

## STUDENT'S DEPARTMENT AND BEHAVIOUR

### THE UNIFORM

The School Uniform identifies the student as a member of the school community, and must be worn only to and from school, and to school functions when required. The complete uniform must be worn at all times.

#### FEMALE GRADES 7 – 11

A beige coloured skirt and blouse, worn with a belt and tie. The length of the skirt **MUST be mid-calf**.



#### BLOUSE

There must be at least 8 inches between the waistline and the hemline. The sleeves must not have a cuff.

#### SKIRT

Side opening with a zipper: box pleat centre front: kiss pleat centre back: 4 pleats for each side: 6 loops in total, one at each side.

No X loops. No buckle on belt. Skirt length must be **midcalf** with enough allowance in hem for growth. Skirt hemline should not be stitched (must be hemmed). Width of hem must not be less than 2 inches.

#### FEMALE

#### GRADES 12 –

Blouse - White jacket-like blouse with green piping along edge of collar and down the front of the blouse.

(To be purchased at the school or from designated manufacturer)

#### MALE

#### GRADES 7 – 11

Suntan khaki shirt and trousers.

Shirts must not have double stitches. No cuffs on sleeves. No labels must be present on the shirt and/or pants. Epaulettes must be stitched flat to the shirt. Shirt must be long enough to remain tucked into trousers when the child sits.



#### MALE

#### GRADES 12 –13

Suntan khaki trousers. Shirt - White short sleeved, with the school's tie.

	FEMALE	MALE
<b>Accessories for uniform Grade 7–13</b>	<ul style="list-style-type: none"> <li>•Plaid tie and belt (Grade 7 – 9)</li> <li>•Solid green tie and belt (Grade 10 – 11)</li> <li>•No additions to uniform for Grades 12 and 13</li> </ul> <p>NOTE: All accessories are to be purchased at the school.</p>	<ul style="list-style-type: none"> <li>•Green and gold epaulettes – stitched to shirt.</li> <li>•Grade 7 – 9 - Gold bar faces front</li> <li>•Grade 10–11– Green bar faces front</li> <li>•Grade 12–13 – The school tie and pin</li> <li>•Solid black belt with no ornaments or over-sized buckle.</li> </ul>
<b>Shoes</b>	Plain black leather shoes with a heel not more than one inch.	Plain black leather shoes.
<b>Socks</b>	Plain white socks making a two (2) inch fold above the ankle	Plain white, black or navy blue. No ankle socks.

<b>Under Garments</b>	A black half / full slip, as long as the skirt, <b>must</b> be worn. No bright-coloured underwear is allowed.	A V-neck, sleeveless undershirt is allowed, or any other that may be appropriate.
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**Nails:** Must be short, clean and well groomed. They must be natural and unpolished.

**Makeup:** No form of makeup is allowed.

**Eyebrows:** Should not be shaved or patterned.

**Bags:** Regular school bags or knapsacks. Drawstring bags are allowed for carrying P.E. gear.

**NOTE**

- ◆Body piercing is forbidden: Nose, tongue, and eyebrow rings are not allowed.
- ◆Tattoos are not allowed.
- ◆One pair of earrings (in the ear lobe) is allowed
- ◆The natural look without makeup is the accepted look. Lipstick, lip-gloss and eyeliner are not permitted. The bleaching of the skin (especially the face) is not allowed.
- ◆No ankle socks or “bobbie” socks should be worn to school.
- ◆The uniform must be worn when the student visits the school during examination periods and for other visits to the school, while school is in session.

	FEMALE	MALE
<b>Uniform in Emergencies</b>	In an emergency when the student is unable to wear the complete uniform, she is allowed to wear a simple white blouse and knee length skirt or simple white dress. Both must have sleeves	In an emergency when the boy is unable to wear the complete uniform, he is allowed to wear a plain white shirt with black trousers.
<b>The P.E. Uniform</b>	<ul style="list-style-type: none"> <li>• A solid green skirt at or below the mid-thigh</li> <li>• A pair of solid green bloomers</li> <li>• A white T-shirt bearing the school crest.</li> </ul>	<ul style="list-style-type: none"> <li>• A gold and green T-shirt bearing the school crest</li> <li>• Solid dark green shorts</li> </ul>
	All the above mentioned P.E. gear must be purchased at the school.	
	<ul style="list-style-type: none"> <li>• Plain white or black gym shoes.</li> <li>• White socks</li> </ul>	<ul style="list-style-type: none"> <li>• Plain white or black gym shoes.</li> <li>• White socks</li> </ul>
<b>The Alternative Uniform</b>	<ul style="list-style-type: none"> <li>• Polo / House T-shirt</li> <li>• Jeans pants or skirt</li> </ul>	<ul style="list-style-type: none"> <li>• Polo / House T-shirt</li> <li>• Jeans pants</li> </ul>
NOTE: This is to be worn on field trips/outings organized by the school or when instructed by the Principal		

	FEMALE	MALE
<b>Hair</b>	<ul style="list-style-type: none"> <li>• Simple hair style which must be appropriate for school.</li> <li>• No shaving of the head.</li> <li>• No tinting/dying/hair gel</li> <li>• No weaves or extensions.</li> </ul>	Low cut, evenly trimmed hairstyle with no designs or tinting.
<b>Jewellery</b>	<ul style="list-style-type: none"> <li>• A simple wrist watch with black or brown, gold or silver bands.</li> <li>• A pair of tiny round gold knobs, no more than 5mm in diameter.</li> </ul>	A simple wrist watch with black or brown, gold or silver bands.

Whether a student wears the alternative uniform or the uniform in case of any emergency, shoes, socks and badges should be worn as stated in the rules.

All rules governing uniform still apply. Whenever there is an emergency, the parent / guardian should write a letter, addressed to the Form Teacher, stating the reason for this mode of dress. The Form Teacher will forward this to the Grade Supervisor who will in turn issue a pass.

### ATTENDANCE AND PUNCTUALITY

1. The student is expected to attend school every day during the school year.
2. A written excuse for absence, addressed to the Principal must be handed to the form teacher on the day the student returns to school.
3. A medical certificate must be brought in to cover absence of three (3) days or more and is required if the student suffers from any condition which will prevent him/her from participating in Physical Education or any other school activity.
4. The student is expected to be at school by 7:30 a.m for registration.
5. A student is considered late after 7:40 a.m.
6. The student is expected to return to his/her form room at 2:20 p.m for registration and dismissal by the form teacher.
7. The student's name shall be struck from the register of attendance when he/she has failed to attend for a period of one (1) month without notification from parents/guardians.
8. A term's notice is required for the permanent withdrawal of a student.

NOTE: If the student fails to present a written excuse from parents/guardians or a medical certificate, the student will not be permitted to attend classes until that notification is received.

### LEAVING THE PREMISES

1. Once a student arrives at school, he/she may not leave the premises without a written request from parent / guardian and permission granted by the Principal, Vice-Principal or Grade Supervisor. The student will be given an "EXEAT" - Exit Pass.
2. A student will leave the premises for outings approved by the school only on the presentation of a permission slip signed by the parent/guardian.
3. During examination periods, the student must leave the school premises as soon as he/she has completed the last examination for that day

### ATTENDANCE AT WORSHIP

A student's attendance at each day's worship is **compulsory**, however, students of other faiths are not required to participate in any way that is prohibited by their religion.

NOTE: Each student must have a copy of the school's hymn book at each worship session.

### **BEHAVIOUR DURING WORSHIP**

1. As a Christian school spirituality is a part of our core values. Therefore worship is essential in each day's activities.
2. It is extremely important that each student conducts himself/herself in a manner which enables the development of this aspect of his/her life.
3. Reverence is expected during worship and there should be absolutely no idle chatter.
4. The student is expected to walk to and from the worship in straight lines and in silence.
5. Silence should also be observed on entering the auditorium
6. Disruptive behaviour is not permitted.

### **OUT OF BOUNDS AREAS**

1. All students MUST use the bathrooms designated for their year group. Therefore all other bathrooms are out of bounds.
2. Upper school students MUST not be seen in the Lower School Area except when on their way to and from the Science Laboratories.
3. Lower School students MUST not be seen in the Upper School Area except during Physical Education classes.
4. The specialist rooms are off limits to students unless accompanied by a teacher.
5. No food is allowed in the auditorium and the specialist rooms.

### **CLASSROOM BEHAVIOUR**

1. The student must stand when a teacher or a visitor enters the classroom.
2. There should be no yelling, pulling of chairs or raucous behaviour.
3. The student should be on time for all classes.
4. After five minutes, if the teacher has not arrived, the form monitor should notify the Supervisor or Vice Principal or Head of Department.
5. The student should not be found outside during class time without a pass.
6. Students must not sit on the desks.
7. All students using the room MUST keep the rooms tidy.
8. All food and drink containers MUST be disposed of in the large receptacles provided.

### **BATHROOM BEHAVIOUR**

1. The bathroom should be used when the student is changing into P.E. gear or whenever the student is changing his/her clothes for any other reason.
2. The bathroom should be used when the student is changing his/her shoes and socks or combing his/her hair.
3. No graffiti is allowed.

### **CANTEEN BEHAVIOUR**

Students are only allowed to purchase items at the canteen :-

- A. Before 7:30 am
- B. During the relevant lunch times
- C. After school/dismissal

Outside of these times, students may purchase items at the canteen only with written permission from the nurse, a Grade Supervisor/Vice Principal.

At the canteen the student MUST:

1. Wait for service in an orderly manner.
2. Control the level of his/her voice and manner of speech
3. Be responsible for his/her litter in the designated area.
4. Place ALL litter in the garbage bins provided.

### **BEHAVIOUR IN PUBLIC AREAS**

1. The reputation of the school depends on the behaviour of each student. All students should therefore be courteous and gracious to all with whom they come into contact. This is the expected behaviour of all true EXCELSORIANS.
2. There should be no loud talking, use of expletives, no brawls, no discussion of staff members and students on the buses or in any other public area.
3. There should be no familiar or intimate behaviour in public areas.

### **GENERAL BEHAVIOUR**

1. The student must use the left side of the stairs at all times.
2. Cellular phones are not allowed.
3. Transistor radios, non-educational magazines, compact disc players and other electronic audio-visual equipment are not allowed in the school and will be confiscated unless permission for such is granted in writing from a teacher.
4. Non-educational literature, cards and games are banned, unless they form part of a programme of a group/organization/club/society legitimately meeting on the campus.
5. No vending is allowed: clubs and societies and sports groups may do so only with permission from the Principal.
6. The chewing of gum is not allowed while wearing the uniform
7. No dangerous implements are allowed such as: knives, ice-picks, scissors, guns and other items which can cause bodily harm to others.
8. Students are not allowed to walk around the school campus while eating. There should be no eating during classes.
9. All harmful, scandalous materials (hate messages and pornography) which can be used to malign the character of students and staff of Excelsior High are prohibited.
10. No outside communication such as posters and invitations may be mounted on the school's notice board or distributed on the campus unless approved by the Principal.

## GENERAL BEHAVIOUR (cont'd)

10. Extortion in any form is prohibited.
11. Students must have their IDs on their person at all times, and this must be produced on demand.

## VISITORS

1. No unauthorised persons are allowed on the school campus.
2. All visitors must be directed to a vice principal's office, where they will be met by the person(s) they are visiting.
3. No parent/guardian is allowed to go directly to the student's classroom.

## SECURITY FOR THE STUDENT

1. Students should not loiter at the school gate or at the bus stop.
2. All students MUST use the pedestrian crossing at all times.
3. Large sums of money should be handed to the Supervisor/Vice Principal for safekeeping.
4. All valuables should be removed from bags and handed to the Supervisor/Vice Principal/P.E. Teacher for safe keeping during P.E. classes.

## MERITS AND AWARDS

### MERITS

One Merit may be awarded for the following:

1. Being helpful to other students, teachers or any member of the school community
2. Cleanliness
3. Discouraging fights
4. Reporting misdemeanours
5. Honesty
6. Punctuality and attendance
7. Academic excellence
8. Improved academic performance
9. Conducting class in absence of teacher
10. Conducting house worship
11. Success in notable endeavour
12. Loyalty to school

### THE HONOUR ROLL SYSTEM

1. All students who gain a final average of more than 80% at the end of the school year will make the honour roll list.
2. These students will be presented with a badge at the annual prize-giving ceremony and their photographs will be prominently displayed throughout the school year.

#### **AWARDS FOR PRIZE-GIVING**

1. Trophies are awarded to students each year who achieve the highest average in each subject.
2. Trophies are also awarded for various social, cultural and sporting activities.
3. Certificates are awarded to the five students with the highest averages in each subject.
4. A certificate is also awarded for passing subjects at CXC (CSEC) level at Grade Ten (10).

#### **TROPHIES AWARDED FOR SOCIAL, CULTURAL AND SPORTING ACHIEVEMENTS**

1. Outstanding Band Member
2. Sports Personality
3. Excellence in Academics and Sports
4. Best Attendance and Punctuality
5. Responsibility and Helpfulness
6. Consistency, Good Work and Good Behaviour
7. Courtesy and Citizenship
8. Most Outstanding School Citizen
9. Helpfulness Beyond the Call of Duty
10. Overall Academic Excellence( for each grade)
11. Model Student(s) (for each grade)
12. Contribution to the Religious Life of the School