

CLAN CARTHY HIGH SCHOOL

1 Deanery Road, Kingston 3

STUDENT HANDBOOK



**“VERTICE SIDERA TANGEMUS”
“HIT THE STAR AT THE HIGHEST POINT”**

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STUDENT HANDBOOK

A Complete Guide for Parents & Students

“Believe in yourself and all that you are. Know that there is something inside you that is greater than any obstacle.” – Christian D. Larson

“If you don’t go after what you want, you’ll never have it. If you don’t ask, the answer is always no. If you don’t step forward, you’re always in the same place.”
–Nora Roberts

Clan Carthy High School Student Handbook
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OVERVIEW OF HANDBOOK

This handbook is designed to help familiarise each student and his/her parent or guardian with the rules and regulations of the school. Become thoroughly familiar with the information contained in this handbook, and keep it as a handy reference, because you will be held accountable for knowing and following it. Parents and students should be aware that ignorance of the rules in any part will not be accepted, and as such, any student who violates the rules will be dealt with in accordance with the penalties stated. The Ministry of Education, in its Education Regulation (1980, 29 (1)), states, "A student shall obey the rules of the school he is attending." Therefore, all students entering Clan Carthy High School must obey the rules set out by the school's administration.

The rules contained in this handbook are not exhaustive, and the administration reserves the right to take actions as it deems appropriate in an effort to maintain discipline in the school. If you have any questions not addressed in this handbook, you are encouraged to contact your teachers, guidance counsellors, or administrators.

PRINCIPAL'S MESSAGE

Dear Students and Parents,

On behalf of the faculty, staff, and administration, I extend a warm welcome to Clan Carthy High School. We wish you a successful and fulfilling school year. I encourage you to dedicate yourselves to academic excellence and participate in extracurricular activities that align with your interests while maintaining a healthy balance.

Education is a shared responsibility, with students playing a vital role in their own success. However, our highly qualified staff is here to guide and support you in your academic journey and personal development. I trust that you will uphold and even surpass the proud legacy of excellence established by those who came before you. Together, let us continue to “Hit the Star at the Highest Point”.

This handbook is designed to familiarise you with your rights and responsibilities as students and parents. It outlines school policies, rules, and regulations and serves as a valuable resource throughout the academic year. Our well-rounded curriculum is tailored to meet diverse student needs, recognising that each individual possesses unique talents and aspirations. Through a variety of programmes, we strive to provide all students with the best possible education.

We encourage active participation in school life by joining clubs, teams, and organisations that interest you. Engaging in these activities is an excellent way to build friendships and strengthen your connection to the school community.

Students are expected to study, understand, and adhere to the school's rules and code of conduct, including government regulations that emphasise school security. These guidelines are in place to ensure that every student has equal access to a safe and high-quality educational experience. By upholding these standards, we help prepare our graduates for further studies, meaningful careers, and leadership roles in their chosen fields.

We look forward to a rewarding and enriching school year for all. May the peace of the Lord be with you always.

Educationally yours,

Hazel P. Cameron
Principal

CLAN CARTHY HIGH SCHOOL

STUDENTS' CREED

1. I will obey the rules of the school and the country
2. I will attend school regularly and punctually and attend all classes on time
3. I will maintain a well-groomed appearance and be properly attired in my uniform
4. I will be prepared for class with appropriate materials and assignments
5. I will show respect for my peers and persons in authority
6. I will establish goals and work hard to accomplish them
7. I will utilize the library for research and quiet study
8. I will commit to at least one extra-curricular activity
9. I will show a true, loyal school spirit
10. I will take part in school activities
11. I will show appreciation for my teachers
12. I will refrain from unnecessary conversation, noise, or confusion in the classroom and on the compound.
13. I will cooperate to maintain order and cleanliness throughout the school
14. I will dump my garbage only in garbage bins
15. I will not loiter during classes or on the street
16. I will walk, not run, on corridors and keep to the left to allow smooth movement of people in both directions
17. "Please", "Thank You", and "Excuse Me" are valuable; I will use them often
18. I will develop my character by continually assessing myself and making changes where necessary by being:
 - Agreeable and cheerful
 - Broadminded and tactful
 - Honest and dependable
 - Self-controlled
 - Resourceful
 - Cooperative
 - Respectful of the rights and virtues of others
 - Courteous
 - Sociable
19. I will develop my spiritual life, read my Bible, attend the church of my choice, and be attentive in school devotions
20. I will contribute to my community through participation in community projects

Head Boy (2004-2005): Marvin Richards
Head Girl (2004-2005): Kadian Hugh

OUR VISION STATEMENT

Our vision at Clan Carthy High School is to create an environment that is a model of excellence and will serve as a catalyst enabling everyone to “Hit the Star at the Highest Point”.

OUR MISSION STATEMENT

Our mission is to produce intellectually empowered, socially adjusted, and spiritually aware citizens through:

- A school climate that promotes conditions for success
- Expert Instruction
- Student Services that support achievement
- Strong Leadership

SCHOOL HYMN

1. We build our school on thee, O Lord; To Thee we bring our common need; The loving heart, the helpful word, The tender thought, the kindly deed: With these, we pray, Thy Spirit may enrich and bless our school always.
2. We work together in thy sight; We live together in thy love. Guide Thou our faltering steps aright, And lift our thoughts to heaven above, Dear Lord, we pray. Thy Spirit may be present in our school always.
3. Hold Thou each hand, to keep it just; Touch Thou our lips, and make them pure; If Thou art with us, Lord, we must Be faithful friends and comrades sure: Dear Lord, we pray, Thy Spirit may be present in our school always.
4. We change, but Thou art still the same good Master, Teacher, and Friend. We change; but, Lord, we bear Thy name, to journey with it to the end And so, we pray Thy spirit may be present in our school always.
Amen.

Sebastian Williams Meyers, 1856 – 1946

A BRIEF HISTORY

A group of citizens and the political representatives of the area decided to make developmental plans for South East St. Andrew. Education was the most critical on the list as parents complained about the limited space available for children at the common entrance level. The Vineyard Town community had a primary school but no nearby secondary school to accept common entrance awardees. The Carthy Family donated the land on which the school now sits.

In October 1980, the Vineyard Town Secondary School was opened to three hundred and fifty (350) students in Grade 7, a principal and ten (10) teachers. Between November 1980 and January 1981, two (2) teachers and thirty-six (36) students joined the group. Also, in place by January 1981 were six (6) ancillary staff, two (2) cooks, a bursar, a clerical assistant, a principal's secretary and a typist. As the student populace increased, the demand for space resulted in the evolution of the shift system in 1983. During the 1990s, the school underwent three name changes during the period 1990-2001. The name changed from Vineyard Town Secondary to Clan Carthy Secondary, then to Clan Carthy Comprehensive, then to its current name, Clan Carthy High School. In keeping with the school's quest to enhance the students' performance and create a culture of excellence, the school abandoned the shift system in 2008.

The school's first principal and vice principal were Miss Dorrell Chambers in 1980 and Mrs. Inez Miller, respectively. To date, the school has had three other principals and acting principals. Upon the passing of Miss Chambers, Miss Lorretta Walker acted as principal until Mr. Anthony Eldemire was appointed in September 1994. Mr. Trevor Samuels assumed leadership in 1997 and was followed by Mrs. Hazel P. Cameron, who became principal in 2005. During the transition in leadership, Mr. Ekle Bailey has acted as principal on several occasions.

Since its inception, the school has vastly developed. Today, there are approximately 1300 students and over 70 highly trained and experienced teachers. The institution has sought to maintain a balance in the male and female teacher ratio. Students are offered a variety of subject areas, such as technical and vocational subjects, the visual and performing arts, and business education. Many students have transitioned to higher education both locally and overseas. Many students proudly represent the school in debating, cadets, the School's Challenge

Quiz, the Penn Relays, Boys' and Girls' Championships, and other ISSA competitive sporting events and cheerleading competitions.

From the onset, we committed ourselves to changing the poor image of New Secondary Schools. We worked to achieve high standards comparable to those of any traditional high school, and as such, are now proud of the achievements we have had.

SCHOOL SYMBOLS

School Hymn

“We Build Our School on Thee O Lord”

School Motto

“Hit the Star at the Highest Point”

School Colours

Red and Blue

School Crest



School Tie



School Belt



School Core Values



EXTRA-CURRICULAR ACTIVITIES

Students are supported in their full development—academically, spiritually, physically, and mentally—through activities that build growth, teamwork, and a strong work ethic.

Extracurricular activities, including all clubs, societies, sports, and school-sanctioned events. These include, but are not limited to;

- Inter Schools Christian Fellowship Club (I.S.C.F.)
- Football
- Netball
- Cheerleading
- Choir
- Drama/Dance
- Cadet J.C.C.F.
- Hockey
- Track & Field
- Sign Language
- Key Club
- Music Club
- Math Club
- Science Club
- Heritage Society
- Debating
- Research Club
- Peer Counseling Team
- Literacy Club
- Groomtastic Club

MANAGEMENT AND ADMINISTRATION

Board of Directors: The school is managed by a Board of Directors whose responsibilities include ensuring that the school is run in accordance with the Education Code of Regulations as set out by the Ministry of Education. The principal, who reports to the board, supervises the daily running of the school. This includes maintaining discipline; employing academic, administrative, and ancillary staff; student enrolment; and curriculum planning and development.

Principal: The principal also has the responsibility of overseeing the maintenance of the principal, developing and fostering public relations between the school and the community. The principal is assisted by two (2) vice principals.

Dean of Discipline: The Dean of Discipline is responsible for the overall safety and security measures for all staff and students at the institution. This individual is tasked with implementing programmes and initiatives that will drive positive behaviour among students.

Bursar: The Bursar handles the financial records of the school. This deals with the preparation of the annual budget and the maintenance of the school's expenditure in accordance with the policy of the Board.

Guidance Counsellors: The Guidance Counsellors are in charge of developing the skills needed to adjust to the challenges that students may have to deal with in their environment. The counsellors foster positive attitudes and cater to students' abilities emotionally, physically, and academically. Guiding students in their personal and financial issues is also one of the responsibilities of the counsellors.

School Nurse: The school nurse has the responsibility of administering health services to the school's personnel. It must be noted that the health service is only equipped to deal with minor situations or illnesses that may happen while the student is at school. Major problems are referred to the nearest hospital. The function of the nurse includes:

- Treating health-related illnesses/conditions affecting members of the school community, all students' academic, administrative, ancillary, and security personnel,
- Maintaining a clean and healthy environment,

- Offering advice/counselling to any member of the school community in collaboration with the guidance counsellors,
- Offering advice/counselling to parents/guardians on health-related issues affecting their children/wards,
- Preparing referral letters to doctors, dentists, clinics, and hospitals in the event of an emergency,
- Commandeering assistance from any staff member and any other Department in an emergency,
- Administering prescribed medication brought from home with the written consent of the parent/guardian,
- Making available literature or reading material on any health issues.
- Liaising with the guidance counsellors and the Dean of Discipline on behavioral and other health-related issues
- Maintaining and respecting the confidentiality of all treatments.

Parent-Teachers' Association - The Parent-Teachers' Association plays an active role in the school's development. It holds regular meetings with parents and teachers to discuss fundraising activities as well as current issues that may be affecting the school.

LINE OF COMMUNICATION

The school's communication structure ensures that concerns are addressed efficiently through the appropriate channels. Ensuring that issues and concerns regarding your child/ward are efficiently addressed and resolved is a priority.

Academic concerns should first be discussed with the subject teacher, followed by the Head of Department, then the Vice Principal of Academic Studies, and if unresolved, the principal.

Disciplinary matters should follow a similar progression, starting with the subject teacher, then the grade supervisor or dean of discipline, followed by the vice principal and, as a last resort, the principal. Adhering to this structure ensures timely and effective resolution of issues.

If, however, there is an extremely urgent/extenuating situation, these channels might be bypassed. Please follow the structure outlined below.

Line of Communication Organisational Structure

Academic Concerns

1. Subject Teacher

2. Head of Department
3. Vice Principal (Academic Affairs)
4. Principal

Disciplinary Concerns

1. Subject Teacher
2. Form Teacher
3. Grade Supervisor / Dean of Discipline
4. Vice Principal
5. Principal

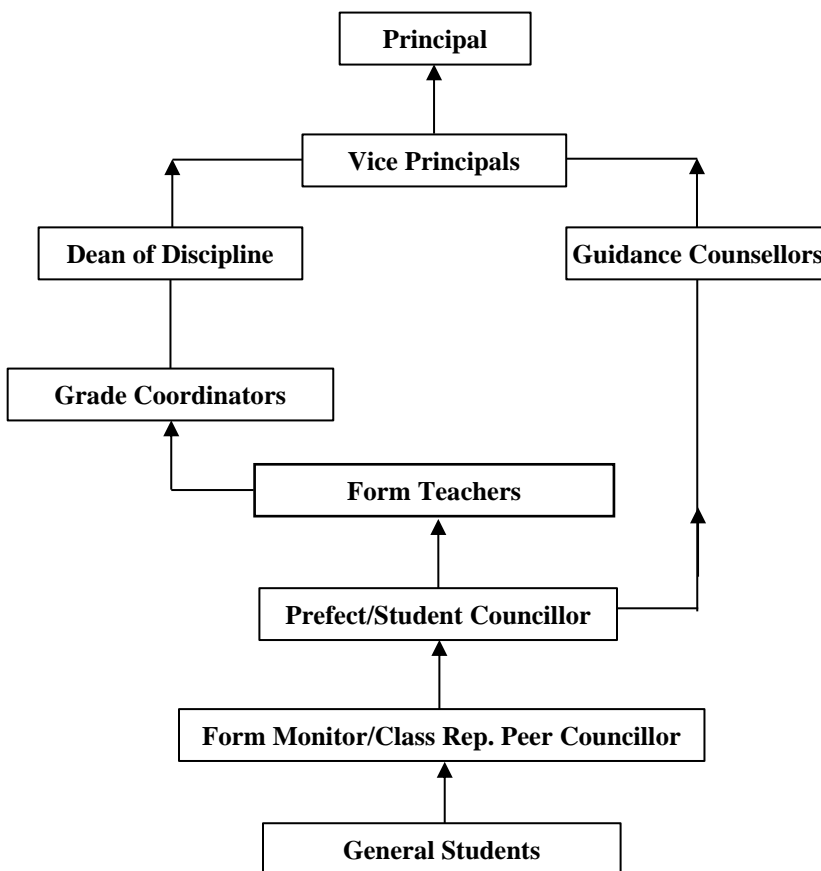
General School Administration

1. Teachers
2. Heads of Department / Grade Supervisors
3. Vice Principals
4. Principal
5. Board of Governors

As with any institution, several protocols must be observed. It is expected that parents will, from time to time, have matters of concern, which should be discussed in an effort to find solutions, and as such, relevant members of the school are in place to offer assistance. The following shows the line of communication that should be followed in such instances.

Please note that only in events where there are extremely urgent or severe cases, this structure may be bypassed.

Structure of the Student Hierarchy



SCHOOL SAFETY AND SECURITY

Accidents and Incidents

Serious accidents or incidents must be reported to an administrator immediately. Parents will be informed of all accidents, no matter how insignificant you may deem them. Accident Report Forms are available in the main office. The Deans will be responsible for completing these forms. Staff members may be asked to submit witness statements.

Safety rules require complete silence in and out of the classroom from the moment the bells sound. Students are to line up and move quickly through the assigned exits. Depending on the nature of the emergency, everyone must leave the building. Drills will be held on a regular basis throughout the school year. A drill takes precedence over all other events.

Evacuation Procedures

While evacuation generally refers to leaving the classes or the school compound, it must also be understood that evacuation can also be from the outside to the inside, e.g., from the open space in the vicinity of the middle gate to the classroom. If evacuation is necessary, the following guidelines should be followed:

In cases where students will need to evacuate quickly from the school, both gates (the large red gate in the vicinity of the male teachers' bathroom and the main gate leading to Deanery Road) should be used for such purposes.

In cases where students are required to evacuate from classes but not from the school compound, the area in front of the male teachers' bathroom, the area in front of the dean's office (Room 51), the area on the outside of the middle gate to include along that roadway, and the area at the front of the school by the main car park will be used as holding areas for students.

- An evacuation drill will be done each term, and at least one within the first two weeks of school.
- All emergency services are to be notified as necessary.
- The CIMT is to be activated.
- Class registers should be retrieved by teachers.
- The safety of teachers is to be ensured by the vice principals, and teachers should also ensure that students leave the buildings safely.
- Checks are to be made by teachers to ensure that students have left all classrooms.
- Classroom doors are to be closed but left unlocked.
- Teachers are required to proceed with their students to the designated holding area.
- Order must be maintained at all times.
- Roll calls will be taken as soon as possible by each form teacher or the subject teacher at the holding area.
- All students must be accounted for, and this information given to the parent coordinator on the CIMT.

- All staff must be accounted for, and this information given to the staff coordinator on the CIMT.
- Students should remain with their teachers until clearance is given that it is safe to return to the classrooms.
- Arrangements will be made for contacting parents to let them know where their children have been evacuated to and that they are safe.

Designated Exits

BUILDING A – Main Office Block

- Persons on the ground floor will proceed toward the main gate.
- Persons on the first floor will exit using the staircase over the office, then move to the main gate.
- Persons on the top floor will exit using the staircase near the nurse’s office and then move to the main gate.

BUILDING B – Home Economics Block

- Persons on the ground floor will proceed towards the main gate.
- Persons on the first floor will exit using the staircase over the computer lab, then toward the main gate.
- Persons on the top floor will use the staircase near the nurse’s office and then move to the main gate.

Other Areas

- Persons in the library and cyber centre will exit using room 52.
- Persons in the Science Labs, Visual and Performing Arts rooms, Industrial Techniques rooms, and Physical Education, along with rooms 53a & b, 54 – 56, and the canteen and Tuck shop staff will exit through the red gate.
- Anyone not in classrooms when the alarm sounds, e.g., in the “bathroom”, under the trees, etc., should proceed to the nearest exit point.

ASSEMBLY AREAS:

THE OPEN AREA IN FRONT OF THE RED GATE & PARKING LOT

SCHOOL HOURS

School hours are from 7:30 a.m. to 2:25 p.m. on Mondays and Fridays. Extracurricular activities will begin immediately after the last period for at least one hour.

No student may leave the school premises during school hours without written permission from the principal, vice principal, dean of discipline, grade supervisor or school nurse.

Assembly

All students are required to attend general devotion. Students are also expected to attend all grade, house and class worship as well. Exemptions from devotional exercises will only be granted upon the presentation of the letter to the student's parent or guardian.

Bell Schedule

Monday and Friday	7:30 – 8:00	Devotion
	8:05 – 8:55	Session 1
	9:00 – 9:50	Session 2
	9:55 – 10:45	Session 3
	10:50 – 11:40	BREAK
	11:45 – 12:35	Session 4
	12:40 – 1:30	Session 5
	1:35 – 2:25	Session 6
	2:30 – 3:20	Extended Classes
	2:30 - 4:00	Extra Curricular

STUDENTS' DRESS CODE AND GROOMING

School Uniform - The school uniform consists of the following:

- Grades 7 to 9 girls' uniform consists of a grey tunic with a white short-sleeved blouse. The tunic must fit loosely and is worn with the crest (blue) and the school's belt and tie. Grade 7 – has a grey stripe on the sleeve of the blouse; Grade 8 – has 2 grey stripes on the sleeve of the blouse; and Grade 9 – has 3 grey stripes on the sleeve of the blouse.
- Grade 10 girls' uniform consists of a grey skirt and a white short-sleeved blouse worn with the red crest and the school's belt and tie

- Grade 11 girls' uniforms remain the same as the Grade 10's; however, a "princess lined" vest is worn.
- Grades 7 to 9 boys' uniform consists of grey pants and a grey shirt worn with a blue crest and tie. Grade 7 – has a grey stripe on the sleeve of the shirt; Grade 8 – has 2 grey stripes on the sleeve of the shirt; and Grade 9 – has 3 grey stripes on the sleeve of the shirt.
- Grade 10 boys' uniform remains the same; however, a tie and red crest are worn. Grade 11 boys wear white shirts with red crests and a tie. Pants should have no designer styles – small cuffs, wide knees, pleats, wide waistbands, or box pockets – and should be worn at the waist and not at the hip. Tight pants are strictly prohibited.
- Only P.E. clothing sold by the school should be worn during P.E. classes. If, the P.E. gear cannot be worn, then a plain white T-shirt should be worn with plain white shorts or a P.E. skirt.

Shoes and Socks

- Both boys and girls should be attired in plain BLACK school shoes. No multi-coloured footwear will be tolerated as part of the uniform. The shoes should not have studs, sequins, large buckles, pollens, or any design or pattern. No boots or high-heeled shoes will be allowed as part of the uniform. Sneakers must NOT be worn to school. If, in an exceptional case, those sneakers are to be worn, a written request must be submitted, and permission sought and granted. The sneakers must be solid black with no pattern or design.
- School socks must be worn at all times. Girls' socks should be white nylon (not bobby and no designs) and must be folded (not rolled) at least one inch above the ankle. No ankle socks will be tolerated. Boys' socks must be black or navy-blue nylon; no bobby socks or designer socks should be worn.

Identification Cards

- All students are required to wear their identification cards at all times during school hours and at school events. It should be clearly displayed.
- There is a cost involved. Students will be told when they are to have their photos taken and their IDs made up, and what the cost is. This is an instant process. Students MUST use their ID card for their attendance at school.
- Only badges authorised by the school should be worn on the uniform. No stickers, posters, or pins will be tolerated.

Jewellery

- The only jewellery allowed is a simple wristwatch (black, silver, or gold). Rings, earrings, chains, and necklaces are not allowed and, if found, will be confiscated. They will not be returned until the end of the term or the school year.

Undergarments/Belts/Hair Ornaments

- When undershirts are worn, they should not be seen. They should be plain white, V-neck, or a Merina. Girls are required to wear only black brassieres or camisoles with their white blouses.
- **NO COLOURED** T-shirts, vests or blouses should be worn. These will be confiscated and returned at the end of the term.
- Boys' belts should be plain black with a simple buckle and should be no more than one inch wide. No designer buckles should be worn. These will be confiscated and will NOT be returned.
- Only Black hair adornments are allowed. It should be moderate in size and style, and no more than two should be worn at any time. Bandeaux and large clips are not acceptable. No caps must be worn with the school uniform. These will be confiscated and will NOT be returned.

Grooming

- Haircuts should conform to what is appropriate for school (low cut and shaven face) and not what fashion and style dictate. Designed or patterned haircuts are not appropriate for school and constitute a breach of the school's dress code.
- Hairstyles must be simply styled. Braids, beads, wigs, hair extensions/pieces, and colouring of hair are not allowed. No high hairstyle patterns are allowed.
- No decorated or shaven eyebrows will be allowed.
- Contact lenses must not be worn except where prescribed by a doctor, and the school nurse must verify this documentation.
- Nails must be clean, short, and well-groomed. They must be natural and unpolished. Clear polish is not accepted.

SCHOOL FUNCTIONS

- The school's calendar includes several functions, scheduled during the school day and at other times. They form an important part of the school's programme, providing opportunities for students to participate in the broader aspect of the education process.

- Every student is required to attend all functions during the school day. Hsilverld also attends those functions outside of the school day to which he is invited and can attend without undue difficulty in travelling to the venue.

PUNCTUALITY AND ABSENCE

- Students should be in their classroom by 7:30 a.m. They must be in full uniform with the school crest on their shirt pockets, and they are to display their IDs at all times.
- A student who is not present when the roll call is taken is late. Students will be reprimanded for repeated late attendance.
- Any student who is absent for more than three (3) consecutive days, on his/her return to school, must bring a written letter signed by a parent or guardian stating the reason for his/her absence.
- Permission to leave during the school day will be granted on the written request of a student's parent or guardian. Such permission will only be granted for legitimate reasons, and only the following persons can grant permission for the student to leave in response to the letter of request from the parent or guardian: principal, vice principals, dean of discipline or the nurse.
- A student who leaves during the day without permission will be considered to have withdrawn himself from the school. He will not be allowed to resume classes until his parent or guardian attends the school to discuss the matter.
- **PLEASE NOTE THIS WELL:** after an absence for a protracted period and especially after an infectious illness, the student should produce a medical certificate on his/her return to school.
- Students who do not attend classes will be warned in the first instance. Parents and students are reminded that the failure of a student to attend classes is a serious matter and can result in expulsion.

Policy for Late Students

- 7:30 a.m. School begins, and the gates are closed.
- 7:30 – 8:00 a.m. Except in special cases where permission is granted, drivers are not allowed to drive vehicles onto the compound. Students must walk through the gates and then move quickly to their form rooms for registration.
- After 8:00 a.m. Students arriving after 8:00 a.m. are allowed to enter the compound but are kept in a holding area until they are allowed to proceed to their next class promptly.

DISCIPLINARY SYSTEMS

The purpose of this code of discipline is to provide a safe and supportive school environment that is conducive to teaching and learning. Clan Carthy students are expected to be responsible in their speech, dress, behaviour, and work. Each is required to honour and embrace the school's Core Values of Honesty, Integrity, Respect, Discipline, and Spirituality.

Each student is required to study their student handbook and familiarise themselves with the rules of the school and the code of conduct. Ignorance of these will not be accepted as an excuse if rules are broken. This is in keeping with the general rule of law that 'ignorance of the law is no excuse'.

Level Of Sanctions

The disciplinary system at Clan Carthy is as follows:

1. Warning
2. Detention
3. Campus service
4. Referral to the Guidance Departments
5. Sent to Dispute Resolution
6. Suspension
7. Enrolment in the Summer Camp for Behaviour Modification
8. Referral to the Personnel Committee of the School Board
9. Expulsion

i. Warning

Students who are caught breaking the rules, including contributing to a breakdown of the discipline of the school in any way or failing to do a set assignment, may be warned by a teacher or prefect. Three warnings for the same or different offences automatically result in a detention.

ii. Detention

Daily detentions are organised for errant students to remain behind after school to engage in supervised study and organised work in a strictly controlled environment. Students notified to stay for detention must do so. They do not have a choice.

The following are likely to be the types of punishment applied in detention, as befits the misbehaviour:

- Social Problem: clean graffiti off walls; pick up garbage and clean indoor areas.
- Academic Problems: transcribe from books, especially chapters containing graphs; transcribe from the dictionary; shade in graph paper boxes or do other prescribed assignments.
- Outright defiance: hands in the air; tedious exercises.
- Class detention (involving a form) and block detention (involving an entire grade) are usually held after school and involve cleaning up the school grounds or plants.

Three detentions in a week may result in one (1) day of community service. Non-attendance at detention may also result in a one-day suspension and referral to the Board of Governors.

iii. Community Service

This is given for the following offences:

- Vandalism: damaging the property of the school or of other students
- Truancy or cutting class
- Refusal to sit in detention or accept punishment
- Repeated detentions or absence from detentions
- Consistent late arrivals

iv. Referral to the Guidance Departments

- Students should be referred to a guidance counsellor when they are struggling with personal, social, or academic issues that affect their well-being or academic performance.
 - This support can help them navigate challenges like bullying, stress, or course selection, providing them with tools and strategies to succeed and thrive

v. Suspension

Serious indiscipline could result in suspension, even without a previous detention.

Possible reasons for suspension could include:

- Violence in school, including verbal violence such as threats
- Possession of dangerous weapons
- Possession of drugs or alcohol
- Smoking on the school grounds
- Abusing, harassing, threatening or assaulting a member of staff
- Stealing
- Posting of images on social media that negatively represent the school.

vi. Enrolment in the Summer Camp

Purpose of the Programme - This is an intervention for the students who are consistently causing serious disturbance in the daily operation of the school.

- It is aimed at rehabilitating students who have major disciplinary issues
- The students are put through a thorough 2-week programme while under close supervision.
- It is intended to be the final intervention before a student is expelled, should this be necessary.

vii. Referral to Personnel Committee of School Board

Students will have the opportunity to appear, along with their parents or guardians, before the Personnel Committee of the Board to defend themselves before a final decision is taken. Content of Programme:

- Academic studies with emphasis on basic curriculum
- Guidance Counsellors to conduct diagnostic tests on those identified for this type of intervention
- Counseling sessions, internal and external
- Tight security of participants' movements
- Use of external resources for special intervention
- Field trips to engage the participants in voluntary community service off campus.

This programme will be carried out in a special classroom, where a community atmosphere of courtesy and respect is created. It will be staffed by some of the school's most outstanding teachers.

viii. Expulsion

Students may be expelled for the following violations:

- Criminal offences, including extortion, stealing, forgery, injury to another person, and sexual harassment on the campus
- Enlisting outside help to participate in fights on the campus · Repeated suspensions
- Committing offences while on probation by the School Board · Repeated violations of the school rules, on the recommendation of the Personnel Committee of the Board, following a review.

Searches

- With due regard for the students' rights, the school reserves the right to search for any individual or group of students to ensure the safety and well-being of the community. All students are reminded of this provision and should comply with the request of any school officer. School officers include the principal, vice principals, dean of discipline, guidance counsellors, year/grade supervisors, teachers, and security personnel.
- A metal detector may be used to conduct searches. Students may be required to show the contents of their school bags and pockets. They should follow the instructions of the school officers and cooperate in the process.
- Students found guilty of serious breaches of conduct will be suspended from the school, and the matter may be brought before the Personnel Committee of the School Board.

Minor Offences

Minor offences include, but are not limited to, the following:

- Continuous lateness for school
- Inappropriate hairstyles (no false hair or extensions)
- Not wearing the proper uniform
- Wearing of jewelry
- Not being properly groomed
- Non-compliance with dress code
- Use of obscene language
- Possession of electronic items without authorization
- Non-attendance at assembly/devotion
- Littering of the school grounds/classrooms
- Attending the canteen during class time
- Leaving the school campus without authorisation.
- Loitering in a prohibited area (see sections on classroom blocks and school campus, which follow.)
- Boisterous playing in the classroom
- Failure to comply with reasonable instructions given.

Major Offences

These include, but are not limited to, the following:

- Persistent commission of minor offences
- Defacing walls, chairs, and desks (graffiti)

- Causing excessive damage or destruction to school property · Fighting on or off the school campus
- Causing physical/bodily harm/assault of anyone on or off the school campus
- Issuing Threats
- Attending school under the influence of alcohol/drugs
- Theft from/extortion of a fellow student
- Not attending classes
- Possession of illegal drugs
- Obstruction of teaching and learning
- Malicious abuse (verbal, Written, physical)
- Destruction of or tampering with motor vehicles on campus
- Viewing of pornography on the Internet, in magazines, or using electronic or other means.
- Cheating in an examination
- Non-compliance with the punishment given under the disciplinary programme
- Conviction of a criminal offence
- Possession of offensive weapons (including knives, scissors, razors, or other cutting implements)
- Gross disrespect to teachers
- Destruction of property off campus
- The wearing of uniform in videos posted on school media
- Tampering with computers in the laboratory
- Stealing/removal of school property without permission
- Non-compliance with reasonable instructions given by a member of staff

Classification Of Punishment

For Minor Offences

1. Oral reprimand
2. Order/instruction to write/publish a written letter of apology.
3. Detention
4. Campus service
5. Suspension

For Major Offences

1. Suspension
2. Expulsion

Academic Misconduct

This includes:

- Cheating or attempting to cheat in an examination
- Plagiarism of all forms
- Attending school unprepared for classes:
- Without text(s)
- Without instruments
- Students who fail consistently to attain a passing grade will be placed on academic probation and asked to repeat or withdraw.
- Students found guilty of any of the offences under this section may be suspended or voluntarily withdrawn

Violence

Violence in schools is a major concern for everyone. Where a conflict exists, students are encouraged to settle the situation amicably or to get help in resolving the matter without resorting to violence.

- Students who cause injury or bodily harm to another member of the school community will be suspended for ten (10) days initially and may be expelled by the school board.
- Students involved in a fight will be suspended for a minimum of five (5) days, pending investigation, and may be referred to the School Board for further disciplinary action.
- No student should have in his possession any dangerous weapon or cutting implement. If caught with such, the student will receive three (3) days of suspension.
- Use of a weapon or cutting implement, use of an object as a weapon, acts of violence, including fighting, causing bodily harm, theft, or robbery, are infringements that will result in suspension for a minimum of five (5) days. The matter will be referred to the Disciplinary Committee and may be referred to the School Board for further action.

Verbal Abuse

The offending student will be suspended for a minimum of three (3) days in the first instance. Continued behaviour of this type may lead to expulsion by the School Board.

- Verbal abuse is unacceptable and will be treated as an act of violence against the person so abused.
- The use of expletives, lewd comments, or inflammatory remarks will be treated as serious breaches of conduct.

Drugs and Other Prohibited Substances

- The possession, sale, consumption, or use of any drugs or prohibited substances is a very serious offence. Such an offence may be referred to the school's Disciplinary Committee. Please note that the school is obliged to report such matters to the police.

Pornography/Sexually Explicit Material

- Materials of this nature in any form – books, magazines, illustrations, videocassettes, or computer diskettes – are not allowed. Such materials will be confiscated and destroyed. Students caught with them will receive a minimum of five (5) days' suspension.

Gambling

- Gambling is NOT allowed at school. Students caught gambling will receive a five (5) days' suspension.

Classroom

- On no account should classroom blocks be used for congregating, loitering, or playing. There should be no running in the corridors or on the stairs. Students should walk in a single file, on the left, when moving between classrooms or on a block. Staff rooms are out of bounds to all students.
- Students who wish to speak to a teacher may stand at the staff room door.

The School Compound

Students must pay special attention to the notices that are posted around the school, in particular those that indicate that an area is out of bounds. A demerit against the offender's house will be given where the out-of-bounds rule is broken.

- Students should walk in a single file when moving between buildings. Walkways and pathways are to be followed. No student should walk in the gardens, flower beds, or on lawns.
- The vehicles parked on the compound are not to be interfered with or damaged. Students will be responsible for any damage caused to motor vehicles. No games should be played where vehicles are parked.
- Selling of personal items on the campus is strictly prohibited. Where such items are found, they will be confiscated, and the student may be punished.

- Noise in the classrooms and disruption of classes will be treated as indiscipline. Appropriate disciplinary actions will be taken against the individual or group involved.
- Students may only leave the classroom during a class session with the permission of a teacher.
- Students arriving at school before the start of classes should only enter a classroom if a teacher is present in the room.
- Furniture should not be removed from any classroom without the direction of a teacher or school officer.
- Classrooms must be well-ordered and clean. There should be no litter on the floor.
- No student is allowed to eat or drink during classes.
- The chewing of gum is prohibited.
- Students should not leave any valuables unattended, including bags and books. They should leave such valuables with a responsible person. The school accepts no responsibility for the loss of items left unattended.
- Due to the theft and trade in name-brand bags, students are advised not to bring such products to school. If stolen, the school will record it, but is not obligated to replace it.
- Students should move promptly and quietly between classes.
- Students must always enter and leave a classroom quietly. Supervised games should be played in the classrooms, around the classroom block, or in the parking areas.

The Clean Campus

- All students are responsible for the condition of the campus and are to help in keeping it clean.
- Littering degrades the environment and will not be accepted. Items to be discarded must be placed in litter bins, which are located around the campus. Littering is punishable by detention.
- In teaching social responsibility, students are expected to participate in the general cleaning of the school on a selected day. This day is recognised as Environmental Awareness Day.

School Property

- Students should not write on or deface the walls; they will be required to do campus service if they are caught doing this.
- Slogans should not be written or posted anywhere in the school; students guilty of this will receive a maximum of two (2) days of campus service. School property is valuable and should be preserved.

- Students should not destroy any part of the building, fences, equipment, fixtures, or furniture. If a student is caught destroying any of these items, he/she will be punished and may be referred to the School Board.
- Damage to any school property must be reported to the responsible officers
- Parents or guardians will be required to pay for any damage done by their child/ward.

Truancy

This refers to students who do not attend classes, though they are present at school.

- Any student who has been reported for truancy on two (2) occasions will receive a warning letter. A copy will be mailed to the student's parent or guardian, and one will be placed on his/her file.
- On the third occurrence of truancy, the student will be asked to meet with the school's Disciplinary Committee for a decision to be made on his/her punishment.
- Parents are advised that if they do not receive their copy of the warning letter, this will not prevent disciplinary action.

Lateness

- The Dean of Discipline keeps records of all late students, who are punished according to the following system:

2 occasions late

Per week = 1 late detention

2 late detentions = 1 day campus service

- A warning letter will be given to each latecomer for his/her parents. This letter indicates that if there is no improvement, additional disciplinary measures will be taken. (This may include after-school detention/suspension for a day initially).
- A copy of the school's Promotion Policy, which speaks to lateness and absences, will be given to the parents or guardians who will be asked to come to the school and speak with the principal, a vice principal, or the dean of discipline.

Textbooks and Equipment

It is vitally important for every student to have the required equipment provided for new students in the package they receive at registration. For other students, these lists are provided with end-of-term reports.

- Every item listed MUST be acquired, whether purchased or, in the case of books, rented through the school's Textbook Rentals Scheme, sanctioned by the Ministry of Education.

- Students must be prepared for class with the necessary equipment and texts. A student without the required text for his/her class will be required to give one day of campus service.
- The school operates a textbook rental scheme sanctioned by the Ministry of Education. Parents are encouraged to use this facility.
- If the required textbooks and equipment are not secured and no acceptable reason is given for the situation, the student may be suspended from class until he acquires them.
- The theft or destruction of equipment or texts belonging to another student will result in appropriate action being taken against the offender, who will also be required to replace them.

If a student loses or destroys a rental book, the parent is responsible for its replacement. ***Until the book is replaced, the student will be unable to rent additional materials or participate in the graduation ceremony.***

The Library, Computer, Sciences, and Practical Laboratories

- Students are not to remove any item from the library, computer, science, or practical laboratories without the permission of a member of the academic staff.
- No resource material should be defaced or damaged in any way. Parents or guardians will be required to replace any items removed, damaged, or defaced by their children or wards. Offending students will also be disciplined.
- Damage to computer hardware or software that is caused by a student, other than by accident, will be the responsibility of the student to repair or replace. Parents and guardians are reminded of their responsibilities in such instances.
- The removal of any equipment or parts of equipment from libraries, computers, or other laboratories is expressly forbidden.
- Any student engaged in such activity will be suspended with immediate effect, reported to the School Board with the recommendation of expulsion, and, where the value of items merits such action, he/she will be reported to the police.

Miscellaneous:

Money and Items of Value

- Students must keep money or items of value on their person or hand them to a teacher for safekeeping when necessary.
- Inter-student loans and agreements are not supported by the school. This means that the school will record but will not investigate any student interactions that

involve such activities. This does not prevent the school from taking action against a student who breaks the rules regarding respect for personal property. However, any restitution will be the responsibility of the parents or guardians in private negotiations.

Buying Food

- It is an offence for students to buy food from outside vendors during the school day.

Personal Electronic Devices

- Unless required for classroom use, handheld video games, personal stereos/walkman units, AirPods, Air Buds, headsets, radios, cassette recorders, or any other electrical gadget should not be brought to school.
- These items will be confiscated until the end of the term, and the student found with them will be liable for disciplinary action.

Cellular telephones

- Students are not permitted to carry a cellular telephone to school. If a student is found with a cellular telephone, it will be confiscated and only returned at the end of the academic term.
- Please note that this regulation may change to conform to the Ministry of Education policy regarding cellular telephones, which is now being formulated. However, until that process is completed, the current school regulation remains in force.
- Students who **MUST** use a cellphone to communicate to and from school with their parent/guardian are expected to label the phones with their name and grade.
- Log the phone with the assigned security officer at the start of school.

Chemical sprays:

Chemical sprays, especially those intended for personal protection, should not be brought onto the school compound.

- If a student uses such a device to inflict pain and suffering on other members of the school community, the matter will be treated as a serious breach of the school code. All parents and guardians are advised that any injury sustained in such an incident will be the responsibility of the parent or guardian of the student who inflicts the injury.

Non-perishable items, such as jewellery, handkerchiefs, sweaters, etc., will be confiscated and returned at the end of the academic year.

Language Used on Campus

- Students are expected to communicate in Standard English at all times.
- Indecent language has no place in any of our interpersonal communications. Students guilty of this offence will be punished.
- Letters or Notices issued to students for delivery to parents or guardians
- Where a student is given a letter or notice to deliver to the parent or guardian, the student is responsible for delivering the information to his/her parent or guardian.
- If a parent or guardian is given information in a letter or notice indicating that a meeting is required, the date and time of the meeting must be noted. School officers will expect the meeting to be held unless other arrangements are made.
- If a parent or guardian is unable to attend the meeting, then he or she must contact the school before the day indicated and make alternative arrangements.
- In the case of a suspension, parents and guardians must understand that a student who is suspended will only be allowed into class following their meeting with school officers.
- When a student is suspended, he/she should not return to school until the end of the suspension period.
- If a student attends school while on suspension or attempts to return to school without a parent or guardian, then further action will be taken, and the matter will be reported to the School Board.
- Teachers will not accept students into class who are on suspension and will direct the student to go to the Year Supervisor or Dean of Discipline. Students must follow these instructions.

OUR REWARD SYSTEM

Criteria For Participation in Valedictory/Graduation Service

The Disciplinary and the Valedictory Service Committees will jointly have extended special sessions convened by the Grade Eleven (11) Supervisors and review the files of all grade eleven students.

This review will generate a preliminary list of students qualified for the valedictory service, which will be recommended for the principal's consideration and approval. Evidence of failure to meet the stipulated criteria must be submitted in respect of students deleted from the list. Selection will be based on students:

- Attaining attendance of at least 75% of all possible sessions for Grades 10 and 11, unless in possession of a valid medical certificate.
- Not receiving more than three suspensions or nine detentions.
- Paying all school items in full.
- Participated in at least one club or society activity for an entire academic year.
- Completed ALL SBAs for the subject he/she was registered for in CSEC.
- Returning all library books or school property.
- Sat at least four subjects in external exams: CSEC, City & Guilds, HEART, or NVQJ.
- Attaining passes in at least four (4) subjects in CSEC mock exams.
- Participating fully in the work experience programme during Grades 10 or 11, or having worked during the summer of Grades 9 or 10.
- Not found in possession of a weapon such as a knife or firearm, and must not have willfully injured another student or staff member. · Not involved in disrespecting a teacher or willful destruction of school property.
- Achieving 75% of the merit total points

Prize Giving Ceremony

Our annual prize-giving ceremony, which takes place every November. This special event is a celebration of our students' outstanding achievements throughout the previous academic year. During the ceremony, we recognise and reward students in key areas that showcase their academic excellence and dedication.

At our prize-giving ceremony, awards are presented in the following categories:

- Subject awards for outstanding performance in their last exam
- Top male and female student awards for each grade level
- And special recognition for students who have passed four or more subjects in CSEC, City and Guilds, or HEART exams.

This ceremony is a wonderful opportunity for us to acknowledge the hard work and commitment of our students and to inspire them to continue hitting the star at the highest point.

Auxiliary Fees and Other Payments

Clan Carthy High School is a government-aided school, but parents are required to share the cost of educating their children. Many of the valuable resources provided for students are not paid for by the government. They must be financed from contributions made by parents and well-wishers. It is therefore essential that parents pay promptly all amounts due to the school.

Lodgment of Amounts Due

All amounts due must be lodged with The Bank of Nova Scotia, Cross Roads Branch, before the beginning of the school year. Vouchers showing that the amounts have been paid must be produced no later than the first day of school. Permission to delay payment is granted only in very special circumstances.

Insurance Policy

All students are required to have valid school insurance coverage for the academic year. Students who are not insured will not be permitted to participate in any school-related activities, including but not limited to:

- Extracurricular activities
- Work Experience
- External field trips
- Sporting events
- Clubs and societies

PLEASE NOTE: If an uninsured student is injured while participating in any school activity, the school shall bear no financial responsibility for medical treatment or related expenses.

- Parents/guardians are therefore strongly encouraged to ensure that insurance fees are paid in full by the required deadline so that students remain eligible for all school programmes and activities.

INTERNAL EXAMINATION

Continuous assessment plays a vital role in final grading, and students are encouraged to take all formative assessments seriously. All students are to sit four major internal examinations for the school year.

1. ***Progress Test 1:*** October
2. ***End of Term Examination:*** December
3. ***Progress Test 2:*** February/March
4. ***End of Year Examination:*** June-July

- Each subject's final grade is determined by a combination of coursework, class participation and attendance, homework, tests and final exams.

The minimum grade threshold for passing subjects is 50%.

Academic Integrity:

At Clan Carthy High School, we uphold the highest standards of academic integrity and expect all students to demonstrate honesty and responsibility in their academic work. Violations of academic integrity undermine the credibility of the school and devalue the hard work of honest students.

The following policies outline what constitutes academic dishonesty, the consequences of violations, and the importance of maintaining ethical behaviour in examinations and assessments.

Expectations of Academic Integrity

Students are expected to:

- Complete all examinations, tests, assignments, and coursework independently, unless collaboration is explicitly permitted.
- Acknowledge all sources of information used in assignments and research papers.
- Avoid any form of dishonesty, including cheating, plagiarism, and misrepresentation of work.
- Report any observed instances of academic dishonesty to school authorities.

Forms of Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following:

Cheating

- Copying from another student's work during an exam or test.
- Using unauthorised materials, notes, or electronic devices during an examination.
- Receiving or providing unauthorised assistance on an assessment.
- Impersonating another student or allowing someone else to take an exam on one's behalf.

Plagiarism

- Presenting someone else's work, ideas, or words as one's own without proper citation.
- Copying text from books, articles, websites, or other sources without giving credit.
- Submitting assignments or school-based assessments (SBA) that have been purchased or obtained from another person.

Fabrication and Falsification

- Altering or inventing data in assignments, lab reports, or research projects.

- Forging signatures on official academic documents.
- Misrepresenting personal circumstances to gain academic advantages (e.g., falsely claiming illness to delay/re-sit an exam).

Exam Misconduct

- Talking or communicating in any form during an examination.
- Leaving the exam room without permission.
- Tampering with exam papers or answer sheets after submission.
- Exchanging exam papers while in the examination.
- Completing examinations under a name other than your own.
- Making disturbing sounds while in the examination.
- Disrespecting invigilators in any way.
- Fighting in the examination.

Consequences of Academic Dishonesty

- ***Verbal or Written Warning*** – Issued for minor first-time offences.
- ***Score Reduction or Zero on the Assessment*** – Students caught cheating may receive a zero on the affected test, exam, or assignment.
- ***Parental Notification and Disciplinary Meeting*** – Repeated offences will result in a formal meeting with school administrators and parents.
- ***Suspension from Exams*** – Severe violations may result in temporary suspension from specific subjects, assessments, or all exams for a designated period.
- ***Revocation of Academic Awards*** – Any student found guilty of academic dishonesty may be disqualified from receiving academic awards or honours.
- ***Suspension*** – Extreme cases, such as stealing exam papers, forging documents, or repeated dishonesty, may lead to suspension from the school.
- ***Permanent Record Notation*** – Offences may be noted in the student’s permanent academic record, which could affect future academic opportunities.

External Subject Offerings

We are committed to providing students with the opportunity to gain internationally and nationally recognised qualifications that enhance their academic and professional prospects.

- Our external examination programmes allow students to showcase their skills and knowledge in a variety of subject areas, preparing them for further education, career advancement, and the workforce.
- The school facilitates registration, preparation, and administration for the following external examinations:

Caribbean Secondary Education Certificate (CSEC)

- Administered by the Caribbean Examinations Council (CXC), this certification is widely recognised across the Caribbean and internationally.
- CSEC subjects cover a broad range of academic and technical disciplines and are essential for tertiary education and employment opportunities.

CSEC Subjects offered are:

- | | |
|---|-------------------------------------|
| 1. Agricultural Science | 14. Industrial Technology: Building |
| 2. Biology | 15. Mathematics |
| 3. Caribbean History | 16. Music |
| 4. English A (Language) | 17. Office Administration |
| 5. English B (Literature) | 18. Physical Education and Sport |
| 6. Electronic Document Preparation and Management (E.D.P.M) | 19. Principles of Accounts (POA) |
| 7. Family and Resource Management | 20. Principles of Business (POB) |
| 8. Food, Nutrition, and Health | 21. Religious Education |
| 9. Geography | 22. Social Studies |
| 10. Human and Social Biology (H.S.B) | 23. Technical Drawing |
| 11. Information Technology | 24. Textiles, Clothing, and Fashion |
| 12. Integrated Science | 25. Theatre Arts |
| 13. Industrial Technology: Electrical | 26. Visual Art |

City & Guilds

- A globally respected vocational certification body offering qualifications that provide practical, industry-relevant skills.
- These certifications are ideal for students seeking employment or further studies in technical and professional fields.

Subjects offered are:

- Mathematics Skills
- English Skills
- Customer Service

National Council on Technical & Vocational Education & Training (NCTVET)

- This national certification programme is designed to equip students with technical and vocational competencies aligned with Jamaica's industry standards.
- NCTVET qualifications provide a strong foundation for employment and entrepreneurship.

Subjects offered are:

- Administrative Assistance
- Commercial Food Preparation
- Data Operations
- Electrical Installation
- Cosmetology
- Housekeeping Operations

Caribbean Vocational Qualification (CVQ)

This competency-based certification prepares students for employment in a specific vocational field.

The subject offered is

- Call Centre Operations

Caribbean Advanced Proficiency Examination (CAPE)

- CAPE is a set of **Advanced-Level** subjects offered by the *Caribbean Examinations Council (CXC)*.
- It's for students in the Caribbean who have completed **CSEC (Caribbean Secondary Education Certificate)**.
- It is equivalent to A-Levels and prepares students for university or professional careers.

Subjects offered are:

- Caribbean Studies
- Communication Studies
- Entrepreneurship Unit 1 & 2
- Information Technology Unit 1
- Management of Business Units 1 & 2
- Sociology Unit 2

- Tourism

Recommendation for External Examinations

- A student must have an average of at least forty percent (40%) in a subject to be qualified to sit external examinations in that subject.
- The first draft of the School-Based Assessment (S.B.A.) or I.A.'s must be submitted before a student can be recommended to sit the subject in the external examination.

Internal Exam Rules and Conditions

To ensure a fair and orderly examination process, all students must adhere to the following rules and conditions:

Conduct During Exams

1. Students must be seated **at least ten (10) minutes** before the exam begins.
2. Students will not be allowed in the examination room **15 minutes after** the start of the examination.
3. All students must wear their full school uniform to be admitted to the examination room
4. Students must not talk, whisper, do hand signals, or use any other form of verbal or non-verbal communication during the examination. Such actions will be considered as having the intention to cheat.
5. All items needed for the examination should be removed from bags, and the bags should be placed in an area indicated by the invigilator.
6. Students must use the bathroom before their examination begins. Under ordinary circumstances, students will not be allowed to leave the examination room during an examination.
7. Students are not allowed to leave the room before the end of the examination.
8. Students are to direct any questions or concerns to the invigilator by first raising their hand to get the invigilator's attention.
9. Students must follow all the instructions of the invigilator.
10. Students should continue to be silent as they are dismissed and are leaving the building in consideration of other students who might still be in an examination.

Use of Materials

- Only **authorised materials** such as pens, pencils, erasers, and calculators (if permitted) may be brought into the examination room.

- Electronic devices, including mobile phones, smartwatches, tablets, and headphones, are strictly prohibited.
- Any attempt to use unauthorised materials will be considered an act of academic dishonesty.

Late Arrivals and Absences

- No additional time will be allowed for students arriving late for the examination. Students arriving **more than fifteen minutes** late will not be allowed to sit the exam unless there is a valid reason approved by the Principal/Vice Principals or the Examinations Office.
- If a student is absent **due to illness** or emergency, a parent/guardian must notify the school immediately, and a medical certificate or official documentation must be provided for rescheduling considerations.

Disciplinary Actions for Violations

Any student caught cheating, using unauthorised materials, or engaging in misconduct will face disciplinary action. A student will be given '0' if he or she is caught cheating in the examination.

- Consequences may include mark deductions, invalidation of the exam, suspension, or expulsion, depending on the severity of the violation.