION
 ART
 BUILDING TECHNOLOGY
 BUILDING CONSTRUCTION
 BIOLOGY
 CHEMISTRY
 ECONOMICS
 ELECTRICITY/ELECTRONICS



CAPE/A'LEVEL
SUBJECTS-GRADES 12 & 13

SOCIOLOGY
LAW
PHYSICAL EDUCATION
TECHNICAL DRAWING
ENVIRONMENTAL STUDIES
MATHEMATICS
CARIBBEAN HISTORY
ACCOUNTS
COMMUNICATION STUDIES
BIOLOGY
HISTORY
PHYSICS
CARIBBEAN STUDIES
CHEMISTRY
GEOGRAPHY
LITERATURES IN ENGLISH
ECONOMICS
INFORMATION TECHNOLOGY
COMPUTER SCIENCE

Grades Ten (10) and Eleven (11) Cont.

GEOGRAPHY
PRINCIPLES OF ACCOUNTS
PRINCIPLES OF BUSINESS
HISTORY
INTEGRATED SCIENCE
ENGLISH LANGUAGE
ENGLISH LITERATURE
MATHEMATICS
METAL WORK
SPANISH
TECHNICAL DRAWING
PHYSICS
SOCIAL STUDIES
INFORMATION TECHNOLOGY

STAFF MEMBERS WITH SPECIAL RESPONSIBILITIES

Principal

Vice-Principals

Master Teachers/ Dean of Academics

Registrar & Statistician

Dean of Discipline

Teacher/Librarian

Assistant Librarian

Book Rental Coordinator

Nurse

ICT Manager

Culture Agent

Assistant Cultural Agent

Literacy Coordinator

Senior Secretary

Bursar

Schools Resource Officer

- Mr. Michael Ellis
- Mrs. V. Virgo
- Mrs. L. Allen
- Mrs. N. Ellis-Hall
- Mrs. C. Brown-Sinclair
- Mr. R. Gordon
- Mrs. C. Gordon
- Mrs. L. Petgrave
- Mr. E. Miller
- Ms. M. Sucra
- Miss N. Rhoomes
- Mr. J. Hutchinson
- Miss K. Salmon
- Miss C. Salmon
- Mrs. B. Vidal
- Mrs. M. Sterling
- Corporal Barker



Heads of Department

- Miss C. Salmon (English)
- Mrs. T. Whitehorne (Mathematics)
- Mr. C. Mitchell (Physical Education)
- Miss K. Green (Humanities)
- Mr. M. Barrett (Industrial Arts)
- Mrs. C. Dawkins (Geography)
- Mr. R. Smith (Science)
- Miss N. Roomes (Business and IT)
- Miss H. Bernard (Spanish)
- Rev. S. Jeannite (Guidance & Counselling)

SIGNIFICANT EVENTS

1. The school's Annual Prize Giving Ceremony is held in December. Only Grade 7 students, award winners from the other Grades and their parents are expected to attend this Ceremony.
2. Co-curricular Awards Ceremony is held in April of each year
3. The school's Graduation Service is held on the first Sunday in July.

OBTAINING DOCUMENTS FROM THE SCHOOL

(a) Transcripts:-

To obtain transcripts, contact one of the Secretaries and give her the following information:

- (i) Your name and the period of attendance; and
- (ii) The name and address of the institution to which the transcript is to be sent. The applicable fees are payable, upon request, to the Bursar's Office.

(b) Recommendations:-

To obtain recommendations, contact one of the Secretaries and give her the following information:

- (i) Your name and the period of attendance; and
- (ii) The purpose for which the recommendation is needed (Job, School & Student's loan, etc.)
- (iii) Students still registered at Cornwall College are not required to pay; however, past students are required to pay the applicable fee.

(c) School Records—Procedure same as in (b) above.

In order to obtain these documents, students must settle ALL outstanding obligations to the school, including financial, library, book rental scheme etc.



APPENDICES

Appendix 1- Ministry of Health Immunization Regulations

1. Under the Immunization Regulation of 1986, persons authorized to admit pupils to any school shall not admit any child, or if already admitted, shall not permit any child to continue attending any such school, unless a certificate of immunization (the card) issued by the Health Department or the child's medical doctor is produced.
2. Only persons with a "Certificate of Medical Contra-Indications, Unfitness for Immunization" issued by the Ministry of Health are exempt.
3. Re-immunization or boosters may needed from time to time.
4. Any person who contravenes or fails to comply with any of the provisions of the Immunization regulations, shall be guilty of an offence, and be liable under summary convictions thereof in a Resident Magistrate's Court to a fine not exceeding \$500 or in default of payment thereof, to imprisonment for a term not exceeding 30 days.
5. These charges apply for EACH child not adequately vaccinated.
6. The law applies to Parents, Health Workers, Principals and Operators of schools.

The vaccination requirements for entry to schools are as follows:

AGE	VACCINE
Birth to 6 weeks	BCG
6 weeks	1st OPV/IPV 1st DPT/Hepatitis B/Hib (Pentavalent)
3 months	2nd OPV/IPV 2nd DPT/Hepatitis B/Hib (Pentavalent)
5 to 6 months	3rd OPV/IPV 3rd DPT/Hepatitis B/Hib (Pentavalent)
12 months	1st MMR
18 months	1st Booster DPT 1st Booster OPV/IPV
4 to 6 years	2nd Booster DPT 2nd Booster OPV/IPV 1st Booster MMR

Appendix 2 - The Merit/Demerit System

1. Students with 50-55merits, 56-70 merits and over 70+ merits at the end of a term will be awarded bronze, silver and gold certificates respectively and a token prize.
2. Students who earn 50 or more demerits will not be allowed to participate in the Graduation Exercise.
3. Students with 30 or more demerits will not be allowed to represent the school or go on school trips. Additionally, they will be referred to the Disciplinary Committee and their Parents/Guardians will be called in to discuss their conduct. They will be placed on a Conduct Watch.
4. Demerits earned can be cancelled by merits in a ratio of 3 to 1 (meaning 3 merits will cancel 1 demerit).

MERITS

A. Outstanding work done; 3 consecutive work of 70% and over	5
B. Academic progress/improvement	5
C. Perfect attendance for term	5
D. Perfect punctuality record for term	5
E. Always neatly and properly attired (per term)	2
F. Class participation (per occasion)	2
G. Representing the school in competition(s) per half term	3
H. General class appearance (grades 7-9)	2
I. Voluntary Service (acts of service outside of regular school or club activities, e.g. school or club projects - to exclude personal favours)	3
K. Placing 1st , 2nd, or 3rd in school competitions	5

DEMERITS

A. Deviations from accepted dress codes	3
1. Incorrect buckle or belt	
2. Towels or bandanas around neck/head/hanging out of pockets	
3. Earrings, bracelets, chains, armbands	
4. Shirt out of pants (Out of school = 4)	
5. Caps being worn on campus	
6. Incorrect/unauthorized pins	
7. Pants far below waist	
8. Non-regulation colour socks /shoes	
9. Exposed undershirts	
10. Unkempt hair	
11. Epaulettes not sewn on	
B. Buying from vendors during class time	5
C. Using expletives on or off the compound	3



D. Insubordination/being disrespectful to:

1. Teachers	3 + direct detention
2. Prefects	3
3. Peers	2

E. Loitering on the corridors, under trees, in parking lot, etc., during class time 3

F. Unacceptable conduct in class

1. absent from class without permission	5
2. lateness for class	2
3. disrupting class/talking excessively without permission	3
4. eating/ chewing gum during class time	2

G. Incomplete home work/class work 3
Homework/class work not done detention

H. No text book or school supply (unless there is communication from home) 3

I. Cheating (in-class test or homework) 5

J. Petty theft 3

K. Lateness for school (3 times in one week) 3

L. Unacceptable behaviour during Devotion/school functions 3

M. Defacing/damaging school property 5 + restitution

N. Littering 2

O. Caught with electronic devices 5

P. Caught in out of bound areas 2

Q. Unauthorized playing of football, cards, dominoes etc. 2

Opportunities for cancelling demerits

1. Assist in homework programme
2. Assistance in Laboratories, Administrative Offices, Library, P.E. Department, Book Room etc. (3 merits per authorized occasion).
3. Any other activity sanctioned by school officials.

School officials authorizing the assistance must record merits in the books provided

CONDUCT AWARDS

Students will be recognized at the Annual Prize-giving Ceremony for:

- Never late or never absent
- Most improved at grade level
- Outstanding deportment

Appendix 3 - Prefects' Detention System

Organization

The prefects' detention will be held every Thursday afternoon from 3:00p.m. - 4:00 p.m. in the 7 Kerr classroom (unless there is a directive to the contrary from Head Boy, the Dean of Discipline, the Principal or Vice Principals). The students scheduled for detention will be registered from 3:05p.m. - 3:15p.m. A list of students should be given to the prefects in charge. Any student who fails to register, attend the detention or participate in the planned activity, without a proper explanation, will receive a teacher's detention which will be documented on his school records.

Record Keeping

A prefects' detention log will be maintained. The prefects in charge of the detention will record in a log book the names of the students being detained, their classes and their times of arrival and departure. This log book will be kept in the Administrative Office.

Notice

Notice will be given to students in writing. The notice will be a standard document which tells the name of the student, the offence for which he will be detained, where the detention will be and what time it will begin and end. This document will be signed by the prefect who gave the detention as well as the Head Boy. There will also be a section on the document for the Parent/Guardian to sign.

Activities to be undertaken

Detained students will take part in any of the following activities, which will commence at 3:15 p.m.:

1. Garbage clean-up around the compound, supervised by the prefects in charge (gloves will be provided);
2. Assisting with odd jobs in the Administrative Office or Library;
3. Giving assistance to teachers who may need help; and
4. Other activities that will benefit the school and which will fit the criteria of punishment.

If the detained students complete their prescribed activity before 4:00 p.m., they will return to the 7 Kerr classroom, where they will spend the remainder of the time writing an essay. The subject of the essay should cause the student to reflect on his offence and hopefully resolve to change his behaviour.

Appendix 4 - Examination Rules

1. Students should arrive at least ten (10) minutes before the scheduled time for all examinations.
2. Students should not be allowed to enter the examination room later than thirty (30) minutes after the start of the examination, without a reasonable explanation. Failure to provide a plausible explanation may result in the student being barred from sitting the examination in progress.
3. Students must wear the correct uniform and be properly groomed. Non-compliant students will be barred from the examination in progress until he/she complies.
4. Students should have their own equipment and supplies for all examinations (e.g. pens, pencils, erasers, calculators, rulers, T-Squares, etc.). Cellular phones cannot be used as calculators.
5. All communication must be done via the invigilator, after the student is recognized by a show of hand.
6. No form of cheating, including giving or receiving help, will be tolerated. Students caught cheating in class tests will receive five (5) demerits and those caught cheating in internal or external examinations will be suspended for a minimum of three (3) days. In both cases students will get ZERO for the paper concerned.
7. Any disrespectful behaviour or insubordination to invigilators will result in the student being barred from further participation in the examination in progress and receiving three (3) demerits.
8. Students will not be allowed to leave the examination room until at least one hour has elapsed, unless otherwise advised by the invigilator.

Safety and security is a management function of the leadership of Cornwall College. One of the major strategic goals is to provide a safe and caring environment which fosters the holistic development of our students. It is therefore imperative that these guidelines are firmly adhered to in order to ensure the safety of all who operate from the campus on a daily basis and those who visit for whatever recognized purpose.

General Instruction

- It is the responsibility of everyone who operates on the campus to be familiar with the evacuation plan for the location he/she operates in.
- Each person must be familiar the emergency exits
- Each person must know who is the coordinator for the area/block
- Each person must be familiar with evacuation routes
- Each individual must know he emergency assembly points

The Alarm System

The alarm for emergencies is the continuous ringing of the school bell. When activated, all persons are expected to respond promptly in accordance with the following:

- Exit the building you are in, in an orderly single file manner using the designate or safest/nearest exit.
- As much as possible, use rails along stairs and corridors to prevent accidents
- Move briskly (do not run, unless extremely necessary) to the designated assembly point.
- Wait for a head count to be conducted and listen to the instruction of the person in charge
- Do not leave Assembly Point unless you have been instructed to do so

Assembly Points

There are four (4) designated assembly points which all persons should use in an emergency

Assembly Point # 1 - The parking lot at the main entrance of the campus

Assembly Point # 2 - The football field behind the Administrative Building

Assembly Point # 3 - The green area in front of (South) the Physics Lab

Assembly Point # 4 – Area in front of the Sixth Form Block



CORNWALL COLLEGE

"Disce aut Discede"

Orange St, Montego Bay



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