

ADDENDUM
to
The Students' Handbook

1. **Any student involved in a fight may be suspended after a full investigation.**

2. **Introduction of ORDER MARKS**
 - 3 Detentions = 1 Demerit
 - 3 Demerits = 1 Order Mark
 - 3 Order Marks = 1 Suspension
 - Order marks and suspensions follow the student throughout his/her school life. In other words, the sanctions will be applied at any time during the tenure of the child at the Excelsior High school.
 - A student who has accumulated three (3) suspensions at any point in their school life, will face the school's Disciplinary Committee; which can recommend that he/she be referred to the Board.

3. **School starts at 7:25 am each day. Students are marked as late after 7:40 am.**
 - Any student who arrives at school, after the first teaching session has begun, must collect a "Late Pass" before proceeding to class.
 - No student will be admitted to class without this pass.
 - **The school's inner gate will be locked at 9:00 am Mondays – Fridays.**
 - Any student who arrives after 9:00 am must be accompanied by his/her parent/guardian, and should proceed to the Reception Area.
 - If any student is unaccompanied by a parent/guardian he/she must proceed directly to the Principal's office to be processed.

4. **Unauthorized vending is prohibited.**
 - Any student known to be involved in unauthorized vending will be suspended and the items confiscated.
 - If any student is caught in the act of purchasing from an unauthorized vendor he/she will be given an order mark.

5. **Visits by parents/guardians during school hours are restricted.**
 - All parents/guardians must ensure that all provisions for their child/ward are in place so that visits are strictly for school related matters.
 - Any parent/guardian whose presence is requested by the school must go directly to the Reception Area to be processed.
 - Parents/Guardians must produce photo identification. The name which appears on the card must be the same as that on the child's school record.

- If the parent/guardian wishes to send someone to represent him/her, a signed letter outlining same should be completed in the school's office, and left for placement on record.
 - If this is not done, a letter signed and stamped by a Minister of Religion or Justice of the Peace, must be presented by this person (representative). This representative must also produce photo identification.
- 6. Parents will not be allowed entry to the school compound unless properly attired as outlined on the sign by the entrance of the school's inner gate.**
- Parents/guardians invited to special functions MUST be modestly attired to be allowed entrance.
- 7. All visitors to the school must park in the designated parking lot outside the inner gate.**
- This is a one way drive through. Exit from this area is through the College gate only.
 - This area is the designated drop off and pick up zone.
 - Persons making drop-offs and pick-ups should not stop or park in front of the inner gates, or in the middle of the road. They should instead park or stop on the left side to allow for the free flow of traffic on the right.
 - Visitors must then use the pedestrian entrance by the inner gate to gain access to the high school compound.
 - Only vehicles bearing the school's sticker and authorized vehicles will be allowed access onto the school beyond the inner gates.
 - Students awaiting pick-up, should wait in the vicinity of the benches at the front of the school close to the security post.
- 8. All students crossing the roads to get from one side to the other, in the vicinity of the school, MUST use the pedestrian crossing.**
- Any student found not using the pedestrian crossing, will receive an order mark.
 - There is to be no loitering in the vicinity of the school gate and at the bus stops.
 - Students should take the first available recognised public transport and be on their way.
 - Students can receive an order mark for loitering.