

CALABAR HIGH SCHOOL



STUDENT'S HANDBOOK

REVISED 2021

Calabar High School

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Students' Handbook

Revised 2021

The Call

*look back, today we look back over the generations.
Over a century of Calabar's sons,
Call forth the men of old, the founders of Calabar
Make she call! They will answer Near or Far.*

*Into the history of our school we delve,
And alight on that faithful day in 1912,
When the Baptist community took advice,
From the great man, Reverend Earnest Price.
And he, with another did successfully try,
He and reverend Davis founded Calabar High.
And from that day the world has seen,
The might of the black and the brightness of the green.*

*Call forth the men, who passed through these walls,
Who sat in these rooms and answered all calls.
And whom do we meet in the green and black?
Who make up the tribe of Rabalac?*

*Look for a McKenley, a Wint, and other men of speed.
A Green, great Ombudsman indeed.
An Abrahamis, making his name in Art,
A Geddes, in business, playing his part.
The Sherlocks, Sir Edgerton and a Carnegie,
Great tribesmen who lead where all can see.*

*Call them Forth and they will answer.
Wherever they are - near or far!*

*And now our turn, our time.
Look forward, see us continuing the line.
Make the call and we will answer,
Well will answer near or far,
Yes Sir, yes, yes, yes Sir,
We will answer at the call of Calabar.*

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FORWORD

The student's handbook has been written to provide you and your parents with a brief history of the School and to inform you about its philosophy, symbols, policies, structure and activities. It will not provide an answer for every question you may wish to ask, but if carefully studied, it should help to make your period of adjustment at Calabar High School much more pleasant.

INTRODUCTION

Calabar High School has a tradition of grooming boys to be well-grounded men and well-rounded citizens. This has been accomplished by maintaining a school environment of discipline and compassion, Christian ethics and moral probity, ambitious endeavour and appropriate humility, honesty and true sportsmanship. Our motto, "The Utmost for the Highest", was meant, and came to mean, what it expresses so eloquently.

To be true to our history and tradition and to pursue constantly our mission, Calabar must be an institution that creatively and consistently fosters learning, provides scope for personal development, promote safety and motivate socially appropriate behaviour.

Calabar must strive to create a positive school environment characterized by:

- a) Clear and lofty expectations of each teacher and student,
- b) Comprehensive and inclusive values and attitudes from all members of the school community,
- c) Strong student attachment to Calabar's history and tradition; including the principles and practices of the school, and
- d) Active participation in school activities by parents, old boys and the Baptist community.

TWELVE THINGS TO ALWAYS REMEMBER AND ONE THING TO NEVER FORGET

Your presence is a present to the world.

You're unique and one of a kind.

Your life can be what you want it to be.

Take the days just one at a time.

Count your blessings, not your troubles.

You'll make it through whatever comes along.

Within you are so many answers.

Understand, have courage, be strong.

Realize that it's never too late.

Do ordinary things in an extraordinary way.

Have health and hope and happiness.

Take the time to wish upon a star.

And don't ever forget... for even a day.... how very special you are.

-Collin McCarty

MOTTO

The Utmost for the Highest

MISSION STATEMENT

Calabar is a school of excellence, focussed on the holistic development of disciplined young men who are committed to service and nation building.

VISION STATEMENT

To mould and develop boys into self-reliant, honourable, courageous, socially responsible and morally conscious men, who display reverence for God, and are equipped with the knowledge, skills and attitudes to succeed; by means of academic, spiritual and co-curricular programmes, through the partnership of stakeholders, in a safe, professional, supportive and disciplined environment.

Driving and guiding our vision are the following beliefs:

1. All students can learn and reach their fullest potential given the right mix of strategies and life enhancing experiences.
2. Each child is different and it is the task of the school to understand these differences and respond appropriately.
3. Each child's dignity and self-worth is important to him and the school must protect his dignity and provide opportunities for increasing and enhancing his sense of self. He must feel emotionally safe.
4. Our human resources are our greatest assets and our teachers are an integral part of the processes that shape and influence the lives of the children in their care; hence, the school must provide the environment in which there is scope for professional growth and development.
5. The Administrative, Clerical and Ancillary staff are key players and contributors to school development and every effort must be made to ensure that they understand this and that the school values and respects their supportive roles.
6. Staff and students work best in a clean, secure, orderly and safe environment and the school is committed to providing this in its efforts to achieve its goals and objectives.
7. The school develops as a community in which the Board, parents, staff, students, old boys, other interested persons and stakeholders are actively involved and provides a secure and stimulating environment.

8. The personal growth of the student should be encouraged to such an extent that he can develop self-discipline, self-responsibility, self-direction, self-respect and respect for other.
9. Religion is exemplified by the Christian faith is the basis of all our undertaking.

CENTRAL VALUE

Reverence for God

CORE VALUES

**Discipline
Professionalism**

Accountability

Integrity

Respect

School Pride

A BRIEF HISTORY OF CALABAR HIGH SCHOOL

In 1839, William Knibb, Thomas Burchell and James Phillipo, the three leading English Baptist missionaries working in Jamaica, moved for the creation of a College for training native Baptist Ministers. Out of this, Calabar Theological College came into being in 1843 and was first sited in the little village of Calabar, near Rio Bueno, Trelawny. The name “Calabar” was brought to Jamaica by slaves from Nigeria, West Africa, where there is an old river-port city by that name. In 1868 Calabar College was removed to East Queen Street, Kingston, where a “Normal” school for training teachers and a high school for boys were added. Shortly after, the high school went out of operation and the teacher-training activities ceased, leaving the practicing school; now Calabar All-Age on Sutton Street. The Theological College was relocated to Chetolah Park on Slipe Pen Road in 1901.

In 1912, through the instrumentality of Rev. Ernest Price, Principal of the Theological College, and Rev. David Davis, one of its tutors, Calabar High School came into existence under the sponsorship of the Baptist Missionary Society of London and the Jamaica Baptist Union, to provide high school education for the sons of the working class, the growing middle class and the sons of Baptist Ministers. It opened on the 12th September with 26 boys and the foundation was firmly laid in the Christian tradition. Rev. Price was the first Headmaster.

In 1952 the school moved to a 60-acre site at 61 Red Hills Road. Some of this land has since been sold. Boarding facilities were provided up to 1970. There are presently over 1700 students on roll. Calabar High School was famous almost from the start. It established a reputation for scholarships, which it has maintained over the years; as seen from the number of major scholarships, such as the Jamaica and Rhodes Scholarships, which have been won by Calabar students. Today, Calabar Old Boys fill important positions in every walk of life and have made an outstanding contribution to the development of Jamaica. They are prominent in public service, law, politics, education, the church, sports, business and creative arts. You are indeed entering a “goodly heritage.”

THE SCHOOL SYMBOLS

Rev. David Davis is said to have been responsible for the selection of most of the symbols of the school.

THE MOTTO:

The Utmost for the Highest – was one of the first Jamaican school mottos to be expressed in English instead of Latin. It means that each boy must make maximum effort to achieve goals which he can conceive. “The Highest” also suggests that we aim at doing whatever we do to the Glory of God.

HONOUR ROLL CAPTION:

Palmarum Qui Meruit Ferat (The one who is worthy carries the laurel)

THE COLOURS: Green and black-may be taken to represent growth, and difficulties to be overcome, respectively.

THE SCHOOL CREST:

A shield bordered by black and yellow enclosing a green field. In the center of this area is a girdle in black bearing the words of the motto in yellow letters and enclosing a tree of knowledge, the two lower branches of which divide the center circle in three parts. In the upper third are the spreading branches of the tree, while in the left and right lower thirds respectively, a lion signifying strength, and an open Bible signifying truth and Godliness.

THE HOUSES AND COLOURS:

There are five houses named after cities dating back to the time of ancient Greece and Rome. They are:

Athens – Purple

Corinth – Green

Rome – Blue

Sparta – Yellow

Troy – Red

THE SCHOOL SONG

“AN ANCIENT RIVER FLOWING”

The words of the School Song “An Ancient River Flowing” represent the unending stream of Calabar boys who enter the school for preparation and leave to take their places in “the wider life to be.”

1. Like an ancient river flowing
From the mountain to the sea
So we follow, coming, going
To the wider life to be
On our course from the source
To the wider life to be.

CHORUS

Here Sir, here Sir, here Sir, here Sir,
So we answer near or far
Here Sir, here Sir, here Sir, here Sir
At the call of Calabar

2. One by one and as they name us
Forth we go from boyhood's rule
Sworn to be renowned and famous
For the honour of the school
True as steel, in our zeal
For the honour of the school.
3. So today and oh! If ever
Duty's voice is ringing clear
Bidding men to brave endeavour
We will answer, “We are here”
Come what will, good or ill
We will answer, “We are here”

THE JAMAICA'S NATIONAL ANTHEM

Eternal Father, Bless our Land,
Guard us with thy mighty hand,
Keep us free from evil powers,
Be our light through countless hours,
To our leaders, great defender,
Grant true wisdom from above,
Justice, truth be ours forever,
Jamaica, land we love,
Jamaica, Jamaica, Jamaica, land we love

Teach us true respect for all,
Stir response to duty's call,
Strengthen us the weak to cherish,
Give us vision lest we perish,
Knowledge send us Heavenly Father,
Grant true wisdom from above,
Justice, truth be ours forever,
Jamaica, land we love,
Jamaica, Jamaica, Jamaica, land we love

(Composed by Sir Hugh Sherlock, Calabar old boy)

THE JAMAICAN NATIONAL SONG

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

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

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

(Composed by the Hon. Victor Stafford Reid)

JAMAICAN NATIONAL PLEDGE

Before God and all mankind,
I pledge the love and loyalty of my heart,
the wisdom and courage of my mind,
the strength and vigour of my body
in the service of my fellow citizens;
I promise to stand up for Justice,
Brotherhood and Peace,
to work diligently and creatively,
to think generously and honestly,
that Jamaica may, under God, increase in beauty,
fellowship and prosperity,
and play her part in advancing the welfare of the whole human race.

(Composed by Sir Hugh Sherlock, Calabar old boy)

GENERAL INFORMATION

From Monday to Friday, school hours are from 7:30 a.m. to 2:35 p.m.

There are three staff rooms. Staff Room one is located near the principal's office, Staff Room two is located on the first floor of the three-story building and Staff Room 3 is located on the Centenary Building. The Offices of the year supervisors are located on the block housing their respective grades.

There are four sets of offices that accommodate the administrative staff:

- The General and Principal's Office
- The Vice Principal's Office
- The Bursar's Office
- The Dean of Studies and Dean of Discipline's Offices

The Vice Principals are in charge of specific areas (one, the lower school, grades 7 – 9 and the other, the upper school, grades 10 – 13) with the Principal having overall responsibility.

The school is divided into two areas based on the layout:

- Grades 7,8 and 9
- The other half houses Grades 10, 11, 12 and 13

Grades and Year Supervisors have special responsibility for each grade. A Form Teacher has responsibility for a particular class. A Form Teacher comes under direct supervision of the Year Supervisor of the particular grade.

A Department Head is in charge of a particular subject and has special responsibility for curriculum planning, development and assessment of teachers within the department.

ANNUAL CALENDER OF ACTIVITIES

Christmas Term (September through December)

- First Monday of September – Start of Christmas term
- Welcome Service
- September 12 – Founders' Day
- Third Monday of October – National Heroes Day (mid-term)
- Inter – Grade and Inter – House Football Competitions
- Inter – School Football and Table Tennis Competitions
- Annual General Meeting of the PTA (October) and Sectional PTA meetings for all grade
- Schools' Drama Festival
- Prize Giving
- End of term Examinations

Easter Term (January to April)

- Inter – School Debate
- The School's Science Exhibition
- Cadet Inspection
- Career Week
- Inter – Schools' Challenge Quiz
- Annual Fund – Raising Barbeque
- Inter – House and Inter – Schools' Athletics Competition
- Inter – Schools' Basketball and Cricket Competition
- General meeting of the P.T.A and sectional meetings for ALL grades
- Cala – Culture Day

Summer Term (April to July)

- P.T.A Quarterly meeting
- Inter – House Competitions in Cricket and Table Tennis
- Caribbean Secondary Education Certificate (CSEC) and Caribbean Advanced Education (CAPE) Examinations
- End – of – Year School Examinations
- Art and Craft Examination
- End – of – Year Reports
- Graduation Ceremony

STRUCTURE, ORGANIZATION AND CURRICULUM OF THE SCHOOL

Calabar High School was a full double-shift school from 1978 to 1989 when it changed to an “Extended Day System.” In 1991 the school reverted to a “Single Shift System”. The student body of over 1700 boys was grouped into 7 grades (7-13) and each grade consists of eight classes, except grades 12 and 13, which consist of 2 groups each.

The subjects offered in the lower school are:

- English Language
- English Literature
- Mathematics
- History
- Geography
- Spanish/French
- General Science, Biology, Chemistry, Physics
- Music/Drama/Art/Craft
- Religious Education
- Physical Education
- Industrial Arts
- Home and Family Life Education
- Personal Development
- Information Technology
- Civics
- EDPM
- Robotics
- Library Science
- Business Basics

At present, Biology, Chemistry and Physics, instead of Integrated Science, are offered in Grade 9. Physical Education is compulsory. A permanent excuse may be obtained only with a Doctor’s certificate.

No “dropping” of subjects is allowed.

Grades 10-13 comprise the upper school. In Grades 10 and 11, students are prepared for the Caribbean Secondary Education Certificate (CSEC). Those

subjects to be studied further in tertiary institutions should be taken at the general proficiency level.

At the end of grade 9, students are required to select eight (8) subjects, which they will pursue over two years. Their selection must include Math and English. The other six (6) subjects will be informed by their career path and performance in the subjects.

UPPER SCHOOL SUBJECTS

The examinable subjects offered in grades 10 and 11 are as follows:

- English Language
- English Literature Mathematics
- Geography
- History
- Spanish/French
- Art (Visual)
- Technical Drawing Building/Construction
- Woodwork/Metal Work
- Principles of Accounts
- Principles of Business
- Biology
- Physics
- Chemistry
- Religious Studies
- Information Technology
- Religious Education
- Social Studies Theatre Arts
- Agricultural Science
- Economics
- Physical Education
- Human and Social Biology
- Additional Mathematics

Each student is required to continue with the 8 subjects selected at Grades 10 in grade 11. External examinations are taken at the end of Grade 11.

QUALIFICATION FOR SIXTH FORM

Admission to Grade 12 (Lower 6th Form) is dependent on behavioural profile and performance in CSEC. Students must have at least 5 passes at grades 1-3 at the General Proficiency Level and grades 1 and/or 2 in the subjects to be pursued in Grade 12. For CAPE Mathematics, grade 1 in CSEC Mathematics is required. A suspension earned in Grade 10 and/or Grade 11 will impact a student's chances of qualifying for sixth form.

In Grades 12 and 13, students are prepared for CAPE. The following are requirements at the CSEC level for the CAPE subjects listed:

CAPE	PRE-REQUISITE (CSEC GRADES 1&2)
Accounting	<i>Principles of Accounts</i>
Animation and Game Design	<i>Visual Arts, Information Technology</i>
Art and Design	<i>Visual Arts</i>
Biology	<i>Biology</i>
Building and Mechanical Engineering Drawing (BMED)	<i>Technical Drawing and Building Technology or Mechanical Technology</i>
Chemistry	<i>Chemistry</i>
Computer Science	<i>Information Technology, Mathematics</i>
Communication Studies	<i>English A</i>
Digital Media	<i>Information Technology, Visual Art</i>
Economics	<i>Economics, Mathematics, Principles of Business, Add Maths</i>
Entrepreneurship	<i>English A, and either Principles of Business, Economics</i>
Geography	<i>Geography</i>
History	<i>History, Social Studies</i>
Literatures in English	<i>English Literature</i>
Management of Business	<i>Principles of Business and Principles of Accounts</i>
Physics	<i>Physics</i>
Physical Education and Sport	<i>Physical Education and either Biology, Human and Sociology Biology, Integrated Science</i>
Pure Mathematics	<i>Mathematics(Grade 1) or Add Maths</i>
Sociology	<i>English A and either History, Social Studies, Religious Education, Geography</i>
Spanish	<i>Spanish</i>

INTERNAL EXAMINATIONS

Examinations in each subject are set at approximately monthly intervals. The marks for these examinations are recorded on the Term reports which may be collected by, or emailed to, parents in December and July. A progress report on each student will be prepared for the parents at the end of March.

NB. If the parent is unable to collect the report, written permission may be given to a designate, preferably not the student. He/ she must present a valid form of identification to accompany the permission. Parents are required to provide the school with a current email address.

Every student must take a comprehensive examination in every subject pursued throughout the year at the end of the summer term (see appendix V). The marks from this examination, together with the monthly test marks, class work and home work grades, form the basis for promotion at the end of the school year.

Grades 11-13 have no school examinations at the end of the summer term. Instead, they have a "Mock" examination held earlier in the school year and set along the lines of the external examinations to be taken in May/June.

Tests are usually marked out of 100%. The term grade/average for each subject is the average of the student's performance in classwork, homework and test. Classwork accounts for 20%, homework accounts for 20% and test accounts for 60% of the final grade. Grades and percentage equivalents are as follows:

Grade	Percentage	Comment
A+	95-100	G= Good
A	85-95	S= Satisfactory
B+	80-85	F=Fair
B	70-80	U=Unsatisfactory
C	60-70	P=Poor
D	50-60	D=Disruptive
E	40-50	N/A= Not Assessed
F	0-40	N/A=Not Assessed

A record of mid-year and end-of-year grades is maintained. The student's file or report also contains information on his conduct, social adjustment, involvement in school activities, etc. This information is used in the preparation of students' permanent record and in preparing recommendations for other educational institutions and potential employers.

ENTRY REQUIREMENT FOR EXTERNAL EXAMINATIONS

Students must qualify in at least 6 subjects in order to be allowed to enter for the CSEC examinations, which are taken in Grade 11. Those who fail to do so will not be allowed to sit these examinations. To be entered for CAPE, students must be successful in at least two of the CAPE subjects they wish to take. **For study hints, see appendix VI.**

BOOKS AND SUPPLIES

Text books are available at the bookroom; which is opened daily between 7-7:30am, 10:15 am - 12:15 pm and 2:20 -3:00 pm.

The school also operates a Book Rental Scheme and students and parents are required to replace damaged or lost books. Students are notified when their grades will be issued books, usually at the beginning of the school year, and when they should return same, usually at the end of the school year. Students are encouraged to purchase stationaries such as exercise books, rulers, pens, and pencils from the bookroom. Shorts and house jersey are also distributed there.

LIBRARY

The library is situated on the top floor of the three-storey building. It is open throughout the day and a limited supply of books is available on loan. Encyclopedias and other reference books are stocked and current magazines and newspapers are usually available for reading in the library. Students are encouraged to respect the library as a shared space.

EXTRA CODAL ACTIVITIES:

- **SPORTS PROGRAMME**

Sports play an important part in the life of the school. In addition to track and field, major sports offered are football, cricket, basketball, swimming, table tennis, rugby, badminton, volleyball, lacrosse, chess and tae-kwon-do. Calabar achieves a high standard in most sports and competes regularly with other high schools. Those who cannot make school and house teams are encouraged to participate for their own physical development and recreation.

- **THE HOUSE SYSTEM**

Shortly upon admission to Calabar, students are assigned to one of the five houses: Rome, Sparta, Corinth, Athens and Troy. Friendly rivalry is encouraged among houses which compete for academic and athletic honours.

Inter-grade and Inter-house competitions are held in the major sports and points are awarded to winning teams. At the annual prize-giving ceremony, a shield is presented to the champion house.

Unsupervised games during school hours are not allowed. All students are encouraged to participate in games and other extra-curricular activities, but not to the exclusion or endangerment of their academic work. A strong sense of balance between the two aspects of the students' development is strongly advised.

- **CLUBS AND SOCIETIES**

Calabar presents its students with opportunities to participate in some twenty extra-curricular activities. Each student is expected to participate in at least two activities per year. He may, however, keep these two activities throughout his school life. Students are reminded that these activities may expose them to forms of recreation, leisure and hobbies that could become income earners and lead them to a network of enthusiasts, which could be very useful in their personal advancement.

Students may choose from among the following:

- I.S.C.F

- Tourism Action Club
- Key Club
- Octagon
- Inter-Act
- Environmental
- Chess
- Science
- Cadet
- Drama
- Choir
- Modern Languages
- 4H Club
- Business Club
- Visual Arts
- Debating
- Teens For Technology
- Aviation
- Peace For Champs
- Robotics

Note: All students involved in sports must be in at least one club or society.

CODE OF CONDUCT FOR ALL STUDENTS – FROM THE MINISTRY OF EDUCATION

Any disciplinary measures taken in schools must be in the context of the legal, religious, social, political, and economic aspects of the wider society. The following rules are Applicable:

1. Students are not allowed to take any cutting implement to school. They are prohibited from using knives, sticks, stones, broken bottles, guns or any cutting implement or dangerous weapons.
2. The possession, use or sale of any form of dangerous or prohibitive drug is an offence. Students are not allowed to use, sell or purchase any form of drug on the school compound, or to indoctrinate anyone in their use.
3. Students are expected to communicate with their teachers in Standard English and should not use indecent language to anyone on the school compound.
4. Property is obtained by hard work. Students should respect the property of others and on no account should a student deprive another of what is rightfully his.
5. All students are required to dress in conformity with the dress code prescribed by the particular school authority.
6. Students should be properly groomed. This requires that the apparel or dress of each student should be tidy and conform to conventional standards of neatness outlined by the school.
7. Standards of conduct should conform to generally accepted notions of decency, morality, sobriety, orderliness, respect, courtesy, discipline and other modes of behaviour that serve to promote the advancement of the educational system.
8. School buildings are valuable property and should be preserved. Students should not wilfully destroy any part of the building or fencing. They should not destroy chairs or other items of furniture.
9. Students should not write on walls or deface them in any way. Slogans should not be written thereon.
10. Students will be required to make restitution to the School Board for any damage wilfully done to school property.
11. Students are required to conform to the discipline of the school and any student who repeatedly violates the rules and regulations will be punished as merited, particularly if his conduct is of such a nature as

to have a detrimental effect on the conduct of other pupils at the institution.

Note: **The school may report any incident involving dangerous weapons or harmful drugs to the police.**

THE RULES AND REGULATIONS OF CALABAR HIGH SCHOOL

INTRODUCTION

A number of unfortunate incidents have occurred in the schools that has led the government to formalize certain policies governing the admission and conduct of all students in schools in Jamaica. These guidelines for the Code of Conduct and Admission of Students in schools have been included in our existing rules. Both parents/guardians and students are expected to carefully read the rules and sign the corresponding agreement before admission to the school (see appendix III & IV). Parents/guardians of students who repeatedly violate the rules are urged to withdraw said student. Alternately, the student may be expelled from school, depending on the nature of the offence.

NOTE

Students are expected to abide by all rules of the school which have been published or recited. It must also be noted that the rules contained in this hand book are not exhaustive. Hence, students, parents and guardians are encouraged to pay close attention to guidelines given by teachers on a daily basis, as well as those contained in our Social Media Policy (from which an excerpt has been taken and included in this handbook), Field Trip Policy, Extra-lesson Policy etc. Kindly see appendix 1X for Guidelines for Creating a Safe, Peaceful and Productive Environment.

SCHOOL FEES

The Government has implemented a new school fee assistance programme in place of the regular Cost Sharing Programme. This new programme, which is entitled **The Programme for Advancement through Health and Education (PATH)**, still requires parents to share the cost of educating their children.

We depend greatly on parents for contributions to assist us in running the sports programme, maintaining the school plant and equipment, and for carrying out other developmental activities. The Ministry of Education approves fees to be charged each year. These, however, are usually inadequate to cover the overall expenses of the school. It is, therefore, necessary to include a development fee.

All amounts due (including Book deposit/rental) must be lodged at the bank designated by the school, before the beginning of the School year, unless some special arrangement has been made with the Principal. Permission to delay payment is granted only in very special circumstances. Vouchers showing that the amounts have been paid must be returned to the Bursar's Office on the specified date of registration.

NOTE:

Students who do not apply for PATH must pay the full fee. Students with outstanding fees from the previous year must pay these, in addition to the current fees. No transcript recommendation, or school leaving certificates will be given to those with outstanding fees.

SCHOOL HOURS

School hours are 7:30 a.m. to 2:35 p.m. daily. Changes to this schedule will be communicated to the parents.

No student may leave the school premises during school hours without the permission of his Year Supervisor, Vice Principal or Principal. A request to leave school prior to the end of the school day will be granted only upon receipt of a written request from a parent or legal guardian. The Principal may grant such request in extenuating circumstances at his discretion. Unless engaged in approved supervised activities, students should leave the premises before 4:00 p.m. daily.

IDENTIFICATION CARD

All students are required to obtain a Calabar High School Identification Card, which must be displayed to the guards on entering if asked to do so. Identification cards should be worn clipped to the shirt pocket or attached to a lanyard around the neck.

NB. All students must have an ID card in order to sit examinations.

PUNCTUALITY

Students must report for registration at 7:30 a.m. and 12:15 p.m. in his form room. Students should be in settled in their form rooms by 7:20 a.m. when the first bell goes. A student who is not present at the time the register is marked is late. A student is considered absent from the morning session if not registered by 9:30am.

Any student who claims to arrive at school early but is absent from his form room or Chapel during registration and worship is considered to be late/absent.

If unpunctuality persists, parents will be called in so the situation can be discussed and remedied (see appendix IV).

ABSENCE

If a student has to be excused from school for a part of the day, or if he has to be absent for a day or longer, a written excuse, stating the reason, must be sent to the form teacher or supervisor by a parent or guardian. A written excuse, explaining absence, must be brought in upon his return after an absence not previously approved. Otherwise, the matter will be investigated and the appropriate course of action taken. Letters explaining students' absence will be placed on their file. It is recommended that medical or other appointments not be arranged for school hours except in cases of emergency.

STUDENTS DRESS CODE AND GROOMING

The emblems associated with the attire of each Calabar student along with the traditional design of the khaki shirt and pants together help to characterize what we refer to as the Calabar uniform. This common mode of attire is standard and must never, in any way, be altered to deviate from what is the custom.

Grooming has always played an integral role in shaping the ethos of the school and represents a preliminary show of respect, humility and obedience among our students. However, in recent times, grooming has become one of the more contentious issues as some students and parents find themselves succumbing to trends and personal desires. The aim of this code is to eliminate the need for time to be spent dealing with such issues. Hence, students must be properly groomed for school regardless of race, religion, socio-economic situation, age, ideology, personal views, value system and trend. This means that the dress code for each student must be tidy and should conform to conventional standards of neatness and hygiene.

Grades 7-11

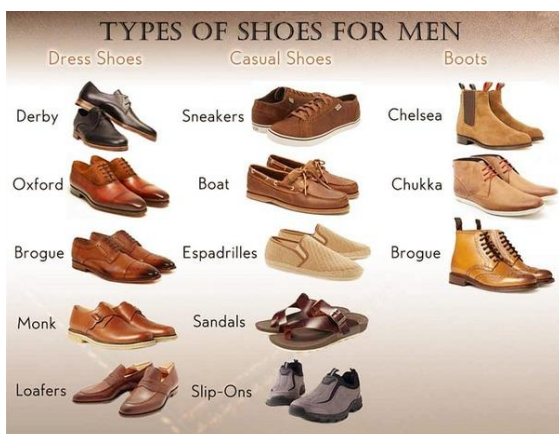
Uniform

Khaki shirt and trousers must be made in the style and shade approved by school. Pants and shirt must not be altered to tie in with trends. Trousers

must be simply tailored and must be of brown khaki (not cream, white or beige). No designer styles cuffs, close or slim fit pants, pleats or splice. Pants must be worn at the waist and not on the hip. Khaki shirts must be short-sleeved with epaulettes stitched on the shoulders. Lower School Epaulettes will be green to the front and the black to the back while Upper School will be green to the top and black to the bottom. Shirts must be neatly tucked in pants at all times.

Shoe

Students are only permitted to wear plain solid black leather or leather type (no suede) **dress shoe** (as shown on the left on the chart below). Casual shoes (in the middle) and boots (to the right) are not allowed.



Men's shoe styles can vary widely and the administration can appreciate the difficulty some parents and students might have in making the distinction. It is useful to have a knowledge and understanding of the different options available, even within the category of dress shoes. Some types of men's shoes are more

suitable for certain occasions than others, so take a look at our guide to make sure you make smart footwear choices for school.

Socks

Black, or navy blue only.

Hair

Hair should be neatly maintained according to conventional standard and kept in a low cut that is evenly graded around the head, with the length kept close to the scalp or head. Hair length that cannot conform to such requirements due to verified religious reasons must be covered at all times with approved headwear. Hair shall remain in its natural texture and colour; no hairstyle affiliated with gangs, antisocial cliques or groups; no chemical processed style, bleached or dyed hair; eyebrows shall not be shaved or have

any visible lines or patterns; no beards, moustache, or sideburn allowed and students with facial hair should be clean shaved. A student who decides not to cut and/or comb his hair will not be accommodated, as this constitutes a breach.

Belts

Plain solid black leather; with single tongue or simple clamp closure only (as shown below). No cloth, no studs, no large coloured buckles, no white or colour stitch.



Example of Single Tongue Buckle.



Example of Clamp Closure Buckle.

Sixth Form

Shirt

White short sleeve shirt

Trousers & belt

Same as for grades 7-11

Socks & Shoes

Same as for grades 7-11

For Dress Occasion

Calabar Blazer or Cardigan, white long sleeve shirt, black pants, school tie and black dress shoe.

Note:

Only merinos are allowed as undershirts for all grade levels. V-neck undershirts may be worn only if they are low cut and, in the case of sixth form, plain white without anything printed on it. No undershirt must be seen above the lapel, or extend below the sleeves of the khaki or white shirt (in the case of sixth form). Handkerchiefs and wash rags (no larger than 12 inches by 12 inches) are allowed but should not be carried in an exposed

manner and should be of a solid colour. Rags larger than those prescribed or not of a solid colour will be confiscated for security and other reasons. Students must leave the premises fully clothed in their school uniform at all times. Students are not allowed to dress or undress in public in the view of staff or visitors.

Not Allowed

Products used to lighten the skin, make-up, nail polish, ornaments, jewellery (except a wristwatch and graduation ring), pins, badges of any sort except Calabar High School pins and badges. Slippers, sandals or white/coloured sneakers are not permitted. Neither are hair dyes, rinses, gels or straightening, plaiting, twisting or braiding of hair. The shaving or decorating of eyebrows is not accepted.

PHYSICAL EDUCATION

The uniform for Physical Education is green shorts and jersey done in the colour of the houses with the name of the house printed on the back (theses are sold at the school). Shoes and socks, also approved by the school, should be worn. These should be brought to school but not worn anywhere outside of the P.E. area.

Note:

All students must report for P.E. at the specified times, wearing the appropriate clothing. Permanent excuses will only be granted upon receipt of a written request from a parent, supported by a medical certificate. Temporary excuses from P.E. must also be requested, in writing, by a parent/guardian via a signed letter.

LITTERING

Students caught littering any area of the compound will be required to clean up a selected area for a period of time as specified by the teacher. Students are required to place all plastic bottles in the recycle bins provided

CELL PHONES

The ringing of a cell phone is intrusive, disruptive and distracting. The use of cell phones is prohibited between 7:20 a.m. to 2:35 p.m.; which is referred to as the blocked period. If a student's phone is seen or heard during the blocked period, it will be confiscated, regardless of who it belongs to, and his parents called in at the end of the term to retrieve it. Emergency calls may be

made at the main office. More serious breaches involving cell phones will result in more severe disciplinary action.

NB. A cell phone must not be used as an alternative for calculators or watches.

WEAPONS

Students are not allowed to take weapons or cutting implements to school. They are prohibited from using knives, sticks, stones, broken bottles, guns (toy or real), or any cutting implement or dangerous weapon. Any breach of this rule will lead to suspension or the matter being taken to the board level for expulsion. The matter will also be reported to the police.

DRUGS AND SMOKING

The possession or use of any form of dangerous or prohibited drug is a serious offence. Students are not permitted to possess, transport, use, sell or purchase any form of drug on the school compound, or to indoctrinate anyone in its use. Any student who engages in these practices may, depending on the evidence or the disciplinary committee's finding(s) and recommendation, be suspended in accordance with Section 30 of the Education Regulations of Jamaica (1980). The student may also be brought before the Board of Management for disciplinary action to be taken.

CARING FOR PERSONAL BELONGINGS

Students are responsible for taking care of their personal possessions.

NB. Under no circumstance will the school assume liability for the loss of, or damage to, personal property/items brought on the school premise; including electronic devices/gadgets. Domino, dice and playing cards are prohibited as they constitute gambling paraphernalia.

LOITERING AND OUT-OF-BOUNDS AREAS

Loitering, remaining idle and inexcusably absent from designated places or prescribed activities, is prohibited and may attract punishment. In particular, it is a disciplinary offence for a student to be found without permission or good and sufficient reason in any of the following places which are classified as "out of bounds":

1. Staff Rooms and Staff Lounge.
2. The area by the Guidance Counsellors' Department.
3. Administrative Office (main office).

4. Vice-Principals' Office
5. Dean of Discipline's Office
6. Nurse's Station
7. Gym.
8. The playing field or physical education department.
9. The cadet room and its environs.
10. The canteen.
11. The school farm.
12. Gazeboes.
13. The performing arts area.
14. COBA premises

Once school begins at 7:30 a.m., bathrooms and pipes must only be used if a student is provided with a pass by the subject teacher. The pass must be produced if at any time the student is stopped by another teacher. The pass must be returned to the teacher by whom it was issued.

Student should not be seen on the corridors after the start of classes. All students must endeavour to be seated in classes within the first five minutes of the session.

NB. The entire area between the labs and La Ventura Courts, the area surrounding the pool, behind the Industrial Arts Department, Calabar Mews, and the area behind the labs are all out of bound areas. Students found in these areas during school hours will be penalized for loitering as well as whatever other inappropriate/illicit activity is observed, even if they deny direct Involvement. Loitering, in this case, will lead to automatic suspension. Repeated offenders will face the disciplinary committee.

DISRUPTIVE ACTIVITY

The formation of groups for the purpose of disrupting school routine is an offence that will lead to suspension. The formation of gangs is strictly prohibited.

COURTESY

Courtesy and good manners are expected at all times, even while at play. Students are to speak and interact in a tone and manner that is unlikely to be considered disruptive or vulgar. They are required to move in an orderly manner at all times, form queues and follow directives given by those in authority.

INTERACTION WITH STAFF

All members of staff; teaching, ancillary, administrative, and security, must be spoken to and treated with respect at all times. Students are expected to communicate with their teachers and other members of staff in Standard English. There should be no physical contact, hissing of teeth or any other action that may constitute disrespect. Violating a member of staff by touching is a serious behavioural and criminal offence. A teacher's personal space and property must always be respected.

The tone, gesture and body language of students must always be respectful. Dissent and disrespectful behaviour will not be tolerated and will attract action ranging from detention to expulsion. Staff must also behave in a manner which commands the respect of all students.

STEALING

Students should respect the property of the school and others. Stealing is a serious offence. No student should interfere with the possession of another student without his permission. Students found guilty of stealing will be suspended and made to make restitution.

SCHOOL PROPERTY

School equipment and buildings are valuable and should be preserved and protected. Students should not destroy any building or fencing, chairs or other items of furniture. Students must not write on the walls or deface them in any way. Students found guilty of vandalism/defacement of property will face disciplinary action and will be required to make restitution to the School Board for any damage wilfully done.

RELIGIOUS INSTRUCTION, WORSHIP AND ASSEMBLY

As a Christian school, worship is held daily and all students are expected to attend as it is important and forms an essential part of the daily activities. Worship aims to focus the minds of our young men and set the tone for the rest of the day. The exercise is intended to instil moral in our young men as they seek to become optimally rounded citizens. Important announcements are also made during this time.

ILLNESSES

A student who is ill with a communicable disease should remain at home for the full duration of the illness until fully recovered and cleared, in writing, as no longer contagious by a medical doctor. A note and/or doctor's certificate

should be sent to the form teacher or year supervisor informing the school of the student's illness.

TOOLS FOR CLASS

Boys who are purposefully unprepared for class by not having books, pens, pencils, rulers, or other learning aids will be given a detention. Frequent offenders will face other disciplinary action.

PORNOGRAPHY

Pornographic or sexual material in the form of books, magazines, games, animation, screen shots, downloads, and shared or saved images are strictly not allowed in school. Students found guilty of this offence; either by viewing, sharing or possessing, will face serious disciplinary action, including suspension.

USE OF CORRIDOR

Neither corridors nor office areas should be used for congregating, loitering or playing. Running along the corridors or up the stairs is prohibited. Students should endeavour not to block corridors; hence, walking in single files should be practiced. There must be no sitting on stairs, steps and walls.

CLASSROOM RULES

1. The first bell rings at 7:20 a.m. Students must respond to it by ensuring they are settled in their form rooms in readiness for registration at 7:30 and worship. The second bell will ring at 7:40 a.m. and should find all students prepared to begin worship in their forms or lined up to go to the Chapel or other designated areas on the days for Corporate/House/Year group worship.
2. Students who arrive early should remain in the classroom and start preparation for the day.
3. All students must stand quickly and quietly upon the arrival of a teacher, prefect, head student or any other visitor.
4. No student is allowed to leave the classroom during or between classes without the permission of a teacher, the form captain or Prefect. If a teacher is absent, students must remain in their classroom and engage in independent work without disrupting their peers.

5. Students are encouraged not to leave their belongings in/on their desks without proper supervision.
6. Desks are used for writing and not as seats. Under no circumstance should students be seen playing or sitting on desks.
7. Students are not allowed to use the chair and table provided for the teacher.
8. Students must ensure that the teacher always has a table and chair in its usual position before he or she arrives to teach.
9. The cleanliness of the classroom is each student's responsibility and should be upheld.

EATING AREAS

There should be no eating in class outside of the lunch break. Students are encouraged to have their lunch/meal at the canteen (where possible), Gazebo, or on the benches provided. The canteen is the only authorized provider of meals and snacks on the premises. However, special permission is granted occasionally to teams and clubs to carry out fund raising activities that may include the sale of snacks. On such occasions, purchases may only be made from prefects selling on behalf of such clubs/teams during designated periods. Unauthorized selling/buying is a punishable offence.

Note: All garbage must be disposed of in the bins provided.

VISITORS TO SCHOOL

No unauthorized person is allowed on the premises. All visitors must be directed to the main office. No student may receive a visitor during school hours without permission from a teacher or a member of the Administrative Staff. Parents must be properly clad in accordance with the dress code for visitors when visiting the school or access will be automatically denied.

DROP OFF POINT

All students must be dropped off and picked up at the designated area by the entrance at the main gate.

Note to parents: There may be instances when you will be directed to use alternate entrances or exits. Kindly comply.

STUDENT DRIVERS

No student is allowed to drive or ride a motorcycle on the premises before reaching sixth form; at which point his parent/guardian must also seek approval, in writing, from the Principal to do so. The use of parking space, in such an instance, is a privilege and the school is not liable for any damage or loss of property.

FIELD TRIPS

Field trips are organized by departments to meet academic goals and by form teachers for social and personal development. Students are required to dress appropriately in full uniform as they would for school for these excursions, unless directed to wear the school's polo shirt. Each student is also required to submit a consent form signed by his parent/guardian in order to leave for any field trip.

NB. Students and parents are required to familiarize themselves with the Calabar High School Field Trip Policy.

CONSULTATION WITH PRINCIPAL, VICE PRINCIPALS AND SUPERVISORS

The Principal, Vice Principals and Supervisors are always happy to meet and consult with parents and guardians on matters concerning their son/ward. However, unless a request is made for a parent or guardian to visit the school, it is recommended that an appointment be made prior to the visit. This may be done via a letter or a phone call. Parents or guardians who arrive at the school without an appointment may encounter delays.

Parents/guardians are encouraged to set appointments using the @calabarhighschool.com email assigned to each administrator and member of staff.

MISCELLANEOUS

1. Any money brought to school must be kept on the student's person or handed to a teacher for safekeeping, especially when students are participating in sporting activities or physical education class.
2. Students should not lean, or place books and bags, on any motor vehicle parked on the campus.
3. Notices should not be posted in the school without authorization from the Principal or Vice Principals.

EXCERPT FROM THE CHS SOCIAL MEDIA CODE OF CONDUCT POLICY

STATEMENT OF INTENT

The digital age has brought with it the exciting phenomenon known as social media and other platforms that facilitate communication at a speed and scale never before experienced. Unfortunately, the use of digital technology has not always had the kind of results we consider desirable and we are now seeing a rise in persons running afoul of the law or becoming victims of the irresponsible use of digital technology.

To this end, Calabar High School has developed the following policy to provide direction for staff, students, parents and the school community in general when participating in social media activities. It is designed to set standards of behaviour for the use of Social Media that are consistent with the values and expectations of Calabar as well as the broader national and global legal framework within which digital technology is governed for the protection of the Calabar family.

The school cannot, and will not, try to dictate how individuals choose to operate within their private space or engage in self-expression; nor do we aim to infringe on anyone's rights. However, digital technology can easily blur or completely remove the line between private and public expressions. Hence, as a general rule, when using Social Media, show courtesy and respect to others. It should not be used to abuse others, expose them to offensive or inappropriate content or to denigrate or show disrespect for the school or members of its community. Importantly also, do not use it to expose yourself to ridicule, libel or law suits.

DEFINITIONS

Social media is any form of online publication or presence that allows interactive communication, including social networks, blogs, photo sharing platforms, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Edmodo, Schoology, Instagram, YouTube, Google+, and Flickr.

Some examples of social media uses include:

- Blogging about or commenting on movies, sports, or news events

- Posting updates or activities on your Facebook, Instagram, snapchat or WhatsApp
- Participating in a teacher-established Edmodo group
- Using a Google Hangout to work on a class project.

Cyberbullying is the use of electronic technologies to hurt or harm other people.

Examples include:

- Sending offensive text messages or emails;
- Posting statements that are not true and create rumors
- Circulating embarrassing photos of a classmate online.

Cyberbullying is quite common, can occur to any young person online, and can cause profound psychosocial outcomes including depression, anxiety, severe isolation, and suicide

School Community is anyone directly associated with the school. It includes employees, students, parents and anyone in the community that has contact with the school.

SCOPE

This policy applies to all staff, students, parents, caregivers and all online communications which, directly or indirectly, represent the school.

ROLES AND RESPONSIBILITIES REGARDING THE SOCIAL MEDIA POLICY

The School Administration:

- Facilitates training and guidance on Social Media use
- Develops and implements the Social Media policy
- Takes a lead role in investigating any reported incidents.
- Make an initial assessment when an incident is reported and engage the relevant staff and/or external agencies as required.

- Approves creation of all Social Media accounts operated on behalf of the school

Social Media Coordinator:

- Creates account as per request/instruction or approval of the school's administration
- Stores account details, including passwords securely
- Keeps a registry of all approved social media accounts created in the name of the school
- Monitors the accounts on social media.
- Report any inappropriate use of social media as per guidelines outlines in the policy

Parents and Students

- Be well informed as it relates to the policy
- Engage in a discussion re its guidelines, expectations and consequences of a breaches.
- Sign the parent /student declaration form.

Review Team

- A Social Media Policy Committee will be instituted to review this policy on an annual basis and will communicate any changes to all teachers' students and parents.

GENERAL GUIDELINES FOR PARENTS, STAFF AND STUDENTS

1. Respect the Calabar brand, trademark, copyright information and/or images of the school.
2. Refrain from posting, sharing or responding to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, violent, racist, sexist, and pornographic, infringes copyright or is otherwise unlawful or might cause damage to anyone or the school's reputation or bring it into disrepute

3. Exercise good judgment in all situations. Assume all information you share on social network is public information
4. Always treat others in a respectful, positive and considerate manner.
5. Act in a responsible and ethical manner when using social media sites. Unless asked to represent the school, please state that the views being expressed in your postings are your own.
6. Refrain from publishing or posting confidential information. As best as possible do not use your address, date of birth or telephone number on public sites.
7. Always respect the privacy of all members of the school community. NEVER give out or transmit personal information of students, parents, or co-workers
8. Do not post pictures of others without their permission.
9. Do not blindly repost a link on any of the school's pages without looking at the content first. Contact the school's Social Media Coordinator if you believe you have information that should be shared on any of our platforms.
10. Ask friends and family to respect the sensitive nature of your profession or position by being cautious with what they post on your page or tag you in.
11. A person is always responsible for what he or she posts, regardless of circumstances or intention.

GUIDELINES FOR STAFF MEMBERS:

1. Do not accept friend requests from current students.
2. Notify parents if a student sends a friend request
3. Exercise extreme caution when corresponding with parents via social media, and preferably using a school email address instead
4. Use the strictest privacy settings possible on all social media platform
5. Refrain from using social media for personal use on school devices.
6. You may use photos and videos (products, etc.) that are available on the school's website.

7. Do not post pictures of students without the expressed written consent of their parents/guardians.
8. Notify the Principal or anyone of the Vice Principals if you wish to establish a social media site or group for your class.
9. Do NOT use a personal Facebook page or Instagram account for school-related purposes. Staff is forbidden from using personal accounts for interfacing with students via social media; including Facebook and WhatsApp.
10. It is essential that staff members conduct themselves in such a way that their personal use of social media does not adversely affect their position at the school.
11. Do not use language that could be considered obscene, libelous, or that constitutes incitement of violence on any one of the School's official social media pages.

GUIDELINES FOR PARENTS/GUARDIANS:

1. Do not post photos, videos or comments that include other students at the school
2. Raise queries, concerns and complaints directly with the school rather than posting them on social media – whether on their own pages, in closed groups (e.g. groups set up for school parents to communicate with each other) or on the school's pages
3. Refrain from posting anything malicious about the school or any member of the school community.
4. Do not use language that could be considered obscene, libelous, or that constitutes incitement of violence on any one of the School's official social media pages.

GUIDELINES FOR STUDENTS:

1. Refrain from joining any social networking sites if they are below the permitted age (13 for most sites including Facebook and Instagram)
2. Report abuse and inappropriate content

3. Do not access social media on school devices, or on their own devices while they are at school without the consent of their teacher/s
4. Refrain from making inappropriate comments (including in private messages) about the school, teachers or other students.
5. Do not use language that could be considered obscene, libelous or that constitutes incitement of violence on any one of the school's official social media pages.

Students should recognize that communicating over the Internet facilitates conversations with anonymous individuals and should carefully safeguard personal information about themselves and others.

*Students should also remember **not to post anything online that they would not want parents, teachers, or future colleges or employers to see.** Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.*

CYBER BULLYING

Cyber bullying will not be tolerated.

- Harassing, impersonating, excluding, and cyber stalking are all examples of cyber bullying.
- Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you are at school; parent if you are using the device at home) immediately.

PROCEDURE FOR CREATING NEW ACCOUNTS

The school community is encouraged to consider if a social media account will help them in their work, or in furthering the interests of the school. Anyone wishing to create such an account must present a proposal to the Calabar High School Social Media Coordinator. Such a proposal should cover the following points:

- The aim of the account
- The intended audience

- How the account will be promoted
- Who will run the account?
- Will the account be open, or private/closed

The portals provided by the school must be utilized for such communications and, where there is a need to maintain contact with students for academic/school related purposes outside of these portals, it must be done via the creation of a WhatsApp group (for example, Calabar Cadet or CHS Choir).

Such a group, however, must be registered with the school's administration and approved. Any group being created must be established using the parent's accounts. This will ensure transparency for stakeholders while guaranteeing that all parents/guardians are aware of whatever occurs in the group.

A parent may choose to add the student directly to the group. However, the parent must remain in the group for the duration the student is required to be a member of that group.

BREACH OF THIS POLICY

Any breach of this policy is considered serious and contravenes your contractual enrollment at the school. An assessment of any perceived breach of this policy will be conducted and a suitable response made. The following should be noted:

- Students who violate this policy may have disciplinary repercussions, including:
 - Suspension from school and/or school related activities.
 - Notification to parents in most cases.
 - Expulsion of student from Calabar High School
 - Additional consequences determined by School Management.
- Failure to comply with the policy by a parent may, in serious cases, put at risk the continuation of their child's enrolment at the school. In

serious cases, termination of the enrollment contractual agreement by the school may result.

- Staff who are in breach of this policy will be referred to the principal or the personnel committee of the school board.
- All reports of cyber bullying and other misuse of technology will be investigated and may result in suspension or expulsion and/or the involvement of the Police.

It is important that staff, students and parents are mindful that in certain circumstances where a crime may have been committed, they may be subjected to a criminal investigation by the police; over which the school will have no control.

REWARD SYSTEM

MERITS

Merits will be given in recognition of:

1. Outstanding cases of helpfulness, cooperation and citizenship.
2. Demonstrated leadership.
3. Class work done well
4. Significant academic progress
5. Marked improvement in conduct and good conduct generally in and out of class. Year Supervisors should be able to identify students whose conduct has greatly improved and to whom merits may be awarded. Recommendations may also be made by subject teachers, mentors and student leaders
6. Good performance in monthly tests, assignments and examinations.
7. Marked improvement in class work, tests and or examinations.
8. Demonstrated honesty, sacrifice and selflessness.
9. Outstanding performance when representing the school in competitions and co-curricular activities.
10. Excellent attendance and punctuality.

NB. Coordinators of the various clubs, societies, sporting events and or activities should submit names of the members whose contribution merits an award. Teachers will recommend awardees to Year Supervisors, who will investigate and give approval. A list of the recommendations is to be posted at intervals. These lists will be used for recommending students for Service Prizes at Prize Giving

MOST IMPROVED AND OUTSTANDING STUDENT ACHIEVEMENT PROGRAMME

1. Each subject teacher will have a Subject badge for each class that he or she teaches. This badge will be awarded after each test to the student who received the highest mark in the "A" category and/or to the student who has shown marked improvement in each class.
2. Teachers will make presentations in class. If no student has earned such an award, then no student will be badged for that month.
3. A record of all students who earned badges will be kept and placed on their files.
4. Students who receive the most badges for the year will receive a green badge marked 'Calabar High School Academic Achievement'.

5. If a badge is lost, the student will have to pay for its replacement.

Students who perform exceptionally well academically will be placed on the Academic Honour Roll and included in the "Who's Who of the Term". They may also be placed on the Principal's list or the Supervisor's List periodically.

DISCIPLINARY ACTIONS/MEASURES

The kind of action taken against students who break rules will depend on the rule broken and the nature and seriousness of the offence. Detentions, order marks, demerits, suspension and, in more serious cases, expulsion, are among the disciplinary actions/measures used. These are entered on pupils' permanent records. Indiscipline usually stems from deep seated causes. Parents and guardians are, therefore, encouraged to develop and apply a fair and firm system of discipline at home and work in collaboration with the school to instil discipline in their sons.

HIERARCHY OF PUNISHMENT

1. Order Marks
2. Demerits
3. Suspensions
4. Expulsions

Detention is a stand-alone action, equivalent to a demerit, which may lead to suspension, as explain under "detention".

ORDER MARKS

An order mark is given for minor infringements of the Calabar Code of Conduct (e.g. continuous chatting, failure to carry out instruction, littering disrupting class, inappropriately attired (in some instances), and being in "out of bounds" areas) see appendix VIII.

DEMERITS

Demerits are usually given for any offence more serious than those deserving order marks. Example; deliberate absence from class, copying of homework, defiance, cheating or attempting to cheat in tests, stone throwing, repeating minor offences, using foul or indecent language (depending on the context and circumstance). See appendix VII.

DETENTION

Detentions are given for lateness to school and classes, failure to produce or complete assignments, unpreparedness for classes, poor conduct, and loitering during class time. Detentions are held Mondays and Wednesdays from 2:35p.m to 3:35 p.m. Parents must sign detention slips and return to student, who will return same to the teacher. Detainees are given assignments or tasks that must be completed satisfactorily for the detention to be considered served. If a student misses one detention without reasonable excuse, he will serve two detentions. After missing two, he will serve three. After missing the third detention, his parent will be notified and the student given three days suspension.

NB. Disregard for detention will not be tolerated.

MODE OF OPERATION

Three order marks in the term = 1 demerit. No more than 1 demerit is given for a single offence. However, an offence may be serious enough to warrant a more severe punishment such as suspension.

A student who has been named for a demerit should be taken to the Year Supervisor for the penalty to be approved and documented. The Form Teacher or Subject Teacher enters the order marks and detentions in his/her book while the Year Supervisor enters the demerits, and suspensions in the appropriate book.

Prefects or Form Captains cannot give order marks, demerits, or merits. They, however, may report any conduct deserving of one of these to a teacher or supervisor, who will investigate the matter and take the appropriate action (s).

The following steps will be taken for each additional demerit earned after the first one during the course of a term:

- Second demerit - Year Supervisor will discuss student's conduct with parents, students placed on probation and issue a warning of possible suspension.
- Third demerit - Supervisor, Vice Principal or Principal will again call in the parent and the student will be suspended. He must receive counselling before or upon his return, depending on the nature of the situation.

- Fourth demerit - the disciplinary committee will intervene and possibly recommend that the matter be taken to the Board level.

SUSPENSIONS

Suspensions are given only by the Principal, Vice-Principal or their designate. Suspensions may be given for infringement of the school rules. Fighting, forging or tampering with school documents, use of foul or indecent language, gross insolence, defacing or destroying school property and truancy are among the offences for which suspension may be given.

Note: Three suspensions will result in the student being taken to before the Personnel Committee of the School Board with the recommendation for expulsion. Additionally, the Principal or Vice-Principal may recommend that a student be brought to the Personnel Committee after just one offence if that offence is considered very serious.

EXPULSIONS

The Principal may recommend that a student appears before the Personnel Committee of the School Board to answer to charges brought against him for the Board to decide if he should be permanently excluded from the school/expelled. See appendix VII.

TRUANCY

Truancy is an unacceptable behaviour. If a student is found guilty of truancy, the following steps will be taken:

1. His name and details (class or subject missed, date and time) will be written on a truancy slip.
2. His name will be written in the truancy book/log by the subject teacher, after establishing that his absence was deliberate.
3. A parent will be notified and a demerit given.
4. After two reports, the supervisor will be informed and a call made to notify his parent of the situation. The student will be given a demerit, which will be logged, and he will be placed on probation. He will also be issued a warning of possible suspension.
5. If truancy persists, the parent will be called in to discuss the future of the student at Calabar.

A Truancy Log will be used to monitor students' non-attendance to classes. Record of truancy will be placed on the student's file.

If a student continues to skip classes after the Supervisor or the Principal has had dialogue with him and his parent/guardian, the Disciplinary Committee will consider other measures, which could lead to the involvement of the School Board. Other behavioural problems associated with his truancy may lead to expulsion.

THE PROBATION SYSTEM

Students are placed on probation based on their academic performance and general conduct, Students will be closely monitored and a Probation Progress Report sent to each parent at the end of the period. If the student's performance and behaviour do not improve at the end of the period specified, parents will be called for consultation aimed at arriving at a solution to the problem.

DISCIPLINARY COMMITTEE

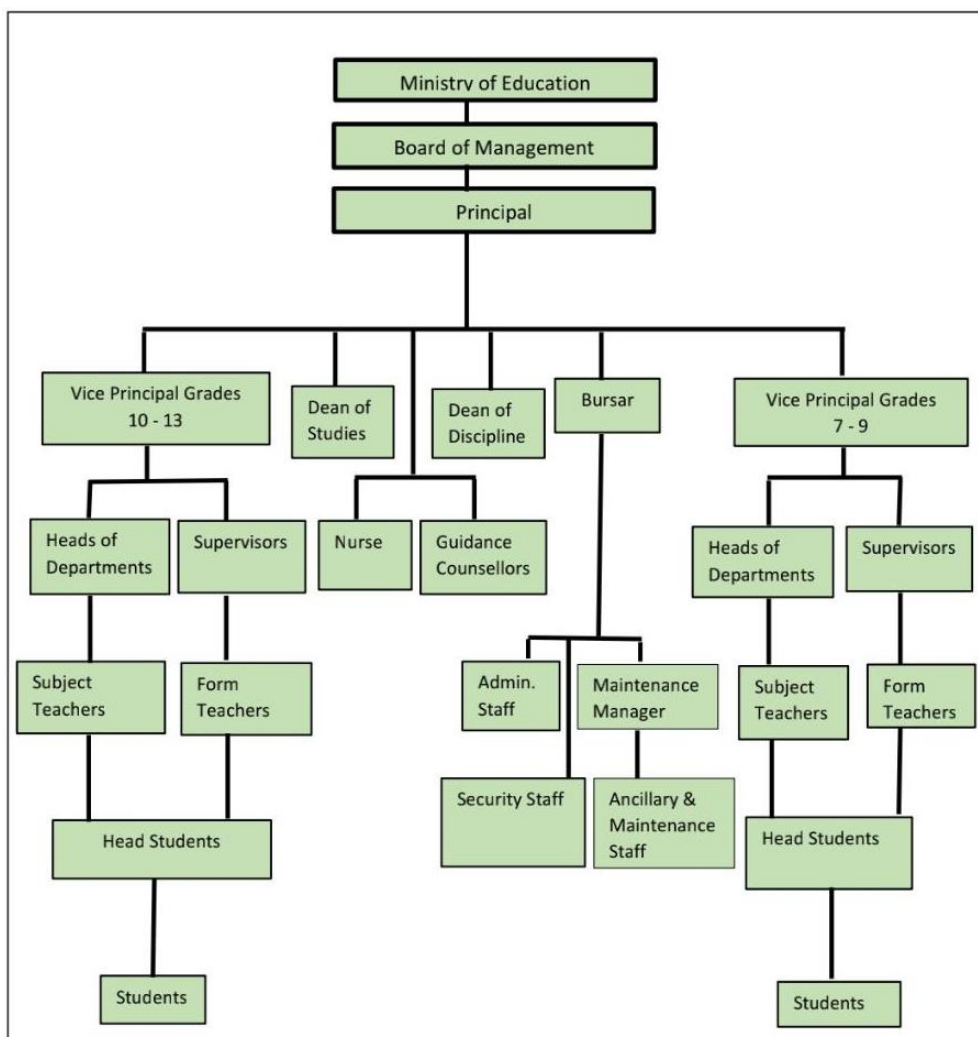
This body will intervene:

1. After a student has been offered rehabilitation but fails to make sufficient progress, cooperate or adhere to the rules of the school.
2. When a student commits serious or major offences.
3. When a student's actions pose a threat to the safety of any other member of the school community.
4. If a matter is referred by a Vice Principal or the Principal.

NB: for a list of major and minor disciplinary offences see appendix VII and VIII.

MANAGEMENT AND ADMINISTRATION

ORGANIZATIONAL FLOW CHART



The affairs of the school are managed by a Board of Management which acts on behalf of the Ministry of Education Youth and Culture. It is the responsibility of the Board to ensure that the school is managed in keeping with the Education Code of Regulations and the mandates/directives of the Ministry.

At present, the nineteen-member Board comprises:

- Six representatives elected by the Calabar General Committee of the Jamaica Baptist Union, one of whom is the Chairman.
- One representative of the Calabar Trust.
- One representative of the Teaching staff.
- One representative of the Administrative staff.
- One representative of the Ancillary staff.
- One representative of the Parent Teacher Association.
- One representative of the Old Boys' Association.
- One representative of the Community.
- One representative of the Ministry of Education Youth and Culture.
- One representative of the Student body.
- The Principal.
- Three co-opted members elected by the Board.

The day-to-day affairs of the school are administered by the Principal who reports to the Board. The Principal has responsibility for student and staff supervision and discipline, student admission, staff employment, curriculum planning and development, financing, plant maintenance and development, and public relations. The Principal is assisted by two Vice Principals who are responsible for daily supervision of the students and teachers. Senior teachers serve as Heads of Department and Grade/Year Supervisors, or in any other area specified by the Principal. In addition, there are committees with responsibility for other key areas; e.g. curriculum development and discipline, which are led by the Dean of Studies and the Dean of Discipline respectively. Below are some of the other positions of responsibility.

ROLES AND RESPONSIBILITIES

Grade Supervisors

Each grade, except Grades 12 and 13, has two coordinators, who are senior teachers appointed to ensure the smooth and efficient functioning of the classes under his or her supervision. The responsibilities of the Grade Supervisors include:

- ✓ Supervising and assisting form teachers with their work with students.
- ✓ Assisting class teachers with disciplinary issues.
- ✓ Liaising with administration and parents on matters pertaining to students.
- ✓ Supervising the preparation and keeping of class room records and term reports. This involves:
 - Ensuring that the names of students, addresses of parents/guardians and dates of birth are entered in the class register.
 - Ensuring that students' attendance is entered in the numbers book daily.
 - Collecting completed reports from the form teachers.
 - Ensuring that reports are accurately prepared and entered on the school's management system
 - Vetting reports prepared by form teachers and turning them over to the Principal/Vice Principal.
- ✓ Ensuring that classrooms and equipment on the block are properly maintained.
- ✓ Planning and implementing programmes for the personal and social development of the grade.
- ✓ Assisting the principal with the general organization and management of the school.
- ✓ Fostering a cordial relationship between parents and Form/Subject Teachers.
- ✓ Organizing Grade Level meetings (at least once per term) to provide opportunities for parents and form teachers to discuss matters relating to students in the grades.

Form Teachers

The Form Teacher is responsible for the welfare and development of the students under his/her care. He/she should have a general knowledge of each student, be able to identify the strengths and weaknesses of each and take steps to foster further development or assist students to resolve issues.

Form teachers are expected to work along with the students to ensure that the classroom environment is conducive to learning (clean, neat and attractive as possible).

Major Duties of the Form Teacher:

- ✓ Seek to understand the needs of each member of the form with a view to assist in his personal growth and development.
- ✓ Instil in each student a high level of discipline and positive attitude towards work and others
- ✓ Monitor students' attendance to classes as far as is possible.
- ✓ Keep a daily record of students' attendance by marking registers and submitting daily attendance number to the Vice Principal.
- ✓ Deal with all matters pertaining to students; academic, behavioural and personal.
- ✓ Assist subject teachers in dealing with any problems relating to the form.
- ✓ See to the completion of reports by all subject teachers.
- ✓ Ensure that all sessional grade marks are recorded on time.
- ✓ Monitor the academic progress of all students and keep a copy of all sessional grades.
- ✓ Motivate students to higher levels of performance.
- ✓ Supervise all form activities such as class parties, outings, inter-form competition, fund-raising events, etc.
- ✓ Hosting form time on as scheduled to give students opportunities to bond and resolve issues.
- ✓ Counsel students in choice of careers, extra-curricular activities, etc.
- ✓ Establish contact with parents - by attending P.T.A. meetings.
- ✓ Guide form in understanding of school rules.
- ✓ Foster school spirit by encouraging the students to participate in, and attend, school functions, etc.
- ✓ Bring to the attention of supervisors and guidance counsellors matters requiring additional inquiry and follow-up actions.
- ✓ Participate in school assemblies and devotions on a regular basis and endeavour to establish the meaningfulness of such activities for students.

Reports

- ✓ Reports are prepared 2 times per year. However, there are also periodic progress reports.
- ✓ The form teacher is expected to comment on the social aspects of the student's development and NOT on the academic performance.

- ✓ Names must be written in alphabetical order with surnames first and full Christian names next.

Guidance Counsellor

The Guidance Counsellor assists students to adjust to school, to perform to their maximum potential and to plan their educational programme intelligently and realistically.

He/she helps students and parents to resolve educational, vocational and personal problems. He/she arranges career talks, work experience and assist students in making entry to tertiary institutions. The counsellor also teaches Personal Development and serves on the Student Welfare Committee, which seeks to assist needy students. Students may discuss their personal problems with him/her and be assured that these will be treated confidentially.

Chaplain

The Chaplain, who is an employee of the Ministry of Education, is selected by the Executive of the Jamaica Baptist Union from among the ministers of the union and recommended to the Board of Management. His duties are:

- ✓ Conducting worship and other religious activities.
- ✓ Working in conjunction with the Guidance Counsellors in the area of personal counselling and student welfare.
- ✓ Provide spiritual guidance to staff and students.

Bursar

The Bursar handles all matters relating to the finances of the school. All matters related to accounts are dealt with by him/her. He/she works with the Principal in preparing the annual budget of the school and in ensuring that funds are spent in keeping with the guideline/directives of the Ministry and the Board. The Bursar keeps proper financial records and reports regularly to the Principal and the Board of Management.

Nurse

The school nurse takes the lead in dealing with routine health matters within the context of the school. In addition to illnesses and accidents manifesting on the school campus, the nurse is also expected to provide preventative information and care for students and staff. The nurse also advises the principal on preventative and reactive health measures in the interest of the school community.

Insurance coverage is offered at a cost, and is included in the school fee. Additional information may be received from the Bursar.

STUDENT LEADERSHIP AT CALABAR HIGH SCHOOL

Student governance at Calabar High is through the prefect system and the Students' Council. The cadre of prefects is made up of the head boy and his deputies, who are selected by the staff on the recommendation of the outgoing prefect body. The head boy is not a member of the Board of Management.

The Role of the Head Boy and Deputies entails:

- Meeting with the Executive Prefect Body.
- Presiding over the prefect body.
- Representing students' concerns to the school administration.
- Maintaining discipline in the school
- Conducting themselves respectfully so that they can be emulated by their fellow students.
- Coordinating the prefect responsibilities.
- Ensuring that prefects carry out their mandate to instil discipline in the general student body.
- Developing in students an attitude of patriotism and loyalty to the school.
- Ensuring a good relationship between the student body and the student leaders.
- Meeting with the Principal and Vice Principals regularly to discuss issues.

Prefect

Prefect's responsibilities:

➤ Executive Prefects

The Executive prefect body supervises the general prefect body. Each member is responsible for a block and 4 form prefects.

➤ Form Prefects

- Being present at form room from 7:30-8:00 a.m.

- Taking a register of those present if the form room teacher is absent.
- Monitoring his class, where possible, in the absence of a teacher.
- Assisting the form teacher in planning form worship.
- Encouraging the students to observe the school rules.
- Monitoring the lines at assembly and ensuring that discipline is maintained.

Form Monitors/Captains

Form monitors are selected by their classmates at the beginning of the school year. However, the form teacher has the authority to make the final selection in special cases.

A form monitor should try, at all times, not to get into any kind of confrontation with fellow students. He should always strive to have positive relationships with his peers who should, in return, respect him.

The form monitor is in control when a teacher is absent. All students should remember that the form monitor is an important extension of the disciplinary structure of the school and, even more importantly, an extension of the school's administration.

Failure to cooperate with the form monitor is definitely a breach of the school's regulations. Acts of misconduct may result in sanctions for the perpetrators. The form monitor should endeavour to lead by good examples.

The Students' Council

The Students' Council comprises elected student leaders. The Council articulates the wishes of the student body and makes them known to the Principal and staff. It oversees the various student activities, helps to maintain school spirit and morale, and constantly strives to improve the school and the quality of students' experiences.

Membership of the Council comprises representatives of each grade who are elected at the beginning of the school year. Each representative represents the views and concerns of his form.

The work of the Students' Council is carried out through the following standing Committees:

- Staff-student Relationships

- Student Welfare
- Canteen, Grounds and Sanitation
- Curricular and Extra-Curricular Activities
- Disciplinary (Prefect Body)
- Fund-raising

STUDENTS SERVICES

PEER COUNSELLING

Peer Counselling is an established service designed to extend the capacity of the school's counselling services. Peer Counsellors are specially selected and trained to assist other students to resolve personal, social or academic issues. They are selected on clearly stated criteria including:

- Confidentiality; that is, to possess the capacity to receive and not divulge private information.
- Availability; that is, to have enough time to assist while not neglecting their own school work.
- Knowledgeable on matters affecting students, or be willing to become informed on such matters.
- Personable; so that students will want to approach them.
- Being a good listeners

CANTEEN

The canteen services are outsourced and provide nutritious cooked meals and snacks at the appointed intervals during the school day. In addition, the canteen assures students of hygienic conditions for preparing the subsidized meals.

Students are expected to support the canteen, especially since students are not allowed to leave the campus during the course of the day.

SCHOOL NEWSPAPER

Calabar produces two publications. These are the school magazine and Rabalac.

The school magazine, known as the Green and Black Review, is produced every two years. This is the official publication which seeks to record the highlights of the school year.

The Rabalac is a periodical newspaper that is published by the Students' Council. It aims to promote activities that are being undertaken as well as the

positive staff-student and student-student relationships, school citizenship, initiatives and activities among students.

GRADUATION AND PRIZE GIVING CEREMONIES

The annual graduation and prize giving ceremony is normally held at the end of the summer term. Criteria for graduation are specific and are discussed with students early in their school career and again in grade nine (9), thereby reiterating that graduation is an earned privilege and not a right.

GRADUATION CRITERIA

Grade 11

Academic Requirement:

- A minimum of five subjects at Grades 1-3 of the CSEC at the General Proficiency level.
- English Language and Mathematics are compulsory. However, consideration may be given to a student who shows potential in the Sciences/Arts but does not do well in English/Mathematics.

Non-academic Requirement

- The deportment of the student, attendance at classes, conduct, involvement in clubs/societies.
- Students who have a record of gross misconduct will not be considered for graduation.
- A student who earns a suspension while in fourth or fifth form will not be considered for graduation.
- A student who gains the required number of subjects but fails to satisfy the requirement in other areas will not be considered for graduation.
- Students must be in good financial standing with the school; that is, has settled all outstanding fees.
- Students should not be featured in the truancy audit list.

Certificate

Five subjects at Grades 1, 2 or 3 at the General Proficiency Level, CSEC.

Diploma

Seven or more subjects, at least 5 of which are at grade 1, General Proficiency Level of the CSEC.

Students failing to satisfy the above requirements but gaining 2 or 3 subjects must apply for a School Leaving Certificate.

CRITERIA FOR PRIZE GIVING

General Excellence

Grades 7, 8, and 9

80-100% in 5 subjects and not less than 75% in 3 other subjects, including English Language and Mathematics.

Grade 10

80-100% in 4 subjects and not less than 75% in 2 other subjects, including English Language and Mathematics.

Grade 11

Grade 1 in 4 subjects and Grade 2 in 3 or more subjects, including English Language and Mathematics.

Grade 12

80-100% in 2 subjects.

75-79% in 1 subject

Grade 13

Four 1's and two 2's in the CAPE examinations.

Outstanding Performance

Grades 7, 8, and 9

80-100% in 3 subjects and 70-79% in four other subjects.

Grade 10

80-100% in 3 subjects and not less than 70% in three other subjects.

Grade 11

Grade 1 or 'A' in 3 subjects and Grade 2 or 'B' in three or more subjects in the examination.

Grade 12

80-100% in 2 subjects.

70-79% in 1 subject

Grade 13

Two 'A's and four 'B's in the CAPE examinations.

Good Performance

Grades 7, 8, and 9

70-100% in 3 subjects and not less than 65% in 4 other subjects.

Grade 10

70-100% in 3 subjects and not less than 65% in 3 other subjects.

Grade 11

Grade 1 or 'A' in 2 subjects and Grade 2 or 'B' in 3 or more subjects in the CSEC or O' Level examination.

Grade 12

70-100% in 2 subjects.

65-70% in 2 subjects.

Grade 13

Six 'B's in the CAPE examinations as well as Communication Studies.

Progress

The student should have shown marked improvement as reflected in the Mid-Year average of Sessional Tests and in the End-of-Year examination marks.

Grades 7, 8, and 9

The student should have shown marked improvement in at least 5 subjects.

Grade 12

The student should have shown marked progress in 6 subjects

SPECIAL AWARDS

- Principal Award for Discipline.
- Chaplain's Award.
- Percival Broderick Award for Academics and Involvement in sports.
- Herb Mckenley Award for Sports & Academics.
- Leslie Robinson & Brothers Award for Outstanding Academic Performance & Sportsmanship.
- Junior Citizenship.
- David Fitz Henley Trophy for Senior Citizenship.
- Dr. Donald Phillibert Award for Outstanding Citizenship.
- Head Boy and Deputies.

LIST OF HEADMASTERS/PRINCIPALS

1912-1937	Rev. Earnest Price, B.A., B.D.
1937-1939	Dr. Gurnos King, B.A.
1939-1940	Rev. Arthur Herbert, M.A., B.D.
1940-1948	Rev. David Davis, B.A., B.D.
1949-1959	Mr. Walter Murray-White, B.SC.
1960-1962	Mr. Sydney Thompson, M.A., B.SC.
1963-1972	Rev. Walter Foster, M.A., Dip.Ed.
1972-1980	Mr. Arthur J. Edgar, M.Sc., Dip. Ed.
1980-1985	Mr. Roy Atkinson, B.A.
1986-1995	Mr. Joseph A. Earle, J.P., B.Sc.
1996-2003	Mr. Lloyd A. Bryan, B.A., Dip Ed.
2003-2012	Major Lincoln Thaxter M.Ed.
2013-Present	Mr. Albert Corcho MBA

LIST OF HEADBOYS

(Since 1970)

1970	Glendon Brown
1971	Desmon Brown
1972	John Thompson
1973	Collington Campbell
1974	Richard Gordon
1975	Ian Laing
1976	Errol Stewart
1977	David Fitz-Henley
1978	Christopher McClure
1979	Mark Brown
1980	Mark Martin
1981	Ricknold Thompson
1982	Cleveland Lescene
1983	Patrick Lucas
1984	Nigel Lowe
1985	Christopher Tapper
1986	Loxley Christie
1987	David Fraser
1988	Phillip Griffiths
1989	Andrew Wint
1990	Anton Brown

1991	Andrew Stennett
1992	Nimal Amartigala
1993	Dervon Malcolm
1994	Craig Robinson
1995	Rolin Ferguson
1996	Lavare Henry
1997	Phillip Brown
1998	Shawn Savage
1999	Wilton Williams
2000	Andre White
2001	Jason Pinnock
2002	Damion Scott
2003	Samuel Folkes
2004	Steven Silvera
2005	Danikee Knight
2006	Jason Jackson
2007	Lon Parke
2008	Michael Griffiths
2009	Sheldon Mascoe
2010	Simon Johnson
2011	Jermaine Campbell
2012	Stafford Duncan.
2013	Jahnoy Leith.
2014	Ackeem Thomas
2015	Tafar -1 Williams
2016	Rajay Maragh
2017	Jhevonte Webster
2018	Andre McKenzie
2019	Garfield Wallcae
2020	Joel Taylor
2021	Jordon Williams

LIST OF COBA PRESIDENTS

(Since 1973)

1973-1975	Hon. Herbert (Heb) McKenley, OM
1975-1977	Mr. Ken Osbourn
1977-1980	Rev. Canon Dr. Gervaise Clarke, O.D.
1980-1982	Mr. Adrian Wallace
1982-1985	Mr. Russel Thompson

1985-1987	Mr. Charles Panton
1988- 1991	Mr. Adrian Wallace
1992-1999	Mr. Algernon Oneil
1999-2003	Major Desmon Brown
2003-2009	Mr. Lance Cown
2009-2013	Mr. John Messam
2013-2015	Mr. Keith Whyte
2015-present	Mr. David Miller

ASSOCIATED ORGANIZATIONS

CALABAR OLD BOYS' ASSOCIATION

The Calabar Old Boys' Association (COBA) works closely with the administration in furthering the aims of the school. COBA has a representative on the School Board and on all major committees. The Association takes particular interest in the sports and welfare programmes of the school and raises funds for the overall development of the school.

PARENT-TEACHER ASSOCIATION

There is an active Parent-Teacher Association which holds regular meetings and sponsors or assists with fund-raising efforts in aid of school projects. Parents are urged to join the Association and participate in the activities in the interest of students and of the school

CALABAR FOUNDATION

In 1984, the Calabar High School Board of Management, in collaboration with the Calabar Old Boys' Association and the Parent Teacher Association, established a Development Committee. A distinguished old boy, Sir Everton Richardson, was named the patron of this Initiative. The immediate aims were to prepare a development plan for the school and to raise funds to establish a significant structure in celebration of the 75th Anniversary of the School. As a result, several new classrooms were constructed and old building refurbished.

In 1986, Calabar Foundation was incorporated as a company limited by guarantee for the purpose of raising monies for the Development Fund. The Foundation has charitable status under the Income Tax Act so that donations to the Fund enjoy tax free benefits. In 1991, a Revised Development Plan was prepared and a new Development Fund launched by the then Deputy

Prime Minister, The Honorable P.J. Patterson QC. Donations may be made to this Fund for the benefit of the School.

APPENDICES

APPENDIX 1

APPLICATION PROCEDURES

Two (2) Passport
size photos

Jamaica Baptist Union

Calabar High School

(Founded 1912)

Telephone: 931-4723

APPLICATION FORM FOR ADMISSION

Full Name
(Use capital letters) SURNAME FIRST MIDDLE

Date of Birth..... Birth Certificate No.....
(Certified copy of Birth Certificate *MUST* be submitted with the application form)

Address..... Telephone No.
Name of last school..... Form/Grade
Religious Denomination

Examination Taken	Date	Results
PEP
Grade Nine Achievement Test
Other

Name of Mother Occupation
Address Telephone No

Email Address

Name of Father Occupation
Address Telephone No

Email Address

If parent is not responsible for student, give name, address and relationship of guardian.

Name Occupation

Address Relationship

In making application for my son/ward to enter Calabar High School, I certify that the information given above are, to the best of my knowledge and belief, correct. I also agree to accept all rules and regulations of the school and, in particular, I undertake to:

- A. Pay such fees and other amounts due to the school before the beginning of each term.
- B. Give at least half of one term's notice of my intention to remove my son/ward from this school.
- C. Provide my son/ward with everything he may require for the work activities of the school.

Signature & Date
Parent/Guardian

FOR OFFICIAL USE ONLY

Application received by: Result of application:
From: Date of dispatch of papers:
Immunization Remarks:
Evidence of Birth

Appendix 11

Sample of Admission Letter

Dear Parent/Guardian:

I take this opportunity to extend heartiest congratulations to you, and your son/ward on being awarded a place at Calabar High School. We endeavour to maintain high standards at the school and hope that your son/ward will be committed to "the Utmost for the Highest."

You are required to pay a registration fee, fill out the enclosed application form, sign all other relevant documents and return them to the school, along with the following:

- Two Recent passport size photographs.
- A certified copy of his birth certificate.
- A Copy of his immunization card.
- Two recent recommendations, one of which must be from a J.P. or a Pastor.
- Signed agreements to the rules and regulations.
- Registration fee.
- His Medical Report.

You are required to take your child to get his medical examination done on the date specified by the school. The service is provided at the school only on the dates specified.

If your child is unavoidably absent, it is your responsibility to go to your private doctor to get it done.

All documents must be returned as indicated by the schedule included in the package.
Registration will not be done if all documents are not presented.

Parents and students **must** attend the Orientation Exercise scheduled.

We look forward to a mutually satisfying relationship.

Yours Sincerely,

Calabar High School

.....

Principal

Appendix III

CALABAR HIGH SCHOOL THE STUDENT'S CONTRACT

The well-being of each school is important. To promote their well-being, we require that all students, with their parents and guardians, enter into a common contract with the school.

AS A STUDENT I WILL:

1. Follow the school rules that outline the requirements of good conduct and behaviour.
2. Attend school on time each and every day dressed in the correct uniform.
3. Carry, each day, all books and only the books and equipment necessary to complete my school work.
4. Conduct myself properly on the way to and from school when wearing the school uniform.
5. Complete and submit class and homework assignments on time, having devoted the time and energy necessary to meet the standards expected of me.
6. Take care of the environment, furniture, equipment and building at my school.
7. Participate in the development and improvement of my school.
8. NOT take any cutting implement or dangerous weapons to school, or use any for the purpose of injuring other students, teachers or any other member of the school community.
9. Respect myself and all members of the school community and interact in the best way possible with everyone at my school.



Please sign and return this section below.

AGREEMENT FORM

I,, of CALABAR HIGH SCHOOL agree to the above-mentioned rules of conduct and am aware of the consequences. I will also accept the penalties as outlined by the school.

Signature of Student

Date

Signature of Parent/Guardian

Date

Appendix IV

CALABAR HIGH SCHOOL THE PARENT'S CONTRACT

The well-being of each school is important. To promote their well-being, we require that all students, with their parents and guardians, enter into a common contract with the school.

AS A PARENT I WILL:

1. Be positive in my interactions with the school.
2. Support and conform to the school rules of conduct and behaviour.
3. Ensure that my son/ward attends school on time each day of the school year dressed in the correct uniform.
4. Ensure that my son/ward presents himself only with the books and equipment necessary for school into the school.
5. Inform the school (in writing) of my son's/ward's absence before or upon the day of his resumption.
6. Instruct my son/ward regarding proper conduct on the way to, and from, school when he is wearing the school uniform.
7. Monitor the homework/assignments that my son/ward is required to complete and ensure this is completed and submitted in a timely manner.
8. Maintain contact with the school through the form teachers and year supervisors and be an active member of the Parent Teacher Association.
9. Carefully examine each school report with my child.
10. Attend the meetings that are arranged to discuss the conduct/progress of my son/ward and the development of the school.
11. Give support to and participate in the development and wellbeing of the school.
12. Pay all endorsed fees in good time and, where this is not possible, contact the school promptly and make alternative arrangements within the time frame that is established.

13. Provide books, materials and equipment that are necessary for my son/ward to be successful in school.
14. In instances of malicious injury or bodily harm to another member of the school community caused by my son/ward, make restitution; including the expenses incurred.
15. Ensure that my son/ward does not take any drug, cutting implement or dangerous weapons to school.



Please sign and return this section below.

AGREEMENT FORM

I, parent/guardian of have read, understood and agree to abide by the above-mentioned rules and will ensure that my son/ward abides by them; failing which, I will support any appropriate disciplinary action which the institution may take.

Name of Student

Date

Signature of Parent/Guardian

Date

Appendix V

GUIDELINES/RULES FOR END OF YEAR EXAMINATION

1. I Worship begins of 7:30 a.m.
2. Examination begins at 8:15 a.m. Please ensure that son/ward arrives on time for his examination.
3. If a student arrives late, he will be allowed to sit examination. However, he will not be given extra time to complete the paper.

If he arrives 30 minutes after the start of the examination, he will not be allowed to sit the exam unless he receives permission from the vice principal or examination coordinator.

4. Students will not be allowed to leave the examination room before the time it is scheduled to end.
5. Your son/ward should be properly dressed for school. If he is out of uniform, he should present a letter of excuse to his Supervisor, who will then, if it is accepted, sign and forward this to the invigilator, who will then permit him to sit the examination.
6. If a student is found cheating, or if he is suspected of cheating, he will be allowed to finish the examination. However, a notation will be attached to his answer paper along with any physical evidence seized. The matter will be dealt with by the Head of Department and/or the Vice Principals. If the student is found guilty, he will be given a zero for the paper along with a suspension.
7. Students who are disruptive will not be allowed to continue the exams. They will be sent to the Dean of Discipline and disciplinary/corrective measures will be taken.
8. If a student has to be absent from the examination due to illness, he must submit a doctor's certificate upon his return to school. The student will then be marked absent. If he does not produce a doctor's certificate, he will be given a zero. If absence is due to other reasons, he must submit a letter of excuse signed by his parent or guardian.
9. Candidates must provide their own tools; pencils, sharpener, erasers, pens (black or blue ink only), rulers, compasses, set squares and protractors. Borrowing will not be allowed. Mock Exams students will be provided with answer sheets.
10. Your son/ward must always remember that the invigilator is the person in charge of the examination. The invigilator must be respected at all times. All instructions given by him/her must be followed.
11. NO CELL PHONES ALLOWED. Students caught with cell phones will be asked to leave the room and the phone confiscated. He will also be given a zero for the exam.
12. Students will not be allowed to take into the examination room any of the following: Text books, notes, cellular phones, instruments or articles containing/bearing data. If a student is found with any of the previously mentioned items, these will be confiscated and additional action taken.



I have carefully read the above guidelines and will ensure that my son/ward,
..... of grade
complies with the guidelines as set out by the Examination Centre.

.....

Parent Guardian

.....

Date

Appendix VI

Study Hints

What is study? Study is the ability to carry on the mental work that is necessary to solve a problem, think through an issue, or master a method of doing a task. Learning to study effectively is important in the career of a student. The following suggestions are given to help develop proper study habits:

- Choose a place that is free of all distractions. very
- Make a schedule of what subjects(s) is/are to be done each day of the week. Stick to this schedule as closely as possible.

Decide on what aspect of the subject(s) for the day you are going to study before starting any work at all.

Note: The schedule should be flexible to facilitate minor changes in the programme.

- Get all equipment needed for the day, e.g., pen, pencil, ruler, books before starting.
- Make notes while doing reading assignments and practice drawing and labelling maps, diagrams etc.

Make sure you understand what one section is saying before going on to the next.

Note any problem area and seek help and advice on it from your teacher or some other competent person.

- Revise frequently.
- Study vocabulary.
- Try to prepare ahead of the subject teacher.
- Concentrate on the topic/subject at hand.
- Take mental breaks by walking for a few minutes or doing something unrelated to study (except radio, T.V. and gadgets) when you find yourself rejecting the material you are studying.
- Adopt the philosophy "a sound mind is a sound body" by getting regular exercise and sufficient sleep.
- Avoid beginning study immediately after eating.
- Think of the benefits to be derived from study and discipline yourself to stick to the task even when you would rather be doing something else.
- Last, and most importantly, pay full attention in all classes. The hour spent listening and practicing (on the spot) and what a teacher explains are worth much more than the 4 or 6 hours you are going to use trying to understand the subject matter later on. Remember too that in some subjects more than others, e.g., Mathematics and Spanish, later progress is built on an earlier foundation. If you miss out on the foundation it is hard to catch up.

On each day, in preparation for the following day's class work, it is expected that each student in grades 7 and 8 will spend at least 2 hours on homework. The time is increased to at least 2 1/2 hours for grade 9 and 3 or more hours for grades 10 and 11. Even if you have

no written assignment to hand in, spend time going over the day's lesson and reading ahead in preparation for the next day's work.

APPENDIX VII

List of Major Disciplinary Offences

The following offences are likely to attract more serious punishment, including expulsion from the school:

- Intentionally wounding or injuring a teacher, student, or a member of the ancillary, security or administrative staff.
- Intimidating or issuing threats to injure a teacher, student, or member of the ancillary, security or administrative staff.
- Being in possession of a firearm, knife or other offensive weapon on or off the school premises or helping anyone to transport or conceal such weapons.
- Participating in gambling on or off school premises while in school uniform.
- Using indecent or offensive language in the presence of a teacher or directing insulting or rude statements to a teacher.
- Distributing or being in possession of, or using, any dangerous drug or assisting anyone in carrying out such activities.
- Intentional destruction or damage to school property.
- Bringing in visitors to engage in disruptive or violent behaviour.
- Stealing.
- Extortion.
- Repetitive Truancy.
- Cheating in sessional tests and examinations.
- Formation of gangs.

Appendix VIII

List of Minor infringements of the Calabar Code of conduct.

- Loitering.
- Incorrect Uniform/improper dress.
- Unpunctuality (to school and classes).
- Disturbing classes.
- Failure to complete Assignments.
- Use of cell phones during blocked periods.

Appendix IX

Guidelines for Creating a Safe, Peaceful, and Productive Environment

Students

- Be a positive role model and act responsibly by reacting to provocation and anger without physical or verbal abuse or injury. Settle arguments with words, not fists or weapons and learn how to if you don't know how.
- Do not carry guns, knives or other weapons to school.
- Report crimes or suspicious activities to a prefect, school authorities or your parents.
- Tell a school official immediately if you see another student with a gun, knife or other weapon.
- Tell a teacher, parent, the Guidance Counsellor or trusted adult if you are worried about being bullied or of threats of violence by another student.
- Learn safe routes for traveling to and from school and stick to them. Know good places to seek help.
- Do not use alcohol or other drug, and stay away from places and people associated with them.
- Get involved in the school's anti-violence activities. Have poster competitions against violence, hold anti-drug rallies, or volunteer to counsel your peers.
- Listen to your friends and if they express troubling feelings, encourage them to seek help from an adult who you trust.
- Study the Students' Handbook and be familiar with the School's rules.

Parents

- Sharpen your parenting skills. Emphasize and build on your son's strengths.
- Teach your son how to reduce the risks of becoming a crime victims.
- Know where your son is, what he is doing, and who he is with at all times. Set clear rules in advance about acceptable activities and time for returning home.
- Ask your son about what goes on during the school day. Listen to what he says and take his concerns and worries seriously.
- Be the example you want him to follow.
- Provide both financial and emotional support in both good and bad times.
- Never allow marital/relational issues to erode the relationship that you have with your son.

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