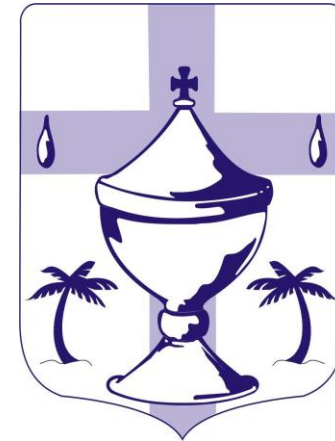


**Bishop Anstey Trinity College East
Sixth Form**



“Selflessly Serving Our Community”

Student Handbook

2019

participating in an individual service project that reflects his or her particular talents and interests. This is in addition to the service project to which all members contribute.

Section 5. Projects must be publicized in a positive manner.

The Student Handbook of Bishop Anstey Trinity College East (BATCE) Sixth Form fosters the development of each student through the nourishment of religious values, self-discipline, personal growth, and academic excellence. This goal is best realized through the cooperative effort of students, parents, teachers, and school administrators.

ARTICLE VIII: EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the officers of the chapter and the advisor/s.

Section 2. The executive committee shall have general supervision of the affairs of the chapter between its business meetings and making recommendations to the chapter.

Section 3. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

ARTICLE IX: MEETINGS

Section 1. The Honour Society shall have regular meetings during the school year on days designated by the executive committee and in accordance with school policy and regulations.

Section 2. The regularity of the meetings (i.e., weekly, monthly, or bimonthly) shall be designated by the council.

Section 3. The president or other designated student leader may call special meetings approved by the executive committee.

ARTICLE X: ACTIVITIES

Section 1. The Honour Society shall determine one or more service projects for each year.

Section 2. All members shall regularly participate in these projects.

Section 3. These projects shall have the following characteristics:

Fulfill a need within the school or community; have the support of the administration and teachers; be appropriate and educationally defensible; be well planned, organized, and executed.

Section 4. Each member shall have the responsibility for choosing and

ARTICLE V: SELECTION OF MEMBERS

Section 1. To be eligible for membership the candidate must have been in attendance at the school for at least a term.

Section 2. The minimum standard for scholarship shall be 70 % and over in at least two (2) core subjects and 50 % and above in Caribbean and Communications Studies. Candidates shall be evaluated on the basis of service, leadership and character.

Section 3. A description of the selection procedure shall be published in an official school publication in a timely fashion.

ARTICLE VI: DISCIPLINE AND DISMISSAL

Section 1. The Executive Council, in compliance with the rules and regulations of the Honour Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.

Section 2. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned.

ARTICLE VII: CHAPTER OFFICERS

Section 1. The officers of the chapter, their duties and the method of their election shall be determined by the members of the chapter, approved by the Advisor/s and the Head of Sixth Form.

Section 2. New officers shall be installed at a special ceremony.

THE SCHOOL

Bishop Anstey High School East (BAHSE) and Trinity College East (TCE) came on the horizon in 2001, under the auspices of the Anglican Church in Trinidad and Tobago. The Church pooled its resources with the Government and private sector organizations. The land and construction services for the project were procured from the Home Construction Limited.

These schools are the latest of the Bishop Anstey Association (BAA) schools, so they are sister/brother schools to Bishop Anstey High School - Port of Spain, Fyzabad Anglican Secondary School, St. Stephen's College - Princess Town, Bishops High School - Tobago, Bishop's Centenary College and Trinity College - Maraval.

In September 2006 the school launched the Bishop Anstey and Trinity College East Sixth Form, a co-ed institution. The Caribbean Advanced Proficiency Examination (CAPE) began with the first intake of one hundred and seventeen (117) students. The Caribbean Advanced Proficiency Examination (CAPE) offerings include Science, Mathematics, Business, Modern Studies, Languages, Technological Studies, Art & Design in addition to the compulsory subjects, Integrated Mathematics, Caribbean Studies and Communication Studies; a total of over twenty (20) subjects.

Funding for the schools is based mainly on fees paid by the government. Our schools' aim is to help all students achieve their full potential, and to lead moral, spiritual, and creative lives as responsible members of society. There is a great emphasis on the partnership between the students, parents/guardians, the church and the community.

We are committed to partnering with our community through maintaining and improving channels of communication with our parents (via parent - teacher conferences, the Parent Support Group and Cell Groups) and other stakeholders.

While the schools are rooted in the Anglican tradition, we teach the students to value and respect the diversity of the country.

the faculty as Advisor, who may serve consecutive terms.

Section 3. The Head of Sixth Form shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members.

ARTICLE III: THE ADVISOR

Section 1. The Advisor/s shall be responsible for the direct, day-to-day supervision of the organization and act as liaison between teachers, administration, student and community.

Section 2. The Advisor/s shall maintain files on membership, history activities and financial transaction. The Advisor/s shall send an annual report to the Head of Sixth Form.

Section 3. The Advisor /s shall regularly review each member for compliance with society standards and obligations.

Section 4. The Advisor/s shall help officers/ members of the executive committee understand and conduct their duties.

ARTICLE IV: MEMBERSHIP

Section 1. Membership is an honour bestowed upon a student. Selection for membership is based on outstanding scholarship, character, leadership and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. Membership shall be known as active honorary and graduate. Active members shall become graduate members at graduation.

Graduate members shall have no vote in the affairs for the organization

Section 3. Members who resign or are dismissed are never again eligible for membership or its benefits.

SCHOOL INFORMATION

Address #1 College Avenue,
Trincity.
Telephone: 640 - 8685
Fax: 640 - 8468
E-mail: batce_cape@yahoo.com
Website Address: www.ba-tc.org

HONOUR SOCIETY

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this organization shall be the BATCE Honour Society.

Section 2. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of BATCE Sixth Form.

ARTICLE II: THE HEAD OF SIXTH FORM

Section 1. The Head of Sixth Form shall reserve the right to approve all activities and decisions of the chapter.

Section 2. The Head of Sixth Form shall annually appoint a member of

OUR VISION

We are generating a liberal learning environment grounded in teamwork, committed to academic excellence, the all-round development of the student and the encouragement of leadership and self-expression at all levels of the school system.

We are committed to the efficient and effective use of technologies at our disposal, and to continuous improvement of the curriculum which is designed to prepare the student for the world of work, and to lead a moral, spiritual and creative life as a responsible member of society.

CORE VALUES

The way we behave is influenced by our values. It is expected that students of Bishop Anstey and Trinity College East Sixth Form be guided by the following values:

Service – We are committed to recognizing and selflessly responding to the needs of others within the school and the wider community.

Integrity – We are committed to honoring our word. We will be honest and straight forward in our dealings with others and consistently display moral strength in academic, social and personal matters

Open and Honest Communication – We are committed to establishing a safe space where all can engage in valid self expression without fear of retribution.

Respect – We will listen to all points of view. “We will save each one’s dignity and guard each one’s pride”.

Intellectual and Creative inquiry – We are committed to innovative methods that allow every experience to be an opportunity for exploring possibilities for teaching and learning.

Our focus is on the following pillars for the next academic year

Pillar 1- Academic Excellence

Pillar 2 – Spiritual and Moral Grounding

Pillar 3 – Technology Leadership

Pillar 4 – All Round Student Development

Pillar 5 – World of Work /Entrepreneurship

Pillar 6 – Sustainable Development

PRAYERS

Prayer of Saint Clare – Abbess of Assisi, 1253

O God whose blessed Son became poor that we through his poverty might be rich: Deliver us, we pray thee, from an inordinate love of this world, that inspires by the devotion of thy servant Clare, we may serve thee with singleness of the heart and attain the riches of the age to come; through Jesus Christ our Lord, who liveth with thee, in the unity of the Holy Spirit, one God, now and forever. Amen.

Prayer of Saint Francis

Merciful God, to you we commend ourselves and all those who need your help and correction,

Where there is hatred, give love;

Where there is injury, pardon;

Visitors

Visitors must report to the school office and should not proceed directly to any class. This includes any parent or guardian. **STUDENTS ARE ONLY ALLOWED TO MEET WITH VISITORS WITHIN THE OFFICE ENVIRONS.**

Parents are encouraged to meet their children’s teachers, but are strongly advised to call in advance in order to make an appointment for an appropriate time.

Lost Property

While, we expect that students will take particular care to secure their personal property, we have established a system for the collection/retrieval of lost property. We wish to encourage students who find items belonging to fellow students to give the item(s) to a member of staff.

Evacuation Drills

The safety of students and staff is of great importance to us. Orderly evacuation of the premises in the event of an emergency will minimize injury. **Evacuation** drills will be conducted throughout the school year.

Students are to leave the building in a swift but orderly manner as directed by their teacher, when the alarm sounds. **Do not run!**

Once outside of the building, go to the area designated for your Form and stay with the teacher who will take roll. You are to remain outside until you are instructed to return.

STUDENTS ARE REMINDED THAT IT IS ILLEGAL TO FALSELY ACTIVATE A FIRE ALARM

When students are sick they **MUST** see the school nurse **FIRST**. The school nurse will contact parents should it become necessary.

A network of medical support including that accessed through your school insurance coverage is available to support the nurse in the event of a major incident.

CLICO Triple Protection Plan

It is vital that you insure your son/daughter in the plan organized by the school.

Change in Family Address &/or Personal Circumstance

Changes occur in families and these changes may affect your child. It is important that our records covering your child are kept up to date.

Should there be any changes of address, phone number or family circumstances including divorce or separation, we ask that you inform us in writing.

At the beginning and end of every term the form teacher will verify your child's information.

Telephone Calls

The use of **cellular phones**, pagers and **other** communication devices by students is **NOT PERMITTED** during school hours.

If a student needs to make an urgent call, a public telephone is located on the premises. Its usage however is restricted to the break and luncheon periods. **In case of illness or other emergencies, the Form Teacher, Dean, Counselor or Nurse will contact the parent/guardian.**

Visitors

Visitors must report to the school office and should not proceed directly to any class. This includes any parent or guardian. **STUDENTS ARE ONLY ALLOWED TO MEET WITH VISITORS WITHIN THE OFFICE ENVIRONS.**

Parents are encouraged to meet their children's teachers, but are strongly advised to call in advance in order to make an appointment for an appropriate time.

Where there is doubt, faith;

Where there is despair, hope;

Where there is sadness, joy;

Where there is darkness, light.

Grant that we may not seek so much to be consoled, as to console; to be understood, as to understand; to be loved, as to love; for it is in giving we receive, in pardoning we are pardoned and it is in dying we are born into eternal life.

Amen

School Prayer (Morning)

Praise be to you almighty God, creator of the universe and all that is in it,

We thank you oh Father for the opportunity which you have given us to increase our knowledge

We pray that you will give us the divine grace to study hard and use what we learn for the good of our fellow citizens

We pray that you will free us from our selfishness, lust, greed, anger and hatred,

Warm our hearts with love fill our minds with understanding and strengthen our wills in the face of all difficulty

Help us oh Father, to make our beloved country of Trinidad and Tobago the kind of place you would want it to be

A place where human dignity is respected, where equal rights are

accorded to all citizens, where hard work is encouraged and rewarded

And where You oh God, reign supreme,

Amen.

Grace Before Meals

We thank thee Lord, for these Thy gifts,

Which we are about to receive

From thy bounty

Through Christ our Lord,

Amen.

Grace After Meals

Almighty and Gracious Father, All

things come from You, oh God

And so we thank You for the food that you have provided,

Help us to remember those less fortunate than ourselves,

In Jesus' name we pray

Amen

End of Day

Thank you, God, You are the light that shines through me and surrounds me

The following information forms part of the record.

- Attendance and Punctuality
- Grades
- Conduct
- Disciplinary Action
- Participation in co/extra curricular activities
- Outstanding achievement

At the start of each new academic year, Bishop Anstey & Trinity College East Sixth Form will hold an Achievement Day, to recognize the outstanding achievements of our students.

Paid Activities

For some activities, a fee will be charged. Students and parents will be notified of such a fee by a letter from the respective form teacher. If any fee causes your family financial inconvenience, either the Form Teacher or the Principal must be notified.

Counseling Services

Counseling services are available to help students enjoy a successful Bishop Anstey & Trinity College East Sixth Form experience both in and out of the classroom.

In addition to speaking with your form teacher and dean a student may request an appointment with the school counselor to discuss personal, social or academic concerns. This is done through the form teacher. Staff members may also refer students. Counselling may be conducted on an individual or group basis and consultation is also accessible to parents/guardians, on a limited basis.

Medical Emergencies

Our matron, a qualified nurse is on staff to assist with the emergency medical needs of staff and students. Parents must furnish the school with any pertinent medical history that will enable the matron to assist their children if the need arises.

The information required includes any medication that students may be taking, the dosage, the prescribing doctor and any known allergic reactions.

- ◆ Guest Lecturers
- ◆ Personal Development
- ◆ School ventures / activities
- ◆ School to Work World links
- ◆ Internships
- ◆ Community Service
- ◆ Mentoring
- ◆ Media Coverage
- ◆ Fundraising

Other Important Information

House System

To provide opportunities for competition, leadership and student-led projects, we have established a house system. Your son/daughter has been placed in a house represented by a colour. The houses and their respective colours are:

Arcadia	-	Green
Beaulieu	-	Black & Orange
Dinsley	-	Blue
Rowland	-	Red
Sunrise	-	Yellow
Montague	-	Purple

Students Records

Students should be aware that the school maintains a record of their performance throughout their entire stay at Bishop Anstey & Trinity College East Sixth Form.

Thank you, God, You are the love that radiates through me and enfolds me

Thank you, God, You are the power that works through me for good and protects me

Thank you, God, You are the presence that stands in me, around me and watches over all of us

Thank you, God, that wherever I am, you are, and all is well

Amen.

RIGHTS AND RESPONSIBILITIES OF
BATCE SIXTH FORM STUDENTS

At BATCE Sixth Form we are creating an ethos that promotes learning, leadership, service and very good relationships between teachers and students as well as students and their peers. The majority of students are well behaved and we believe that good order can be maintained through discipline with dignity.

Students have a right to:

- BATCE's good name, reputation, mutual respect and honour
- A nurturing, safe and supportive environment for learning
- Obtain advice and guidance from the Head of Sixth Form, Dean, Teachers and Fellow Students
- Receive courteous and respectful treatment from the Head of Sixth Form, Dean, Teachers, Support Staff and Fellow Students
- Form or join school's organizations or clubs
- Be heard
- Address grievances
- Vote and be elected
- Use facilities and services e.g. library, laboratories, I.T. etc.

Students have a responsibility to:

- Achieve academic excellence
- Develop their innate ability through hard work and discipline
- Follow the school's rules and regulations / policies
- Participate in student affairs, co-curricular activities
- Selflessly serve their community

- Help with the Student Council.
- Institute a Mentorship Programme.

Duties of House Captains include:

- Chair House meetings
- Prepare roster for prayers at assemblies
- Arrange inter-house activities

Duties of the Head Prefect include:

- Chair Prefect meetings (insure minutes are taken)
- Along with other Prefects and House officials, prepare a duty roster
- Meet with the Dean of Sixth Form once a week
- Help to review and improve the performance of fellow prefects

PARENTS

At BATCE Sixth Form the Head of Sixth Form, Dean and Teachers are committed to building effective relationships, communication and collaboration with parents to:

- Improve students' self confidence and self esteem
- Be aware of their children's' academic strengths and areas for improvement
- Feel comfortable interacting and working with teachers to improve their children's' academic achievement / progress and personal development
- Ensure EXCELLENT student discipline, integrity, behaviour, attendance and punctuality
- Partner with the school to obtain assistance in the following areas

responsibility and participation in a very positive way.

The role of a prefect involves modeling leadership, community service, promoting school spirit and academic support.

Criteria for effective leadership models are:

Good citizenship – students are encouraged to understand and abide by the school rules

Effective Teamwork – working productively with others

Personal Relations – helping others

Personal Responsibility – accepting responsibility for personal growth and development as well as acknowledging accountability

Communal actualization – each one contributing positively to the vision of the school

The prefects assist the Sixth Form in the following ways:

- Act as role models to other students, in terms of behaviour, work ethics, decorum and dress.
- Monitor and assist in the maintenance of high standards of uniform.
- Act as student hosts at official functions, such as Parent/Teacher Day, orientation days, formal assemblies and other special occasions.
- Coordinate school-based appeals and fund raising activities.
- Help solve every day conflicts and disputes within the school community.
- Represent the school at social events.
- Contribute to the organizing of End of Term/Graduation celebrations.
- Hold weekly Prefect/House Captain Meetings
- Build communications between teachers and students (suggest improvement in the school environment)
- Help in the organization of extracurricular activities.

- Respect the property of the school and their peers
- Maintain a clean, calm and safe environment
- Report cases / incidents that they believe are inconsistent with the school's values
- Support fellow students

A school is often judged by the behaviour of its students outside of school. Therefore, each student, whether in or out of school uniform and whether on or off the school compound, should conduct himself or herself in a manner consistent with his/her status as a member of BATCE 6th Form and in accordance with the policies outlined in this document.

under the supervision of an administrator or teacher.

While on ISS, the student is prohibited from participating in or attending any school activity.

Level 7: Out-of-School Suspension (OSS)

Parent/guardian will be contacted by phone.

The duration of the OSS is to be determined by a conference between the parent/guardian and the Principal

The student is prohibited from entering the school compound at any time during his or her suspension.

The parent/guardian is responsible for attaining work missed due to OSS, and all assignments are due on the day the student returns to school. Additionally, the student is responsible for making up all tests and/or quizzes missed on the first day of his or her return to school.

While on OSS, the student is prohibited from participating in or attending any school activity

The parent/guardian is required to accompany the student on his/her return to school following his or her suspension.

Level 8: A student may be recommended for expulsion at any time if the administration feels that the student's actions warrant such recommendation.

PREFECTS AND HOUSE OFFICIALS

'Leaders are dependable, they have a willingness to undertake difficult tasks and they are not dull or immobile' (Greenleaf 1997). Prefects represent student leadership and being a prefect forms a valuable part of a pupil's personal development, opening their minds to new levels of

Quiet is to be maintained throughout the course of the detention. Food, and drink (with the exception of bottled water) are prohibited. Late students will not be admitted to detention. The next level discipline will be assigned.

Sleeping and/or laying down of head is prohibited.

All school rules are in effect during detention time.

*Detentions will be reassigned only in the event of an extreme emergency.

Failure to report to detention as assigned will result in the student being placed on step 3 of the discipline ladder.

Level 4: In-School Suspension (ISS) – One (1) day

Parent/guardian will be contacted by phone or email.

The student is isolated and is required to complete all assigned work under the supervision of an administrator or teacher.

While on ISS, the student is prohibited from participating in or attending any school activity.

Level 5: In-School Suspension (ISS) – Two (2) days

Parent/guardian will be contacted by phone or email.

The student is isolated and is required to complete all assigned work under the supervision of an administrator or teacher.

While on ISS, the student is prohibited from participating in or attending any school activity.

Level 6: In-School Suspension (ISS) – Three (3) days

Parent/guardian will be contacted by phone or email.

The student is isolated and is required to complete all assigned work

STUDENT CODE OF CONDUCT

STUDENT LEARNING

Parents and Teachers must provide our adolescents with guidance and support so that they can become independent and responsible adults. Students will demonstrate their intention to learn, as well as attitudes and strategies they employ toward their studies by:

- Taking responsibility for their learning and soliciting help from teachers when it is required.
- Attending school regularly and punctually.
- Arriving to class on time with the appropriate materials and equipment.
- Working effectively and efficiently in the classroom and completing all tasks in the allotted time.
- Respecting the rights of the teacher to teach and other students to learn.
- Completing homework assignments and SBAs on time.
- Handing in assignments on time
- Writing all end of Term, Mock Exams and CAPE UNIT 1 and 2 Exams.
- Providing Class Teachers and Form teachers with excuses explaining their lateness and absences.

SCHOOL UNIFORM

Students of BATCE Sixth Form are required to wear complete uniform at all times and when attending any school related activities. The school

uniform identifies our students from all others and must be worn with dignity and pride.

The aim of the school uniform is to –

1. Foster a sense of community and belonging to the school
2. Be practical
3. Give students a sense of stability
4. Prevent students from wearing expensive, fashionable and/or distracting clothes
5. Promote equality with respect to appearance

The Head of Sixth Form, teachers, parents and students are required to ensure that the uniform is always worn correctly.

SCHOOL UNIFORM: MALES

- Properly fitted navy trousers. **No tight trousers will be permitted.**
- Plain black belt. **No studded /fancy belts or buckles.**
- White Shirts – to be neatly tucked into trousers
- Must wear plain white vests/ white tee-shirts under their shirt. Absolutely no printed vests or t-shirts are allowed.
- School Jacket- no other jacket is allowed
- School Tie – Navy blue, red gold & silver. Only TCE tie pins will be allowed.
- Black or navy blue socks
- **Totally black shoes or sneakers** – Simple, closed leather. No patent leather, high top sneakers or boots are allowed.
- Hair – Short, neat, clean & well groomed at all times – no hair colour
- Facial hair and hair styles must be kept properly groomed. Some images of acceptable facial hair and hair styles are provided.

Level 2: After-School Detention – One (1) day

The student will be provided at least twenty-four hours' (24) notice to make arrangements to attend the detention as scheduled.

Students will be given a written assignment to complete during the detention.

The use of cell phones or other electronic devices is prohibited, and students will not be permitted to work on homework or other assignments.

Quiet is to be maintained throughout the course of the detention. Food, and drink (with the exception of bottled water) are prohibited. Late students will not be admitted to detention. The next level discipline will be assigned.

Sleeping and/or laying down of head is prohibited.

All school rules are in effect during detention time.

*Detentions will be reassigned only in the event of an extreme emergency.

Failure to report to detention as assigned will result in the student being placed on step 3 of the discipline ladder.

Level 3: After-School Detention – Two (2) days

Parent/guardian will be contacted by phone or email.

The student will be provided at least twenty-four hours' (24) notice to make arrangements to attend the detention as scheduled.

Students will be given a written assignment to complete during the detention.

The use of cell phones or other electronic devices is prohibited, and students will not be permitted to work on homework or other assignments.

- Arrangement of chairs and tables must be maintained
- Students are expected to always be polite and respectful to all
- There is zero tolerance to shouting and running in the cafeteria
- Students must remove their litter from the table and dispose of it in rubbish bins
- Only one student per chair is allowed.
- Properly place chairs around table and rubbish in disposal bins before exiting the cafeteria
- There is zero tolerance to writing or scratching on the tables and walls

DISCIPLINE LEVELS

To ensure fair practice regarding disciplinary matters the following procedure is to be followed in the discipline of students in relation to any of the aforementioned matters:

1. The teacher refers the matter to the respective Form Teacher.
2. The Form Teacher investigates the matter and conferences with the student.
3. The Form Teacher submits an incident report to the Dean.
4. The Dean, in consultation with the Form Teacher provides the student with consequences based on the outlined policies and the severity of the infraction according to Levels 1-7.

Level 1: Warning

The student will be issued a warning letter to be signed by his/her parent/guardian and returned to the form teacher



Acceptable facial hair and hair styles.

- No jewellery is allowed. The only exceptions are the school's ring and a simple wristwatch with a gold, silver, black or brown band.
- Handkerchiefs are allowed however washrags and bandanas in the back pocket are not allowed.

SCHOOL UNIFORM: FEMALES

- White Shirts
- Vests or camisoles under the school shirt must be white or black. No printed vests or t-shirts are allowed.
- Bras must be white or black. Absolutely no colored bras are allowed.
- Navy Skirt – Skirts must be at least 2 inches below the knee cap.
No tight skirts will be allowed.
- School Jacket – no other jacket is allowed
- School Tie – Navy blue, red, silver & gold
- Plain white socks – To be worn neatly, they must be 2 inches above the edge of the shoe
- Totally black shoes or sneakers – Simple, closed leather. No patent leather, high top sneakers or boots are allowed.
- Hair – must be clean, neat and well groomed at all times
- Absolutely no hair colour is allowed.

The images below represent clean, neat and well groomed hair.



- Hair accessories should either be black, navy blue or red. No elaborate hair accessories are allowed.
- No jewellery is allowed. The only exceptions are the school's ring, a simple wristwatch with a gold, silver, black or brown band and a maximum of **one** silver or gold **stud** earring per ear, to be worn on **the lower earlobe**. No pearl, cubic zirconia or colored studs, hoops or hanging earrings are allowed.
- No rings, nose rings, eye brow rings, chains, bracelets, anklets or other facial and/or body piercings are to be worn. Handkerchiefs, washrags and bandanas are not allowed.
- **No makeup** (eyeliner, mascara, powder, lip gloss etc) is allowed
- Nails are to be kept short and clean. No nail polish and/or artificial nails are allowed.
- White powder on the chest is not acceptable.

I.D. CARDS

- To maintain a safe school environment, every student will be issued an I.D. Card.
- Students are expected to wear their I.D. Cards at all times.
- Students must produce their I.D. Cards if they are requested to do so

6. Any mutilation, defacement or illegal removal of library material will be a major offence against the school. Persons who commit such an offence will be reported to the principal for disciplinary action and would render him/ her liable to a fine or replacement of the material.
7. The library may exclude or suspend from it any user who breaks the rules. The librarian may report to the Principal any person responsible for breach of these rules.

BATCE SCHOOL CAFETERIA POLICY

In an effort to ensure the smooth running of the cafeteria, it is imperative that Sixth Form Teachers are assigned daily cafeteria supervision in the morning and at lunch time.

Teacher/Prefect Duties

- Be respectful and cordial to all persons
- Ensure lines are orderly
- Supervise the points where payments are to be made
- Control movement at the doors
- Ensure that students are seated (they may sit at any table)
- Ensure rubbish is disposed of properly
- Maintain order and discipline in the dining area
- Eat/bond/interact with other colleagues and students

CAFETERIA CONDUCT

- Students are to be respectful and courteous to all adults and their peers
- Students are to sit at a table when eating

Circulation Policy for Sixth Form Students

The library is open for study and circulation on Monday to Friday, from 7:30am to 3:15pm

Loans: maximum of four (4) items at a time

Type of material	Loan period	Renewal	Overdue Fines
Books and	7 days	twice	\$1.00 per day
Reference Magazines	Library use only	N/A	N/A

E-Books: (14 days loan period) <http://batce.lib.overdrive.com>. User I.D. is your Library card #

Library Rules and Guidelines:

1. Absolutely no eating, drinking or chewing of gum is allowed in the library. Please leave these items on the bag shelf. You may drink water at the bag shelf.
2. All bags must be placed on the shelves provided at the entrance of the library.
3. BAGS and personal property must NOT be left in the library if you are not physically in the library. The library is NOT responsible for any of your belongings left behind.
4. Please do NOT re-shelve any books you may have moved while browsing. All books removed from their original position on the shelves must be placed on the book trolley.
5. The library is provided exclusively for the purpose of academic study, reading and research. Any conduct inconsistent with this purpose will not be allowed. Computers in the library are restricted to academic and research work only.

by a principal, teacher, administrative staff, lab technician or security guard.

- Students who forget their I.D. Cards will be given a warning. On the second offence students will be required to go home and return with their I.D. Card on the same day.

ATTENDANCE AND PUNCTUALITY

- Regular school attendance and punctuality are essential to ensure students' academic achievement and the development of good habits that will be valued by potential employers. Irregular attendance erodes educational progress and leads to failure.
- Form and Class Teachers are mainly responsible for monitoring attendance and punctuality and they relay this information to the Dean.
- The school uses attendance registers to easily monitor and detect signs of deteriorating attendance and punctuality.

Attendance

- The Form Teacher will note if a student is present or absent at 7:45 a.m. and 12:50 p.m.
- These codes will be used: / \ (Present) O (Absent)
- Students are to present a written excuse signed by the parent/guardian on their return to school after being absent.
- All excuses for absences will be filed on the student's record at the end of each week.
- Students are responsible for obtaining all of the material covered in their absence.
- Students are required to submit all outstanding work including in

class assignments and homework on their return to school.

- Any student who is absent from school for three or more consecutive days must present a medical letter on their return to school. In the event that the student's absence was not due to medical reasons, they must be accompanied by a parent/guardian on their return to

school. Leaving School

- Once a student has arrived at school, he/she is not permitted to leave until 2:45 pm unless written consent is received from his/her parent/ guardian.
- Students who are required to leave at any point during the school day must present a written letter of consent from their parent/ guardian at the beginning of the school day to their respective Form Teachers. Students will only be allowed to leave school when accompanied by a parent/guardian or a guardian appointed by their respective parent/guardian. The appointment of a guardian must be communicated in writing.
- Upon leaving, the student must obtain a permission slip from his/ her Form Teacher. In the absence of the Form Teacher, the student must obtain permission from the Dean.
- Students who drive to school are required to log their car keys with the Dean at the beginning of the school day. This has become necessary due to the high incidence of students leaving the compound without permission during the course of the school day. Should a student who is driving need to leave before the end of the school day he/she must also provide a written request from his/her parent/guardian under the conditions outlined above.

- Use the computer services for advertisement, posting private information or promoting political candidates;

Penalties

Any student, who violates the provisions of the policy, is subject to,

1. suspension or loss of network privileges,
2. financial reimbursement for damaged equipment,
3. legal action

Depending on the severity of the violation

1. First violation - the student's account is disabled for 1 month
2. Second violation - the student's account is disabled for 3 months

Other penalties may apply depending on the severity of the violation

RULES OF THE LIBRARY MEDIA CENTRE

Library Card

The student ID is also your library card and must be presented at the circulation desk in order to process loans. Failure to do so could result in denial of service. The card holder is held responsible for items borrowed with his/her card. Use of this library card acknowledges the right of the library to impose penalties and/or sanctions for misuse of the card, abuse of BATCE Library property, failure to return library items on time or loss of library items. Students are not permitted to borrow materials on his/her card for other students. The replacement cost for a lost identification card is \$50.00

- Be considerate of others when downloading materials;
- Be respectful of differences (racial, ethnic, gender, nationality, religious, socio-economic, sexual orientation, physical) of other people;
- Remember that your account access (password) is for your use only and is not to be shared with anyone;
- Guard your personal information (address, telephone number, photographs, bank card and credit card numbers) do not share this information with strangers;
- Report any violation of the network system to the teacher.

Unacceptable use of Network, Internet or Computer Equipment

The student must not:

- Corrupt data of another student;
- Engage in any activity that is immoral;
- Use profanity, obscenity, or other inappropriate language;
- Use the system to access, receive or transmit immoral, obscene, pornographic, profane, vulgar, defaming, harassing, threatening, disrespectful, lewd information or images;
- Vandalize, disrupt, steal or interfere with the use of any computer and multimedia equipment;
- Participate in malicious ‘hacking’ to get unauthorized access to the resources of other people or companies;
- Attempt to crash the system;
- Use the computers for non-academic purposes during the school day;

Punctuality

- The Form Teacher will note if a student is late at 7:45 a.m. and 12:50 p.m.
- The code L will be used.
- Students who arrive to school after 8:00 a.m. must obtain a late slip from the Clerical Assistant in the Administrative Office. The late slip is to be signed by the subject teacher, who will pass it on to the Form Teacher, who would then make changes in the attendance register as required.
- Students arriving to school after 9:00 a.m. must proceed directly to the administration office. He/she must be accompanied by a parent/guardian.
- After 10:00 a.m. a student is considered to be absent and must submit an excuse from their parent/guardian explaining the reason for the student’s absence.

The Head of Sixth Form, Dean and HODs will take overall responsibility for encouraging and rewarding publicly excellent attendance and excellent punctuality. On Achievement Day, attendance and punctuality awards will be given to students who have attained 100% Punctuality and 100% Attendance.

FIGHTING AND BULLYING

Bishop Anstey Trinity College East Sixth Form acknowledges that modern technology has its advantages in terms of the educational benefits that it brings, however we are mindful of the potential for bullying to occur. The school also recognizes that we must take note of the bullying perpetrated outside school which spills over into the school.

Cyber-bullying is an intentional act that is carried out by anyone that uses electronic forms to contact someone repeatedly, who cannot easily defend himself/herself. Cyber bullying can take many different forms online including sending mean, vulgar, or threatening messages or images; posting sensitive or private information about another person; or intentionally excluding someone from an online group.

By cyber-bullying, we mean bullying by electronic media, which includes, but is not limited to the following:

- Bullying by texts or messages or calls
- The use of mobile phone cameras to cause distress, fear or humiliation
- Posting threatening, abusive, and defamatory or humiliating material on websites, including blogs, personal websites, and social networking sites.
- Using e-mail to message others in an abusive manner
- Hijacking/cloning e-mail accounts
- Making threatening, abusive, defamatory or humiliating remarks in chat rooms, to by extension include Facebook, YouTube, Gmail, Hotmail, MSN, Live, Tumblr, Instagram, Twitter, BlackBerry messenger or any other social media sites.

POSSESSION OF UNAUTHORIZED MATERIAL

Students are not allowed to display or be in possession of cards, pornographic material or drug paraphernalia. Students found in possession of any of the aforementioned items will have those items confiscated and discarded appropriately.

Colleges, High Schools, Science Laboratories, Research Institutions and other sites. Students can communicate with other people through discussion forums and electronic mail. Files containing educational material may be downloaded. Students can use these resources to access course material, pursue investigations, analyze complex information, solve problems, carry out virtual experiments, go on field trips, safaris, engage in discussions, share ideas, attend Art Exhibitions, visit Museums or converse with renowned scientist or historians so that they can benefit from their expertise.

Although the Internet provides great potential for education it also provides great potential for abuse, because a great quantity of illegal and inappropriate material is also available on the Internet. The Board of Management of the Schools has put in place a system to ensure safe and secure use of the network services.

Responsibilities

It is the student's responsibility to:

- Learn to use the network appropriately;
- Use the system to support the acquisition of information related to the student's course work;
- Use the school's hardware and software respectfully;
- Avoid playing games on the computer;
- Conduct themselves in an ethical, moral, responsible and polite manner when using the network services;
- Respect the Country's Laws, the School's Rules and Copyright Laws;
- Maintain and respect the rights and privacy of other users;

6. The student is responsible for the safekeeping of his /her cellular phone/MP3 player/iPod/ Laptops/Tablet PCs/iPads and Kindle Fire at all times. The school will not accept liability for theft, damage or loss.

7. The Ministry of Education advises that **NO CAMERA PHONES ARE ALLOWED** in any school in Trinidad and Tobago.

Contravention of these rules will result in the following consequences:

1. First Offence - The cell phone/MP3 player/iPod/ Laptops/Tablet PCs/iPads and Kindle Fire will be confiscated and will be returned to the student **at the end of the term.**

2. Second Offence - The cell phone/MP3 player/iPod/ Laptops/Tablet PCs/iPads and Kindle Fire will be confiscated and will be returned to the student **at the end of the academic year.**

3. Third Offence - The cell phone/MP3 player/iPod/ Laptops/Tablet PCs/iPads and Kindle Fire will be confiscated, and a parent will be called in to retrieve it. The student will be barred from returning with any cell phone/MP3 player/iPod/ Laptops/Tablet PCs/iPads and Kindle Fire **for the remainder of the academic year.**

STUDENTS' ACCEPTABLE USE POLICY FOR NETWORK, INTERNET AND COMPUTER EQUIPMENT

The Network of Bishop Anstey and Trinity College East Sixth Form provides electronic services to students to promote academic excellence and the development of key 21st century skills by facilitating the sharing of resources, access to current research information, communication and collaboration.

Through the use of electronic resources the school shall improve and strengthen the students' learning process by providing access to a vast range of global information from Universities, Colleges, Technical

CHEATING AND PLAGIARISM

Cheating is both the improper acquisition as well as the improper distribution of information pertinent to a homework assignment, test, quiz, or exam. The following are common examples of academic dishonesty:

- Open notebooks, texts, or other course-related material during a test, quiz, or exam without the explicit permission of the teacher.
- Concealed notes ("cheat sheets") during a test, quiz, or exam.
- Communication with another student during a test, quiz, or exam without the explicit permission of the teacher.
- Copying homework assignments from other students.
- Plagiarism of assignments from materials that are not cited or insufficiently cited. Copying and pasting information from the internet is considered a serious act of plagiarism. (Plagiarism is defined as the appropriation or imitation of the language, idea and thoughts of another author and representation of them as one's own original work.)
- Copying any part of a school based assessment produced by another student (including non-BATCE students)
- Any other promulgated actions that the teacher and/or administration designate as academically dishonest.

A student who is caught cheating will receive a zero (0) on the assignment, test, quiz, or exam in which the cheating has occurred. He or she will also be referred to the administration, and the incident will be documented in the student's discipline record.

RELATIONSHIPS

The quality of relationships is essential to the successful learning

environment at BATCE Sixth Form. The expectation is that all Sixth Form students:

- Are considerate and respectful to all fellow students, members of staff (Teaching, Administrative, Safety Officers, Guards and Ancillary) and visitors at all times.
- Behave in a responsible manner, always exercising self discipline and emotional discipline.
- Communicate with other students, members of staff, parents and visitors using polite and appropriate language and tone; always in a respectful manner.
- Obey all school and classroom rules.
- Ensure that there is no harassment (sexual, physical or verbal) or any form of discrimination (racial, political, religious, intellectual or based on disability or physical appearance), and there is no aggression or violence in the school community.
- Cooperate and comply with reasonable requests from other students, teachers, administrative and ancillary staff, parents and visitors.
- Verbal Abuse, including discriminatory remarks, and remarks posted on social networking websites will not be tolerated under any circumstance
- Inappropriate social conduct — sexual misconduct, kissing, prolonged hugging, fondling, sitting on laps — is strictly prohibited

SCHOOL PROPERTY

Students of BATCE Sixth Form have been provided with facilities, resources / equipment and materials to ensure that each student receives a high quality of education. Students will demonstrate respect and responsibility for their school environment when they:

- Refusal to clean up
- Wasting or abusing art materials and tools
- Tampering or causing intentional harm to another student's artwork
- Making a mess on purpose

DISRUPTIVE TECHNOLOGY POLICY

Cellular phones provide a convenient means of communication and a means by which many parents establish contact with their children. Nevertheless the use of cellular phones/MP3 players/IPods/ Laptops/ Tablet PCs/IPads and Kindle Fire during school time is disruptive. At this institution a coin operated public phone, which is situated in the lobby, can be used by students when there is an emergency.

A cell phone/MP3 player/IPod/ Laptops/Tablet PCs/IPads and Kindle Fire policy has been developed as follows:

1. Cellular phones/MP3 player/IPod/ Laptops/Tablet PCs/IPads and Kindle Fire must be switched off on the school compound.
2. They should be secured in students' bags, pockets or desks.
3. In special circumstances a person in authority (Administrator / Teacher) may give a student permission to use his / her cellular phone in the office.
4. Smart phones/MP3 player/IPod/ Laptops/Tablet PCs/IPads and Kindle Fire may be used for recording listening comprehension in Communication Studies, French and Spanish classes.
5. Laptops, Tablet PCs / IPads, may be used during class time for educational purposes

safe Art Room helps promote creative artwork.

- Use classroom approved materials.
- Be conscious of the materials you are working with. Oil paints, solvents, cutting blades, and other art materials can be dangerous if used incorrectly. Use art materials that you have received instruction in using.
- Certain art processes require training prior to execution. Make sure you are comfortable using all art equipment and tools before beginning a project. If a piece of equipment seems to be broken or is not working correctly, ask for help immediately. Do not continue working if you suspect something is wrong.
- You will be working in close proximity with other Students. Ensure that you are aware of the tools and equipment that is being used around you. The best way to prevent an accident is to stay alert.
- Keep your work area free of sharp objects, unopened solvents, and other potentially hazardous materials. Take responsibility for your own safety and the safety of those around you.
- Keeping the Art Room and equipment clean helps eliminate potential safety risks. Clean tools and equipment last longer and function more safely and effectively. Always wash away all clay, solvents, paint, marker, and other art materials from your skin and furniture. Some materials may be harmful if exposed to skin for extended amounts of time. AND Ask whenever you are unsure of anything!

Unacceptable Attitudes

- Refusal to work

- Show respect for their property, the school's property and the property of others.
- Conserve energy and resources by switching off appliances that are not in use.
- Maintain a clean, healthy and damage free environment by refraining from –
 - * Littering
 - * Writing graffiti on the walls
 - * Occupying the Teacher's table and chair
 - * Vandalizing textbooks, equipment and facilities
 - * Consuming food and drinks in classrooms, labs and corridors

Parents of any student who damages school property will be required to pay for the damages (repairs or replacement).

CLASS RULES

- Students must come to school fully prepared with books, materials and equipment for the day's classes
- Students are not permitted to bring to school any items except those identified in the booklist or those that might be requested by teachers on occasion
- Students must always conduct themselves in an orderly fashion. There is to be no running, shouting or loud talking in classrooms or corridors
- Entrance and exit of all rooms must be done in orderly lines
- No items (books, food, pens etc.) must be stored in the compartments provided under the students' desks

Students must:

- Be in the classroom prepared with equipment and materials for the lesson. Students must move quickly between classes when the bell rings. Students must arrive within five (5) minutes of the bell to be counted as on time.
- Attend to personal needs before coming to class. Students should not ask for permission to leave class unless they have a real emergency.
- Remain in their assigned seat unless permission is given to get up.
- Throw scraps away at the end of the class or between subject periods, before the next teacher enters the class. Use the bins provided.
- Avoid eating or drinking during class unless given permission.
- Use polite speech and body language. Unkind teasing, impolite behaviour and language are unacceptable.
- Follow the teacher's directions.

SCIENCE LAB RULES

Students should:

- Handle all equipment with care
 - Be disciplined and obey all rules at all times
 - Keep lab tidy at all times
 - Turn off gas when not in use
 - Dispose of all chemicals properly
 - Tie hair back neatly while in the lab
- Students should avoid:
- Running or playing in the lab

- Inhaling substances directly
- Eating or drinking in the lab
- Removing any apparatus or furniture from the lab
- Playing with or vandalizing lab equipment or furniture
- Touching electrical outlets with wet hands
- Tasting any substance in the lab
- Putting flammable materials near to open flames

ART ROOM RULES

Classroom Procedures

- Come to class prepared and remain focused on your artwork
- Use newspaper under your work for easy clean up
- During discussions, **SHARE YOUR IDEAS!**
- Absolutely no food, drink, gum, or candy permitted
- Clean up 5 minutes before the end of the class.
- Pack away everything neatly.
- Clean everything that is dirty, wash paint brushes, table and chair, art tools, white board, equipment, materials, the sink and the floor.
- Don't write or carve on your desk or school property
- Respect all property. (School property, personal property, and other's property).
- Respect all ideas given in class and do not criticize anybody's ideas or thoughts
- Treat computers with care.

Safety

Follow certain procedures to ensure the work environment is safe. A