



ESCUELA SECUNDARIA TÉCNICA MÉXICO



2024–2025

STUDENT HANDBOOK OF POLICIES

"Promoting Knowledge, Skills and Positive Attitudes"



**ESTM,
THE HOME
AWAY FROM
HOME!**

Welcome

This Student Handbook
belongs to:

Name

Class

Address

Telephone Number

Email Address

SECTION 1: GENERAL INFORMATION

WELCOME TO ESCUELA SECUNDARIA TÉCNICA MÉXICO!

As an affordable government secondary school in the Corozal District, this institution has positively moulded the lives of many Belizeans who hold a rightful and productive place in society. We pledge to continue our quest of keeping this pace towards brighter horizons. It is our desire that each of our students would make this school their second home where their character will continue to be positively shaped towards achieving a successful, happy and productive life.

As our students, you are the centre of our goal of creating an integral and enriched educational experience by:

- having committed teachers who promote knowledge and positive attitudes through example;
- having students learn to love and care for themselves, their institution and community and adapt to the changing world; and
- having all stakeholders involved with the institution committed to achieve excellence.

This goal will only be achieved if students and teachers work hand in hand in creating a community based on mutual respect and personal pride. An atmosphere of harmony will enhance the academic, social and spiritual development of our students. In doing so, it is compulsory that students comply with the rules and regulations that govern this institution.

We must remember that the school rules dictate the behaviour of students while at school as well as the general deportment off campus.

The Board of Management, faculty and staff welcome you to **Escuela Secundaria Técnica México**. May you have a successful, productive and active school year. May God bless us all and may He grant us continued success in all our endeavours.

HISTORY OF ESCUELA SECUNDARIA TECNICA MEXICO

Escuela Secundaria Técnica México is so named because it is a gift to the people and Government of Belize by the Government of México. In response to a need to make technical/vocational secondary education available in the Corozal District, the Government of México funded the construction of ESTM. On Monday, 17th January, 1983, Escuela Secundaria Técnica México opened its doors. On Tuesday, 18th January, formal classes began with an enrolment of sixty-eight (68) students and a staff of five teachers including the first principal, Mr. Rosendo "Chendo" Urbina +.

VISION

Escuela Secundaria Técnica México strives to become an educational community integrating learning to produce knowledgeable, highly skilled and responsible citizens for a productive, cooperative, competitive, progressive and self-sustainable society.

MISSION STATEMENT

Escuela Secundaria Técnica México will provide quality education, promote knowledge, and develop skills and positive attitude, in the vocational/technical and academic/ business fields through theoretical and practical applications of learning to prepare productive citizens in society.

ENTRANCE REQUIREMENTS:

ESTM welcomes Standard VI students and secondary school transferees. The admission procedures include the following:

1. Complete and submit to the principal's office a complete application package along with a \$10.00 non-refundable application fee.
2. **Letters of acceptance** are sent to all qualifying students.
3. Prospective applicants who applied but did not receive a Letter of Acceptance are placed on a waiting list and may be accepted if a space becomes available.
4. All prospective students and one of their parents/guardians must attend ESTM official registration and sign and submit to the principal's office the Declaration Form.
5. A copy of the student handbook will be uploaded in Moodle.

REGISTRATION OF STUDENT (GUARDIANSHIP)

- Students should be registered in school by BOTH parents (to sign the declaration form).
- In the event that none of the parents are available, the person registering the child MUST bring a letter of authorization from the parent(s) certified by a JP and a copy of the parents' Social Security card.
- In the event that the person registering the child is the LEGAL Guardian, then a certified copy of said document of legal custody (from Family court) MUST be presented at the time of registration. (NOTE: a student's sponsor does NOT necessarily qualify him as a legal Guardian...the parents still need to present a certified (by JP) letter of authorization to the school to allow the school to disclose any information to said third party.)
- A single mother (or in a common law relationship) can register the child on her own.
- In the case of a single father (unmarried), he will be allowed to register the child but should be advised to visit the

Human Development Department for assistance in getting LEGAL custody of the child.

(Note: In a common law /single mother situation, the mother retains the rights of custody of the child unless otherwise determined by a court of law)

- Upon attaining the age of 18, the student may register himself and should be entitled to collect his own report card and make decisions on his own. The school MAY require to have a contact person for said adult student in case of an emergency.

SECURITY

1. ENTRANCE/EXIT

a. Cafeteria Gate:

- One security guard, at least one teacher and/or one admin will be stationed here to supervise that the school protocols are adhered to.
- Only students and teachers coming/leaving on the MOE buses will use this gate.
- MOE buses will park alongside the fence.

b. Small Gate (main entrance in front of administration building)

- One security guard, one teacher and/or one admin will be stationed here to supervise that school protocols are adhered to.
- Only ESTM students and ESTM staff coming/leaving on bicycle, taxi, regular buses and are dropped off in a private vehicle will use this gate.

c. Big Gate:

- Only ESTM teachers and other ESTM staff members coming/leaving in private vehicles will use this gate.
- The security guard has the right to inspect vehicle during arrival/exit.
- Otherwise, security is to keep the big gate closed.

d. CEMJC gate

- The use of CEMJC gate is off limits.

2. PROCEDURES FOR ENTERING ESTM CAMPUS

Students:

- a. The cafeteria and small gates will be opened from 6:45 a.m. to 8:00 a.m.
- b. Parents need to ensure that students are 15 minutes before the time so they can be checked properly before entering campus.
- c. Gates will close at 8:00 a.m. Any student who comes in after that will need to report at the small gate in front of the school. The student's name will be logged, and security will provide the student with a late note. The student is to go directly to his class.

3. VISITORS (PARENTS, GUARDIANS, SPONSORS & OTHERS)

- a. If a parent/guardian or a sponsor requests to see a teacher, the security will send the parent to the secretary. The secretary will then contact the teacher. Teacher will meet parent either in the counselor's office or the meeting room depending on availability.
- b. Parents/guardians or sponsors are not to bring minors when coming to school for any business.

4. MISCELLANEOUS ITEMS -

- a. In the extreme case that a parent brings items such as (forgotten school projects and assignments, etc.), there will be one security only to receive such items.
- b. Parent will need to ensure that the item is labelled with the class and FULL name of the child. Parent will sign for what they are leaving, and security will sign receiving.
- c. The sale of food or any other item is prohibited within the compound.

CAFETERIA & FOOD POLICIES:

1. FOOD FOR STUDENTS

- a. The cafeteria will be opened for students only to purchase food for early morning grab & go breakfast, break and lunch. Students are highly encouraged to have breakfast at home.
- b. Parents can bring lunch for his/her child only. In this regard, the parent will need to get permission from the principal.
- c. A microwave will be stationed at the counselor's room for students to heat their food.

2. CAFETERIA

- a. Students line up at the doors in front the mango trees labelled ENTRANCE.
 - LEFT hand side DOOR – will be used by 1st Form/2nd Form
 - RIGHT hand side DOOR – will be used by 4th Form/3rd Form
- b. 10-15 students at a time will be allowed to enter the cafeteria.

COUNSELING PROGRAM

The contributions of the teacher/counselor to the educational mission and to the individual student's development at ESTM are many and varied. The basic goal of the school counselor is to enhance the students' educational development through guidance and/ or counseling inclusive of students' school attendance, improved school attitudes, improved school behavior, social skills, self-confidence development, and interpersonal relationships.

Mission Statement

The mission of the Counseling Program at Escuela Secundaria Técnica Mexico is to empower students in developing life-long skills and positive attitudes to love and care for themselves, their institution and their community through a comprehensive counseling program which addresses their academic, social, and interpersonal development and positively adapt to the new challenges in life.

Vision Statement

Partnering with the educational community to provide a smooth transition for students in their academic, social, career and interpersonal goals.

ESTM emphasizes the importance of the counselor as a monitor and promoter of student potential as well as a coordinator of school's guidance plan. The school counselor develops close alliances with teachers and links the work with students in the classroom. ESTM creates conditions for collaboration among counselor, teachers, and administrators-particularly for high-risk students. This helps to devise strategies for:

- improving student performance and interest in school;
- understanding and addressing the needs of a changing student population;
- encouraging minority and poor students to continue their education;
- advocating for all students, encouraging them to maximize their potential;
- involving parents in the educational process; and
- forging partnerships with community agencies, and businesses to better serve the needs and interests of all students.

PARENT/TEACHER CONSULTATION

Whenever a student has chronic behavior problem, the parents need to be involved. Parents will be contacted to schedule a conference. This will be followed up with a letter/phone call from the secretary confirming the time and exact location of the conference. A teacher, administration or counselor can take the initiative to hold a parent/teacher conference. The counselor and/or the Vice Principal of Student Affairs may be asked to sit in the session to act as an intermediary between parties.

ESTM CRISIS TEAM

ESTM crisis team's main objective is to plan and organize training sessions at least once per semester in order to be prepared in times of crisis.

Crisis Preparation

1. Survey for interested team members/committee.
2. Select team.
3. Set date for first meeting and conduct meeting.
4. Conduct needs assessment survey for school.
5. Conduct education sessions for team on one particular crisis based on priority.
6. Drill.

Crisis Team

Crisis team members are headed by the teacher/counselor and includes the Vice- Principal of Student Affairs, one teacher representative (HOD), two parents (one from PTA), one police officer, one community member, one student and one first aid person.

Crisis can include

1. Grief and loss
2. Trauma
3. Divorce/ Separation of Parents
4. Bombing
5. Fire
6. Hurricane
7. Pandemic

Steps to be taken in the event of a crisis at ESTM

1. The teacher/counselor is informed.
2. The teacher/counselor addresses the situation and sends a student to get the Vice Principal of Student Affairs and, thereafter, the other team members are informed.
3. If the crisis is small and can be managed in a speedy and effective manner; for example, the fainting of a student, the counselor, vice principal and two other teachers will take immediate action. The least disruption should be caused and order in other classes should be maintained. The other team members will be briefed. The child's parent will be contacted as soon as possible.
4. In terms of large crisis situations, riots, fighting, threats, etc., an alarm is sounded. The principal immediately addresses the situation, and a proper briefing of the situation will occur to all parties involved.

Fire Safety/Emergency Evacuation Procedure

1. The buzzer will ring five consecutive times.
2. All staff members, teachers, and faculty will exit buildings and proceed to assigned stations to assist the smooth exit of students to the football field.
3. All students will walk in single file in a rapid and orderly manner through the front door of the classroom/workshop to the football field.

DEVOTIONS

Goals:

- Promote pride for ESTM as an institution.
- Promote civic pride, patriotic values and national unity among students.
- Foster recognition of the inherent value and respect for every individual.
- Cultivate tolerance and respect for different beliefs and cultures.
- Promote positive development of students' knowledge, skills, and attitudes (e.g. honesty, kindness, and integrity in daily life).
- Instill personal accountability and responsible decision-making.
- Provide leadership opportunities for students.
- Promote emotional, social, spiritual, and intellectual development.
- Develop critical thinking and self-awareness in students.

EARLY DEPARTURE

1. For a student to be dismissed early, the parent/guardian needs to call the office; and, if approved, parent/guardian must come to school to sign logbook stating reason for departure. The student will leave along with the parent / guardian.
2. Any course work missed shall be completed by the student within three days after date of absence. It is the responsibility of the student to request from the teacher the missed assessment(s).
3. In the event of any emergency, the student affairs vice principal asks the secretary to notify the parent and arrange for the student to be taken home safely.
4. When school will dismiss early for any particular reason, such as workshop or meetings, parents will be informed through a hard copy note/posted in the Home Room WhatsApp Group Chat. Students are encouraged to go straight home.

DISMISSAL IN CASE OF SCHOOL EMERGENCY

When school must be dismissed for the day due to an emergency, the following procedures will be followed:

1. MOE and Local bus companies will be contacted, and students will be sent home by their usual means of transportation.
2. Note will be posted on the ESTM's Facebook page/Home Room WhatsApp Group Chat and, if necessary, aired over local radio and television stations when appropriate.
3. Students who have a special case will be retained and a reasonable effort will be made to contact the parent/guardian by phone; and
4. The parent/guardian will be contacted to the extent possible.

STUDENT GOVERNMENT ASSOCIATION (SGA)

These students must have a good behavioral record and have not accumulated more than seven demerits for any school year. Students must have more than a 3. 00 GPA to run for office.

This is an elected group of students with two advisers, a head of department and another teacher along with the counselor.

This group of students would run for student government office in the second week of September of the beginning of a school year. The SGA would have a TOR (Term of Reference) and would campaign for office of the President, Vice president, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.

They will meet on a monthly basis with advisers and will also be able to listen to grievances students have about anything, bring these concerns to advisers and see how matters can be amicably resolved.

The SGA would be responsible to send wreaths to families that are grieving and advice administration of student's family members who have passed away. This group of students would be responsible to raise funds for assisting families in need for bereavement purposes. They would also be responsible to raise funds for disaster purposes. They would be responsible to patrol school and point out infractions students commit.

"In yourself, always believe. In that way, you will achieve!"

SECTION II: ACADEMIC INFORMATION

Program of Studies

FIRST FORM	Credits	SECOND FORM	Credits
Belizean Studies	3	Belizean Studies	3
Integrated English	6	Integrated English	6
Spanish	2	Spanish	2
Science & Technology	4	Science & Technology	4
Life Skills	2	Life Skills	2
Physical Education	3	Physical Education	3
Mathematics	6	Mathematics	6
Visual Arts/Music	2	Visual Arts/Music	2
SBA-Agriculture	4	Entrepreneurship	2
Clubs (CCLA's Integrated Projects)	2	SBA- Technical Drawing	4
Promotion Requirement for 1st Form: <ul style="list-style-type: none">● Pass English & Mathematics,● Pass a total of <u>seven</u> subjects including English & Mathematics● Have an overall GPA of 2.0		Promotion Requirement for 2nd Form: <ul style="list-style-type: none">● Pass English & Mathematics,● Pass a total of <u>eight</u> subjects including English & Mathematics● Have an overall GPA of 2.0	

3-1 Courses	Credits	4-1 Courses	Credits
Agriculture	4	Agriculture	4
Integrated English	5	Integrated English	5
Human & Social Biology	3	Human & Social Biology	3
Information Technology	3	Information Technology	4
Mathematics	5	Mathematics	5
Principle of Accounts	4	Principle of Accounts	4
Principle of Business	4	Principle of Business	4
Social Studies	3	Social Studies	3
Spanish	2	Spanish	1
Life Skills	1	Life Skills	1
Promotion Requirement for 3-1: Must have at the end of the academic year-		Promotion Requirement for 4-1: Must have at the end of the academic year-	
<ul style="list-style-type: none"> ● Pass English & Mathematics, ● Pass three of the four major business subjects ● Pass a total of <u>eight</u> subjects including English & Mathematics ● Have an overall GPA of 2.0 		<ul style="list-style-type: none"> ● Pass English & Mathematics, ● Pass three of the four major business subjects ● Pass a total of <u>eight</u> subjects including English & Mathematics ● Have an overall GPA of 2.0 	

3-2 Courses	Credits	4-2 Courses	Credits
Office Administration	4	Office Administration	4
Integrated English	5	Integrated English	5
Human & Social Biology	3	Human & Social Biology	3
Information Technology	3	Information Technology	4
Mathematics	5	Mathematics	5
Food & Nutrition	4	Food & Nutrition	4
Tourism	4	Tourism	4
Social Studies	3	Social Studies	3
Spanish	2	Spanish	1
Life Skills	1	Life Skills	1
Promotion Requirement for 3-2: Must have at the end of the academic year-		Promotion Requirement for 4-2: Must have at the end of the academic year-	
<ul style="list-style-type: none"> ● Pass English & Mathematics, ● Pass three of the four major tourism subjects ● Pass a total of <u>eight</u> subjects including English & Mathematics ● Have an overall GPA of 2.0 		<ul style="list-style-type: none"> ● Pass English & Mathematics, ● Pass three of the four major tourism subjects ● Pass a total of <u>eight</u> subjects including English & Mathematics ● Have an overall GPA of 2.0 	

3-3 Courses	Credits	4-3 Courses	Credits
Biology	4	Biology	4
Chemistry	4	Chemistry	4
Integrated English	5	Integrated English	5
Information Technology	3	Information Technology	4
Mathematics	5	Mathematics	5
Physics	4	Physics	4
Social Studies	3	Social Studies	3
Spanish	2	Spanish	1
Life Skills	1	Life Skills	1
Wellness & Fitness	3	Wellness & Fitness	3
Promotion Requirement for 3-3: Must have at the end of the academic year-		Promotion Requirement for 4-3: Must have at the end of the academic year-	
<ul style="list-style-type: none"> ● Pass English & Mathematics, ● Pass three of the four major science subjects ● Pass a total of <u>eight</u> subjects including English & Mathematics ● Have an overall GPA of 2.0 		<ul style="list-style-type: none"> ● Pass English & Mathematics, ● Pass three of the four major science subjects ● Pass a total of <u>eight</u> subjects including English & Mathematics ● Have an overall GPA of 2.0 	

3-4 Courses	Credits	4-4 Courses	Credits
Building & Furniture Technology/ Mechanical Engineering	4	Building & Furniture Technology/ Mechanical Engineering	4
Electricity	4	Electricity	4
Integrated English	5	Integrated English	5
Information Technology	3	Information Technology	4
Mathematics	5	Mathematics	5
Technical Drawing	4	Technical Drawing	4
Social Studies	3	Social Studies	3
Physics (1yr)	3	Chemistry (1yr)	3
Spanish	2	Spanish	1
Life Skills	1	Life Skills	1
Promotion Requirement for 3-4: Must have at the end of the academic year-		Promotion Requirement for 4-4: Must have at the end of the academic year-	
<ul style="list-style-type: none"> ● Pass English & Mathematics, ● Pass three of the four major vocational/technical subjects ● Pass a total of <u>eight</u> subjects including English & Mathematics ● Have an overall GPA of 2.0 		<ul style="list-style-type: none"> ● Pass English & Mathematics, ● Pass three of the four major vocational/technical subjects ● Pass a total of <u>eight</u> subjects including English & Mathematics ● Have an overall GPA of 2.0 	

3-5 Courses	Credits	4-5 Courses	Credits
Building & Furniture Technology	4	Building & Furniture Technology	4
Integrated English	5	Integrated English	5
Human & Social Biology	3	Human & Social Biology	3
Information Technology	3	Information Technology	4
Mathematics	5	Mathematics	5
Mechanical Engineering	4	Mechanical Engineering	4
Technical Drawing	4	Technical Drawing	4
Social Studies	3	Social Studies	3
Spanish	2	Spanish	1
Life Skills	1	Life Skills	1
Promotion Requirement for 3-5: Must have at the end of the academic year-		Promotion Requirement for 4-5: Must have at the end of the academic year-	
<ul style="list-style-type: none"> ● Pass English & Mathematics, ● Pass three of the four major vocational/technical subjects ● Pass a total of <u>eight</u> subjects including English & Mathematics ● Have an overall GPA of 2.0 		<ul style="list-style-type: none"> ● Pass English & Mathematics, ● Pass three of the four major vocational/technical subjects ● Pass a total of <u>eight</u> subjects including English & Mathematics ● Have an overall GPA of 2.0 	

3-6 Courses	Credits	4-6 Courses	Credits
Agriculture	4	Agriculture	4
Human and Social Biology	3	Human and Social Biology	3
Integrated English	5	Integrated English	5
Information Technology	3	Information Technology	4
Mathematics	5	Mathematics	5
Family & Nutrition	4	Family & Resource Management	4
Principles of Accounts	4	Social Studies	3
Social Studies	3	Chemistry	4
Spanish	2	Spanish	1
Life Skills	1	Life Skills	1
Promotion Requirement for 3-6: Must have at the end of the academic year-		Promotion Requirement for 4-6: Must have at the end of the academic year-	
<ul style="list-style-type: none"> ● Pass English & Mathematics, ● Pass three of the four major vocational/technical subjects ● Pass a total of <u>eight</u> subjects including English & Mathematics ● Have an overall GPA of 2.0 		<ul style="list-style-type: none"> ● Pass English & Mathematics, ● Pass three of the four major vocational/technical subjects ● Pass a total of <u>eight</u> subjects including English & Mathematics ● Have an overall GPA of 2.0 	

“To live for today and to love for tomorrow is the wisdom of a fool, for

tomorrow is promised to no-one!”

REMEDIAL

Students will be allowed to do remedial course only ONCE in Mathematics and/or English ONCE for the four years at school. Students on Suspension May not be allowed to do remedial. The student is expected to be present for at least 95 % of the 45 hours for the remedial class.

SPECIAL CONSIDERATION

Where a student does not meet the subject requirement for graduation, a Diploma will be granted if the student obtains, in the subject he/she failed, a grade I, II or III in the CSEC General/Technical Proficiency examination. The student must have met the 2.0 GPA requirement. Also, the student should not fail more than three (3) subjects.

REPEATERS/TRANSFERS POLICY

A student may be allowed to repeat/transfer. **Repeating is not a right.** Students may repeat provided that they demonstrate commitment in their studies. Students who are repeating will be placed on an academic contract, failure to meet the guidelines of contract by ending of the first semester student may be asked to discontinue.

Students who fail the same form more than once will be asked to discontinue.

No Repeaters are allowed in 1st Form.

WITHDRAWAL PROCEDURE

Before a student can be formally withdrawn from ESTM, and before official transcripts and records of work completed during the student's stay at the school can be issued, the following procedure must be followed:

- The counsellor may visit the child's home, if child was absent for a period of time longer than a week.

- Parents of the withdrawing student must be able to verify and offer a valid reason for withdrawing student from school.
- Parents should fill out an Official Withdrawal Request Form (available in the VP Student Affairs Office) at least 24 hours prior to withdrawal (*See Appendix II*).
- If the withdrawal is at the end of the school year, report cards will be distributed by the Administration Office after all outstanding bills are cleared and Form filled out.
- Note that student records must be recorded on transcripts and credits reviewed, official records may be picked up two working days after the last school day or arrangements should be made to have them mailed to the next school or be pickup by parent/guardian.



AWARD SYSTEM

Honor Roll Award

This award is presented to students in recognition of academic excellence demonstrated through Honor Roll by attaining a **Grade Point Average of 3.00 or above** in any one semester.

Students who are first & second in the different subjects also receive premiums. Students who qualify for premiums in the different subjects are those who have an average of 80 or above in the given subjects.

Outstanding Academic Achievement Award

This award is presented to the top three students of each form with the highest GRADE POINT AVERAGE of 3.5 or above in any one semester.

CHASCO Mathematics Award

This award is presented at graduation to the most outstanding graduate who has earned the highest score in mathematics for the four years. Student must attend ESTM for four consecutive years in order to be eligible for this award.

The Principal's Award

This award is presented at graduation to the student who excels most in "Leadership, citizenship, and commitment to education while a student at ESTM." Student must attend ESTM for four consecutive years in order to be eligible for this award.

Valedictorian, Salutatorian & Vote of Thanks

The three students with the highest cumulative GPA (for the four years of high school) will be recognized and selected as the speakers for the graduation ceremony. These speakers must attend ESTM for four consecutive years in order to be eligible to do a speech.

The ESTM Athletic Achievement award

This award is presented to the student who demonstrates exceptional skill and performance in more than one sports and exhibits outstanding sportsmanship including respect for teammates, opponents, coaches, and officials. This athlete maintains a balance between athletic responsibilities and academic performance.

The ESTM Ambassador Band member award

This award is presented to a student who demonstrates outstanding skill and proficiency on their instrument/dancing. Regularly attends rehearsals and performances with a positive attitude. Actively supports and collaborates with other band members. Takes initiative and sets a positive example within the band and shows continuous improvement and commitment to learning.

The ESCOLTA Award

This award is presented to a student who forms part of the Escola but who consistently displays discipline, precision, and attention to detail during drills, practices, and ceremonies. This student also demonstrates strong leadership skills, taking responsibility for guiding and mentoring new members. Shows unwavering dedication by regularly attending practices, ceremonies, and related activities. Upholds and honors the values of patriotism, showing respect for national symbols and the role of the Escola and actively contributes to the team's cohesion, working collaboratively with other members to achieve excellence.

ASSESSMENT POLICY

70 % is the passing mark.

ABACUS is the school's official electronic GRADE BOOK. (School Management System). However, teachers have a grade folder/book.

Students are required to attend a minimum of 90% of the classes to meet promotion requirements. Third form students are required to do a class project in order to meet graduation requirements.

Letter	Grade	Quality Points	Meaning
<i>A</i>	<i>90-100</i>	<i>4.00</i>	<i>Excellent</i>
<i>B+</i>	<i>85-89</i>	<i>3.50</i>	<i>Very Good</i>
<i>B</i>	<i>80-84</i>	<i>3.00</i>	<i>Above Average</i>
<i>C+</i>	<i>75-79</i>	<i>2.50</i>	<i>Average</i>
<i>C</i>	<i>70-74</i>	<i>2.00</i>	<i>Passing</i>
<i>D+</i>	<i>65-69</i>	<i>1.50</i>	<i>Failing</i>
<i>D</i>	<i>60-64</i>	<i>1.00</i>	<i>Failing</i>
<i>E</i>	<i>50-59</i>	<i>0.50</i>	<i>Failing</i>
<i>F</i>	<i>Below 50</i>	<i>0.00</i>	<i>Failing</i>

PROMOTION REQUIREMENTS

- a. (i.) See the Program of Studies for the promotion requirements for first, second, third and fourth form.
(ii.) **Graduation Requirement-** At the end of fourth form, each student will be required to pass English and Mathematics, pass 3 of 4 major subjects, and obtain a Grade Point Average (GPA) of at least 2.0
(iii.) **CXC Policy-** All fourth form students are required to sit for every CXC subject for which they have registered. Failure to do so **may result in the student being ineligible for graduation.**
- b. **Attendance** – No student should have more than nine absences (5%) except in cases of illness which must be certified by a medical practitioner.
Absences exceeding this limit may result in the student being ineligible for graduation unless otherwise approved.
- c. **Finance** – All students must be in good financial standing with the school to be promoted or to graduate.

ACADEMIC PROBATION

A student may only go on academic probation once while at ESTM.

Policy on Make-up Tests

It is the student's responsibility to make-up missed tests or quizzes for any absence. **If a student is absent, upon his/her return the student must check with the teachers to set new date for any test or quiz that was missed.** The new date must be set within three school days of the student's return.

Students who are absent due to prolonged illness (measles, chicken pox, appendicitis, etc.) shall inform the Student Affairs Vice-Principal/counselor and will be given special consideration by teachers.

For unexcused absences, students will still be required to do complete the missed assessments.

The counselor will ensure that make-up tests or quizzes are taken by students with special needs.

Homework Policy and Guidelines

1. (a.) Homework is an integral part of learning since it reinforces what has been learnt in class. Students are, therefore, expected to do their best by submitting neat and well done homework, which can be given during the week as well as on vacations or weekends. Homework may include studying, reading, course work/notes, research, etc. Teachers can also require students to submit homework either in Moodle or Google Classroom.

(b.) If a student fails to understand the assigned work, then it is his/her responsibility to seek the teacher's assistance to clarify the assigned work.
2. Students are responsible for any assigned work missed. It shall be the responsibility of the student to make arrangements with the teacher to make up any assigned work within three days of the student's return.
3. If a student is absent due to prolonged medical reasons, upon his/her return the student should check if any assignments were given during the time of absence. He/ She has a week to submit missed assignments (exceptions may apply depending on circumstances).
4. Late homework will be graded as a late assignment and the student can earn a maximum grade of only 70%. If the practice of no home-work continues, the student's parent/guardian can be asked to come to school to address the matter.

Academic Honesty Policy- Academic honesty is integral in the education of our students. When students violate the school's academic honesty policy, they receive a zero, get two demerits and a report is filed. The Counselor is informed and the subject teacher will notify the parents in the presence of the counselor.

The following are ways in which academic honesty is breached:

- a. giving copy of one's homework;
- b. copying another student's assignment;
- c. giving or asking information during quiz/test given during earlier period;
- d. copying/cheating in tests, quizzes, assignments or projects;
- e. using unauthorized material in examinations, tests, quizzes; and
- f. plagiarism- a piece of written work or an idea that somebody has copied and claimed as his or her own.

SECTION III: STUDENT BEHAVIORAL EXPECTATIONS

1. School Hours and Class Schedule

Good time management is a skill of utmost importance for a student's success. Being on time to school is a characteristic of a dedicated and responsible student. This demonstrates how committed students are to their education as well as the consideration they have towards their fellow classmates and teachers.

"It is the responsibility of parents/guardians to ensure that students attend school and arrive on time. (Ed. Rule 137.1)"

Students are expected to be in school from Monday to Friday from 7:55 a.m. to 3:15 p.m. unless informed otherwise. The buzzer will sound at 7:55 a.m. indicating that students are seated and ready for the first subject of the day.

2. School Hours Regulation

A normal school day has 7 – 50 minute class sessions in addition to the 20-minutes for break and 50-minutes for lunch, and it runs from 7:55 a.m. to 3:15 p.m. However, every last Friday of the month a 40 minute class schedule is followed running from 7:55 a.m. to 1:55 p.m.

3. Attendance Policy

Attendance is mandatory for all sessions. These include class sessions, class meetings, clubs and devotions or any other school related function as required. *Failure to comply may result in suspension for truancy.*

Students are entitled to their religious freedom and limitations once these are conveyed timely and respectfully to the Principal or Administration by the parents.

"A student in a secondary school who is absent from school for one or more sessions shall, upon return to school, present a note from his parent/guardian acknowledging and explaining such absence. (Ed. Rule 137.2)"

Students shall attend school every day and may be absent for **NOT** more than nine school days (5% absence). *If absent, parents shall contact the home room teacher. Home Room teacher informs subject teachers/administrators. Parent is to send a parent and/or medical note with the student when he/she returns to school; the medical note/parent note will be given to the Student Affairs' Vice-Principal and filed. Student receives an admittance slip from the Student Affairs' Vice-Principal in order to enter class. Students are responsible to show admittance slip to the subject teachers. Students are responsible for completing any missed assessments.*

4. Lateness Policy

Students arriving after 7:55 a.m. shall record name and time in logbook at the security booth and then obtain a permission slip from the security so student may be accepted in class. The student will submit the late slip to the teacher who is in the classroom upon arrival. Being late is not an acceptable practice.

Once every two weeks, the Student Affairs V.P. will evaluate Students' Punctuality Records and apply the following rules:

- Repeated lateness or tardiness without a valid reason will result in getting one demerit.
- The Students' Affairs V.P. will send a lateness report to parents/guardian when absences exceed **three** consecutive ones. Parents will be required to sign and return note, so it is filed.
- Students who are late to class during the day, will be subject to disciplinary action by subject teacher.
- Lateness to school will be recorded by the teacher in ABACUS and in the students' semester reports.

Medical Absence and Lateness

If a student needs to be out of school for a prolonged medical reason, a medical certificate needs to be presented to the Student Affairs' V.P. who will inform the Principal. Failure to present a doctor's certificate will result in having teachers give no make-up tests, make-up work, etc. If absence is persistent and parent does not communicate reasons to office, the Principal reserves the right to determine if the student will continue school or will be asked to withdraw.

Excused Absences/Lateness

These include: Personal illness, death in the immediate family, court summons (verified), an interview for scholarships, personal problems explained to administration/counselor, observation of religious holidays need to be reported to counselor/Principal at least two days before.

Unscheduled Teacher Absence- When a teacher is absent, it is the responsibility of the class president/vice president to go to the office to find out which teacher will substitute the teacher that is absent.

Faculty Rooms-Students are not allowed in the faculty room. If a student needs to consult with a teacher, he/she is to wait by the door and the teacher will come outside to attend to him/her.

5. Dress Code

Students must arrive at school clean, wearing the appropriate uniform, ID card, and maintaining grooming that promotes good health, pride, and a safe environment. The uniform should be clean and properly ironed.

"Schools shall establish and promulgate rules and regulations governing the responsibilities, behavior and dress of students. Such regulations shall dictate the behavior, dress and responsibilities of students while at school but may also impose

school-related responsibilities and dictate general deportment while not at school. (Ed. Rule 138.a)"

Parents/guardians are required to ensure that students dress according to the dress code of the school. (Ed. Rule 142.2)"

Boys' Uniform

- *Shirt* – plain white material, short sleeved, fully buttoned.
- *Pants* – khaki cloth, worn at the waist, tailored (sagging, dirty, ruffled footing is not acceptable).
- *Socks* –no ankle socks allowed.
- *Shoes* – full black shoes or full black tennis fully covered and laces should be tied at all times.
- *Belts* – plain black only (no designs accepted) worn at all times.
- *Undershirt* – plain white undershirt must be worn at all times.
- *Wash rags* – small white/khaki wash rags optional once tucked inside pants pockets after use. At no time should boys wear towels/shirts wrapped around necks or hanging from pockets
- *Emblem* – must be worn at all times; use four press-studs or sew unto shirt. Defacing or tampering of emblem is punishable.
- *I.D. Card* – This is provided by the institution and must be worn at all times. No tampering.
- *Overall/aprons* – to be specified by the technical teachers in course outline.
- *Sports Uniform* – ESTM shorts and T-shirts only, tennis shoes are required.
- *Grooming* – cleanly brushed teeth, clean and short nails, normal haircut, no designs on head, no dying of hair allowed. No earring is allowed on or off campus while wearing school uniform. No ear piercing allowed; no long fingernails allowed. Face must be clean shaven, no beard, mustaches and sideburns allowed.

Girls' Uniform

- Blouse – white material and must have a round collar
- Skirt – khaki cloth, should be two inches below knee and one inch on both sides. (No skin tight skirts allowed)
- Socks – only white socks will be worn at all times; **no anklet socks allowed**
- Shoes – full black shoes or black tennis, fully covered and preferably flat heeled which should not exceed more than one inch
- Undershirt – plain white, must be worn at all times
- Jewelry – rule of 1 – one ring, bracelet, stud earrings, small/thin chain.
- Emblems – must be worn at all times, use four press-studs or sew unto uniforms.
- I.D. Card – This is provided by the institution and must be worn at all times.
- Sports – ESTM shorts and T-shirt; tennis shoes are required.
- Aprons – to be specified by the technical teacher.
- Grooming – No make-up, lip stains or dying of hair is allowed; excess jewelry is not allowed, no long nails or polished fingernails allowed.
- No Lash extensions or brow tints are allowed.
- No Acrylic or Gelish nails allowed.

Casual Day

- ESTM Shirt and jeans pants (no cutout/ripped jeans)
- No joggers/sweatpants
- Closed up shoes
- ID Cards
- All other school rules apply

6. Electronic Equipment/Devices

Laptops and tablets are acceptable as a tool to enhance learning. Students will be allowed to bring these devices when subject teachers request them. Student is responsible for the safekeeping of the device during the day. Student is only to use the device during the session the teacher requested it for. If the student is caught using the device for other purposes, the device will be taken to the VP office and return after dismissal time at 3:15 p.m.

No cell phones will be allowed. If necessary, parents will request permission in writing from the student affairs vice-principal. If granted, student will leave cell phone at the office of vice principal, student affairs, in the morning before going to class and pick up after dismissal time at 3:15 p.m. **Parents will accept all liabilities for these devices.**

7. Student Messages/Deliveries

If there is an emergency, a parent/guardian may call the office and the message will be given to the student.

In case of emergency, students may be allowed to receive phone calls from the office.

No other phone call or messages can be delivered during school time. Anyone who comes to campus to see a student must first check with the school's security who will write the name of the visitor in the Logbook before taking the person to the Principal.

The concerned student will then be called to the office and the visitor will be allowed to pass his/her message. All conversations between visitors and students need to be done in the office.

All packages must be delivered to the office. The receiver student must open this in front of the Principal or school security.

8. Discipline Agreement

"Disciplinary measures may be taken against a student for offenses in the classroom or school related offenses, but teachers shall be mindful of effective and acceptable methods of behavioral modifications, including counseling. (Ed. Rule 141.1)."

Constant monitoring of students' behavior is conducted through the Demerit System which is reviewed by the Counselor/Principal/Vice-Principals in ABACUS. If infractions are persistent in the classroom despite teachers' documented interventions, then students are called by the Counselor for a series of counseling sessions. If behavior persists, then the counselor will call parents to discuss matters.

"Where a student exhibits persistent negative behavior, the Principal shall arrange meeting with parents/guardians to set out appropriate measures to be taken including determining the responsibilities of and actions to be taken by the parents/guardians. (Ed. Rule 141.4)."

Discipline Probation/Behavioral Contract

Students' repeated misbehavior will lead to placing students on probation, and a written disciplinary contract will be signed by parent, student and administration.

For serious offenses involving activities which bring the school into disrepute, serious physical harm, truancy, repeated disrespect and disregard for school rules, sexual and other forms of harassment and intimidation including the possession of dangerous and/or illegal weapons, the possession and/or use of illicit drugs, the destruction of school property, or conviction on a criminal charge, the school may suspend the student for a period of no more than two weeks, demand a reasonable number of hours of in-school or out of school community service, or may dismiss the student.

Students who exhibit the following behaviors will be placed on disciplinary contract:

- Extreme disrespectful behavior or insubordination on or off campus.
- Smoking on or off campus.
- Falsification of notes and /or phone calls.
- Repeated disruption of class.
- Repeated disrespect and disregard for school rules.
- Serious disciplinary behavior off campus.
- Stealing.
- Use of controlled/illegal drugs on or off campus.
- Bullying
- 25 demerits.
- After obtaining a suspension.

Disciplinary Contract Procedures:

1. Students who have repeated infractions of school policy and/or procedures may be placed on disciplinary contract after meeting with parents.
2. The Principal/ Vice-Principals will determine the period of the contract and other requirements.
3. In cases of grave offenses, then the Board may decide if student is placed on contract, period of time and other requirements.
4. The period may be for a minimum of 20 school days, up to mid-semester or the two semesters.
5. The disciplinary contract must be signed by parent(s) and student after discussion with them. Copies of contract will be given to parents.
6. Failure to comply with the contract will result in immediate suspension or exclusion.
7. At the end of the contract, if deemed appropriate, the student will be withdrawn from the contract.
8. A student placed more than twice on contract during his/her enrolment at ESTM may be asked to withdraw from school on the advice of the Board of Management.

Students with history of repeated misbehaviors and more than 15 demerits may lose all privileges to participate in extracurricular activities – sports, clubs, and field trips until behavior improves as recommended by Principal/ Vice-Principals/counselor.

9. Conduct: The Demerit Card System

Students will not receive a printed demerit nor a merit card. Teachers will record both merit and demerits in ABACUS. Students and parents will be able to view their merits & demerits record in ABACUS.

A higher level of maturity and rule abiding attitude is expected of senior students to model good behavior to junior students.

Interpretations of Demerits

For Every:

5 demerits- 1 hour community service at school.

20 demerits– call parents for conferencing; students attend counseling, + 2 hours community service at school.

25 demerits– suspension; red card; signing of behavioral contract three days suspension (home or in school).

15 demerits in red demerit card may result in asking the student to withdraw from school. This, however, requires Board's approval.

How to use the Demerit Card

1. Teacher issuing demerit will record demerit in ABACUS.
2. The counselor will call parents to come to the office after a student gets twenty demerits.
3. If a student obtains twenty-five demerits, then the student will be suspended, and parents will be informed in writing.

DISCIPLINE POLICIES AND PROCEDURES

Teachers may remove a student from the classroom for acts of repeated insubordination, gross misconduct, or disruptive behavior. In such instances, ***the teacher will refer the student to the office of the Vice Principal for Student Affairs.***

The student will be provided with an opportunity to explain or deny the accusations. The Vice Principal will then make a decision or ruling as to further action(s). Discipline procedure may include, but not be limited to, the following:

1. The teacher will dialogue with the student concerning the incident. Demerit (s) will be levied when applicable or the student may serve an immediate jug.
2. If the student exhibits persistent negative behavior, the parent(s)/guardian(s) will be contacted to set out appropriate measures to be taken, including determining the responsibilities of and actions to be taken by the parent(s)/guardian(s).
3. A parent-teacher or parent-student-teacher conference may be arranged by the teacher.
4. If the desired result is not obtained, then the matter will be referred to administration who may suspend the student or take any other action deemed necessary.

REASONS FOR SUSPENSION, EXCLUSION AND/OR DISCIPLINARY PROBATION

1. Disciplinary measures may be taken against a student for an offence in the classroom or school-related offences which constrains the effectiveness of the school and for general disregard of school rules. However, administration should be mindful of effective and acceptable methods of behavioural modification, including counselling.
2. Where substantial grounds exist to accuse a student of use of illicit drugs, the school may require him to undergo a drug test. Refusal to take the test may lead to exclusion from the school.
3. Where the Principal has substantial grounds on which to accuse or suspect a student of possession of illicit drugs, weapons, pornographic, unlawful or subversive materials at school, a search may be conducted, without prior warning, by the Principal/Vice Principals/HOD or by the police at the request of the principal or a person duly authorized to be acting on his behalf. Such a search shall be in the presence of the student and an adult witness and shall be subject to the laws of Belize governing search of a person and/or his property.
Random bag searches may be conducted throughout the school year.
4. For serious offences involving activities which brings the school into disrepute, serious physical harm, bullying, truancy, repeated disrespect and disregard for school rules, sexual abuse or other forms of harassment and intimidation including possession of illegal or dangerous weapons, the possession and/or use of illicit drugs, the destruction of school property, or conviction on a criminal charge and where a Principal has substantial grounds to believe that it is in the best interest of other students and generally of the school, a student may be suspended for a period of no more than two weeks, demand a reasonable number of hours of in-school or out-of-school community

service or dismiss the student. In suspending a student, care shall be taken not to have such suspension preclude examinations and other activities.

5. Where a student has been suspended from school pending the investigation of an accusation against him/her, the student and his/her parent(s)/guardian(s) shall be immediately notified in writing of the accusation against him/her and the student shall be given every opportunity to defend himself/herself against such accusations. If the accusation is not heard within ten (10) school days after suspension, he/she shall be immediately re-enrolled without prejudice to his/her status as a student; provided that the student and/or his/her representative has/have presented himself/herself and/or themselves at each and every scheduled hearing of the accusation made against him/her.

“It isn’t the mountain ahead that wears you out – it’s the grain of sand in your shoe!” Robert Service.

SECTION IV: SCHOOL POLICIES, PROCEDURES AND CONSEQUENCES

Policy On Sexual Harassment

This is a serious offence. It is punishable by law and first and foremost it is not encouraged at school in any form or fashion.

Sexual Harassment

1. Any non-wanted verbal advances.
2. Any non-wanted sexual innuendoes (speaking in a hidden form/ or way meaning sexual connotations).
3. Any non-wanted physical sexual advances.
4. Any non-wanted sexual advances (noises like (PSSSSSSSSSSSSSSSSSTTTTTTTT) and cat calling whistling.)
5. Threatening students, using any bribes, etc.

These matters will be thoroughly investigated by a disciplinary committee and may result in suspension for parties involved or exclusion from school.

Policy on Bullying:

- Students are expected to immediately report incidents of bullying to a teacher, the Vice-Principal of Student Affairs, or the Counsellor.

When a bullying incident is reported or observed, the following steps will be taken:

- When a bullying incident is reported for the first time, the class teacher will meet separately with the children involved to gain an understanding of what has occurred. This information will be recorded and a report will be forwarded to the Vice-Principal of student affairs.
- If the incident is deemed not to be bullying, the classroom teacher will monitor the relevant students.
- Depending on its severity, parents/guardians may be contacted by the Vice-Principal of student affairs. Discussion of disciplinary procedures and expectations will also occur.

- Consequences will be dependent upon the nature, gravity and extent of individual cases and may include: on-going monitoring of behaviour; counselling; parent/student/school conferencing, **suspension**.
- If bullying behaviour continues to occur, it will be decided if a behaviour management plan and behavioral contract will be implemented.

***NOTE:** These policies will be enforced with bullying incidents occurring within ESTM's campus. Severe bullying incidents outside the school grounds will be reported to and dealt with by the Police Department.

Policy on Abortions

Abortions are illegal in the country of Belize and, therefore, not encouraged.

Policy on Sexual Activity

We are all sexual human beings, but there is a place and time for everything. Students are here to learn, to excel. Engaging in sexual activity takes away from the focus at school. Parents are asked to comply and counsel youths to stay away from sexual activities in school and out of school.

Our youths are going through adolescence; however, students are not prepared mentally, spiritually, emotionally, financially or physically to suffer the consequences of sexual activity----teenage pregnancy, STD's, HIV and AIDS. The school reserves the right to take action, based from case to case---on students who engage in sexual activity. Students may be suspended or excluded from the institution.

Policy on Parenthood

If a student becomes pregnant, she may be asked to withdraw from school for the duration of the pregnancy and the remainder of the school year. She may return at the beginning of the new school year provided that she:

- is not living in any common-law or married union, and
- can prove that proper arrangements have been made for the care of her child and that this will not disrupt her education in any way

Policy on Health Services

If a student has a clinical condition, parents are required to produce a medical certificate to state the illness of their child. Depending on medical advice, the student will be excused by the Vice Principal of Student Affairs, in consultation with the counselor not to participate in physical activities.

When a student is required to take any form medication/drugs, the parent will need to present a prescription to the principal and or counselor.

Policy on Suicide

Cases of attempted suicide will be dealt with by the counselor who will make the necessary referrals.

Policy on Funerals

All students will be asked to attend the funeral of:

- a. A member of the Board of Management,
- b. An ESTM faculty or staff member, and
- c. An ESTM student.

The class and homeroom teacher of a student whose mother, father, brother or sister has passed away may attend the funeral and any other student who wishes to attend may be granted special permission to do so by administration provided that parental authorization has been granted.

The faculty, staff, homeroom class and any student who wish to attend the funeral of an immediate family member of the

faculty or staff may be allowed to do so provided that due process has been followed and all necessary arrangements have been made.

Policy on Damage to Property/Vandalism.

Each student is responsible for the upkeep of ESTM property so that it can serve for many years to come. Students shall pay twice the value of any damage they willfully cause upon the property of ESTM.

Policy on Receiving Stolen Property

Any student that receives a stolen item shall immediately hand the item to the Vice Principal of Student Affairs and give a full report on the incident. Students that do not comply with this regulation may be considered accomplices of the offence, and the rules for robbery/theft will be applied to them.

Policy on Items Withheld

Any item that has been withheld shall be turned in to the vice principal of student affairs who, in turn, will inform the student that said item can only be collected by the parents/guardian after a storage fee of \$20.00 has been paid. The student who has committed the offense shall receive demerits.

Policy on Defiance of Valid Authority

Any student that is defiant to any school authority shall be given two demerits and an automatic jug and the matter shall be reported to Vice Principal of Student Affairs.

The counselor & Vice Principal of Student Affairs will call a meeting with the parents /guardians. The student may be placed on a behavioral contract for the remainder of the school year.

DISCIPLINARY MEASURES

<u>OFFENCE</u>	<u>DISCIPLINARY MEASURE</u>
Weapons	suspension, report to police, counseling, contract (in case of illegal weapons – exclusion & handing over to police) (Ed Rule 1 41.5).
Drug Possession	Small quantities (personal use) – suspension, mandatory drug counseling, contract (periodic drug test), community work (8 hours), reported to police (Ed Rule 1 41.5). Continued use of drug thereafter will result in exclusion from the institution.
	Large quantities (as per laws of Belize) of illegal/controlled drugs – exclusion & handing over to police (Ed Rule 1 41.5).
Drug Use	If student voluntarily informs the school that he abuses illegal drugs, he will be required to undergo drug counseling and periodic drug testing. Continued use of drug thereafter will result in suspension.
	If school finds out about illegal drug abuse by any student, disciplinary measure taken will be same as for drug possession. Continued use of drug thereafter will result in exclusion from the institution.
Suspected Drug Use	School may require for student to undergo a drug test. Refusal to take

test will result in dismissal. (Ed Rule 1- 40.1).

Fighting/Physical Harm

Suspension, anger management counseling, contract, community service (six hours).

(Note: An investigation will be launched and if the fight/Physical altercation could have been avoided, then both parties will be suspended. In cases where it could not have been prevented, and it was proven that one party acted in legitimate self-defense, then only the aggressor will be suspended).

If wounds are classified as aggravated assault or grievous harm, then perpetrator will be excluded from school.

Theft

Suspension, replacement of object (new, if damaged), counseling, community work (eight hours) (Ed Rule 1 41.5).

Victims may also opt for legal action against aggressor.

FINANCIAL EXPECTATIONS

EDUCATION UPLIFTMENT PROGRAM

We are pleased to inform you that, starting from the 2024-2025 academic year, students will have the opportunity to benefit from free tuition. Below are the details of the new initiatives and important policies:

Free Tuition and Fees:

Students will no longer be required to pay school fees, including registration fees.

However, a one-time summer fee of \$100 will be charged.

Fundraising and Class Fees:

The school may still organize fundraisers at both class and school levels.

Class fees may also be charged as necessary.

Daily Breakfast Program:

All students will receive a light breakfast every day, free of charge.

PE Shirt and School ID:

Each student will receive a free PE shirt and a school ID at no cost.

Replacement Policy:

If uniforms, or IDs are lost or damaged after distribution, parents will be responsible for the replacement costs.

Items to be Purchased by Parents:

Students must purchase their own shoes, school materials, bags, badges and uniforms. Please note that textbooks are not included in the Upliftment Program and must be purchased by parents.

We are excited about these new opportunities and are committed to ensuring that our students thrive in a supportive and equitable environment.

PAYMENTS

Students' semester reports or transcripts may be withheld until the parent/guardian contacts the school to make proper arrangements pertaining to arrears. The school diploma will not be given until final payments are made. For delinquent accounts upon students' transfer or graduation, no official transcript or recommendation will be given until final payments are made. Parents/guardians who are having difficulties paying fees on time are encouraged to dialogue with the school's clerk on a regular basis.

DONATIONS

Donations and sponsorships can be important sources of funding and the school welcomes cooperation with individuals and businesses in the pursuit of shared values. However, the integrity of the ESTM must not be compromised as a result of such donations. The BOM will adopt the following policy to clarify the conditions under which ESTM accepts donations, to provide the underlying principles for soliciting donations, and to identify situations in which Board approval is required before acceptance of a donation. The donation is not linked to a requirement that the School endorse any products or services.

The donor is not involved in activities that would adversely affect the reputation of the School. The School will be pleased to provide recognition to donors in a mutually agreeable format. No money-laundering will be accepted. The School will provide a copy of the Donations Policy to any corporation, business, organization or individual that requests it.

In accepting an anonymous donation, the School would agree that it would not seek to publicize the source of any donation,

but would provide information if the School were legally obliged to do so. The School will post its Donations Policy on the School's website.

Donations may be in the form of:

- Outright gifts (school material, equipment, PE uniforms, and electronics devices-radios etc.)
- Cash and cash equivalents

These gifts may take the form of currency, cheque, or credit card contribution. Cash gifts are reported as at the date the gift is received by the School. If the gifts are transferred electronically, the date the funds are transferred into the school's bank account is reported as the receipt date of the gift.

Monies are forwarded to the school's funds for specific purpose to enhance academic programs.

"It may be near when it seems so far. So, stick to the fight when you are hardest hit – It's when things seem worst that you must NOT quit."

**Board of Management, Government of Belize,
administration, faculty, support staff, parents, guardians,
students, and community at large in pursuit of knowledge,
skills and positive attitudes.**

APPENDIX I



Escuela Secundaria Técnica México

DISCIPLINARY AGREEMENT



I _____, realizing that I have failed to meet the standards of the Code of Conduct of **Escuela Secundaria Técnica México**, do hereby request that special considerations be given to allow me to continue my education a ESTM.

Since I am allowed to return to Escuela Secundaria Técnica México to continue my education, I promise to observe the following:

1. I promise that I will co-operate with teachers and administration in all things pertaining to the school.
2. I promise that I will live up to the standards and expectations of Escuela Secundaria Técnica México and try to influence my fellow students to do the same.
3. I accept the conditions that I am ineligible to partake in any high school competition and that if my grade point average (GPA) is below 2.0 at the end of the semester, I will withdraw from school.
4. I accept the condition that attendance at school parties or representation of the school in academic, sporting or other functions shall be at the discretion of the school's administration.
5. I accept the conditions to have no more than 5% absence, except in cases of illness, which must be medically certified.
6. I promise to engage in counseling at ESTM at the time(s) mandated by the school's counselor.
7. I accept the condition that my homeroom and subject teachers will be informed about my standing as a student under disciplinary probation.
8. I accept the condition that my parents and I will work courteously and cooperatively with the school so I can meet the academic, moral and behavioral expectations of the school.
9. I promise that I will complete 20 hours community service

10. I accept the condition that the disciplinary period will be for the rest of the school year. I further accept the condition that administration reserves the right to evaluate my academic and behavior performances. If I fulfill all the conditions stipulated in this contract, the disciplinary period **may** be lifted. In default of any of the above regulations, I forfeit my opportunity to complete the academic year.

Name (Please print) Signature Parent/
Guardian Date

Name (Please print) Student's Signature Date

APPENDIX II



Escuela Secundaria Técnica México OFFICIAL WITHDRAWAL REQUEST FORM



An Official Withdrawal Request form must be completed for students who withdraw.

For all withdrawals during the school year, the withdrawal process is completed at the school enrolled. Escuela Secundaria Técnica Mexico requires 24 hours to complete the withdrawal packet from the time you make the request. However, this process can take longer if the student has outstanding fees or school equipment. Upon the request, the student (s) is/are to return all of his/her textbooks, library books, athletic uniforms and/or any other school-provided supplies or equipment. Failure to return school property may delay the process.

For withdrawal during the summer months, you may drop off the filled form or make an appointment in the office.

The school staff will notify you when your records are available, or you can request to have your records mailed to you.

- Generally, the parent /legal guardian who enrolled the student(s) may withdraw the student(s).
- We must have a copy of your Social Security ID or other issued ID with picture to begin the withdrawal.
- We need to know the name of the school to which your student will be transferring. If the school is outside the school district, we need to know the name of the District.

DATE OF REQUEST: _____

STUDENT'S FULL NAME:

DATE OF BIRTH: _____ CURRENT FORM: _____

PROGRAMED ENROLLED:

Please indicate reason for withdrawal:

- I am moving my child to a new school
- I am moving out of school district
- I will be home-schooling my child
- My child will be attending a private school
- My child will be transferring to alternative school

Other:

PLEASE PRINT NAME OF NEW SCHOOL:

ADDRESS OF NEW SCHOOL:

NEW SCHOOL DISTRICT (if known):

NEW STUDENT ADDRESS:

NAME PARENT/LEGAL GUARDIAN:

HOME #: _____

WORK #: _____

CELL #: _____

Parent/ Legal Guardian Signature

Date

Please indicate if you would like to • pick up your records or • have your records mailed to you.

School use only

Date Received: _____

Time Received: _____

Received by: _____

- Request granted

Request delayed:

- Owe school fees
- Owe textbooks
- Other

Signed by Principal or Vice principal (Students affairs):

Date: _____

APPENDIX III

An ESTM student may receive a merit and/or demerit from any teacher or administrator for any of the following reasons:

<u>MERITS</u>	<u>DEMERITS</u>
1 Academically Improved	a. Attire/ Grooming (hair, nails, jewelry, makeup, caps, glasses).
2 Behavior has improved	b. Cheating
3 Charitable	c. Dishonesty
4 Consistent	d. Disobedience
5 Dependable	e. Disrespect
6 Helpful	f. Disruption of class
7 Honest	g. Eating in classroom during class
8 Initiative	h. Failure to do class duties
9 Litter Free	i. Inattentiveness
10 Mannerly/Respectful	j. Lateness to school/ class
11 Peacemaker	k. Littering
12 Positive Attitude	l. No material/ equipment
13 Properly attired/groomed	m. No student ID
14 Responsible	n. Obscene language
15 Self-Control	o. Riding bicycle on sidewalks or lawn
16 Sportsmanship	p. Sitting on desks
17 Team Player	q. Teasing or bullying
18 Thoughtful	r. no Homework
19 Trustworthy	
20 Unselfish	

APPENDIX IV

ESTM SONG

There's a place where dreams come true

Where friends are found

And future is prepared

At this place we come to learn

Math, English and the Physical Sciences

Chorus

We have found it special at ESTM

Where love and affection are given to us

Everyone recognizes ESTM

As the place we want to be

Promoting skills and attitudes

To face the challenges ahead of us

Where knowledge is applied

In creating the future leaders

We are inside

Chorus



As we leave this blessed school

Our memories we'll take along with us

So we invite you one and all
Come quickly and be joined with all of us

Chorus (2X)



Lyrics by:
Misty Swaso, Nimsy Correa & Manuel Tzul

Composer:
Mr. Carey McCalla

**Every student is a sacred trust at our
beloved ESTM!**

My Pledge to Belize



Belize is my country.
I am Belize!
Belize is my family,
My school, my church, and my community
I am the hope of Belize,
The hope of my parents and my teachers,
The hope of today and tomorrow.
I live and learn not only for myself
But for my sisters and brothers.
I am the hope of Belize.
I promise to serve Belize as faithfully as I can.





NSSSA FEMALE FOOTBALL SUBCHAMPIONS
FEBRUARY 15, 16 & 17, 2024



ESTM's AMBASSADORS MARCHING BAND