

## ST. IGNATIUS CATHOLIC SCHOOL

P.O. Box 2638  
599 Walkers Road  
Grand Cayman KY1-1102  
CAYMAN ISLANDS

Tel: (345) 949 9250

Email: [general@st-ignatius.com](mailto:general@st-ignatius.com)

Website: [www.st-ignatius.com](http://www.st-ignatius.com)

STUDENT HANDBOOK YEARS 7 - 11

2019 / 2020

## Table of Contents

1. Introduction to St. Ignatius Catholic School
2. Essential Student Equipment
3. The School Day; Dismissal Times; Term Dates
4. Policies relating to Students
  - a) Pastoral Care and Expectations of Students
  - b) Communications between School and Parents
  - c) Rewards and Sanctions
  - d) Bullying and Drugs
  - e) Attendance, Punctuality and Leaving Site
  - f) Uniforms
  - g) Breaks, Lunchtimes and After School
  - h) Presentation of Work and Homework
  - i) Cell Phones, Lap-tops and Valuable Items
5. Assessed Work, Awards, Examination Guidelines and Graduation Criteria
  - a) The Grading Scale for Assessed Work and Awards
  - b) Examination Guidelines
  - c) Graduation Criteria

## An Introduction to St. Ignatius Catholic School

St. Ignatius is an independent Catholic Primary & Secondary School in Grand Cayman. The Secondary Division opened its doors in September 1994. Our motto is “Instaurare Omnia in Christo” – to establish all things in Christ. This is our community focus. Along with our strong Christian ethos, we are recognised for our high academic standards and students overall personal and social development. The school colours are navy and gold.

<b>ADMINISTRATION</b>		
Mrs. Emily Alexander	Mr. Peter Embleton	Mr. James Hickey
<b>Head of School</b>	<b>Head of Secondary</b>	<b>Head of Primary</b>
Mrs. Jennifer Artuch	Ms. Bernadette Devlin	Mrs. Suzanne Goodwin
<b>Guidance Counsellor</b>	<b>Deputy Head of Secondary</b>	<b>Head of Sixth Form</b>
Mr. Mick Whyte	Mr. Phillip Kelly	Miss Dominique Chenier
<b>Director of Technology/Operations</b>	<b>Extra-curricular coordinator</b>	<b>Examinations Secretary</b>
Ms. Allison Taylor	Ms. Victoria Mann	
<b>Librarian</b>	<b>Science Lab Tech</b>	
<b>ADMINISTRATIVE ASSISTANTS</b>	<b>SCHOOL BURSARS</b>	<b>SCHOOL CARETAKERS</b>
Mrs. Jody Balon	Mrs. Priya Dhanasekar	Mr. Sekar Sambasivam
Mrs. Debbie Huggins	Mr. Joseph Olszewski	Mr. Vincent Pantry
Mrs. Anita McIntyre		Mr. Junior Beckett
Mrs. Liliana Caicedo McLaughlin		

### Teaching Staff

	Subject		Subject
Mrs. Jennifer Artuch	Science	Mr. Ian Emerson	Music
Miss Dominique Chenier	Accounting	Mr. Coaine Richards	Head of Mathematics
Mr. James McGill	Science	Miss Hayley Marsden	Head of Art
Mr. Simon Donoghue	Head of Music	Mr. Vito Biliti	Music
Mrs. Sophie McBride	Mathematics	Miss Francesca Earl	Geography/History
Mrs. Helen De Quintal	English	Ms. Leanne Thorne	English
Mrs. Suzanne Goodwin	Head of MFL	Mr. Phillip Kelly	Head of Physical Education
Miss Fiona Burns	Head of Religious Education	Ms. Natalie Scott	Head of English
Mr. James Scutt	Computer Science/Assistant Pastoral Head Yr 7 & 8	Mr. Edward Gough	Physical Education
Mr. Asher Levin	Head of Computer Science	Mr. Von Ryan Abrantes	Science
Miss Loren Cooper	French / Spanish	Mrs. Dawn Lawtey	Mathematics
Miss Sarah James	Physical Education	Mr. Daniel Pride	Inclusion Lead/SEND/CO
Miss Tiana Bush	Art	Ms. Sarah MacKinnon-Scott	Head of Drama

Ms. Bernadette Devlin	Art/Deputy Head	Mr. Alistair Macleod	Business Studies
Miss Amy Burnett	English	Mrs. Mairead Joannou	Religious Education
Miss Meritxell Castillejo	Spanish	Miss Lauren Knuckey	Music
Mrs. Carmel Weaver	Head of History	Mr. Musa Machebembe	Science
Mr. Benjamin Joannou	Head of Science	Mr. Stuart Rodgers	Science/Mathematics
Mr. Derrick Reid	Head of Geography	Ms. Caroline Danac	French / Spanish

## OUR MISSION



Inspiring them to know, love, and serve Jesus Christ.

Providing them with an educational environment that encourages a lifelong love of learning and nurtures those skills and abilities required for success.

Motivating them to develop their intellect, broaden their perspective and achieve their personal best.

Preparing them to make a difference with their lives by enabling them to develop their full intellectual, creative, spiritual and physical potential, and so to work with Christ in building God's Kingdom.

Instilling respect and appreciation for the diversity of the community within the context of Caymanian culture and traditions.

St. Ignatius Catholic School, rooted in the teachings and traditions of the Catholic Church, prepares students for their adult lives by

## OUR VALUES

**Christian Community** - The St. Ignatius family is a visible Christian community, striving to live the mission of the Catholic Church through prayer, liturgy, and service.

**Family** – We nurture a strong sense of belonging, whereby all those associated with the school are an integral part of its identity.

**Spiritual, Personal and Emotional Growth** – We promote the spiritual, personal and emotional growth of every student, recognising the Catholic faith as the foundation upon which the St. Ignatius family has been established and will continue to be sustained.

**Pursuit of Knowledge** – We provide a stimulating learning environment that offers students the opportunity to develop their ability to think and act critically and analytically, enabling them to achieve their full potential. In co-operating with Christ in building God's Kingdom, students thereby become effective contributors to a progressive and just society.

**Safe and Secure Environment** – We insist on an environment where physical safety and emotional security enable active and creative learning to take place.

**Diversity** – We embrace and promote the diversity of the school community, recognising the important role it plays in creating global citizens within the framework of Caymanian traditions and customs.

St. Ignatius Catholic School recognises that the common good of the church and of society depends largely on the quality education of young people.

## OUR VISION

St. Ignatius Catholic School recognises that everything we have comes from God. We seek to educate the whole person. A St. Ignatius School education will be an internationally recognised symbol of excellence and the choice for all parents in Cayman. Students of St. Ignatius Catholic School:

- will set an example of Christian morality based on the Catholic tradition and personal responsibility in the service of humanity.
- will be independent, open-minded and confident young people, able to communicate effectively, knowing that they have something worthwhile to say.
- will be valuable, contributing members of their community who apply Christian values to life's opportunities, challenges, and choices.
- will have a lifelong love of learning.

This vision is underpinned by five fundamental commitments. St. Ignatius Catholic School:

- will place worship of God and prayer at the centre of school life, especially through assemblies and the weekly celebration of Mass.
- will be a demonstrably Catholic school where children are educated in a happy yet disciplined, atmosphere based on Christian values.
- will provide a lively, positive academic environment.
- will encourage all students to play an active role in the wide range of sporting, musical, dramatic and other extra-curricular activities on offer, in order that they develop a breadth of interests and learn to work co-operatively.
- understands that all have a personal responsibility "for the evangelisation of culture, and for the common good of society."

## Essential Student Equipment

School bag (capable of holding a laptop; preferably one with wheels)

HB Pencils

Eraser

Sharpener

Scissors

Highlighters

Box of markers

Fully charged laptop/tablet and protective case

Glue sticks

Box of colouring pencils

Compass and Protractor

12" ruler (to include metric measurements)

Blue, Black and Green Ink pens

Casio Calculator (scientific)

Pencil case (transparent one is needed for exams)

Mathematics: 1 1½" 3-ring binder with dividers;

1 geometry sets which includes: a compass, protractor (180° or 360°), 15 cm ruler, Sharpener, eraser and pencil. These may be bought as a set or separately.

**Casio** Scientific Calculator (see attached information)

Science: All Science students should purchase a plastic letter-sized folder with fasteners (3-hole). These will be available on reserve at Kirk Office or Office Supply:

Year 7 Science – 1 Green folder per student;

Year 8 Science – 1 Red folder per student;

Year 9 Science – 1 Blue folder per student.

Years 10 & 11: 3 plastic letter-sized folders with fasteners (3-hole) of different colours: 1 Green, 1 Red, 1 Blue

To be purchased from the School Office in August:

Year 7 – Cambridge Checkpoint Science 7 Workbook - \$10

Year 8 – Cambridge Checkpoint Science 8 Workbook - \$10

Geography: 1 2" letter size 3-ring binder with dividers

Computer Science: 1 letter size plastic folder (see picture below)

History: 1 letter size 2-pocket folder (paper or plastic)

French: 1 letter size plastic folder (see picture below)

Spanish: 1 letter size plastic folder (see picture below)

Exercise books and Art sketch pads are purchased from the School Office and are priced as follows:

Art Sketch Pads \$2.00 each

Green plastic-coated Math Exercise Books \$3.00 each

Yellow plastic-coated Exercise Books: \$3.00 each

Art pack for Years 7 – 9 students - \$25 (includes the following items)

- Set of watercolour paints
- Set of 4 paint brushes
- Box of 12 colour pencils
- Pencil sharpener
- Pack of 3 Erasers
- Set of 4 Art pencils
- Pack of 25 oil pastels
- A3 folder

**Year 7 – 13 students will be issued with laptops (and chargers).**

## Mathematics Equipment

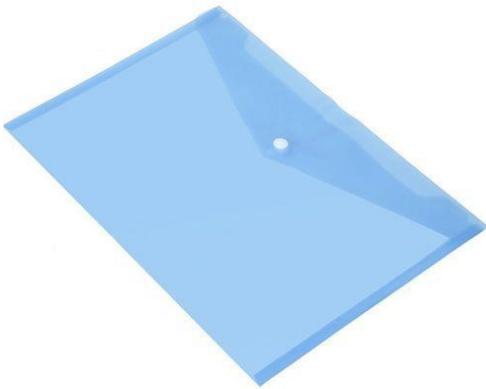
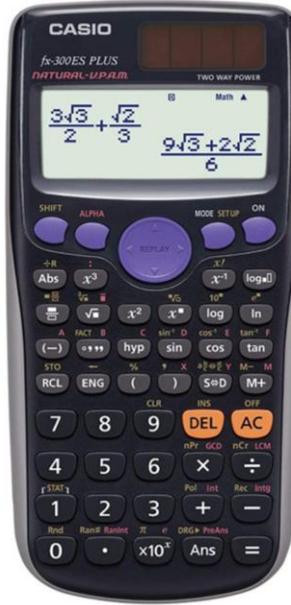
### A scientific calculator

We are aware that there is a wide selection of calculators on the market. It is important that students become familiar with a calculator that is approved by the Cambridge examination board and one that has important functions that would prove advantageous in examinations. As such, the mathematics department strongly recommends that students are equipped with one of the following calculators:

Casio FX-991EX (Highly recommended for KS5)



Casio fx-300ES PLUS



Example of plastic folder for French/Spanish/Computer Science

### 3) The School Day; Dismissal Times; Term Dates

<b>SCHOOL DAY:</b>	<b>7:50</b>	Warning Bell
	<b>7:55 – 8:05</b>	Registration
	<b>8:05 – 8:55</b>	Lesson 1
	<b>8:55 – 9:45</b>	Lesson 2
	<b>9:45 – 10:05</b>	BREAK
	<b>10:05 – 10:55</b>	Lesson 3
	<b>10:55 – 11:45</b>	Lesson 4
	<b>11:45 – 12:30</b>	Lesson 5
	<b>12:30 – 1:25</b>	LUNCH
	<b>1:30 – 2:20</b>	Lesson 6
	<b>2:20 – 3:05</b>	Lesson 7

\*\*\*NO LESSON 7 ON MONDAYS\*\*\*

**DISMISSAL TIMES:**      2:20 pm – Whole school dismissal – Mondays only  
                                          3:05 pm – Tuesday to Friday

#### TERM DATES:

##### CHRISTMAS TERM

August 27	School begins for all students except Nursery, Reception & Year 12
August 29	School begins for Nursery, Reception & Year 12
October 18	Staff Professional Development Day – no school for students
October 21 – 25	School Closed for Half Term
November 11	Remembrance Day – Public Holiday
December 18	School closes at 12:00 noon for Christmas Holidays

##### EASTER TERM

January 6	School re-opens
January 27 (TBC)	National Heroes' Day – Public Holiday
February 24 – 28	School Closed for Half Term (Ash Wednesday – Feb. 26th)
April 3	School closes at 12:00 noon for Easter Break

##### SUMMER TERM

April 20	School re-opens
May 18 (TBC)	Discovery Day – Public Holiday
June 15 (TBC)	Queen's Birthday – Public Holiday
June 26	School closes at 12:00 noon for Summer Break

## Policies Relating to Students

### a) Pastoral Care and Expectation of Students

#### Pastoral Care

**Tutor Groups.** All Students are allocated to a homeroom/tutor group. Students meet with the Homeroom Tutor for both morning and afternoon registration and for active tutorial periods.

The Tutor aims to exert a positive influence on each student's academic, social, moral and spiritual development and acts as the first point of liaison between the pupil and his/her parents/guardian.

In addition, the Homeroom Tutor acts as a channel of information on all school matters, ensures that school policies are followed and co-operates with the disciplining and support of the students.

**Heads of Year:** In addition to the tutor system, the school's pastoral system consists of a Head of Sixth Form (Years 12 & 13), an Assistant Pastoral Head (oversight Yr. 7 & 8) and Deputy Head of Secondary.

**Prefects.** Prefects are selected 6th Form students whose role is to assist the teachers and school in several ways. For example, they assist with supervision of students at breaks and lunchtimes and help with the organization and running of school events. The Prefect team is led by two Head Prefects. All Prefects are provided with guidance on how to appropriately deal with situations involving students. Prefects help to enforce school rules and therefore all other students are expected to treat Prefects with the respect and courtesy they would be expected to show teachers and other members of staff.

**Campus Ministry.** St. Ignatius Catholic School provides liturgical, spiritual and Christian service programmes through the work of the Religious Education Department, Liturgy coordinator, Extra-Curricular coordinator, PSHE coordinator and Tutors. These are enhanced by the priests of the parish.

#### Expectations of Students

St. Ignatius students are regularly consulted concerning policy decisions and the code of conduct through the School Council. Student input is very important and valuable to the community of St. Ignatius. The policies in the Handbook are, therefore, designed to help all members of this community meet the school's Mission Statement. These policies must be actively demonstrated and followed on a daily basis. Only the highest visible demonstration of and compliance with these policies is expected and accepted whilst attending St. Ignatius.

#### Minimum expectations.

St. Ignatius students are primarily responsible for their own learning.

St. Ignatius students follow instructions immediately and are attentive listeners.

St. Ignatius students show mutual respect for people, possessions, personal appearance and the school environment.

St. Ignatius students take pride and care in the presentation and quality of their work.

St. Ignatius students come to lessons fully prepared and are ready to learn

St. Ignatius students always remember: To do unto others as you would have them do unto you. Matthew 7:12.

### b) Communications between School and Parents

Information for Parents about the School. Information for parents is available on the School's website [www.st-ignatius.com](http://www.st-ignatius.com) and through weekly parent bulletins and newsletters which are emailed to parents and our Facebook page.

**Parental Concerns.** All staff at St. Ignatius value parent input. As stewards of your children, a child of God, we care about their academic education and general wellbeing. Any parent can contact any teacher concerning their child's education at St. Ignatius. Parents who have concerns should initially leave a written note, phone message or email indicating their concern. The staff member concerned will, within 48 hours, contact the parent to discuss the matter. If the concern warrants further discussion, then an appointment for a meeting will be made. In deciding who to contact parents should use the following guidance:

- Academic/subject related concern – Subject Teacher
- Pastoral concern – Form/Homeroom Tutor

If a parent is not satisfied with the outcome following an initial call and meeting with the subject teacher or form/homeroom tutor, then the concern should be escalated as follows:

- Academic/subject related concern – Head of Subject
- Pastoral concern – Assistant Pastoral Head (oversight Yr. 7 & 8) Deputy Head of Secondary or Head Sixth Form (as appropriate)

If a Parent is still not satisfied with the outcome following communications with the appropriate persons as outlined above, then the Parent should contact the secretary to request a meeting with the Head of Secondary.

**School Concern.** If the School has a concern about a student, then the School will call or email the parents directly. This may be regarding academic or pastoral concerns. Usually academic concerns will be followed up by subject teachers and general pastoral concerns by form/homeroom tutors, although any teacher may contact a parent about a specific incident. This may or may not lead to a meeting between parents and a member of the school staff.

**Parent Reporting.** These meetings take place at various intervals and the dates are provided at the start of the school year as well as in newsletters.

**Year Group Meetings.** These take place at the start of the year and give important information relating to the year group and the year ahead. In addition, Year Group Progress Meetings, where parents meet subject teachers, give information about each student's ongoing progress and achievement in each subject. These meetings are extremely important opportunities for parents and teachers to review a child's progress and discuss strategies for improvement. The School urges all parents to attend these important meetings, as subsequent meetings are often difficult to arrange.

**Other.** Occasionally, other specific meetings with parents may be arranged which will deal with issues or matters specific to a particular year group e.g. Year 9 Options Evening or Year 11 Mock Examination Information Evening. Parents receive a letter in advance and once again are urged to attend these important meetings.

## c) Rewards and Sanctions

### The Reward Scheme

Merits are awarded to students throughout the school for consistent or exceptional effort in academic work and for achieving an excellent grade on an important piece of work. Merits are also awarded for willingly taking part in, or volunteering for, a school activity, or for showing initiative or leadership skills. Representing the school in the wider community may also be rewarded with a merit point.

Certificate awards are made at regular assemblies.

**In Years 7-11:**

**Bronze = 30 merits.**

**Silver = 70 merits.**

**Gold = 110 merits**

**Platinum = 150 merits.**

**Awarding of privileges:**

In return for Each Merit Level reached, students can have a civvy day pass which is given by the Tutor.

**Student of the Month:** each month staff get the opportunity to nominate a student from each year group (7 – 9) to get this award. This award can be made using the following criteria:

- Make a consistent excellent effort in all assignments.
- Make a significant improvement in the quality of work produced.
- Demonstrate a very positive attitude to all aspects of school life.
- Show great commitment to extracurricular activities.
- Demonstrate concern for others.

The winner of this award will receive a pin and a certificate, and their photograph will also be displayed in the main office for the duration of the following month.

**Rewards following Assessments (Years 7 – 11).** After each assessment period, students who are on the Honour Roll for attainment and/or effort will receive a certificate which will be presented in assembly.

**Positions of Responsibility.**

- **House Captain/House Vice Captain.** A House Captain and Vice-Captain are selected for each House for the lower and upper sections of the school. Their responsibility is to help staff to lead and organise House events as they occur throughout the year (e.g. Sports Day, Swim Gala, etc.) House Captains and Vice Captains are expected to demonstrate good leadership and organisational qualities, and as such only students who have demonstrated good conduct and reliability in these areas will be selected.
- **Tutor Group Representative.** Each tutor group selects a representative to sit on the Student Council which meets every term to discuss issues important to the students. Tutor Group Representatives must be reliable and take their important responsibilities seriously.

**Sanctions**

**Guiding Principles.** St. Ignatius recognises that a student's conscience is not fully formed. Occasionally mistakes and problems may occur. However, students are primarily responsible for their behaviour, academic work and appearance. The following concerns, problems and serious problems will be initially dealt with by the first teacher who sees the incident or is told of the incident. Students, parents and teachers will then make decisions to help students make better judgments in the future. The following concerns, problems and incidents of misbehaviour are not acceptable at St. Ignatius Catholic School.

### **Level 1: Low level student misbehaviour**

This refers to concerns which temporarily prevent teaching, learning and impact general standards around the school, in lessons, in the walkways, in the school canteen and on the field, etc. These are not acceptable at St. Ignatius Catholic School.

Examples of this may include:

- Disruption – Low
- No equipment
- Homework missed – not persistent
- Inadequate work – time wasting
- Late for lessons
- Uniform issues

### **Level 2: If student behaviour continues to be a cause for concern**

This refers to incidents which are either recurring and/or continue to prevent teaching and learning. Significantly staff have not seen any improvements despite prior interventions.

Examples of this may include:

- Consistently no equipment
- Disruptive behaviour – medium
- Graffiti
- Homework – persistent problem
- Ignoring teacher's instructions
- Inappropriate behaviour
- Intimidation
- Lying
- Technology misuse
- Out of bounds

### **Level 3: If student behaviour is a serious cause for concern**

This refers to very serious misbehaviour which impact on the safety, and/or lack of respect for persons or property.

Examples of these may include:

- Assault – pupil
- Bullying
- Cheating
- Damage to property
- Defiance
- Disruptive behaviour – high
- Possession of or supplying illegal substances
- Fighting
- Insolence
- Theft
- Truancy
- Social media abuses – that have been brought to the school's attention.

Where fighting takes place, the students concerned must be brought to the Head of Secondary's office immediately

## CONSEQUENCES

Teachers will decide on one of the following actions. These are taken so that students can make better decisions in the future.

- **Break Detention – Lunch Detention.**
- **Contact Parents.** Teachers will call or email parents to discuss the problem.
- **After school detentions.** Parents are notified of concerns or problems and an after-school detention is issued through the parent portal.
- **Parental meeting.** Parents meet with the tutor and/or subject teacher to discuss common concerns.
- **Case conference.** A case conference may be called to begin intervention and assessment between Tutors and Learning Support.
- **Tutor Report.** A student is placed on Tutor Report following concerns being raised in several subjects, it will highlight specific targets, rewards and consequences. Students can request themselves to be placed on report.
- **Head of Year Report.** Students are usually placed on Head of Year report after they have been unsuccessful on Tutor Report. The Head of Year monitors the student whilst on report.
- **Isolation (internal suspension).** A student is removed from normal lessons. Class work is sent to the student who completes the work alone. This lasts for a maximum time period of one (1) day.
- **Suspension.** Suspension may be used when a pattern of serious misconduct has developed. It may also be used immediately for any one isolated incident. Also, any behavior which occurs outside of School and School hours which jeopardises the good reputation of the School will be dealt with in the same manner as if it occurred in School. The final decision to suspend a student is to be made by the Head of Secondary. Parents are always involved in the discussion of incidents that lead to suspension, so they are aware of the circumstances that have led to the sanction being used. Any student who has received a total of 5 school day suspensions in their Years 10 & 11 cannot graduate. He/She may, at the discretion of the Head of Secondary and Head of School, receive a certificate to state that they have completed a course of study at the school.
- **Pastoral Contract.** The student will be placed on a Pastoral Contract by the Head of Year in consultation with the Head of Secondary. The contract outlines the expectations of the student by the school. The contract may include a section stating that the parent may have to withdraw the student from school if the student does not meet the expectations of the contract.
- **External professional support agencies.** External professional support agencies may be referred to where external professional services are needed. These may include eating disorders, behavioural issues, drug and alcohol abuse, bullying, sleep disorders, depression, addictions, etc. Only the Head of Secondary and/or the Head of Year will make those referrals. A representative from the agency will attend the year Pastoral Support Groups once a half term to provide feedback. Similarly, the agency can directly contact the Head of Secondary or Head of Year on a need's basis.
- **Graduation/Prize Giving Ceremonies.** Any student who receives more than one single-day external suspension or a single longer suspension (e.g. 2 – 3 days) within the course of an academic year may not be permitted to attend the

end of year Prize Giving ceremony. In addition, if a student demonstrates persistent misconduct over the course of Years 10 – 11, which results in five school days suspension (internal / external) being accrued over the course of the two years, then following consultation between the Head of Secondary and the Head of School the student may not be allowed to attend the Graduation Ceremony.

- **Head of Secondary's decision.** The Head of Secondary, in consultation with the Head of School, has the right to exclude any student who has either failed to respond to the repeated sanctions of the school OR has been in any incident that is regarded as so serious that the parent may have to withdraw the student from the school.

#### **d) Bullying and Drugs**

##### **Bullying**

Bullying clearly is at odds with the Catholic ethos and the aims of our Mission Statement. Teachers are committed to helping both the bullied person (victim) and the bully in a supportive atmosphere.

##### **Definition of Bullying**

Bullying is the deliberate and malicious physical, emotional and/or psychological harming of another student. Bullying is often an attack by those wishing to empower themselves on those who are powerless to resist, with the intention of causing distress to the victim.

Bullying interferes with learning and will not be tolerated at St. Ignatius Catholic School. It is not an acceptable part of growing up. Students should support each other by reporting all instances of bullying, whether this is in person or electronically. Reports of bullying will be taken seriously, and appropriate action will be taken. Each member of the St. Ignatius Catholic School community shares the collective responsibility to ensure every member always feels safe, supported and valued.

##### **Bullying is:**

- Deliberate and ongoing rather than a one off.
- Any form of behaviour that is not welcome and not asked for.
- Distressing and hurtful to the target.
- Always one way rather than an exchange.

Bullying can be recognisable or hidden. Bullying is about power.

##### **Bullying can be:**

- Physical – eg: Pushing and shoving, tripping up, kicking, spitting.
- Emotional – eg: Humiliating someone, name calling, using insulting names or comments.
- Driven by a prejudice – This might be homophobia, racism, or victimising those who have special needs or disabilities.
- Indirect – eg: Spreading rumours whether true or not.
- Cyber bullying – Any form of bullying using a mobile phone or the internet, chat rooms, social networking sites, instant messaging, email or video.

##### **Actions taken by Staff when they become aware of bullying:**

- If bullying is suspected or reported, the incident will be dealt with at the earliest opportunity by the member of staff who has first been involved.
- A clear account of the incident will be recorded in CPOMS and the Tutor informed.
- The appropriate person will interview/counsel all concerned and will record the outcomes.
- Parents/carers of students involved to be kept informed.

- Measures to stop the behaviour will be used as appropriate and in consultation with all parties concerned.
- Regular monitoring and tracking by the Tutor will occur after the incident to ensure that it is not continuing.
- Relevant Pastoral Head and/or Head of Secondary will be alerted in serious instances or when repeat offending occurs.

*A full copy of the policy is available from your teacher if required.*

## **Drug Policy**

The school must be a safe and secure environment for all students and in this respect, there will be a zero-tolerance policy directed at the possession, use or sale of drugs by students.

1. This policy applies to students:
  - (a) on school premises;
  - (b) taking part in school activities, whether on school premises or not and whether during school hours or not;
  - (c) involved with drugs outside school hours and offsite: they will be considered on a case-by-case basis by the School's Management.
  
2. Different policies apply to:
  - (a) students being in possession of a drug or suspected of selling or distributing drugs;
  - (b) students suspected of having consumed a drug.

Incidents are referred to the School's Management who will decide on the course of disciplinary procedure on a case-by-case basis. This may include any or all of the following:

- (a) expulsion from the school.
- (b) suspension for a specified period or until the students has undergone a specified course of treatment or counselling.

### **e) Attendance, Punctuality and Leaving the Site**

**Attendance.** If a student is not able to be in school, parents should telephone the School Office to speak to the School Secretary or email either [general@st-ignatius.com](mailto:general@st-ignatius.com) or their child's tutor before 7.55 a.m. on the first day of absence. Students should always bring a note from home, addressed to the Tutor, when they return to school after being away for any reason.

Parents are requested not to arrange family vacations during term time. Where this is unavoidable, requests for leave of absence should be made in writing to the Tutor well in advance of the date. **Typically, requests for absences during any calendared assessment period will not be authorised.** During the remainder of the year they will only be approved for medical reasons, special events (e.g. sports/Cayman Islands representation) or significant family events (e.g. sibling graduation overseas) and if the student has demonstrated a previous good attendance record.

If students miss school for any reason they are expected to catch up the work that they have missed. Students must take responsibility by asking teachers for the missed work. Parents are encouraged to contact their son's/daughter's Tutor to request class and homework during a longer period of absence.

**Punctuality.** Students and Parents are responsible for arriving at school on time. The **7.50 a.m.** warning bell means students should go to their Home Room. At **7.55 a.m.** the register is taken. Students arriving after **7.55 a.m.** are marked

late. Students who arrive after **8:05 a.m.** must sign in at the office and collect a late slip. If a student goes straight to the classroom he/she will be sent back to the office by the teacher.

Tutors will contact parents if a student is regularly late to establish the cause of persistent lateness. Persistent lateness does not help learning and development. Persistent lateness will be clearly reflected on report cards and references. It remains the student's responsibility to find out about any missed information or notices and to catch up with/hand in any missed work/activity.

**Leaving the Site.** Students are not allowed to leave the school site without permission from either the Tutor, Head of Year or a Teacher. Students must always seek permission first from a member of staff and have a permission slip signed, wait in the school office and have the person taking the student home sign you out in the office.

**f) Uniforms – Years 7 – 11 (all items of uniform must be labelled with student's name)**

**School Uniform provider is Lands' End** – approved items can be purchased from the uniform shop or directly from the website: <http://www.landsend.com/school> (full instructions on how to do this are on the school website)

A high standard of personal appearance is expected of all our students. School uniform must always be worn.

**Boys' Uniform Rules**

- Hair must be tidy, above collar length and not touching eyes with neutral or natural colours only.
- No facial hair of any kind is permitted.
- Earrings are not permitted, this includes bristles.
- Bracelets or wristbands and rings are not permitted for students in Years 7 - 11.
- A slim chain with an appropriate religious pendant is permitted.
- Visible body piercing, or tattooing is not permitted.
- Shirts should always be tucked in.
- Shirt sleeves must always be rolled down.
- Undershirts, if worn, should be white with a round neck and have no visible logo or design on it.
- A black belt with a plain buckle (no elaborate decoration) should always be worn.
- Pants must be worn so that the belt is around the waist.
- Pants should not be bunched or split at the bottom.
- Black/Navy/White socks that cover the ankle must always be worn.
- Shoes should be all black.
- PE uniform consists of a house T-shirt, navy School P.E. sports shorts with white socks that cover the ankle and one colour sneakers/trainers. Dark coloured swim shorts are required for swimming classes (again labelled with name).



### Girls' Uniform Rules

- Hair may be worn loose but should be tied up when Health and Safety rules apply.
- Hair should be of neutral or natural colours.
- Hair ties/bands/pins are permitted in black or navy.
- Bandanas should not be worn.
- Light make-up (foundation and mascara only) may be worn in Years 10 and 11. Clear nail polish and clear, non-shiny lip balm may be worn, but not eyeshadow, eyeliner or coloured lipstick. No acrylic nails allowed.
- One pair of stud or small hoop earrings (maximum size 10 cents CI coin) may be worn in the lobe, one in each ear.
- No bracelets, wristbands or rings.
- A slim chain with an appropriate religious pendant is permitted.
- Visible tattooing or body piercing is not permitted.
- The skirt should be worn so that the front hem of the skirt is touching the knee.
- Pants may be worn but must be reasonably loose fitting. Figure hugging pants are not permitted.
- Shirts must always be tucked in.
- Shirt sleeves must always be rolled down.
- A black belt with a plain buckle (no elaborate decoration) should always be worn with pants; skirts do not need a belt.
- Shoes should be all black.
- White socks that cover the ankle must always be worn with skirt, black/navy may be worn with pants.
- PE uniform consists of a House T-shirt, navy School P.E. sports shorts with white socks that cover the ankle and one-colour sneakers/trainers. A one piece, dark coloured swimsuit should be used for swimming classes.



### Incorrect Uniform

It is always the student's responsibility to wear correct uniform. If a student comes to school not in the correct uniform, then Tutors will provide the student with a note for the remainder of the day. Tutors will contact Parents if persistent uniform problems continue. This information will be passed onto Head of Year who may ultimately decide if the student should be sent home. Teachers who see any uniform infraction, either in class or at other times, will correct this immediately. This includes the time that students are waiting to be picked up by parents at the end of school, as this is a time when the students are in full view of the community.

### Non-Uniform Policy/Civvy Passes

This is seen as valuable, motivational and important by both students and staff. Students are expected to respect the views of others and follow non-uniform policy. Students who break these guidelines or who, in the opinion of the Head of Year and/or Head of Secondary, are dressed inappropriately will either be sent home or removed from lessons that day. Examples of "inappropriate" attire are as follows:

**Girls – attire should be modest and befitting a school environment:**

- Clothing should not, at any time, reveal bare stomachs or hips.
- Skirts or shorts must be worn no higher than the top of the knees.
- No T-shirts or hats are allowed with wording that is offensive to staff or students.
- Halter tops or spaghetti straps, if worn, must be covered with an over shirt.
- No excessively tight or revealing clothes.
- Normal jewellery rules apply.
- Hats must not be worn inside the classrooms.
- No ripped jeans/pants.

**Boys – attire should be modest and befitting a school environment:**

- No T-shirts or hats are allowed with wording that is offensive to staff or students.
- Pants must not be worn below the hip.
- Normal jewellery rules apply.
- Hats must not be worn inside the classrooms.
- No ripped jeans/pants.
- Smart shorts may be worn, no casual surf or sports shorts.

Prior to the day that the non-uniform is being worn, students must obtain and carry a signed and dated pass from their Tutor. Civvy days are not allowed on Tuesdays because students attend Mass.

**g) Breaks, Lunchtimes and After School**

Students must not engage in unnecessary horseplay or roughness during these times that potentially could lead to disputes and students should NOT be by any fence talking to students from other schools. No students are allowed in classrooms at break and lunch times.

**The Use of Classrooms, Walkways, Canteen and Field at Break and Lunchtime****Classrooms**

Years 7 – 11 students are not allowed in their tutor bases during break, lunchtime or after school. During morning registration, they should organize their equipment for periods 1 – 6. All students have access to the library, canteen and field.

**Walkways**

Students should not leave bags lying on the walkways; Walk on the left, NEVER run; Stay on the walkways and avoid walking on the grass.

**Storage of Bags**

During break and lunch times students must leave their bag in a secure location. This can be inside homeroom, the classroom you have just been in or the room where your next lesson will be. Learning Support is also available as our storage area which is monitored by CCTV cameras.

**Canteen**

Students must either purchase lunch from the Canteen or bring a packed lunch – **no outside food (fast food or otherwise)** is to be delivered to students. Students should always walk in the Canteen; Never save a place in line for another student; Display courtesy at all times to everyone; (Must) have a lunch pass, if they need to go to the front of the line for a hot lunch; (Must) get permission to go to the front of the line if they do not require a hot lunch but want a salad, sandwich,

fruit, etc.; Sit down when eating and talk at a sensible volume; Ensure that food does not go on the floor when eating, if it does, it should be picked up and placed in the garbage right away; Place all discarded items in the garbage when finished eating.

### **Field**

Students must wear either school shoes or may change into alternative footwear as required e.g. football boots; Never deliberately trip, wrestle or rough-house with other students; Never engage in full contact when playing American Football, Rugby or Soccer; Play all ball games within the marked areas. If there has been excessive rain, the field may be deemed out of bounds; Joining in “uninvited” to someone else’s game is unacceptable; Remember that only one ball is allowed per goal. (Must) get permission from a teacher to collect a ball if it goes over the fence or onto the road. Students are not allowed to linger by the fences; must not bring food/snacks or sodas on the field; Always dispose of empty water bottles in bins provided.

### **After-School Pick-up**

There are a variety of extra-curricular activities and clubs held after school. Students not engaged in these activities must be picked up by **3.15 pm**. Any student who is not engaged in an after-school club or extra-curricular activity after **3.15 pm** is only allowed to wait in the area the school designated for this purpose. This will be communicated to all students and parents. Students must wait there for their ride and must not wander around the school campus. We urge parents to communicate with the school regarding delays in picking up students, especially if this means that students are regularly to be on campus for prolonged periods after school. Homework rooms are available Monday - Friday from **3.15 pm** for students who cannot be picked up by **3.15 pm**. When school has ended no student is permitted to leave the site and return on site unless attending a school function. This means students are not allowed to go to the ice cream van and come back again or go to Burger King and return.

## **h) Presentation of Work and Homework**

### **Presentation of Work**

Presentation of work is always important. Good presentation shows that a student takes pride in his/her work, whereas careless work creates a poor impression. In examinations you may be penalized for illegible handwriting.

### **Homework**

Homework is vital to your success at school and students should expect to regularly be assigned homework during the week in each subject. Not only does homework reinforce your knowledge and understanding of each subject, but it also helps you to learn self-discipline and organisational skills.

There will be a Homework schedule for Years 7 – 11 and each subject will provide an outline of homework at the start of the term for the term ahead so that students have an opportunity to plan effectively and manage their time better. This information will be communicated to parents via the platform. Students must not leave homework until the last minute. Remember that teachers are there to help. Students must ask for help before work is due in, rather than hand in incomplete work.

A Detention, or another appropriate sanction, will be given for homework that is consistently handed in either late or not at all.

## **Plagiarism/Cheating Policy**

Part of our mission statement reads, St. Ignatius prepares students to... "Make a difference with their lives by enabling them to develop their full intellectual, creative, spiritual and physical potential, and so to work with Christ in building God's Kingdom."

Plagiarism and cheating demonstrate a lack of integrity and character that is inconsistent with the goals and values of St. Ignatius Catholic School.

### **Plagiarism**

Plagiarism is the practice of taking someone else's work and passing it off as one's own.

The ability to write well and express well thought out ideas is a basic and fundamental skill for success in academics and indeed any career. Plagiarism interferes with assessment and distorts the feedback process which is necessary to promote academic growth. Plagiarism gives the teacher a false view of a student's strengths and weaknesses. It may indeed prevent the teacher from giving further instruction in the areas of weakness and prevent a student from reaching their full potential.

### **Examples of plagiarism:**

- Copying an article from the Internet or print source and turning it in as your own paper with no quotation marks and no sources indicated.
- Copying parts of articles from several sources and putting them together in your own paper, with no quotation marks and no sources indicated.
- Paraphrasing a paragraph from a book, article, or website without indicating the source.
- Using a few sentences from a book, article, or website word-for-word in your paper and not using quotation marks AND indicating the source.
- Using the same structure, thesis, or concept that an author uses in a book, article, or website and not indicating the source.

### **Examples of Cheating:**

- Copying someone else's answers on a test.
- Using a crib sheet on a test without the teacher's permission.
- Copying someone else's homework OR letting someone copy your homework.
- Sharing test answers electronically during a test (via cell phone, PDA, or another device).
- " Working together" on an assignment without permission.
- Telling a student from a later class what the test covered or what specific questions ask.

### **Consequences**

Evidence of intentional plagiarism and/or cheating will result in the student/s receiving a grade of zero for the assignment/test in which it occurs. Parents will be contacted, and an additional sanction will also be put in place. In circumstances involving plagiarism or cheating involving external examination boards, disbarment from the examination may follow and more serious disciplinary procedures may be put in place.

### **Homework Club**

Homework Club aims to provide students with an opportunity to complete homework in a quiet environment and to receive additional assistance if required. The club is run on a voluntary basis and open to students of all abilities. From time to time attendance at this club may be made compulsory by the Head of Year. This will occur if academic under

achievement have been reported. Parents will be informed in advance of this decision. The days, times and locations of homework clubs will be published at the beginning of the year. Parents are to enroll their child in Homework Club if they know that they will not be picked up before 4:00 pm.

### **i) Cell Phones, Lap-tops and Valuable Items**

#### **Cell Phones**

Cell phones are permitted in school. However, if students choose to bring them into school then they are responsible for their security and safekeeping.

Students at St. Ignatius are responsible for the appropriate use of cell phones. Students may use them **only after school and only for communicating with parents**. Cell phones must not be worn or visible. Cell phones must never be left in bags. They should be secured in lockers. They must be turned completely OFF. "Silent" alone is not acceptable.

If a phone goes off in a lesson or the student is observed using it in any capacity, then the student must immediately admit this and give the cell phone to the teacher thus allowing teachers not to waste teaching time. The phone is to be collected and given to the Head of Year. Parents must collect the phone from the Head of Year.

If a student is guilty of another incident of cell phone misuse, then the student will lose the privilege of bringing his/her cell phone into school for the remainder of the year. A breach of this ban would result in a suspension from school.

Cell phones must not be used to call parents/home during the school day. If a student is unwell he/she must get a teacher's permission to go to the office and use the phone there.

#### **Laptops (refer to student Acceptable User Policy)**

#### **Valuable Items**

Students should refrain from bringing valuable personal items or large amounts of cash into school with them. Valuable items must never be left unattended. It is the responsibility of the student to ensure that these items are secured. Lockers are available to students for this purpose, at no cost. Students must purchase and be responsible for their own padlock.

No personal internet enabled devices to be used during school hours.

#### **Chewing Gum**

Chewing gum is forbidden on school grounds at any time.

#### **Digital Responsibility Agreement**

##### **Overview**

In developing responsible citizenship, we expect our students to display our school values in their online life at all times regardless of what device they use or when they use it. The following principles are designed to give students a basis for online behaviour – you are a member of the School and wider community and your actions must reflect this. The Internet should provide an educational environment for all.

Whilst St Ignatius will not proactively monitor student use of Social Media we take seriously our Duty of Care to our students and staff. Incidents reported to the school in breach of this agreement will be fully investigated and dealt with accordingly.

Cayman Law is very clear on the criminal nature of online abuse and the possible consequences:

## **INFORMATION AND COMMUNICATIONS TECHNOLOGY AUTHORITY LAW**

(2011 Revision)

90. (1) A person who knowingly uses an ICT network or ICT service to defraud, abuse, annoy, threaten or harass any other person is guilty of an offence and liable, on summary conviction, to a fine of ten thousand dollars and to imprisonment for one year, or, on conviction on indictment, to a fine of twenty thousand dollars and to imprisonment for two years.

(2) In addition to imposing any penalty under subsection (1), the Court may, by order, restrain the person from using ICT services or ICT networks as it sees fit.

### **General Principles:**

No images of the school, pupils or staff to be taken without obtaining permission from Head of School on the school premises or shared via any method (email, social media)

What you post online should not reflect badly on yourself or your school. Think: Would you want your parents to see what you have written\liked? Would you want a future employer to see it?

No commentary about school related incidents – your right to ‘free speech’ does not extend to posting hurtful or inaccurate comments about others, even if you think the forum is private – anybody can copy and paste comments and make them public

At St Ignatius our Mission is to create a safe learning environment for all. If things are posted online that are hurtful to students or staff this has an impact on learning and this is something that we will not tolerate. If you are found to have posted material that is deliberately offensive to anyone online, you will be liable to a range of sanctions.

Remember, everything that you post online will be there long after you have finished here and available for future employers\universities to see – your actions now could have far reaching consequences. Content posted online is never private and is in a public forum – remember you lose all control of content after it is posted.

### **Consequences**

Each incident will be treated individually and will be dealt with according to level of severity. Such consequences might include school-based sanctions, suspension\exclusion and the school’s obligation to inform the Police.

## **5.) Assessed Work and Awards, and Examination Guidelines**

### **a) Assessed Work and Awards**

#### **Years 7-9**

An A\* - E scale is used. All departments have assessment grids which highlight subject specific criteria and descriptors for each grade. These grids will be given to students and are available on the portal.

At the end of the school year, each subject will determine the student who has the highest GPA as the subject prize winner, for each year group. These awards, along with others, are presented at the annual **Years 7 – 9 Awards Ceremony**.

## Years 10-11

An A\* - U scale is used for all examination subjects in Years 10 and 11; however different subjects use slightly different grade boundaries which more commonly reflect those used by the examination board in that subject. Parents can request copies of each subject's grade boundaries. Each grade is given a grade point value which is indicated on all assessment reports (see below)

At the end of the school year in Year 10, each subject will determine the student with the highest GPA as the subject prize winner. These awards, along with others, are presented at the annual **Year 10 Awards Ceremony**.

A*	4.50	C	3.00	F	1.50
A	4.00	D	2.50	G	1.00
B	3.50	E	2.00	U	0.00

### Effort Grades

The grades for effort are awarded as follows:

- 1 Excellent effort – work always displays commitment and perseverance.
- 2 Good effort – work often displays commitment and perseverance.
- 3 Moderate effort – work displays varying degrees of commitment and perseverance.
- 4 Unsatisfactory effort – work is often characterised by insufficient commitment and perseverance.
- 5 Unacceptable effort – work is consistently characterised by insufficient commitment and perseverance.

### Academic and Effort Honour Roll Criteria - Years 7 – 11

Students with a Grade Point Average (GPA) of 3.75 or above will attain the Honour Roll.

Students with a Grade Point Average (GPA) of 4.25 or above will attain the Honour Roll with Distinction.

Students with all grades 1 and 2 for effort will attain the Honour Roll for Effort.

Students with all grade 1 for effort will attain the Honour Roll for Effort with Distinction.

### b) Examinations Guideline - Student Guidelines

The following procedures must be followed by all students for any examinations:

1. Know your examination schedule well, including subjects, times and designated classrooms.
2. Line up quietly outside of the classroom. You will form two lines: one for boys and one for girls, in alphabetical order.
3. Carry your supplies in a clear pencil case, or Ziploc bag. The invigilator must be able to quickly see what is in your pencil case at all times. You must write in black ink, have spare black pens, pencil, ruler and all of the necessary equipment for specific subjects such as Mathematics, Science, Art, etc. You will not be allowed to borrow any equipment from any person during the examination.
4. Enter the classroom silently. NO COMMUNICATION whatsoever is allowed between students once you have entered the classroom. Sit according to the teacher's instructions. You must remain SILENT from the moment you enter the room until when you exit the exam room.

5. Do not start the examination until the teacher has told you to. You will be reviewing instructions and saying a prayer before starting.
6. Complete the examination to the best of your ability, making sure to manage your time appropriately. Do not rush through the exam. Remember that you must stay in the classroom until the end of the time period anyway!
7. If you have finished ahead of time, review your exam carefully. Remember that you have one chance to get the best mark possible. This is NOT the time to sleep or doodle!
8. You will be given a warning when there are 10 minutes remaining. When told the exam time is up, put your pen or pencil down immediately. Wait silently, without communicating with others, until the exams have been picked up and you are dismissed.
9. Cheating. If suspected of cheating in an examination, you will receive a ZERO for that exam. In the final IGCSE examinations, a student who has cheated on one exam will be eliminated as a candidate and will receive a ZERO for every examination.
10. To avoid suspicion of cheating, do not talk to anybody, look at their work or pass any work to another person during the exam. Remain completely focused on your work throughout the entire exam

### **c) Graduation Criteria**

**There are four levels of graduation in Year 11:**

- Honours with Distinction – GPA of 4.25 or above
- Honours – GPA of 3.75 to above
- Diploma – GPA 2.75 to 3.74
- Certificate of Completion – GPA below 2.75

#### **DIPLOMA GRADUATE**

1. Have a minimum attendance and punctuality of 90% (any additional absences must be covered by a medical note);
2. Have a Grade Point Average (G.P.A.) of 2.75 or above and/or be recommended for entry for a minimum of 6 (six) International General Certificate of Secondary Education (I.G.C.S.E.) subjects or equivalent;
3. Have an average effort grade of 3 or better based on the 1 – 5 internal assessment system of the school;
4. Have shown a responsible and cooperative approach to school indicated by a pattern of good behaviour, involvement in extra-curricular activities and a caring, Christian attitude.
5. Have received 30 or more “Merits” for achievement and involvement in school activities.

#### **HONOURS GRADUATE**

An Honours Graduate would meet the criteria stated above and additionally:

- Have a G.P.A. of 3.75 or above.
- Be entered for a minimum of 8 (eight) I.G.C.S.E. subjects.
- Have received 60 or more “Merits” for outstanding achievement and involvement in school activities.

#### **HONOURS WITH DISTINCTION GRADUATE**

An Honours with Distinction Graduate would also meet the criteria stated above and additionally:

- Have a GPA of 4.25 or above.