



STEM ACADEMY



Students' Handbook



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CHAIRMAN'S MESSAGE

Dear students of the Discovery Bay High School, (STEM ACADEMY):

Welcome to your new school.

Congratulations on your decision to become a part of the Discovery Bay High School family. We sincerely hope that you are as excited as we are in helping you embark on this new journey. This significant move in your life is very important on several levels. You are now a student in this illustrious institution. The message here is two-fold – in this phase of your education, you are entering an institution that is student centered, where each student will be provided with the opportunity to learn, grow, develop, and reach his or her full potential as a valued member of our school community. Also, as a new cohort of students you will have an opportunity like no other to determine the type of school that Discovery Bay High School (STEM ACADEMY) will become.

We encourage you to participate fully in all that this school has to offer, be curious, be punctual, be innovative don't be afraid to respectfully challenge and put forward new ideas, play hard and work smart. Adhere to the school's guidelines presented in your handbook, and where these rules are not working let's start a discussion to have them amended where appropriate.

Throughout the course of your high school experience, each student is expected to act in an ethical manner, with integrity and show care and respect for fellow students, your teachers and support staff, your environment and the entire education process.

You will have the opportunity to work with some exceptional staff members who we have been very fortunate to recruit and who will guide your success in self-development and help Discovery Bay High School (STEM ACADEMY) to turn out individuals ready to make that next step in life.

Parents will also find this Student Handbook helpful, in the course of providing the family support that is essential in enabling the transformation of our students.

We look forward to working with our students, parents, teachers and all stakeholders of the Discovery Bay High School in making our school the very best it can be.

Mrs. Pansy Johnson

Chairman



PRINCIPAL'S MESSAGE

Greetings and Salutations!

It is my esteemed pleasure to welcome you to the Discovery Bay High School (STEM ACADEMY). The vision of this institution is "An inclusive, multidisciplinary teaching and learning environment that provides learners with world-class training, certification and skills for the global workforce and industry". This vision becomes a reality by the mission which is "To prepare successful and productive citizens by empowering our learners with relevant life skills and portable qualifications in an inclusive, holistic, project based, interdisciplinary and innovative STEM centered teaching and learning environment." The culture then is one of excellence through quality education for all students.

This institution is unique and is considered a model institution as it is operated as a 21st century learning centre of excellence whereas Science, Technology, Engineering, Arts and Mathematics are the Disciplines that are focal. Differentiated Instruction catering to the multiple intelligences of all students is the quintessential elements of the teaching and learning environment of the Discovery Bay High School (STEM ACADEMY). Our teachers are equipped to deliver diverse curricula to a cadre of students who we know, like our motto says, are "Designed for Excellence".

We refer to students of this prestigious institution as Egrets. You are called Egrets because we believe in the innate potentials and abilities of all children and that they are all destined to soar to great heights of excellence and prominence. We expect all our Egrets to strive for excellence, organise for success, associate with greatness and respect self, others and the environment. Our school motto is potent and inspirational in a two-fold manner as it highlights on the one hand that all of our students are designed for excellence and on the other hand that the institution was established and opened on September 02, 2019 with an excellent framework and vision to produce excellence in a multidimensional way. Essentially, it means that all persons are special, born for a purpose and can be excellent at whatever their minds can conceive.

Our students must be excellent in speech, value system, attitudes, dignity, discipline and decorum. They must be excellent in their academic attainment and standard of work. They must be excellent human beings.

The Discovery Bay High School abhors mediocrity and we believe that every child can achieve great success. Every child must carefully select a particular career pathway whether traditional or technical/vocational leading to self-actualization and readiness for the global workforce and industry. No child should leave our doors without value being added to his/her life. Every student is encouraged to find what he or she is good at



and own that domain. No child is to be left behind at this institution and so it behoves each Egret to find his/ her purpose and walk in it.

This school has been created for students to be leaders, creative thinkers, problem solvers, trailblazers and trendsetters. Blaze a trail so bright, that you will be remembered for greatness and excellence which undoubtedly you all possess. Never allow difficult circumstances to prevent you from achieving your goals; use them as steppingstones on the path to achieving your goals and aspirations. If you fall nine times, get up ten. Whatever you do, keep moving forward. May God bless you in all your endeavours.

Dwayne Orlando Mulgrave Esq.

JP., MA. Ed, B Ed. (Hons.), Dip. Ed. (Hons.)



SCHOOL PROFILE

School Code	06107
School Name	Discovery Bay High School
Locale (Address)	Discovery Bay, P.O., Saint Ann
Owner Type	Government
School Type	Secondary/Coeducational
Principal	Dwayne Orlando Mulgrave, JP.
Chairman	Mrs. Pansy Johnson
Supervisory Area: Geographical Constituency	MOE Region 3/QEC 26 North West, Saint Ann
Contact Information	discoverybayhighschool@yahoo.com
Classification	Grade 2
Capacity	7-13 at 100 per grade
School Day Organization	Whole Day



VISION STATEMENT

An inclusive, multi-disciplinary teaching and learning environment that provides learners with world class training, certification and skills for the global workforce and industry.

MISSION STATEMENT

To prepare successful and productive citizens by empowering our learners with relevant life skills and portable qualifications in an inclusive, holistic, project based, interdisciplinary and innovative STEM centered teaching and learning environment.

MOTTO

Designed for Excellence

Latin: “Excellentia disposito”

SYMBOLIC NAME FOR STUDENTS

Our students are referred to as **Egrets**. They are expected to soar academically and behaviourally and showcase strength, resilience and perseverance.

EGRETS’ VALUE STATEMENTS

We are the Egrets of Discovery Bay High School.

As Egrets we will **S.O.A.R.**

We will **Strive** for Excellence

We will **Organise** for Success

We will **Associate** with Greatness

We will **Respect** Self and Others

Egrets **S.O.A.R.!**

PHILOSOPHY STATEMENTS

1. We believe in holistic development for all stakeholders.
2. We believe in maintaining a standard of excellence in all that we do.
3. We believe in healthy lifestyles.
4. We believe that the Discovery Bay High School (STEM ACADEMY) is the “School of Choice and Champions.”

MALE EGRET MANTRA

“The Egret gentlemen are men of Discipline and Decorum.”

FEMALE EGRET MANTRA

“The Egret ladies are ladies of the finest ilk.”



CORE VALUES

DISCIPLINE

INTEGRITY

SUCCESS

COMMITMENT

ORDER

VIRTUES

EXCELLENCE

RESPECT

YOUTHFULNESS



HISTORICAL BACKGROUND

Plans to establish the Discovery Bay High School started from as early as 2001. Construction works for the school started in August 2007 but the project was aborted soon after starting because of environmental concerns. This decision was a source of disappointment to the citizens of Discovery Bay.

In 2018, a visit by Minister of Education, Senator the Honourable Ruel Reid, Chief Education Officer Dr. Grace Mclean, and other officials from the Ministry of Education to the Discovery Bay All Age School re-opened the discussions about the need for another high school in St. Ann to create additional spaces for secondary students. An eight-classroom block that was constructed by the Jamaica Social Investment Fund to take the All Age School off the shift system caught the attention of the team. They felt that Discovery Bay All Age campus could also accommodate a high school.

Preliminary discussions were conducted by a team from Ministry of Education led by Dr. Grace Mclean, and the Board of Management of the Discovery Bay All Age to gradually transition the primary school into a high school. Consultations with the community by the Discovery Bay High Steering Committee revealed that the citizens of Discovery Bay wanted a high school but they were not prepared to lose the primary school. A proposal was presented to the Ministry of Education by the Consultation Committee for a Discovery Bay Group of Schools to include an Infant, Primary and High School. This proposal was accepted by the community and the Ministry of Education.

Renovation works for the project started in April 2019 and like the first Discovery Bay High, the project was also aborted soon after. However, destiny was on the side of the citizens of Discovery Bay the second time around. The project was re-started by the Ministry of Education in July 2019. Work continued through the summer holidays with the Ministry of Education and the Discovery Bay High Steering throwing its all into the renovation works for school to be ready for September 2, 2019.

The Discovery Bay High School (STEM ACADEMY) was opened for classes on September 2, 2019 with 12 teachers (including the principal Mr. Dwayne Mulgrave and 70 students. Mr. Mulgrave was unable to operate fully as the principal until September 16, 2019 hence the Regional Director at the time, Mrs. Sophia Forbes Hall, assigned Mrs. Millicent DaCosta to give oversight to the school until the principal took office.



First Batch of Egrets



First Orientation on September 2, 2019



Principal and staff being introduced to stakeholders



First Commencement Service at Discovery Bay Tabernacl



First debate team



Ladies of the finest ilk



Egrets in Blazers at Commencement



First Batch of Student Leaders



ABOUT US

OUR CURRICULUM

The Discovery Bay High School is a STEM ACADEMY. The acronym STEM stands for (Science, Technology, Engineering, and Mathematics). The STEM Curriculum blends all these subjects in the teaching and learning experience in order to provide our students with 21st century skills and certification for industry and the global workforce.

Our curriculum also emphasizes spiritual tenets, ethics, values and morals, and programmes that facilitate character development and a commitment to service, tolerance and respect for each other.

The Discovery Bay High School (STEM ACADEMY) is committed to the education of the whole person by developing the intellectual, social, personal, vocational, spiritual, moral and physical dimensions.

STRONG STUDENT SUPPORT SERVICES

The Discovery Bay High School (STEM ACADEMY) has a strong support team that provides a nurturing and supportive learning environment to our students to assist in the attainment of their stated academic and co-curricular objectives.

PARTNERSHIPS

Our curriculum is delivered with the support of our stakeholders including the Ministry of Education, Board, Parents, Community Groups, NGOs, Donor Agencies et cetera.

FACULTY

Strong instructional leadership is provided by our School's Administration with the support of our teachers who are highly trained and committed to the development of all our students.

CAMPUS FACILITIES

Discovery Bay High (STEM ACADEMY) is part of the Discovery Bay Group of Schools sharing the facilities with the Primary and Infant School. The school continues to grow and upgrade the facilities to deliver a STEM/STEAM curriculum up to Grade 13. The school boasts state of the art ICT, Human Ecology and Science laboratories that cater to the 21st century learning needs of our students.



CONTRACTUAL AGREEMENTS

The purpose of these contracts is to foster the development of a school-parent relationship to help all children achieve high academic standards at the Discovery Bay High School (STEM ACADEMY). It is the school's responsibility to provide a high-quality curriculum and instruction in a supportive and caring environment that enables children to achieve their personal goals and the goals of the Discovery Bay High School.

The faculty and support staff at the Discovery Bay High School (STEM ACADEMY), are committed to the academic development of your child. Any student in danger of failing or who fails any course is automatically on academic probation. This means that the student must seek extra help and/or attend after school tutoring sessions until their academic status has returned to a passing grade.

In addition, failure to comply with the academic expectations or with the behavioral requirements listed in this contract may result in actions by the Principal including meetings with the student and parents to discuss the child's interest and commitment to the academic programmes at Discovery Bay High.

Principal's Agreement

I am committed to the academic growth and development of every student at the Discovery Bay High School (STEM ACADEMY), therefore, I shall strive to do the following:

- Provide an environment that allows for positive communication among the teachers, parents, and students.
- Provide a safe, clean and learner centered environment.
- Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction.
- Encourage teachers to be innovative and creative in their delivery of instruction.
- Provide meaningful opportunities to enhance student's achievement in academics, athletics and leadership.

Parent/Guardian's Agreement

I want my child to achieve his/her academic goals at the Discovery Bay High School (STEM ACADEMY). Therefore, I will encourage him/her by doing the following:

- Ensure that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.

- Establish a time for homework at home and review it regularly.
- Provide my child with a quiet well-lit place for study.
- Encourage my child's efforts and be available for questions.
- Keep abreast of what my child is learning and his/her progress in each class.
- Encourage my child to read and conduct further research to compliment the work done at school.
- Attend all parent meetings and sessions organized for my child's development
- Ensure that my child practices the rules in the Code of Student Conduct.
- Allow the disclosure of any positive photograph and voice recordings of my child/ward or even myself to be broadcasted for promoting the institution.

Signature _____ Date _____

Student's Agreement

The Discovery Bay High School (STEM ACADEMY), has provided me with an opportunity to empower myself with relevant life skills and knowledge to become an exemplary member of the society. In order to accomplish my academic goals at the D.B.H.S., I shall strive to do the following:

- Show respect and cooperate with all adults at the school.
- Come to class on time, prepared to work.
- Complete all assignments to the best of my ability.
- Respect the rights of others to learn without disruption.
- Show respect for people and property by not using profanity, stealing or vandalizing.
- Practice the rules in the Code of Student Conduct.
- Allow the disclosure of any positive photograph and voice recordings of myself to be broadcasted for promoting the institution.

Signature _____ Date _____



School Song: “The Soaring Egrets”

Verse 1

Steadfastly Striving, Soaring for Excellence
Mounting hurdles, Soaring along the way
Anchored firmly to our Vision
It shall be accomplished someday
Exquisitely designed for a purpose
Blessed by our Father, He is most generous
Determined we are on this journey
Despite the challenges before us

Chorus

Persevering we are like egrets
Designed we are for excellence
From humble beginnings rise to prominence
We are soaring to new heights
From the northern side we come forth
The Discovery Bay High School

Verse 2

Guided Striving, Soaring for excellence
By the vision of our founding fathers
No reservations about our future
He is our strength and shield
Fearfully shaped for this mission
Excellentia disposito, ready for service
Forward together on this journey
We are grateful for God’s favour towards us

Chorus x2

Penned by: Raymon Treasure
Musical Arrangement: Dwayne Mulgrave, Raymian Roberts



Discovery Bay High School (STEM ACADEMY)

School Hymn

"Let the beauty of Jesus be seen in me"

Let the beauty of Jesus be seen in me
All His wonderful passion and purity
O, Thou, Spirit divine, all my nature refine
Till the beauty of Jesus be seen in me

Let my wonderful Saviour be seen in me
His amazing compassion and constancy
His great love is my goal, by His Spirit's control
Till my wonderful Saviour be seen in me

Let the fruit of the Spirit be seen in me
Grant me grace all sufficient that I may be
True and faithful each day, Ev'ry step of the way
Pointing souls to the Saviour on Calvary

By: Albert W.T. Orsborn, Tom Jones



THE HOUSES

The Houses at the Discovery Bay High School (STEM ACADEMY) are named in recognition of famous persons who contributed to the fields of Science, Technology, Engineering and Mathematics. This is in keeping with the nature of the institution as a STEM-centered teaching and learning environment.

Science - Einstein (Red) Einstein was born in Ulm on March 14, 1879 and spent his youth in Munich, Germany. Albert Einstein was a German-born American physicist best known for being the creator of the special and general theories of relativity and for this hypothesis concerning the particle nature of light. Einstein did not speak until the age of three. Despite this he even showed brilliancy as a child and understood difficult mathematical concepts.

Technology - Edison (Yellow) **Thomas Alva Edison** was born on February 11, 1847 in Milan, Ohio. At the Menlo Park facility, Edison developed many important inventions. Though he is best known for his invention of the phonograph and incandescent electric light, Edison took out 1,093 patents in a variety of fields, including electric light and power, telephony and telegraphy, and sound recording.

Engineering - da Vinci (Blue) **Leonardo da Vinci** (1452-1519) was a painter, architect, inventor, and student of all things scientific. His natural genius crossed so many disciplines that he epitomized the term “Renaissance man.” Art, da Vinci believed, was indisputably connected with science and nature.

Mathematics - Newton (Green) Isaac Newton was born in Woolsthorpe, England on January 4, 1643. His father, a farmer who was also named Isaac Newton, had died three months before his birth. Isaac Newton is considered one of the most important scientists in history. During his lifetime Newton developed the theory of gravity, the laws of motion (which became the basis for physics), a new type of mathematics called calculus, and made breakthroughs in the area of optics such as the reflecting telescope.

ABOUT OUR CREST



The mission, vision, ethos, core values and philosophy of the Discovery Bay High are expressed by the symbols on our crest.

Inclusive Education that caters to the learning needs of all students, regardless of their challenges is represented by a cake with coloured hands reaching for a slice.

Our students are given equal opportunities and access to educational programmes.

Academic and Co-curricular Achievement is represented by a golden Olympic torch. Every student is recognized for their special abilities and will be provided with opportunities to excel at their academic level.

Resilience, Strength and Perseverance are represented by an egret. The egret is one of the more prominent birds in Discovery Bay.

Empowerment and World Class Certification is the ultimate vision of the Discovery Bay High School (STEM ACADEMY). This vision is represented by a globe with a graduation cap.

STEM/STEAM-Centered Curriculum is represented by the symbols for Science, Technology, Engineering and Mathematics.

Wisdom and Integrity are represented by blue and white, the colours of Discovery Bay High School (STEM ACADEMY).

Designed for Excellence is the motto of the Discovery Bay High School (STEM ACADEMY), Inspired by Psalm 139:14 It is our belief that all our students were fearfully and wonderfully made by God with special talents and gifts to achieve their academic and co-curricular goals.

STUDENTS' DRESS CODE

Students are to be appropriately attired in the prescribed uniform for school at all times. We are preparing our students to become world class citizens, so we expect them to be exemplary in their dress and personal appearance.

Boys:

Boys wear navy blue pants (**mat linen material should be purchased at the school for uniformity**), white short sleeved shirt with pocket on the left side, black leather belt, black shoes (no sneakers), a **PAIR OF EPAULETTES THAT IS SEWED ON** with the number of stripes **SEWED ON** to indicate grade, navy blue nylon socks and a **CREST SEWED ON** to the shirt pocket.

NB. Tight pants are not allowed. Pants should be 3 inches when pulled from the center of the knee and 4 inches when pulled from the ankle.

NB: Grade seven (7) boys wear the epaulette with one (1) stripe

Grade eight (8) boys wear the epaulette with two (2) stripes

Grade nine (9) boys wear the epaulette with three (3) stripes

Grade ten (10) boys wear the epaulette with four (4) stripes

Grade eleven (11) boys wear school tie and shirt (only) with the other uniform standards.



Girls:

Girls wear plaid tunic according to the style specified by the school with a short-sleeved white blouse. Crest should be **SEWED ON** to the left bodice and quarter inch white stripes **SEWED ON** the right bodice to indicate grade. Uniform should be 3 inches below the knee. Solid black leather shoes with navy blue nylon socks should be worn. Sneakers, or canvas shoes are NOT allowed. Socks should be double folded above the ankle. No nail polish or make-up is allowed.

NB. Short uniforms are not allowed. Tunic should be 3 inches below the knee.

NB: Grade seven (7) girls wear one (1) white stripe on right bodice.

Grade eight (8) girls wear two (2) white stripes on right bodice.

Grade nine (9) girls wear three (3) white stripes on right bodice.

Grade ten (10) girls wear the bodice without stripes.

Grade eleven (11) girls wear school tie and white blouse (only) with the other uniform standards.



OFFICIAL SCHOOL FUNCTIONS AND CEREMONIES UNIFORM

ALL Students will be required to make an **official blazer** for official chapel services and school functions and ceremonies. Pattern and material are provided by the school.

Boys- Navy blue school pants
Black leather belt
Navy blue nylon socks

Black church shoes/school shoes
White long-sleeved shirt
School tie
Blazer

Girls- Full Uniform
Blazer

SWEATER/VEST

Students may wear a plain black or navy-blue sweater (not hooded) OR vests (for males) when necessary.

JEWELRY

Students are not allowed to wear jewelry once attired for school. Only wrist watches with (Navy Blue, black, silver, or gold wrist bands) will be permitted. All other items of jewelry will be confiscated.

UMBRELLA/RAINCOAT

It is recommended that all students purchase an umbrella/raincoat so that inclement weather does not impact them negatively. The parish of Saint Ann experiences a significant amount of rainfall.

HAIR STYLES:

Boys' hair styles should be even and low cut (no fading) at **ALL** times without decoration except where allowed for religious reasons which must be indicated to the school in writing by the parent **AND** the religious group.

Girls' hair styles should be kept modest. Bleaching, tinting, artificial braids and the excessive use of gel are prohibited. The School recommends the use of Olive Oil Eco Transparent Gel if gel must be used in the hair. **Only navy blue OR black hair accessories should be worn. ONLY one colour should be worn at a time.**

SCHOOL BAG

The school bag is considered to be a part of the uniform. The school bag carried must be two-shouldered and of a reasonable size to carry all resources required for school. The school recommends conservative colours and that the name of the student be written in the bag. "Matey bags" are not allowed except for fun days, sports days, and other relaxed days where alternative uniforms are specified. Examination periods are formal periods and require school bags with books for study sessions.



GROOMING POLICY

The requirement for grooming standards is necessary to maintain uniformity within the student population. Many hairstyles are acceptable as long as they are neat and conservative. All Students will comply with hair, fingernail, and grooming policies while in uniform.

HYGIENE AND BODY GROOMING

Students will maintain good personal hygiene and grooming on a daily basis and wear the uniform so as not to detract from their overall neat appearance. We expect students to shower for school, pay attention to their body odor, keep their skin moist, keep their teeth clean and to wash or clean their hands regularly throughout the day at the appropriate times.

Uniform (the entire décor) **MUST** be clean at all times. The whites worn by students **MUST** be without blemish and must be properly washed and cared. School shoes must be clean at all times hence students may take a shoes brush (no toothbrush) to clean their shoes in the bathroom at the appropriate times. Shoes polish and other substances used to clean the shoes are not allowed.

Students are to ensure that they comb or brush their hair properly and neatly for school. Hair should be clean at all times hence we encourage regular washing of the hair.

FINGERNAILS

All students will keep fingernails clean and neatly trimmed. Males and Females will keep nails trimmed so as not to extend beyond the fingertip unless medically required and are not authorized to wear nail polish.

The School holds the view that long nails detract from a professional appearance, present a safety concern, or interfere with the performance of duties.

HAIRSTYLE GUIDELINES

MALES

The hair on top of the head must be neatly groomed at all times. The length and bulk of the hair **MUST** not be excessive and must present a neat and conservative appearance. Extreme, eccentric, or faddish haircuts or hairstyles are not authorized.

The hair must present a tapered appearance. A tapered appearance is one where the outline of the student's hair conforms to the shape of the head. Faddish and exaggerated styles, to include shaved portions of the scalp other than the neckline, designs cut in the hair, ponytails and unbalanced or lopsided hairstyles are prohibited.

Male students who are of a particular religious affiliation who wear their hair long must present a letter from the religious group to justify their affiliation before they will be allowed to wear uncut hair. Students of the Rastafari faith must cover their hair with a navy-blue tam/turban.

FEMALES

Females are to have well-groomed hair at all times. Examples of hairstyles considered to be faddish or exaggerated and thus not authorized for wear while in uniform include, but are not limited to hair sculpting (eccentric texture or directional flow of any hairstyle to include spiking and chiney bumps); buns with loose hair extending at the end; hair styles with angles or designs and loose unsecured hair.

Hair extensions, braids and wigs are strictly prohibited for students while in uniform. Please note that the uniform is whatever is stipulated by the school for the particular moment in time. If for example the school stipulates the wearing of blue/black unripped jeans pants or skirt and a shirt or blouse in the Jamaican colours for Jamaica Day, that is considered the uniform for the day and should still be devoid of hair extensions, braids, wigs and jewelry.

FACIAL HAIR

Males will keep their face clean-shaven when in uniform. Mustaches are permitted. If worn, males will keep mustaches neatly trimmed, tapered, and tidy. Mustaches will not present a chopped off or bushy appearance, and no portion of the mustache will cover the upper lip line, extend sideways beyond a vertical line drawn upward from the corners of the mouth. Handlebar mustaches, goatees, and beards are not authorized.

HAIR DYES AND GELS

Students are not permitted to use hair dyes while in uniform. Excessive substance usage in the hair is prohibited as it can be messy. Female students may use the transparent styling gel to assist with grooming the hair but it must be conservatively used. The black hair styling gel is prohibited.

HAIR ACCESSORIES

MALES

Students who must wear a hair covering due to religious purposes must wear a navy-blue tam/turban.

FEMALES

The wearing of beads and excessive hair accessories are prohibited. Only black OR navy-blue (one at a time) hair accessories are permitted which includes elastic bands. Head bands, if worn, must be conservative, without designs and must be no bigger than 1/4 inch.

MAKE UP AND TATTOOS.

Please note that the wearing of makeup and tattoos are not allowed. Eye shadows, liners, face paints, foundations, lip gloss/stick and other face enhancement products are not allowed. Students may wear a transparent lip balm as may be necessary.



GENERAL POLICIES

ADMISSION REGISTRATION OF STUDENTS

Registration for all students will take place as stipulated by the school. Students **MUST** complete and submit all the documents required for Registration.

All new students **MUST** have the following documents on their files.

- Admissions form
- Completed contracts signed by parents/guardians and students (found in the package).
- Completed medical form (please read carefully).
- Consent to medical treatment form (found in the package).
- Copy of student TRN
- Copy of student SRN
- Two recent photographs (signed by a Justice of the Peace)
- PATH letter/receipt/verification
- Copy of Birth Certificate
- Copy of Immunization Card
- Copy of PEP results and or last school report

DAILY SCHEDULE OF ACTIVITIES

MONDAY: GENERAL DEVOTION AND ASSEMBLY

TUESDAY: FORM CLASS DEVOTION AND ASSEMBLY

WEDNESDAY: FAMILY DEVOTION AND ASSEMBLY

THURSDAY:

 **WEEK 1:** FORM TIME

 **WEEK 2:** CLUBS AND SOCIETIES MEETINGS

 **WEEK 3:** PRINCIPAL'S OPTION

 **WEEK 4:** CLUBS AND SOCIETIES MEETINGS

 **WEEK 5:** PERSONAL DEVELOPMENT

FRIDAY:

GENERAL DEVOTION AND ASSEMBLY (**TERM 1**)

HOUSE/GRADE DEVOTION AND ASSEMBLY (**TERM 2**)

GENDER DEVOTION AND ASSEMBLY (**TERM 3**)



ATTENDANCE

School starts at 8:00 a.m. daily. Students must attend school regularly and punctually, and remain on the campus until dismissal time which is 2:55 p.m. In the case where students have PREP (extra lessons), detention and extracurricular activities, school ends at 4:00 p.m. for those students. Attendance records will be taken and recorded for each individual class period throughout the day. If students are unavoidably absent from school, parents need to inform the school by phone, or in writing. On returning to school after two consecutive days of absence, the student should return with a written explanation or sick leave as the case may be. Parents will be notified whenever a student has unexcused absences for more than two days.

Parents/Guardians must also send in a written request to the Principal if they need their child/ward to leave before the dismissal time.

ASSEMBLIES

Students **MUST** attend ALL assemblies (morning and afternoon), class meetings and school functions.

Religious Disclaimer: Students who do not wish to participate in any religious assembly will not be forced so to do but attendance to assembly will be enforced.

REGISTRATION:

Students are registered at the start and end of the school day (twice daily) in keeping with the Education Regulations, 1980. After the 2nd Registration, students are required to pray and then orderly be marshalled by form teachers to assemble as directed in the prescribed area (s) for an orderly dismissal.

SCHOOL BELLS:

The bell will ring at 7:55 a.m. daily to signal to students that they should assemble for devotion. The bell will ring again at 8:00 a.m. to signal the official start of school. The bell will also ring to signal the beginning and end of each class period, break, lunch and registration. These bells are the signals to mark students tardy and to release students from class, respectively. Students should be in their assigned rooms and ready to work when the bell rings for classes. Students are to respond to the bell at all times except otherwise instructed by authority figures.

EMAIL ADDRESS

All students **MUST** have an email address in order to be added to the school's electronic learning and management platforms. This email address should be professional in nature and must be submitted at Registration. Changes to the email address must be communicated in a timely manner.



ACCIDENT INSURANCE

The school provides student accident insurance to cover injuries to students resulting from accidents during the school term. Coverage will be included in parent contribution paid as stipulated. All students **MUST** be insured.

GENERAL OFFICE

The General Office is open to students on weekdays from 8:00 am to 4:00 p.m. Mondays to Fridays. The Administrative staff is available to handle administrative issues, requests for transcripts, recommendations and other transactions at the times stipulated. Requests for documents may take up to two working days to be processed.

FINANCIAL AND WELFARE PROGRAMME

The Discovery Bay High School through the Government's PATH Programme, will provide some assistance to students who are experiencing financial challenges. Parents may contact the Guidance Counsellor to access these benefits. Parents may also contribute to the school's welfare fund to assist needy students.

CAFETERIA

A cafeteria service is operated by the school. Students can purchase cooked meals and snacks from this outlet. Students are not allowed to purchase from vendors. Students may also bring a packed lunch.

Students on the welfare programme, and beneficiaries of the PATH Programme are entitled lunches for the week once monies are available through the PATH grant.

SCHOOL SEARCHES

The Ministry of Education endorses the power of the principal and by extension teachers, to search students where this action is reasonably necessary for the prevention or detection of a crime, the maintenance of discipline or for preserving the welfare of students.

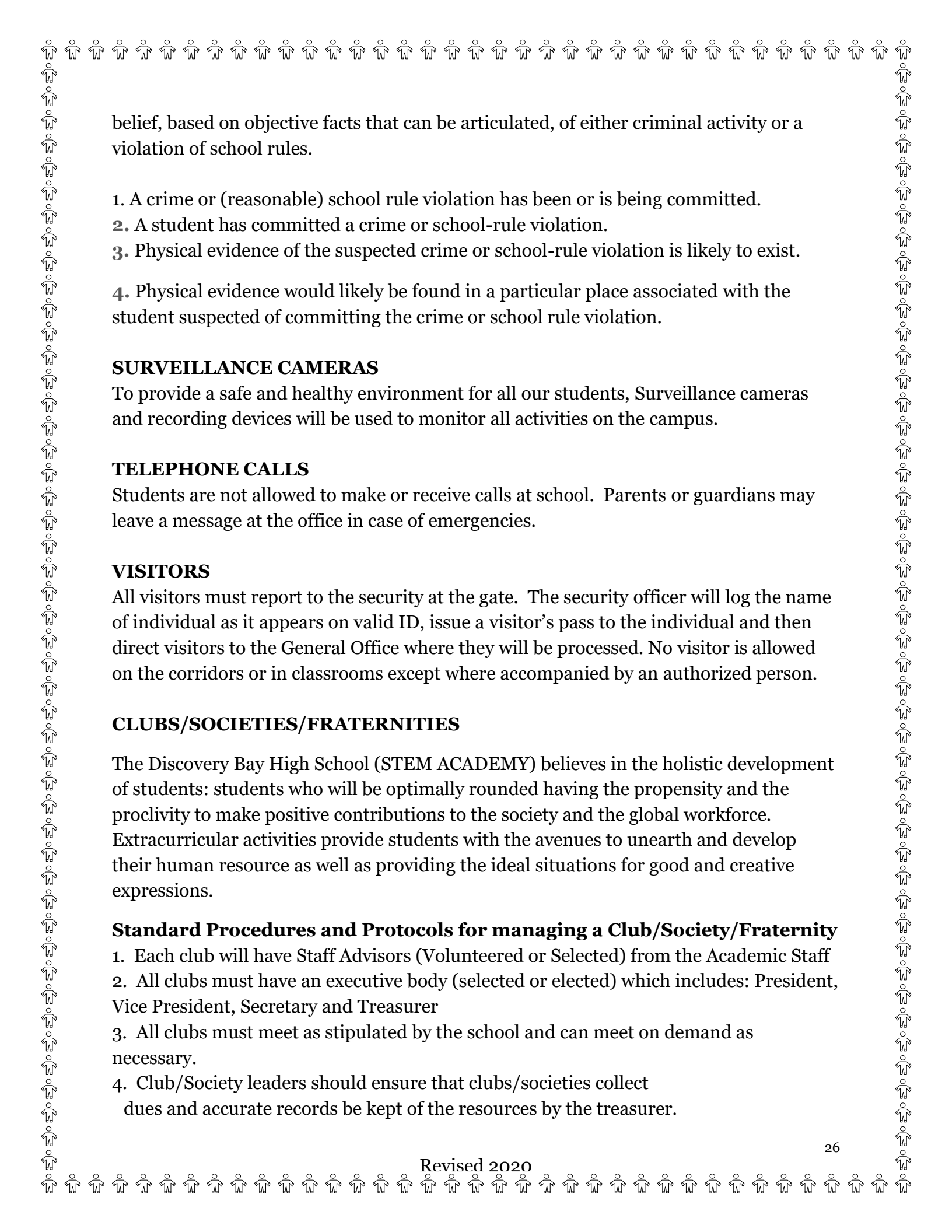
Students have a constitutionally protected right to privacy. However, the right is not absolute and is subject to important qualifications.

Arrangements can be made with the police for the use of "sniffer dogs" for this purpose.

Searches will be conducted by the Principal or his designate if there is "Reasonable suspicion that a student has on his/her person illegal contraband, or stolen property."

Students can be searched based on Reasonable Suspicion

"Reasonable suspicion" means that the person initiating the search has a well-founded



belief, based on objective facts that can be articulated, of either criminal activity or a violation of school rules.

1. A crime or (reasonable) school rule violation has been or is being committed.
2. A student has committed a crime or school-rule violation.
3. Physical evidence of the suspected crime or school-rule violation is likely to exist.
4. Physical evidence would likely be found in a particular place associated with the student suspected of committing the crime or school rule violation.

SURVEILLANCE CAMERAS

To provide a safe and healthy environment for all our students, Surveillance cameras and recording devices will be used to monitor all activities on the campus.

TELEPHONE CALLS

Students are not allowed to make or receive calls at school. Parents or guardians may leave a message at the office in case of emergencies.

VISITORS

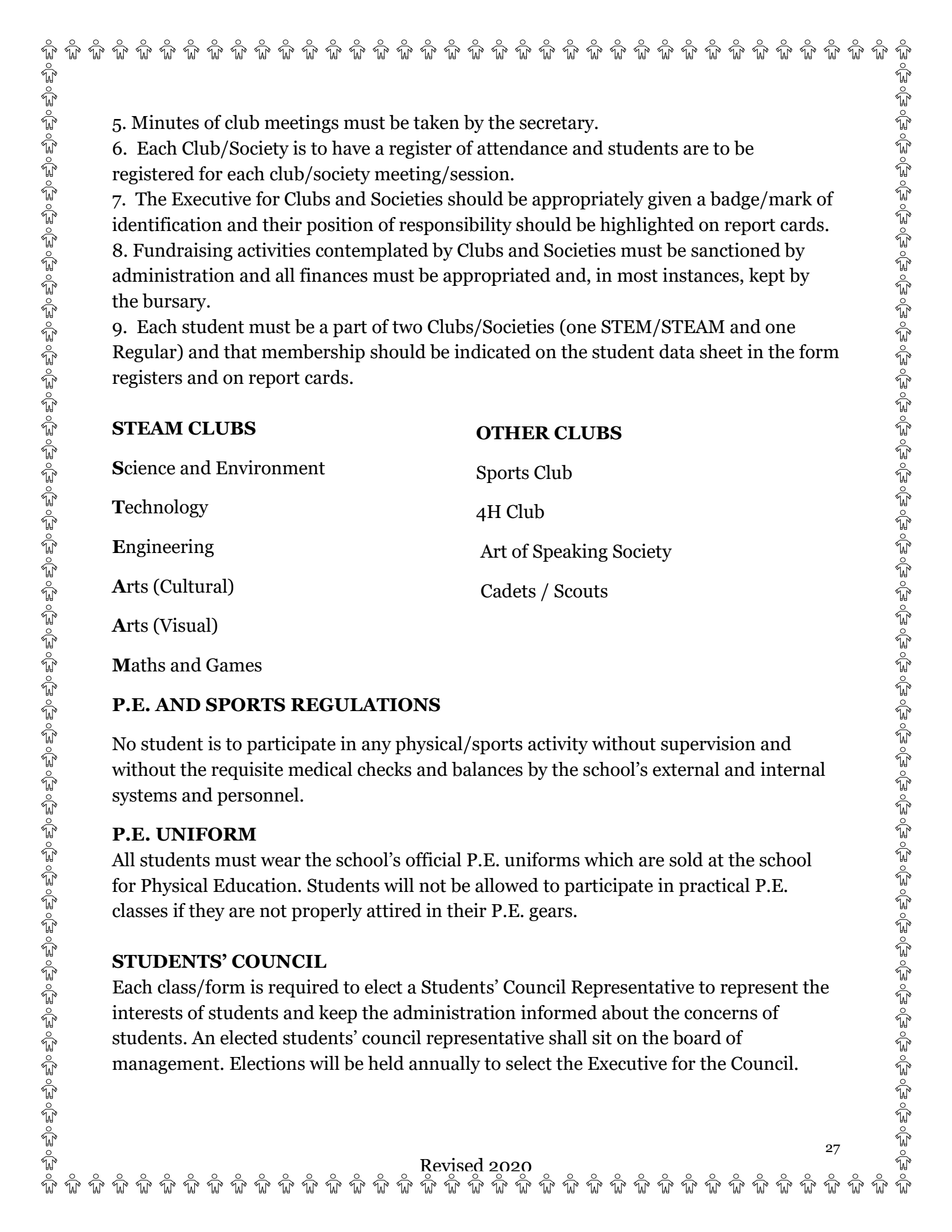
All visitors must report to the security at the gate. The security officer will log the name of individual as it appears on valid ID, issue a visitor's pass to the individual and then direct visitors to the General Office where they will be processed. No visitor is allowed on the corridors or in classrooms except where accompanied by an authorized person.

CLUBS/SOCIETIES/FRATERNITIES

The Discovery Bay High School (STEM ACADEMY) believes in the holistic development of students: students who will be optimally rounded having the propensity and the proclivity to make positive contributions to the society and the global workforce. Extracurricular activities provide students with the avenues to unearth and develop their human resource as well as providing the ideal situations for good and creative expressions.

Standard Procedures and Protocols for managing a Club/Society/Fraternity

1. Each club will have Staff Advisors (Volunteered or Selected) from the Academic Staff
2. All clubs must have an executive body (selected or elected) which includes: President, Vice President, Secretary and Treasurer
3. All clubs must meet as stipulated by the school and can meet on demand as necessary.
4. Club/Society leaders should ensure that clubs/societies collect dues and accurate records be kept of the resources by the treasurer.

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5. Minutes of club meetings must be taken by the secretary.
 6. Each Club/Society is to have a register of attendance and students are to be registered for each club/society meeting/session.
 7. The Executive for Clubs and Societies should be appropriately given a badge/mark of identification and their position of responsibility should be highlighted on report cards.
 8. Fundraising activities contemplated by Clubs and Societies must be sanctioned by administration and all finances must be appropriated and, in most instances, kept by the bursary.
 9. Each student must be a part of two Clubs/Societies (one STEM/STEAM and one Regular) and that membership should be indicated on the student data sheet in the form registers and on report cards.

STEAM CLUBS

Science and Environment

Technology

Engineering

Arts (Cultural)

Arts (Visual)

Maths and Games

OTHER CLUBS

Sports Club

4H Club

Art of Speaking Society

Cadets / Scouts

P.E. AND SPORTS REGULATIONS

No student is to participate in any physical/sports activity without supervision and without the requisite medical checks and balances by the school's external and internal systems and personnel.

P.E. UNIFORM

All students must wear the school's official P.E. uniforms which are sold at the school for Physical Education. Students will not be allowed to participate in practical P.E. classes if they are not properly attired in their P.E. gears.

STUDENTS' COUNCIL

Each class/form is required to elect a Students' Council Representative to represent the interests of students and keep the administration informed about the concerns of students. An elected students' council representative shall sit on the board of management. Elections will be held annually to select the Executive for the Council.



STUDENT GOVERNMENT

Disciplinary Officers, Sub-prefects, Prefects, Student Ambassadors, Peer Counsellors, Grade Ambassadors, Safety and Security Officers and Form Captains will be selected by the school to help to maintain the ethos of the school. Student leaders may be demoted for indiscipline and neglect of duty.

STUDENT ABSENCES

After a student is absent for two consecutive days, the form teacher shall intervene immediately by writing up an intervention form and contacting the parents or guardians to ascertain reason (s) for absence. When a student has been absent for a period exceeding two days, they must present a medical certificate if he/she was ill or a letter from parents/guardians justifying the absences in other case upon return to school. The student must present an admit slip to teachers upon returning to class. This slip will declare whether the student has been cleared by the office to return to class.

CELL PHONES & OTHER ELECTRONIC DEVICES

The Discovery Bay High School is a STEM ACADEMY and will embellish the responsible use of electronic gadgets on the compound but are hereby guided.

With regard to the use of cell phones and other ICT equipment by students, they will be required to log-in their phones, tablets, iPads and laptops with their form teachers in the mornings if and when they must take them to School. The gadgets must be logged as soon as students enter the compound at 8:00 a.m. or no later than 8:30 a.m. after Devotion and Registration. If students are seen with gadgets after the cut-off time, it will result in confiscation of the gadgets which will be held for 30 days or a fine of \$1000 paid to the Bursar and the phone retrieved after three days. These funds will go towards the Students' Welfare and Assistance Programme (SWAP).

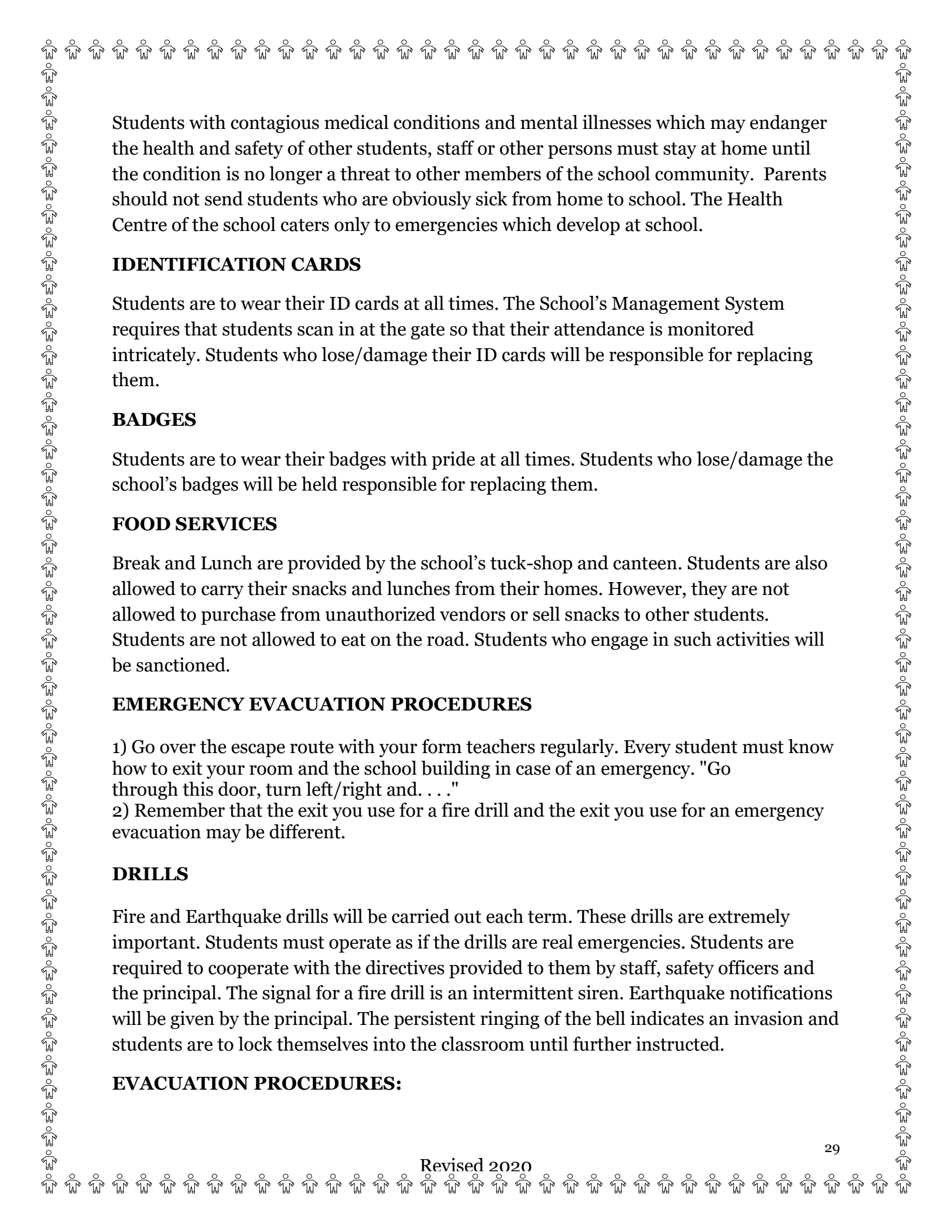
If teachers desire students to use these electronic gadgets for their class sessions, they must make arrangements to have students take them to school, log them in and then retrieve the gadgets from their form teachers in a timely manner. Usage of these pieces of equipment must be monitored at all times and students must return the gadgets to their form teachers after usage for teaching and learning.

Disclaimer: The school will not be responsible for any damaged, stolen or lost gadget hence students take them at their own risk.

FIELD TRIPS

All students must complete and return to the subject teacher /coach taking out a field trip a "Field Trip Consent Form" in order to be included on a field trip. Students/parents will be provided the appropriate information prior to the trip.

HEALTH AND SAFETY



Students with contagious medical conditions and mental illnesses which may endanger the health and safety of other students, staff or other persons must stay at home until the condition is no longer a threat to other members of the school community. Parents should not send students who are obviously sick from home to school. The Health Centre of the school caters only to emergencies which develop at school.

IDENTIFICATION CARDS

Students are to wear their ID cards at all times. The School's Management System requires that students scan in at the gate so that their attendance is monitored intricately. Students who lose/damage their ID cards will be responsible for replacing them.

BADGES

Students are to wear their badges with pride at all times. Students who lose/damage the school's badges will be held responsible for replacing them.

FOOD SERVICES

Break and Lunch are provided by the school's tuck-shop and canteen. Students are also allowed to carry their snacks and lunches from their homes. However, they are not allowed to purchase from unauthorized vendors or sell snacks to other students. Students are not allowed to eat on the road. Students who engage in such activities will be sanctioned.

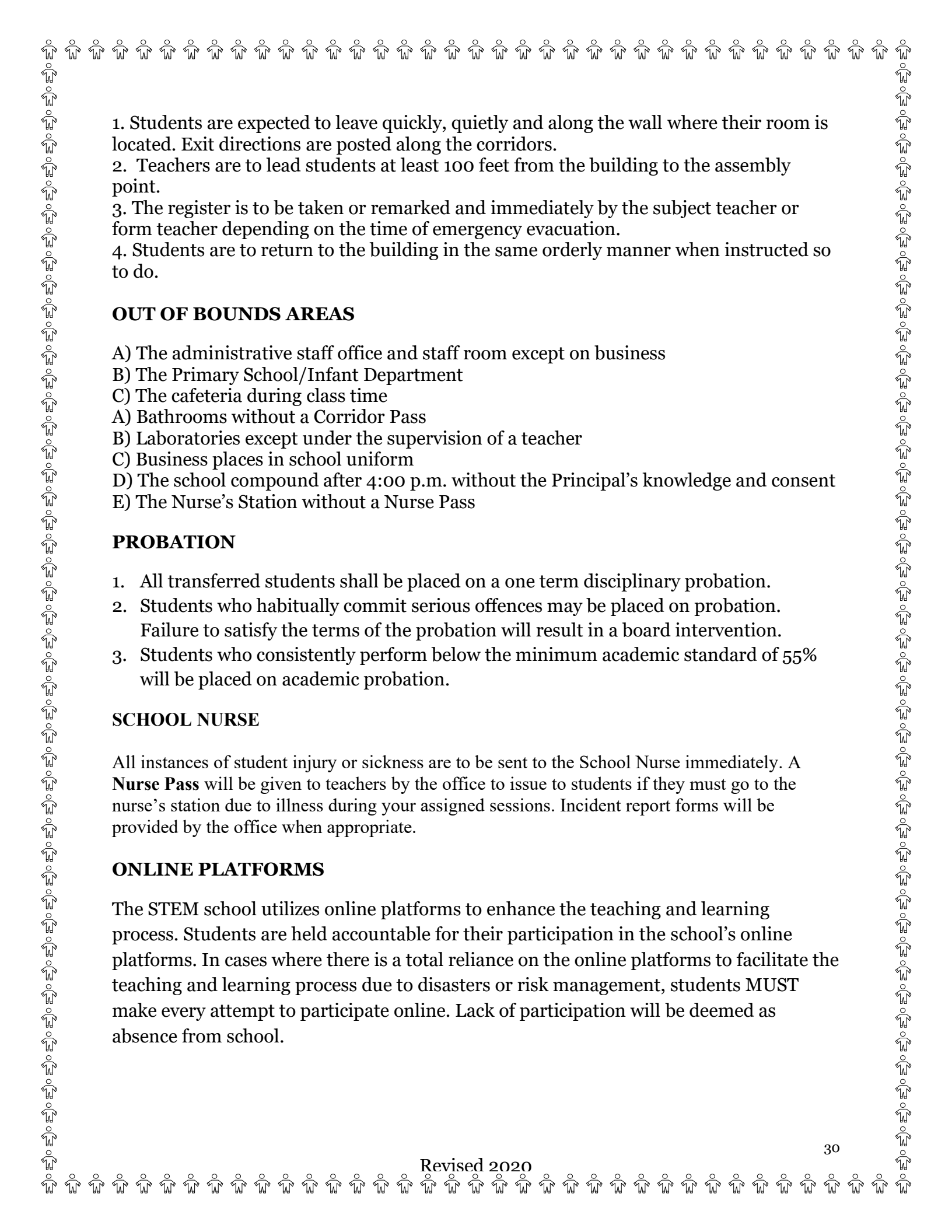
EMERGENCY EVACUATION PROCEDURES

- 1) Go over the escape route with your form teachers regularly. Every student must know how to exit your room and the school building in case of an emergency. "Go through this door, turn left/right and. . . ."
- 2) Remember that the exit you use for a fire drill and the exit you use for an emergency evacuation may be different.

DRILLS

Fire and Earthquake drills will be carried out each term. These drills are extremely important. Students must operate as if the drills are real emergencies. Students are required to cooperate with the directives provided to them by staff, safety officers and the principal. The signal for a fire drill is an intermittent siren. Earthquake notifications will be given by the principal. The persistent ringing of the bell indicates an invasion and students are to lock themselves into the classroom until further instructed.

EVACUATION PROCEDURES:

- 
1. Students are expected to leave quickly, quietly and along the wall where their room is located. Exit directions are posted along the corridors.
 2. Teachers are to lead students at least 100 feet from the building to the assembly point.
 3. The register is to be taken or remarked and immediately by the subject teacher or form teacher depending on the time of emergency evacuation.
 4. Students are to return to the building in the same orderly manner when instructed so to do.

OUT OF BOUNDS AREAS

- A) The administrative staff office and staff room except on business
- B) The Primary School/Infant Department
- C) The cafeteria during class time
- A) Bathrooms without a Corridor Pass
- B) Laboratories except under the supervision of a teacher
- C) Business places in school uniform
- D) The school compound after 4:00 p.m. without the Principal's knowledge and consent
- E) The Nurse's Station without a Nurse Pass

PROBATION

1. All transferred students shall be placed on a one term disciplinary probation.
2. Students who habitually commit serious offences may be placed on probation. Failure to satisfy the terms of the probation will result in a board intervention.
3. Students who consistently perform below the minimum academic standard of 55% will be placed on academic probation.

SCHOOL NURSE

All instances of student injury or sickness are to be sent to the School Nurse immediately. A **Nurse Pass** will be given to teachers by the office to issue to students if they must go to the nurse's station due to illness during your assigned sessions. Incident report forms will be provided by the office when appropriate.

ONLINE PLATFORMS

The STEM school utilizes online platforms to enhance the teaching and learning process. Students are held accountable for their participation in the school's online platforms. In cases where there is a total reliance on the online platforms to facilitate the teaching and learning process due to disasters or risk management, students **MUST** make every attempt to participate online. Lack of participation will be deemed as absence from school.



ACADEMIC POLICIES

GRADING SYSTEM

Term grades are recorded on the student's permanent high school transcript.

Report cards for each term are issued to parents in January, April and July. Parents will receive a progress report in October which will be generated using bi-monthly/mid-term assessments grades.

Academic reports outside of the reporting period will also be sent to parents whenever a student's work drops below the required academic levels.

Students who maintain an average of 80% and over are eligible for the Scholastic Honour Roll, 70-79% for the credit roll and 55-69% for the pass roll. Students with averages below 55% will be placed on academic probation.

REPEAT OF GRADE

A student who fails to master the academic and social aspects of a grade level may be asked to repeat the grade so as to attain mastery before advancing to a higher grade.

GRADUATION REQUIREMENTS

- ✓ All Grade 10 - 11 students must carry a minimum of eight subjects in CXC, City and Guilds, NCTVET or a mixture of those areas.
- ✓ 60 Hours of Community Service
- ✓ Completion of all School Based Assessments
- ✓ A clean behavioural record free of suspensions and other serious sanctions.
- ✓ At least 80% attendance and punctuality record.
- ✓ Involvement in co-curricular activities and attendance to school functions
- ✓ All rental books must be returned or paid for.

RANKS FOR AWARDING PURPOSES

Honours: 80-100

Credit: 70-79

Pass: 55-69

Fail: 54-0

INCENTIVES FOR STUDENTS ON HONOUR AND CREDIT ROLLS

Hall of Fame Recognition

Certificates and tokens at Awards Ceremonies

Honour Roll Pins

Honour and Credit Roll Socials

INTERNAL REQUIREMENTS TO ACHIEVE A HIGH SCHOOL DIPLOMA

Upon completion of their academic programme of study at the Discovery Bay High School, a High School Diploma will be awarded to students who achieve a passing grade for all eight subjects in their selected academic programme. Students who fail to achieve the standard academic requirement will be awarded a School Leaving Certificate.

ASSESSMENT POLICIES

- Assessment tasks administered by teachers will be based on syllabus outcomes and content.
- Assessment tasks will be developed to measure a student's achievement against the established curriculum standards and objectives.
- This mapping of student achievement may also allow comparison to that of other students.
- Teachers will use a wide range of assessment strategies to ensure that individual learning needs are catered for. Strategies used must be relevant and relate to appropriate syllabus outcomes.

FORMAL ASSESSMENT

All course assessment tasks that have been completed will be included in the final assessment mark.

An individual task should normally not be worth less than 10%, or more than 40% of the total assessment mark. Task weightings should increase towards the end of each course. Final Course work assignments for each term should be no more than 40% of the students' term grade.

GRADING SCHEMES

F	0-29	POOR
E	30-44	VERY WEAK
D	45-54	WEAK
C	55-69	AVERAGE
B	70-79	GOOD
A	80-100	EXCELLENT

CATEGORIES OF MASTERY

MASTERY: 70-100
ALMOST MASTERY: 45-69
NON-MASTERY: 0-44

TERM GRADES

Students will be given several pieces of course work / assignments however only the best four grades/ averages will be used. In-class assessments should also be used to cover a range of student learning outcomes. The actual number of tasks should reflect the

duration and learning outcomes of the course. Teachers should ensure that students are given graded assignments or tasks each month. For the generation of reports, 40% of the overall average will be as a result of Term Grades.

The assessment process commences during Term 1 of the Academic Year and concludes at the end of Term 3.

TERM ASSESSMENTS/EXAMINATIONS

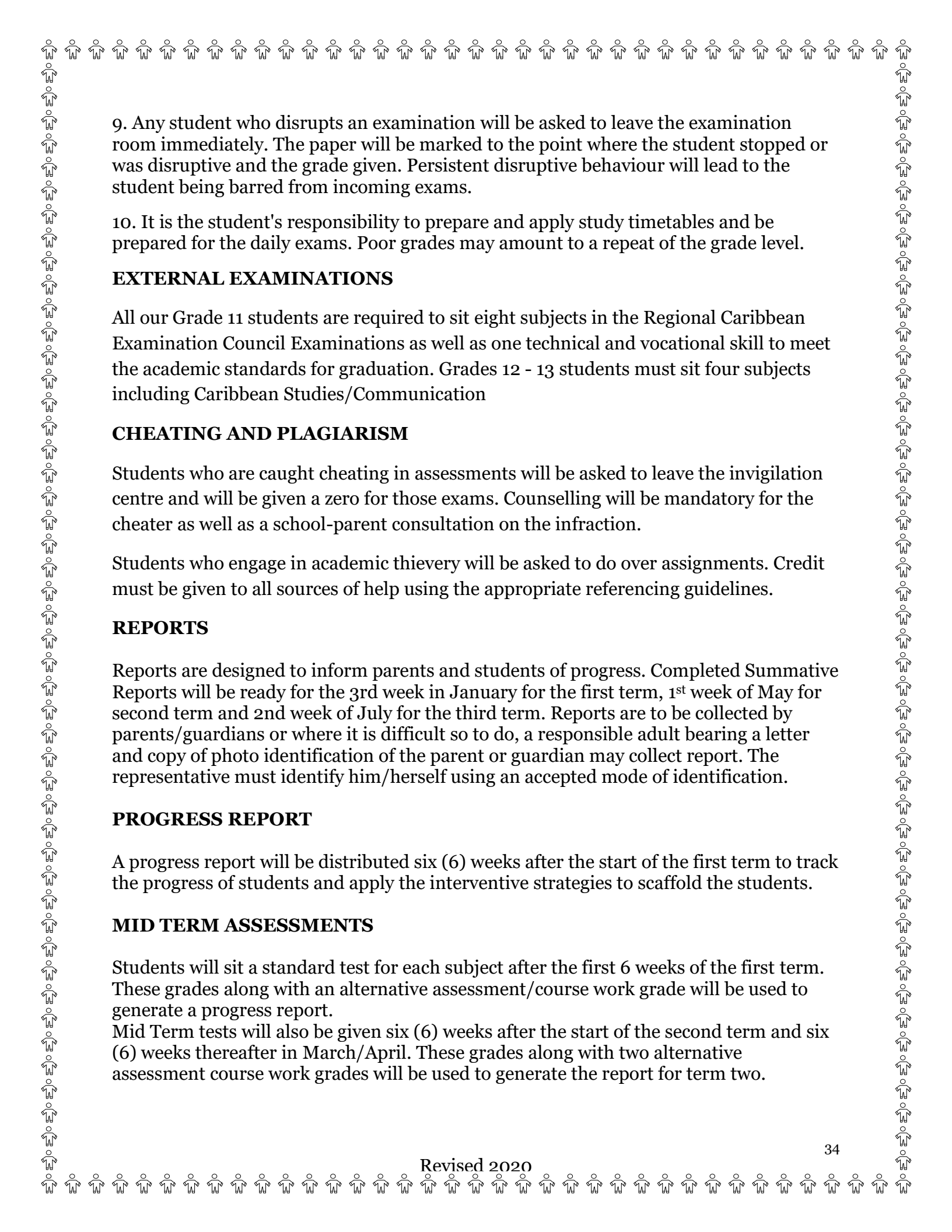
Assessment process should conclude with an Examination (formal or alternative) at the end of each term allowing time for final assessment marks to be forwarded to the Academic Affairs Committee. Exams are weighted 60% of the final grade.

Formal examinations are written in December and June for Grades 7 to 10. The work is based on the work done during each semester

- The grades 7, 8 and 9 examinations must be at least 1½ hours long.
- The grades 10 to 13 examinations must be at least 2 hours long.
- Formal examinations for grade 11—13 students are written in December, and Mock examinations are held in March. Mock examinations should prepare students for their final external examinations based on the all the work to be examined in final external examination. (Exception being work to be completed after the trial examination).

RULES AND REGULATIONS GOVERNING EXAMINATIONS AND THE CORRESPONDING PERIODS

1. Do not communicate to anyone other than the invigilator during an examination.
2. Be prepared with your own resources for all examinations.
3. Cheating will lead to you getting a zero for the exam you are sitting and you will be required to attend mandatory counselling sessions after parents are called in.
4. Students are expected to be early for their exams. No student will be allowed into an examination room after thirty (30) minutes has passed after the start of a paper.
5. Students are to remain in an examination room for the duration of an examination.
6. If students are to leave the room for unforeseen reasons, they cannot do so until 30 minutes has passed.
7. Students are to be properly attired in the school uniform for all examinations.
8. Only students who miss an examination due to illness and other serious/valid circumstances may be allowed to sit the paper they have missed. Proof of illness (doctor's certificate) or extenuating circumstances (formal letter) must be submitted to the VP's office before re-sit is considered. A student who gets ill during an internal examination will be removed from the centre and be allowed to do an alternative paper when he/she recovers from illness.



9. Any student who disrupts an examination will be asked to leave the examination room immediately. The paper will be marked to the point where the student stopped or was disruptive and the grade given. Persistent disruptive behaviour will lead to the student being barred from incoming exams.

10. It is the student's responsibility to prepare and apply study timetables and be prepared for the daily exams. Poor grades may amount to a repeat of the grade level.

EXTERNAL EXAMINATIONS

All our Grade 11 students are required to sit eight subjects in the Regional Caribbean Examination Council Examinations as well as one technical and vocational skill to meet the academic standards for graduation. Grades 12 - 13 students must sit four subjects including Caribbean Studies/Communication

CHEATING AND PLAGIARISM

Students who are caught cheating in assessments will be asked to leave the invigilation centre and will be given a zero for those exams. Counselling will be mandatory for the cheater as well as a school-parent consultation on the infraction.

Students who engage in academic thievery will be asked to do over assignments. Credit must be given to all sources of help using the appropriate referencing guidelines.

REPORTS

Reports are designed to inform parents and students of progress. Completed Summative Reports will be ready for the 3rd week in January for the first term, 1st week of May for second term and 2nd week of July for the third term. Reports are to be collected by parents/guardians or where it is difficult so to do, a responsible adult bearing a letter and copy of photo identification of the parent or guardian may collect report. The representative must identify him/herself using an accepted mode of identification.

PROGRESS REPORT

A progress report will be distributed six (6) weeks after the start of the first term to track the progress of students and apply the interventive strategies to scaffold the students.

MID TERM ASSESSMENTS

Students will sit a standard test for each subject after the first 6 weeks of the first term. These grades along with an alternative assessment/course work grade will be used to generate a progress report.

Mid Term tests will also be given six (6) weeks after the start of the second term and six (6) weeks thereafter in March/April. These grades along with two alternative assessment course work grades will be used to generate the report for term two.



DISCIPLINARY POLICIES

DISCRIMINATING ACTS

Any act, verbal or in writing directed toward a person on the basis of race, sex, nationality, parental status, sexual orientation, disability that promotes negative stereotyping, degrades, or demeans will result in the suspension of up to 5 days of the offending student.

DISORDERLY CONDUCT

All students should conduct themselves in an exemplary manner on and off campus. Students who engage in violent, abusive, indecent, profane, boisterous, or disruptive conduct will be suspended from the institution, or will face the appropriate sanctions stated in the Behavior Modification Plan.

DISRESPECT

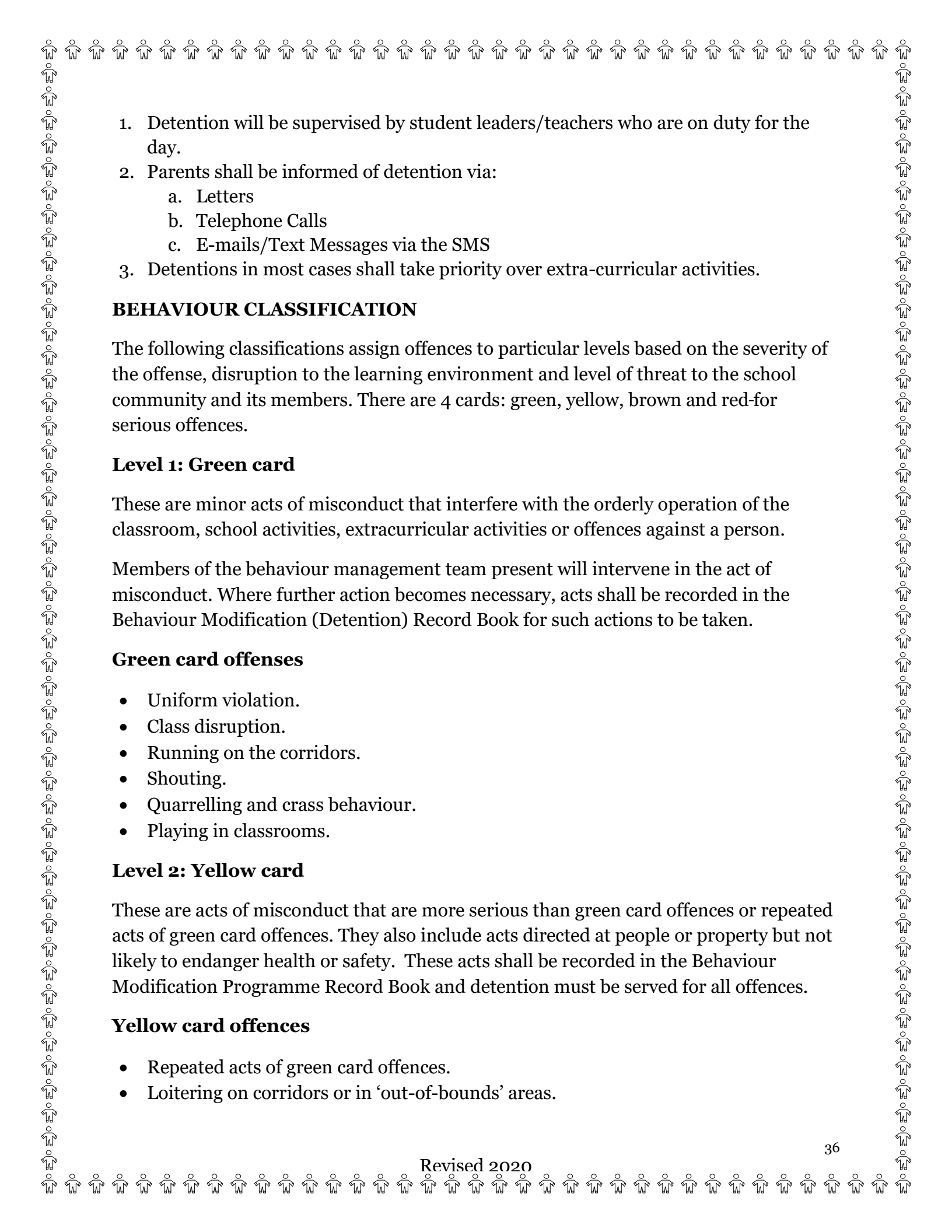
Students should be very respectful to each other and all categories of staff at the Discovery Bay High School. Students may be suspended for up to three days for disrespectful behavior and insubordination.

DETENTION

Detentions are designed as consequences for undesirable behaviours to be administered as soon as possible following the display of said behaviour. Detention shall serve as a deterrent for the misdemeanor hence the task given will match the offence. A detention logbook will be kept. This will be placed in staffroom to be collected by student leader or teacher on duty daily to supervise the detention of those who would be down to serve detention.

Detentions will be administered between 2:55 – 3:55 p.m. When a student is given a detention, it should be served by the student the next day after the offence is committed. Students and parents must be given notice of the detention in writing and a copy goes to the student's file.

- Detention shall be served the day after the offence. This enables a written notification of detention to the parents so that adequate arrangements can be made.
- Detention shall last for one hour per day.
- Students engage in the following while on detention as is recommended by the teacher/student leader & disciplinary committee.
- Involuntary community service.
- Assigned academic activity
- Study/Quiet time

- 
1. Detention will be supervised by student leaders/teachers who are on duty for the day.
 2. Parents shall be informed of detention via:
 - a. Letters
 - b. Telephone Calls
 - c. E-mails/Text Messages via the SMS
 3. Detentions in most cases shall take priority over extra-curricular activities.

BEHAVIOUR CLASSIFICATION

The following classifications assign offences to particular levels based on the severity of the offense, disruption to the learning environment and level of threat to the school community and its members. There are 4 cards: green, yellow, brown and red-for serious offences.

Level 1: Green card

These are minor acts of misconduct that interfere with the orderly operation of the classroom, school activities, extracurricular activities or offences against a person.

Members of the behaviour management team present will intervene in the act of misconduct. Where further action becomes necessary, acts shall be recorded in the Behaviour Modification (Detention) Record Book for such actions to be taken.

Green card offenses

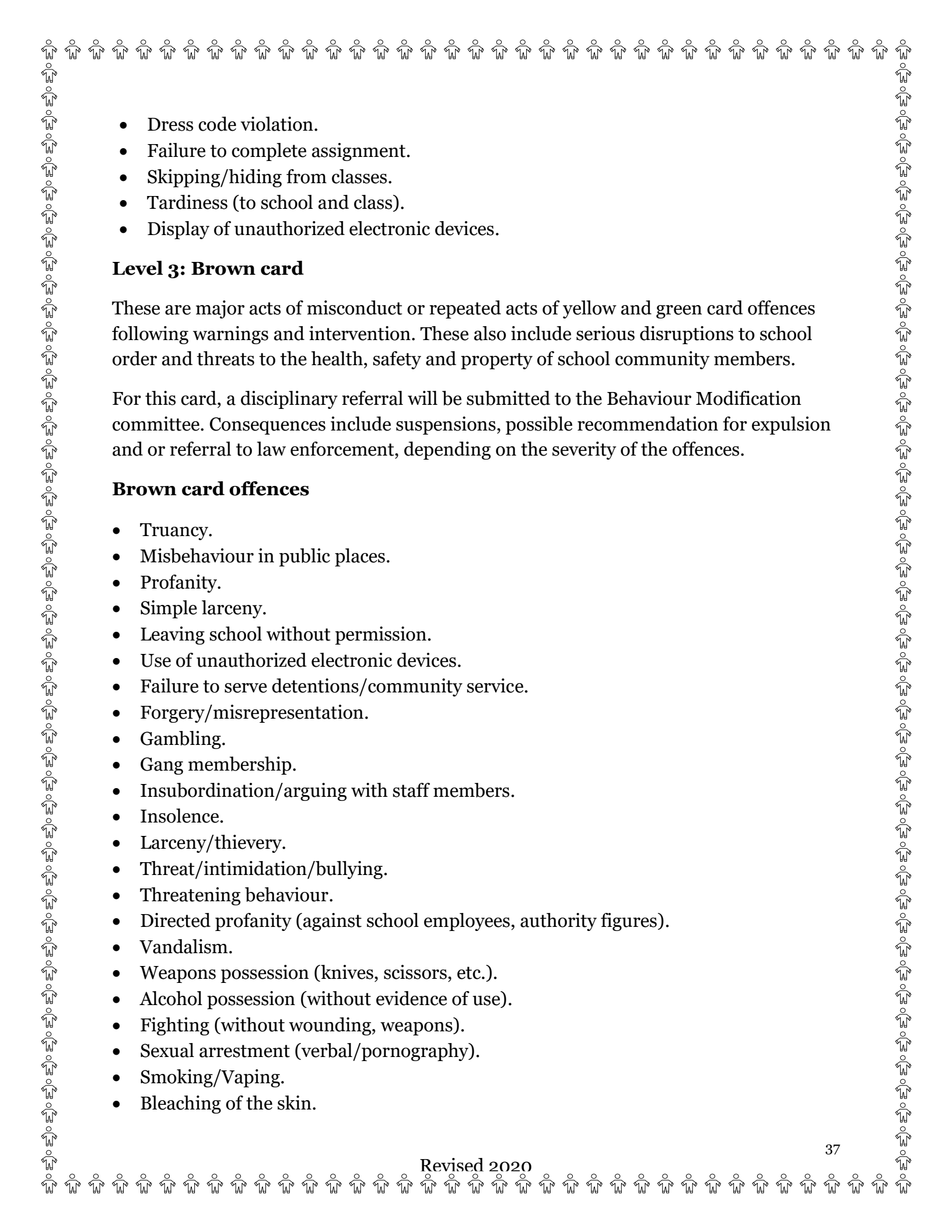
- Uniform violation.
- Class disruption.
- Running on the corridors.
- Shouting.
- Quarrelling and crass behaviour.
- Playing in classrooms.

Level 2: Yellow card

These are acts of misconduct that are more serious than green card offences or repeated acts of green card offences. They also include acts directed at people or property but not likely to endanger health or safety. These acts shall be recorded in the Behaviour Modification Programme Record Book and detention must be served for all offences.

Yellow card offences

- Repeated acts of green card offences.
- Loitering on corridors or in 'out-of-bounds' areas.

- 
- Dress code violation.
 - Failure to complete assignment.
 - Skipping/hiding from classes.
 - Tardiness (to school and class).
 - Disposal of unauthorized electronic devices.

Level 3: Brown card

These are major acts of misconduct or repeated acts of yellow and green card offences following warnings and intervention. These also include serious disruptions to school order and threats to the health, safety and property of school community members.

For this card, a disciplinary referral will be submitted to the Behaviour Modification committee. Consequences include suspensions, possible recommendation for expulsion and or referral to law enforcement, depending on the severity of the offences.

Brown card offences

- Truancy.
- Misbehaviour in public places.
- Profanity.
- Simple larceny.
- Leaving school without permission.
- Use of unauthorized electronic devices.
- Failure to serve detentions/community service.
- Forgery/misrepresentation.
- Gambling.
- Gang membership.
- Insubordination/arguing with staff members.
- Insolence.
- Larceny/thievery.
- Threat/intimidation/bullying.
- Threatening behaviour.
- Directed profanity (against school employees, authority figures).
- Vandalism.
- Weapons possession (knives, scissors, etc.).
- Alcohol possession (without evidence of use).
- Fighting (without wounding, weapons).
- Sexual arrestment (verbal/pornography).
- Smoking/Vaping.
- Bleaching of the skin.



Level 4: Red card

These are acts of misconduct that are most serious offences. These include any act which causes any injury to school community members. Students who commit Red card offences are those whose continued presence is having or likely to have a detrimental effect on the discipline and social order of the institution.

For this card, a disciplinary referral will be submitted to the disciplinary committee. Consequences include mandatory suspensions, and/or recommendation for expulsion and or referral to law enforcement, depending on the severity of the offense.

Red Card Offences

- Repeated acts of brown card offences after intervention.
- Gang activities.
- Grand theft larceny.
- Alcohol use.
- Drug possession/Drug use.
- Assault and battery.
- Inflicting wounds.
- Arson.
- Weapon use.
- Major disruption of school order.
- False accusation/libel/defamation.
- Fighting and wounding/fighting with weapons.
- Firearm possession/firearm use.
- Fireworks possession and use.
- Malicious disruption of property.
- Robbery/Extortion/Blackmail.
- Threat to school employees.
- Violence directed against school employees/student leaders.
- Gross insubordination.
- Hacking/computer network violation.
- Bullying (includes cyberbullying).

N.B. Red card offences will lead to 10 days suspension leading to Board Referral.

SUSPENSION

A student who has been suspended from school shall not resume from suspension without his/her parent (s)/guardian (s). The admit slip will be given to the student to return to classes.



IN-SCHOOL SUSPENSION

In-school suspension is the temporary removal of the student from the regular classroom setting for disciplinary reasons.

1. While on In-school suspension, the student is expected to:
 - a. Complete all assignments assigned by Supervisor
 - b. Arrive at school at a particular time and report to an assigned supervisor.
 - c. Complete involuntary community service.
 - d. Undergo mandatory counselling session.
2. In-school suspension will be recommended by the disciplinary committee after a hearing and approved by the Principal/Vice principals.
3. In-school suspensions should not last for more than three consecutive days.
4. Students must be fully supervised for In-school suspensions and must complete all assigned tasks given by assigned supervisor.
5. Students on In-school suspensions are not allowed to have contact with their peers during school hours.

EXPULSION

The School Board may expel a student from school whenever it finds that the student is guilty of repeated refusal or neglect to obey the rules, or finds that the student's conduct at school, or off campus endangered or is likely to endanger the property, health, or safety of others. Students may write the Ministry of Education to appeal expulsion decisions.

FIGHTING

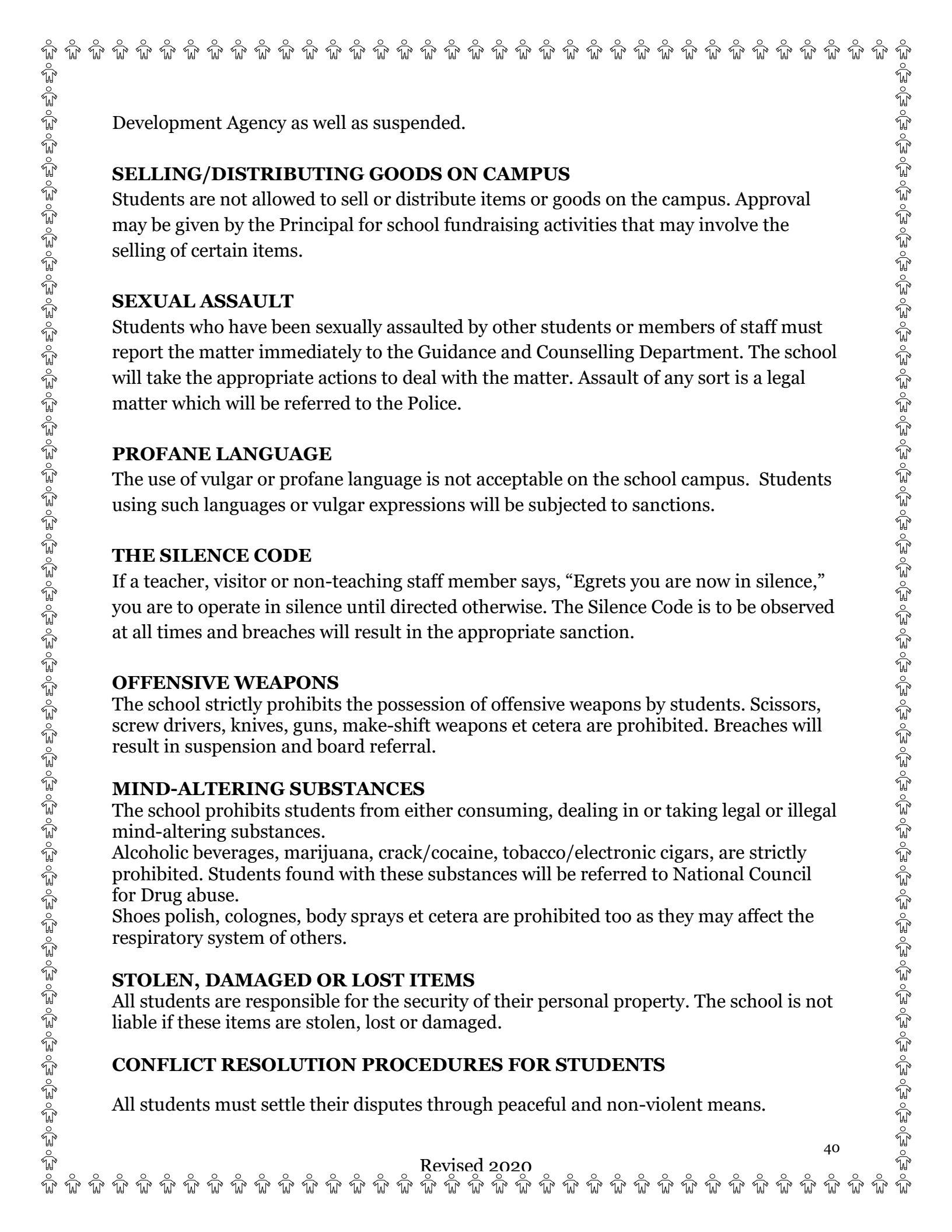
The school has a zero-tolerance approach to fighting, and other aggressive conduct that causes bodily harm to students and members of staff. Students who are involved in fights on/off campus will be suspended for up to five days.

UNIFORM VIOLATION

Incorrect items of clothing, including socks, sweaters, hair ornaments etc. will be confiscated. Boys should not wear undershirts which can be seen hanging out of the sleeve, neck or waist. Rain is not an excuse for wearing incorrect uniform. Children should be encouraged to take responsibility for looking after their uniform for the following day as soon as they get home.

DISPLAY OF AFFECTION AND SEXUAL MISCONDUCT

Kissing, embracing, fondling, or other displays of affection are not appropriate behavior for children. Students engaged in such activities may be reported to the Child



Development Agency as well as suspended.

SELLING/DISTRIBUTING GOODS ON CAMPUS

Students are not allowed to sell or distribute items or goods on the campus. Approval may be given by the Principal for school fundraising activities that may involve the selling of certain items.

SEXUAL ASSAULT

Students who have been sexually assaulted by other students or members of staff must report the matter immediately to the Guidance and Counselling Department. The school will take the appropriate actions to deal with the matter. Assault of any sort is a legal matter which will be referred to the Police.

PROFANE LANGUAGE

The use of vulgar or profane language is not acceptable on the school campus. Students using such languages or vulgar expressions will be subjected to sanctions.

THE SILENCE CODE

If a teacher, visitor or non-teaching staff member says, “Egrets you are now in silence,” you are to operate in silence until directed otherwise. The Silence Code is to be observed at all times and breaches will result in the appropriate sanction.

OFFENSIVE WEAPONS

The school strictly prohibits the possession of offensive weapons by students. Scissors, screw drivers, knives, guns, make-shift weapons et cetera are prohibited. Breaches will result in suspension and board referral.

MIND-ALTERING SUBSTANCES

The school prohibits students from either consuming, dealing in or taking legal or illegal mind-altering substances.

Alcoholic beverages, marijuana, crack/cocaine, tobacco/electronic cigars, are strictly prohibited. Students found with these substances will be referred to National Council for Drug abuse.

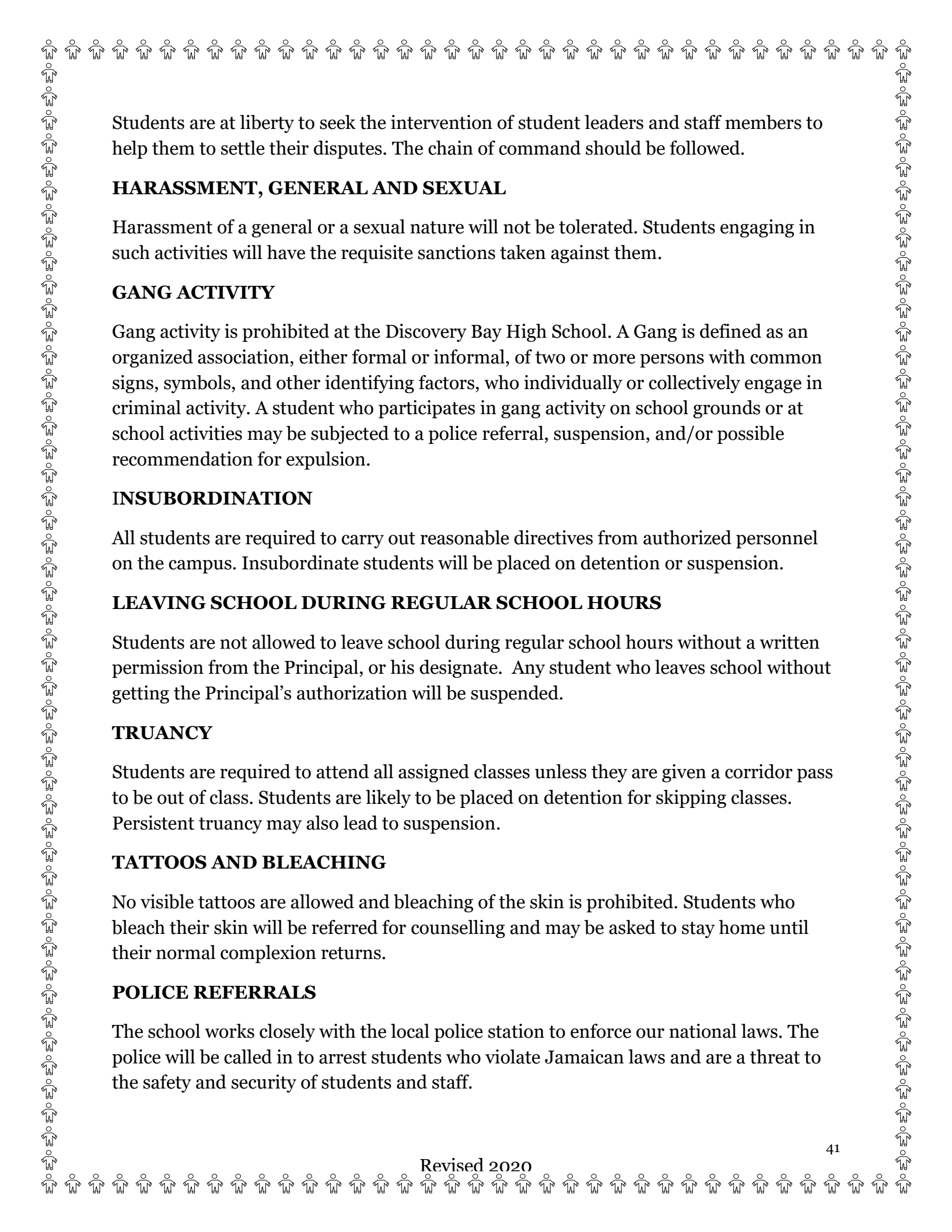
Shoes polish, colognes, body sprays et cetera are prohibited too as they may affect the respiratory system of others.

STOLEN, DAMAGED OR LOST ITEMS

All students are responsible for the security of their personal property. The school is not liable if these items are stolen, lost or damaged.

CONFLICT RESOLUTION PROCEDURES FOR STUDENTS

All students must settle their disputes through peaceful and non-violent means.



Students are at liberty to seek the intervention of student leaders and staff members to help them to settle their disputes. The chain of command should be followed.

HARASSMENT, GENERAL AND SEXUAL

Harassment of a general or a sexual nature will not be tolerated. Students engaging in such activities will have the requisite sanctions taken against them.

GANG ACTIVITY

Gang activity is prohibited at the Discovery Bay High School. A Gang is defined as an organized association, either formal or informal, of two or more persons with common signs, symbols, and other identifying factors, who individually or collectively engage in criminal activity. A student who participates in gang activity on school grounds or at school activities may be subjected to a police referral, suspension, and/or possible recommendation for expulsion.

INSUBORDINATION

All students are required to carry out reasonable directives from authorized personnel on the campus. Insubordinate students will be placed on detention or suspension.

LEAVING SCHOOL DURING REGULAR SCHOOL HOURS

Students are not allowed to leave school during regular school hours without a written permission from the Principal, or his designate. Any student who leaves school without getting the Principal's authorization will be suspended.

TRUANCY

Students are required to attend all assigned classes unless they are given a corridor pass to be out of class. Students are likely to be placed on detention for skipping classes. Persistent truancy may also lead to suspension.

TATTOOS AND BLEACHING

No visible tattoos are allowed and bleaching of the skin is prohibited. Students who bleach their skin will be referred for counselling and may be asked to stay home until their normal complexion returns.

POLICE REFERRALS

The school works closely with the local police station to enforce our national laws. The police will be called in to arrest students who violate Jamaican laws and are a threat to the safety and security of students and staff.



PREMISES, EQUIPMENT AND SANITATION

Respect for school property and the property of fellow students must be observed. Students who vandalize, break or deface school property deliberately will be charged the value of the property and equipment. Extreme cases of vandalism will also be referred to the Police. Litter is to be placed in waste baskets and dust bins. Where students are caught littering, they will be required to clean up prescribed area via the detention system.

BULLYING

Students who bully, or physically assault other students, and members of staff causing bodily harm will be suspended for up to five days from the institution, and the matter may also be reported to the police and appropriate agencies.

CYBERBULLYING

Cyber bullying is a crime. Students are to avoid any act of using online platforms/social media (Whatsapp, Email, Youtube, Instagram et cetera) to tarnish the reputation of anyone. Acts of threatening, intimidation and teasing via these platforms will result in the requisite sanctions being taken by the School.

DEFAMATION OF SCHOOL'S REPUTATION AND BRAND

Any act by students to defame the reputation and brand of the school will result in immediate sanctioning. Posting negativity about the school or persons from the school to social media and extremely vulgar behaviours while representing the school (wearing the uniform) will result in an automatic Board referral.

PROFESSIONAL USE OF SCHOOL'S ONLINE PLATFORMS

All students are to use the varied online platforms associated with the school in a professional way. The social media platforms are not exempted from professional usage and the requisite sanctions regarding misconduct on these platforms will be applied in keeping with the school's disciplinary policy.

ICT POLICY

- Use of the Internet is for study or for school authorized/supervised activities only.
- Eating or drinking is not allowed anywhere there is ICT equipment.
- Stakeholders who damage equipment due to careless use will be responsible for repairs or replacement.
- Please note that only the Board, principal or his designate reserves the right to speak to the media on matters relating to the school. All matters for the media or being investigated by the media must be referred to the Principal who is the Chief accountable Officer.
- The Information and Communications Technology Policy of the School allows the

disclosure of any positive photograph and voice recordings of students to be broadcasted for promoting the institution. This is signed in the student and parent contracts.

INFUSION OF SCHOOL WIDE POSITIVE BEHAVIOURAL INTERVENTIONS AND SUPPORTS (SWPBIS)

The School-wide Positive Behavioural Interventions and Supports (**SWPBIS**) is a universal, school-wide prevention program that aims to establish a social culture within schools in which students expect and support appropriate behaviour from one another—and thereby create school environments that are socially predictable and non-threatening. The educational research community has been developing and studying Positive Behavioural Interventions and Supports (PBIS) ever since. SWPBIS seeks to reduce or eliminate poor behaviours school-wide through the encouragement of positive behaviours

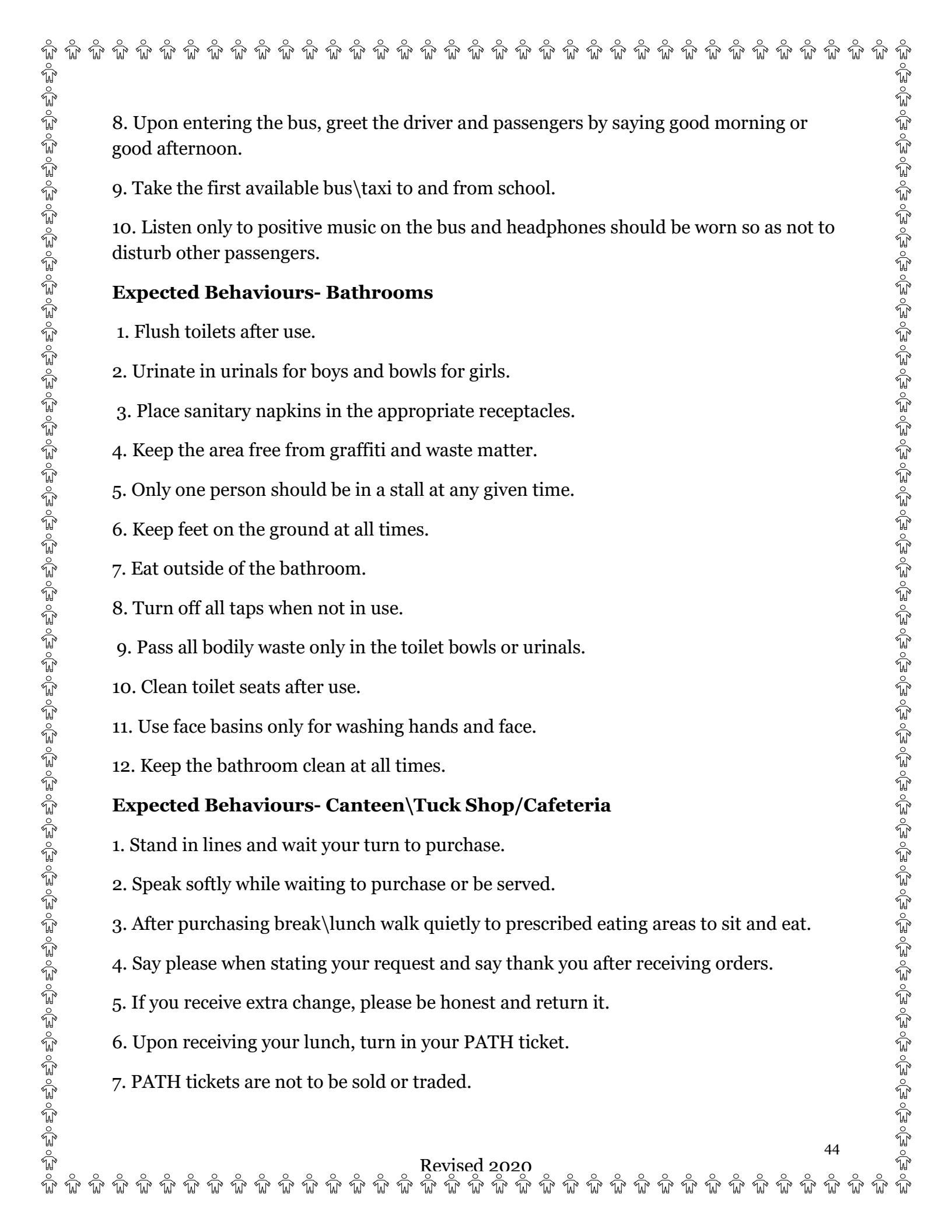
Benefits of SWPBIS

- Improves school culture
- Builds social skills
- Reduces office discipline referrals
- Reduces suspensions
- Increases instructional time
- Improves social and emotional development
- Improves school safety
- Increases student engagement
- Improves academic performance
- Improves faculty retention
- Improves classroom management

D.B.H.S SCHOOL RULES AND REGULATIONS

Expected Behaviours in Public Transportation

1. Form a line to enter or leave the bus.
2. Keep all body parts inside the vehicle.
3. Maintain the uniform code in public transportation.
4. Speak quietly to your peers on public transportation.
5. Walk in single file lines from school to the square to take bus\taxi.
6. Keep food and drinks in school bags- no eating in public transportation.
7. Travel in groups to and from school for safety.



8. Upon entering the bus, greet the driver and passengers by saying good morning or good afternoon.

9. Take the first available bus\taxi to and from school.

10. Listen only to positive music on the bus and headphones should be worn so as not to disturb other passengers.

Expected Behaviours- Bathrooms

1. Flush toilets after use.

2. Urinate in urinals for boys and bowls for girls.

3. Place sanitary napkins in the appropriate receptacles.

4. Keep the area free from graffiti and waste matter.

5. Only one person should be in a stall at any given time.

6. Keep feet on the ground at all times.

7. Eat outside of the bathroom.

8. Turn off all taps when not in use.

9. Pass all bodily waste only in the toilet bowls or urinals.

10. Clean toilet seats after use.

11. Use face basins only for washing hands and face.

12. Keep the bathroom clean at all times.

Expected Behaviours- Canteen\Tuck Shop/Cafeteria

1. Stand in lines and wait your turn to purchase.

2. Speak softly while waiting to purchase or be served.

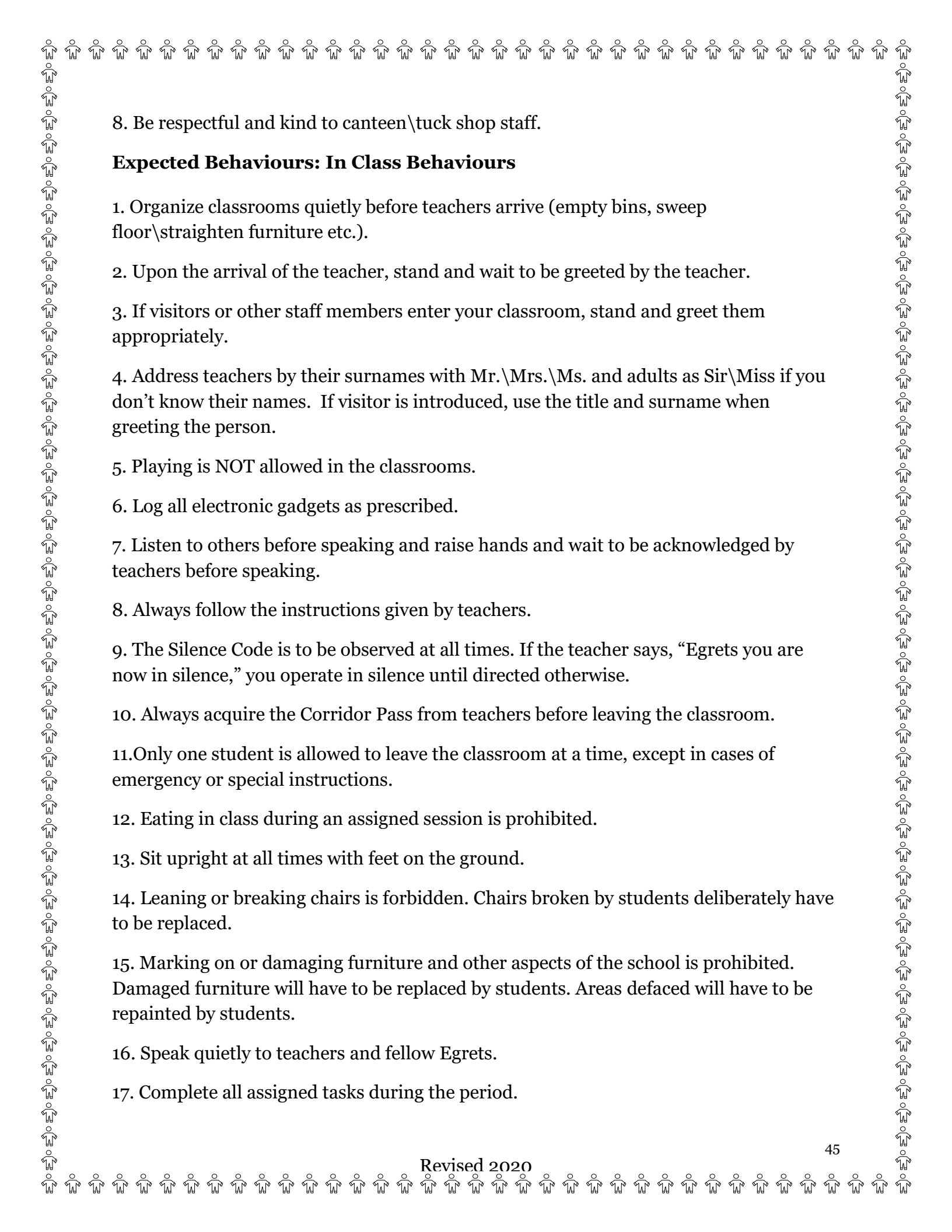
3. After purchasing break\lunch walk quietly to prescribed eating areas to sit and eat.

4. Say please when stating your request and say thank you after receiving orders.

5. If you receive extra change, please be honest and return it.

6. Upon receiving your lunch, turn in your PATH ticket.

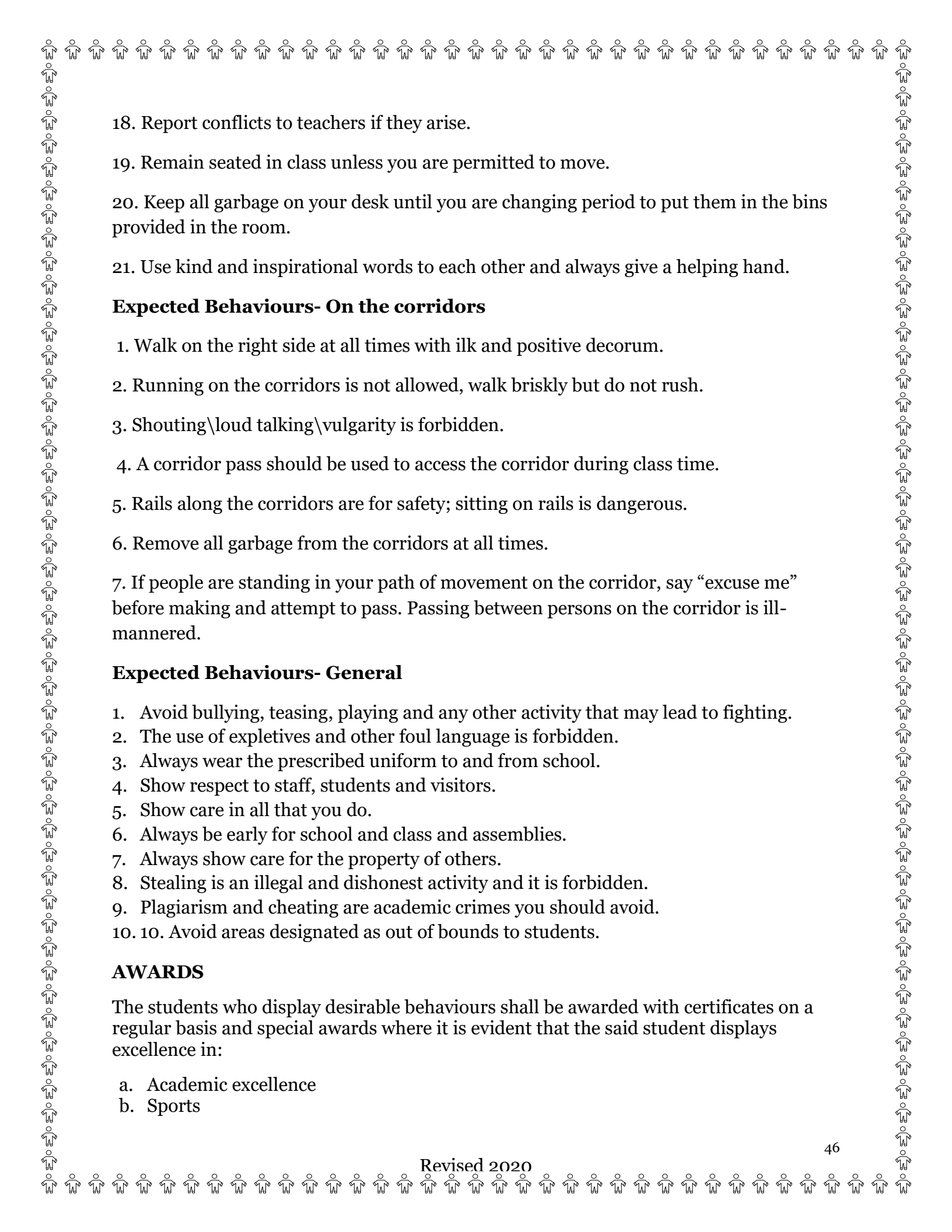
7. PATH tickets are not to be sold or traded.



8. Be respectful and kind to canteen\tuck shop staff.

Expected Behaviours: In Class Behaviours

1. Organize classrooms quietly before teachers arrive (empty bins, sweep floor\straighten furniture etc.).
2. Upon the arrival of the teacher, stand and wait to be greeted by the teacher.
3. If visitors or other staff members enter your classroom, stand and greet them appropriately.
4. Address teachers by their surnames with Mr.\Mrs.\Ms. and adults as Sir\Miss if you don't know their names. If visitor is introduced, use the title and surname when greeting the person.
5. Playing is NOT allowed in the classrooms.
6. Log all electronic gadgets as prescribed.
7. Listen to others before speaking and raise hands and wait to be acknowledged by teachers before speaking.
8. Always follow the instructions given by teachers.
9. The Silence Code is to be observed at all times. If the teacher says, "Egrets you are now in silence," you operate in silence until directed otherwise.
10. Always acquire the Corridor Pass from teachers before leaving the classroom.
11. Only one student is allowed to leave the classroom at a time, except in cases of emergency or special instructions.
12. Eating in class during an assigned session is prohibited.
13. Sit upright at all times with feet on the ground.
14. Leaning or breaking chairs is forbidden. Chairs broken by students deliberately have to be replaced.
15. Marking on or damaging furniture and other aspects of the school is prohibited. Damaged furniture will have to be replaced by students. Areas defaced will have to be repainted by students.
16. Speak quietly to teachers and fellow Egrets.
17. Complete all assigned tasks during the period.

- 
18. Report conflicts to teachers if they arise.
 19. Remain seated in class unless you are permitted to move.
 20. Keep all garbage on your desk until you are changing period to put them in the bins provided in the room.
 21. Use kind and inspirational words to each other and always give a helping hand.

Expected Behaviours- On the corridors

1. Walk on the right side at all times with ilk and positive decorum.
2. Running on the corridors is not allowed, walk briskly but do not rush.
3. Shouting\loud talking\vulgarity is forbidden.
4. A corridor pass should be used to access the corridor during class time.
5. Rails along the corridors are for safety; sitting on rails is dangerous.
6. Remove all garbage from the corridors at all times.
7. If people are standing in your path of movement on the corridor, say “excuse me” before making and attempt to pass. Passing between persons on the corridor is ill-mannered.

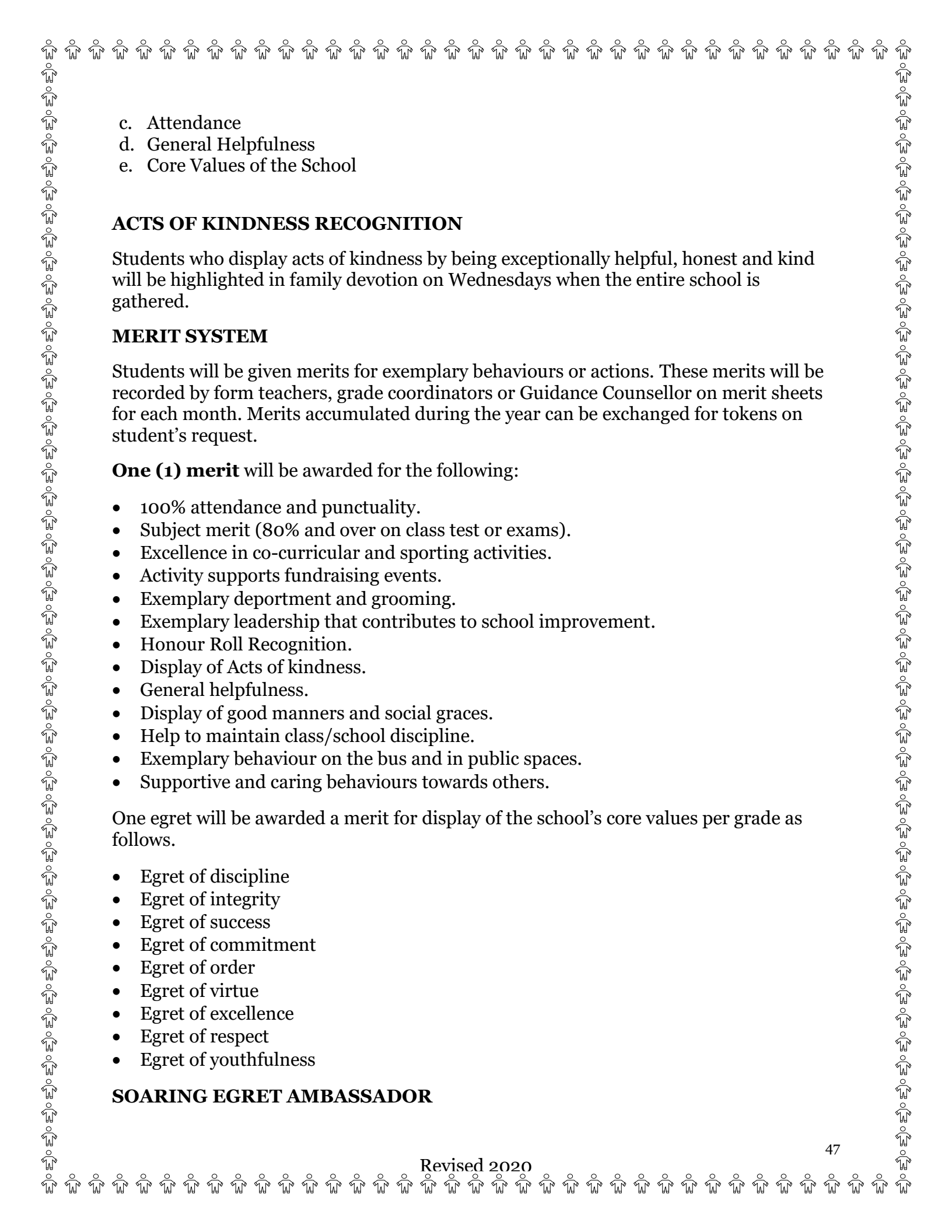
Expected Behaviours- General

1. Avoid bullying, teasing, playing and any other activity that may lead to fighting.
2. The use of expletives and other foul language is forbidden.
3. Always wear the prescribed uniform to and from school.
4. Show respect to staff, students and visitors.
5. Show care in all that you do.
6. Always be early for school and class and assemblies.
7. Always show care for the property of others.
8. Stealing is an illegal and dishonest activity and it is forbidden.
9. Plagiarism and cheating are academic crimes you should avoid.
10. 10. Avoid areas designated as out of bounds to students.

AWARDS

The students who display desirable behaviours shall be awarded with certificates on a regular basis and special awards where it is evident that the said student displays excellence in:

- a. Academic excellence
- b. Sports

- 
- c. Attendance
 - d. General Helpfulness
 - e. Core Values of the School

ACTS OF KINDNESS RECOGNITION

Students who display acts of kindness by being exceptionally helpful, honest and kind will be highlighted in family devotion on Wednesdays when the entire school is gathered.

MERIT SYSTEM

Students will be given merits for exemplary behaviours or actions. These merits will be recorded by form teachers, grade coordinators or Guidance Counsellor on merit sheets for each month. Merits accumulated during the year can be exchanged for tokens on student's request.

One (1) merit will be awarded for the following:

- 100% attendance and punctuality.
- Subject merit (80% and over on class test or exams).
- Excellence in co-curricular and sporting activities.
- Activity supports fundraising events.
- Exemplary deportment and grooming.
- Exemplary leadership that contributes to school improvement.
- Honour Roll Recognition.
- Display of Acts of kindness.
- General helpfulness.
- Display of good manners and social graces.
- Help to maintain class/school discipline.
- Exemplary behaviour on the bus and in public spaces.
- Supportive and caring behaviours towards others.

One egret will be awarded a merit for display of the school's core values per grade as follows.

- Egret of discipline
- Egret of integrity
- Egret of success
- Egret of commitment
- Egret of order
- Egret of virtue
- Egret of excellence
- Egret of respect
- Egret of youthfulness

SOARING EGRET AMBASSADOR

The egret who embodies most of the core values will be recognized as **the soaring egret** for the month. Egrets attaining this recognition for four months consecutively will earn the position of ‘Soaring Egret Ambassador’ and be badged accordingly.

CAST IN MERITS

Students will have the privilege of exchanging accumulated merits for tokens when they have achieved at least five merits.

Token/Gift	Merits
Pen	5
Rulers	7
Large eraser	5
Geometry set	20
Small school glue	10
Sketch pad	15
Five notebooks/school pen	15
Pack of pencil crayons	10
Graph sheets (5)	5
Calculator	30
Tablet	50
Flash drive	30



SOCIAL INTERACTION POLICY

All students must know and understand the following for intelligent social interaction in the school.

- When greeted by someone who you know or who has been introduced to you, you are to respond accordingly using the person's name. If you do not know the name, you say Sir or Miss based on the gender.
- When responding to authority figures to questions that require a yes or no response, you are to Say Yes Miss/No Miss or Yes Sir/No Sir. Shaking of the head to respond is **unacceptable**.
- When greeting someone, remember that "good evening" is after 6:00 p.m. Good afternoon is used after 12:01p.m.(day) and "good morning" is used after 12:01a.m. (night) up to 12:00 noon. Generally, to say "good night" is to express farewell. You may also say "good day" if you are unsure of the time during the day.
- If you are welcomed back to school or told to have a good/productive day/afternoon/evening/night, your response should be "Thank you and the same to you."
- If you are asked, "how are you?" your response should be " Fine, thank you and how are you?"
- If the expression "good morning/afternoon Egrets/students/everyone" is used at/during/after assembly, your response should be "good morning (name of person), teachers and fellow Egrets." If there are visitors, the list for your response becomes: name of person who greeted you, visitors, teachers and fellow Egrets.
- As a tradition for our school, when competing or requested to show patriotism for the school, when the caller shouts "Egrets!" your response should always be a resounding "SOAR!"
- When you are addressing an authority figure in the school or a visitor, you are expected to stand properly with your hands behind you or at your side. This showcases respect to authority.
- Remember to say please/may I when making requests and thank you when they are granted.
- When thanked, the appropriate response is, "you are welcome."
- If someone is blocking you, the appropriate statement is "please excuse me."
- Remember we are never too big to say "I am sorry" when we have hurt others.



APPENDICES

GENERAL INFORMATION TO VISITORS

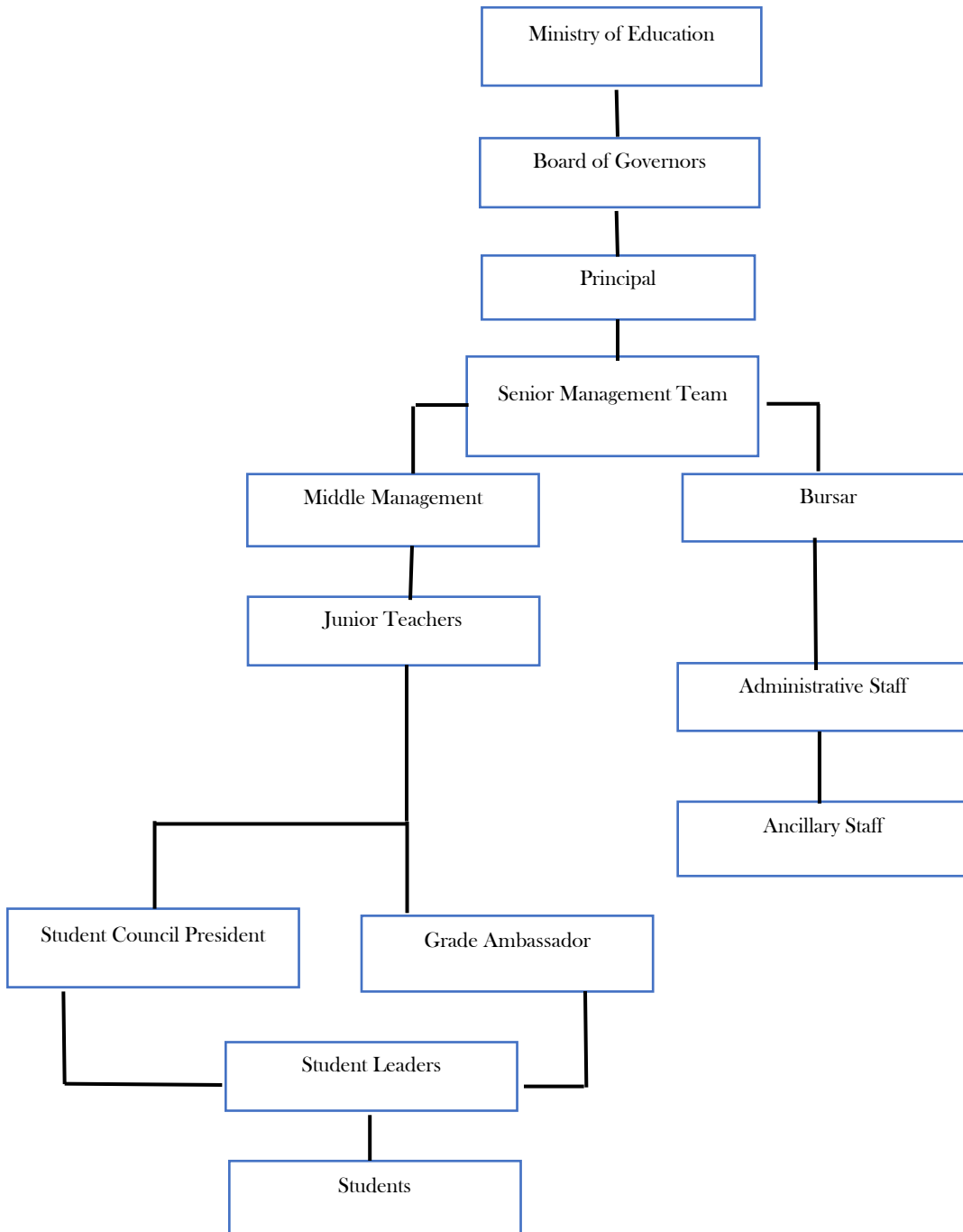
- ✚ **OPENING HOURS: 8:00 A.M. – 4:00 P.M.**
- ✚ **CAMPUS CLOSED TO STUDENTS BEFORE 7:00 A.M. AND AFTER 5:00 P.M.**
- ✚ **ADMINISTRATIVE OFFICE HOURS FOR VISITORS: 9:00 A.M. – 3:00 P.M.**
- ✚ **GENERAL TEACHING PERIOD AND SCHEDULED BREAKS 8:00 A.M. – 2:55 P.M.**
- ✚ **ALL PERSONS AND VEHICLES ENTERING AND LEAVING THE COMPOUND ARE SUBJECT TO BEING SEARCHED**
- ✚ **VISITORS MUST PRESENT A VALID PHOTO IDENTIFICATION BEFORE ENTERING COMPOUND.**
- ✚ **NO VISITOR IS TO GO BEYOND THE ADMINISTRATIVE BLOCK EXCEPT ACCOMPANIED BY AUTHORISED PERSONS.**
- ✚ **ABSOLUTELY NO WEAPONS, ILLICIT DRUGS OR OTHER CONTRABAND IS ALLOWED**

VISITORS' DRESS CODE

- ✚ **NO SHORT SHORTS/SKIRTS**
- ✚ **NO EXPOSED UNDERGARMENTS**
- ✚ **NO CLOTHES DISPLAYING OBSCENE INFORMATION**
- ✚ **NO MID-RIFT BLOUSES/SHIRTS**
- ✚ **NO SPAGHETTI STRAPS, TOPLESS/BACKLESS BLOUSES**
- ✚ **NO MERINOS**
- ✚ **NO RIPPED-JEANS THAT EXPOSES THE BODY**
- ✚ **NO HOODED JACKET**
- ✚ **NO PANTS BELOW THE WAIST**

ORGANIZATIONAL/HIERARCHY STRUCTURE

CHAIN OF COMMAND





NATIONAL ANTHEM OF JAMAICA

Eternal Father, Bless our Land

Guide us with thy mighty hand

Keep us free from evil powers

Be our light through countless hours

To our leaders, great defender

Grant true wisdom from above

Justice, truth be ours forever

Jamaica, land we love

Jamaica, Jamaica, Jamaica, land we love

Teach us true respect for all

Stir response to duty's call

Strengthen us the weak to cherish

Give us vision lest we perish

Knowledge send us Heavenly Father

Grant true wisdom from above

Justice, truth be ours forever

Jamaica, land we love

Jamaica, Jamaica, Jamaica, land we love.



JAMAICA'S NATIONAL PLEDGE

Before God and all mankind,
I pledge the love and loyalty of my heart,
the wisdom and courage of my mind,
the strength and vigour of my body,
in the service of my fellow citizens;

I promise to stand up for Justice,
Brotherhood and Peace,
to work diligently and creatively,
to think generously and honestly,
so that Jamaica may, under God,
increase in beauty, fellowship and prosperity,
and play her part in advancing the welfare of the whole human race.

NATIONAL SCHOOL SONG

I Pledge My Heart

I pledge my heart forever
To serve with humble pride
This shining homeland, ever
So long as earth abide.

I pledge my heart, this island
As God and faith shall live
My work, my strength, my love and
My loyalty to give.

O green isle of the Indies,
Jamaica, strong and free,
Our vows and loyal promises
O heartland, 'tis to Thee.

The Jamaica National Song for schools is set to the tune of 'I Vow To Thee My Country'. It was written by the late Hon. Victor Stafford Reid, OJ.

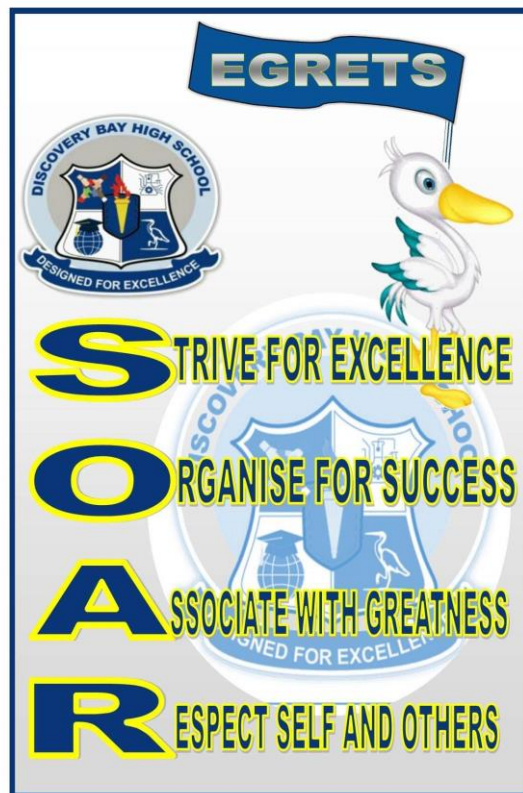
JAMAICA'S NATIONAL SONG

“Jamaica Land of Beauty”

Jamaica land of beauty, We promise faithfully
To serve thee with our talents and bring our gifts to thee
Jamaica we will always in honour of thy name
Work steadfastly and wisely and never bring thee Shame
From riverside to mountain from cane-field to the sea
Our hearts salute Jamaica, Triumphant, proud and free,

Together in our country, In love and brotherhood
We'll work and play in freedom, as all God's children should.
With hearts and hands united, In thanks for everything
That God has given unto us, together let us sing.
From riverside to mountain from cane-field to the sea
Our hearts salute Jamaica, Triumphant, proud and free.

*The words of The Jamaica National Song were written by A. L. Hendricks
and the music was composed by Lloyd Hall*





The Lords Prayer

Our Father who art in Heaven
hallowed be thy name.

Thy kingdom come, thy will be done,
on earth as it is in Heaven.

Give us this day our daily bread
and forgive us our trespasses,
as we forgive those who trespass against us.

Lead us not into temptation
but deliver us from evil.

For thine is the kingdom, the power
and the glory, for ever and ever.

Amen