

ST. MARY'S COLLEGE



STUDENT HANDBOOK

Last edited: January 15th 2020



St. Mary's College



The College Crest

The College Crest was introduced by the Principal Dr. James Meenan to mark the 75th Anniversary of the College in 1928. Previously, the College used the crest of the Holy Ghost Fathers as its emblem. The blue and white of the crest are the colours of Our Lady (College of the Immaculate Conception) and the red represents the fire and love of the Holy Spirit. The motto, "Virtus et Scientia", meaning "Manliness and Wisdom", was chosen to express the ideals to which education at the College is directed.

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History of St. Mary's College

St. Mary's College was the result of the efforts of Ferdinand English, who was nominated as Archbishop of Port of Spain in 1860. English wanted to establish secondary education of the Catholic youth in his archdiocese, in opposition to the secular type of education offered at the Queen's Collegiate School (later Q.R.C) established in 1859. His idea was eventually entrusted to the Order of the Holy Ghost Fathers, based in France. An agreement was reached between the Archbishop and the Very Rev. Father Schwindenhammer, who was then Superior General of the Congregation of the Holy Ghost Fathers. Fr. Sundhauser and Fr. Guilloux of the Congregation of the Holy Ghost Fathers were sent to found the new College in Port of Spain and landed in Trinidad on July 7th, 1863.

St. Mary's College opened on 1st August 1863 with fourteen students of whom eight were boarders. The fees were \$19 per year for boarders and \$6 per month for day students. Besides being a denominational school staffed entirely by priests, St. Mary's differed markedly from its rival school, Q.R.C. in the first place it catered for boarders thereby allowing rural boys greater access. Secondly, in accordance with the policy of the Holy Ghost Fathers, the College accepted the boys irrespective of their race, nationality, creed or status (legitimate or illegitimate). In fact, the College offered a special rate of \$4 a month for the poorer students.

By the second year, the school's population had increased to forty boarders and forty day pupils. In addition, for the first decade, the work of the College was carried on principally in the French language.

The College celebrated its Golden Jubilee in 1913 and, since then, a College Annual has appeared regularly.

From these humble origins in 1863, the College has made significant progress over the last 150 years. Although there is still a religious emphasis, the Staff consists primarily of lay persons, almost half of whom are women. The student population which today numbers in excess of one thousand, no longer pay fees since the introduction of free secondary education in 1962. The curriculum too has changed with the times. The classical focus revolving around Latin and Greek, has given way to new subject areas including Economics in the 1970s, as well as Business, Accounts, Electricity and Computer Studies in the mid-1980s. Art and Technical Drawing were introduced in 1981 and 1991 respectively.

In terms of physical structure, there have also been tremendous changes. Expansion became necessary to accommodate the ever increasing number enrolled in the

College. The population, which stood at just over 200 in 1900, had increased to just under 500 in 1936. By 1944, the figure attained the record 1000 mark. It was during the administrations of Principals Fr. John English (1925-36) and Dr. James Meenan (1936-50) which can best be described as “the age of construction” that most of the structural changes to the College were initiated. The old buildings were demolished to make way for sturdy concrete structures linked by open corridors and lined with balustrades and Doric columns. The basic structure has remained intact to the present day.

The Inauguration of the Past Pupils Union also took place under the Administration of Father English, in August of 1933. In 1940, St. Mary’s was assigned a plot of about 7 acres along Serpentine Road in St. James, in place of their Sports Ground at St. Anns, which was to be used for Government purposes.

In 1957, Fr. Pedro Valdez (BA.A, BSc) was the first Trinidadian and first Past Pupil to be appointed to the post of Principal of the College. He succeeded a long line of French and Irish Principals, who had devotedly steered the College over the previous 94 years.

In 1963, the old Southern Wing gave way to the present Centenary Hall so called because it was built to commemorate the College’s 100th Anniversary. In 1982, Spiritan House was erected as a residence for the priests allowing them to move out of the school complex. The current Form One classrooms now occupy what were the Father’s private rooms. The Fr. Graf Wing, the most recent addition to the physical plant, was erected in 1999 to create new facilities for Computer Studies and Technical Drawing and two additional cafeterias.

Despite the many changes, the College has managed to maintain its reputation as one of the leading secondary schools in the island. The establishment of a College Hall of Fame by the Past Student’s Union in 1997 aptly demonstrates the impact our alumni have made at a national level.

Moreover, St. Mary’s has retained many valued traditions over its years. These traditions have fostered a keen spirit of loyalty and a sense of pride among past and present students. They can all identify with the College song, College crest and the College colours of white and blue. In fact, these stripes were first used on jerseys in 1908 when the College entered the newly formed Association Football League. Since then, our sporting teams have worn blue and white.

Vision of St. Mary's College

To provide the means for our students to be exemplary, competent, faith-based citizens, who will lead and contribute globally to the development of society through excellence in education.

Mission Statement of St. Mary's College

To be a Catholic secondary school, dedicated to the holistic development of young men, in a safe and supportive community, which allows every student the opportunity to achieve his potential through the Spiritan tradition of academic excellence and service to the poor.

Values of St. Mary's College

- *Excellence
- *Integrity
- *Service
- *Catholic
- *Discipline
- *Compassion
- *Justice
- *Critical Thinking
- *Creativity

Principal's Welcome

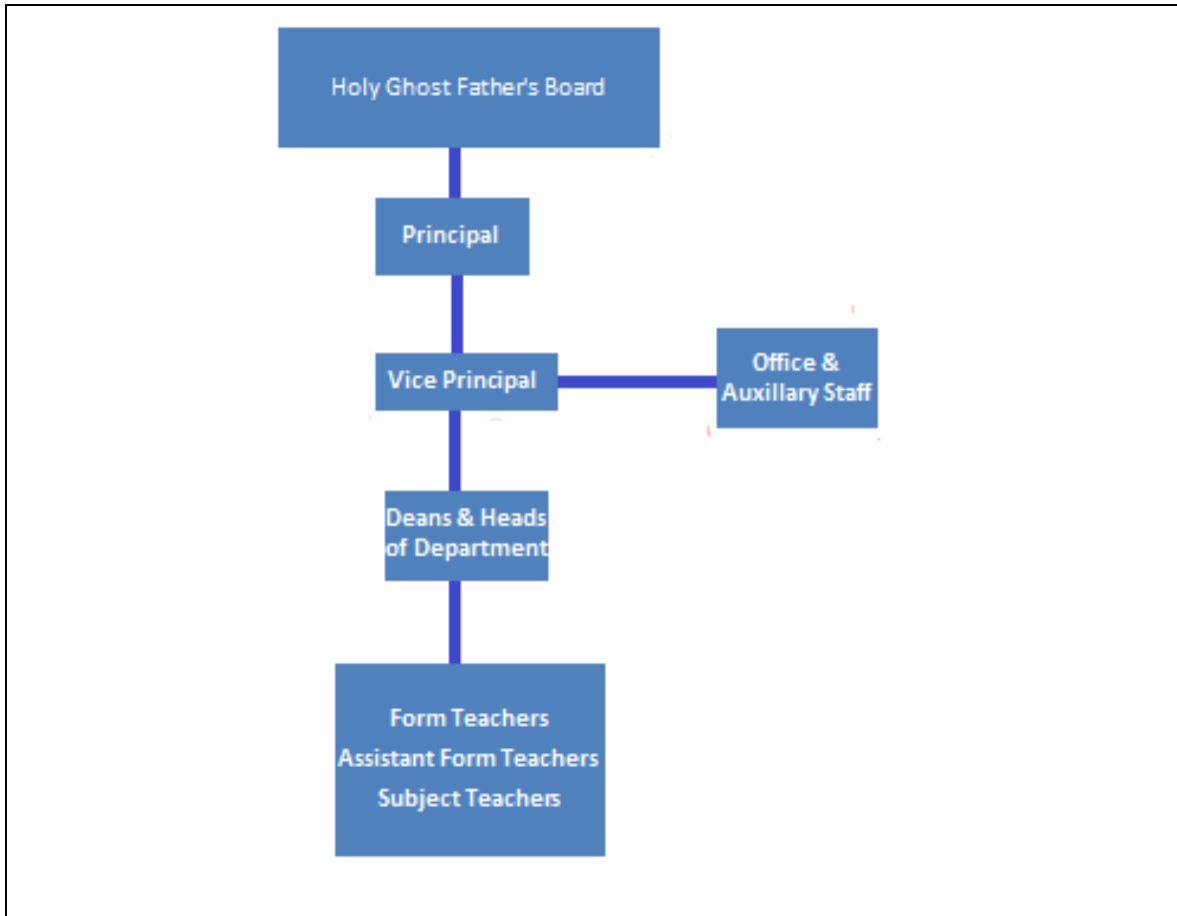
Welcome to the family of St. Mary's College. Being in existence for over 150 years, the CIC community is indeed a very large one and we continue to be committed to making our boys into young men and future leaders wherever they may be.

As our students journey with us over the next years, they are afforded many opportunities to grow and develop.

This document seeks to inform all stakeholders as to the guidelines that apply in the daily operation of the college. It is our hope that this would be of benefit to the reader in working and cooperating with us as we set about fulfilling our mission.

Nigel Joseph

Organisation Structure of St. Mary's College



Goals of Catholic Secondary Education

The ultimate aim which gives direction to Catholic secondary education is to provide those conditions which make possible the maximum possible development of each student as a being of unique worth and supernatural destiny. This aim involves the holistic development of the human person- religious, intellectual, cultural, emotional, social, physical and ethical.

A systematic approach to planning an educational program requires a definition of the functions of a school. These are the general duties, responsibilities and kinds of action that belong to the school.

We believe that functions of a Catholic secondary school to be:

❖ **General Christian Education**

To provide an appropriate education for all students who are desirous of a religiously oriented education in a Catholic setting

❖ **Maximum Individual Growth**

To assist each student in determining his strengths and weaknesses and to objectively gauge his potentialities in order to provide a program that will promote the development of his maximum potential.

❖ **Development of Christian System of Values**

To assist each student in the formulation of Christian and Catholic value patterns and standards of conduct

❖ **Reverence for Learning and the Use of Intelligence**

To foster in students a reverence for learning and the desire to increase their knowledge, with an accompanying recognition of the primacy of intelligence over emotion, habit or prejudice in making decisions in life.

❖ **Social Awareness**

To enable students to understand that each life is a vocation, that each person is destined to make a positive contribution to the betterment of society, that men are called to live such a life in a spirit of love and selflessness.

These general aims are the aspects of human development for which we accept major responsibility. These aims have a dual dimension:

▪ **Personal**

a. Intellectual

- i. To assist students in acquiring a reverence toward God's revelation and a realization of the central role it must play in life.
- ii. To develop in students an attitude of inquiry; to teach the process of problem solving and decision making as from the acquisition of facts.
- iii. To aid the student in an understanding of himself and an appreciation of his worth as a son of God.
- iv. To help in developing a feeling for truth and open-mindedness by suspending judgement.
- v. To foster an awareness of the realities of the present, the heritage from the past and a vision of the future.
- vi. To encourage an appreciation of knowledge, its responsibilities, its changing nature and its role as a universal heritage of man.

b. Religious & Moral

- i. To foster the truly human and Christian skills of knowing and loving based on personal honesty and integrity.
- ii. To lead students to an appreciation of the centrality of Christ and His goodness.

- iii. To assist students in the development of a reverent, open relationship with God through their association with Christ's community, the Church.
- iv. To help students to acquire an insight into the values, responsibilities and problems of Christian freedom

c. Occupational- Economic

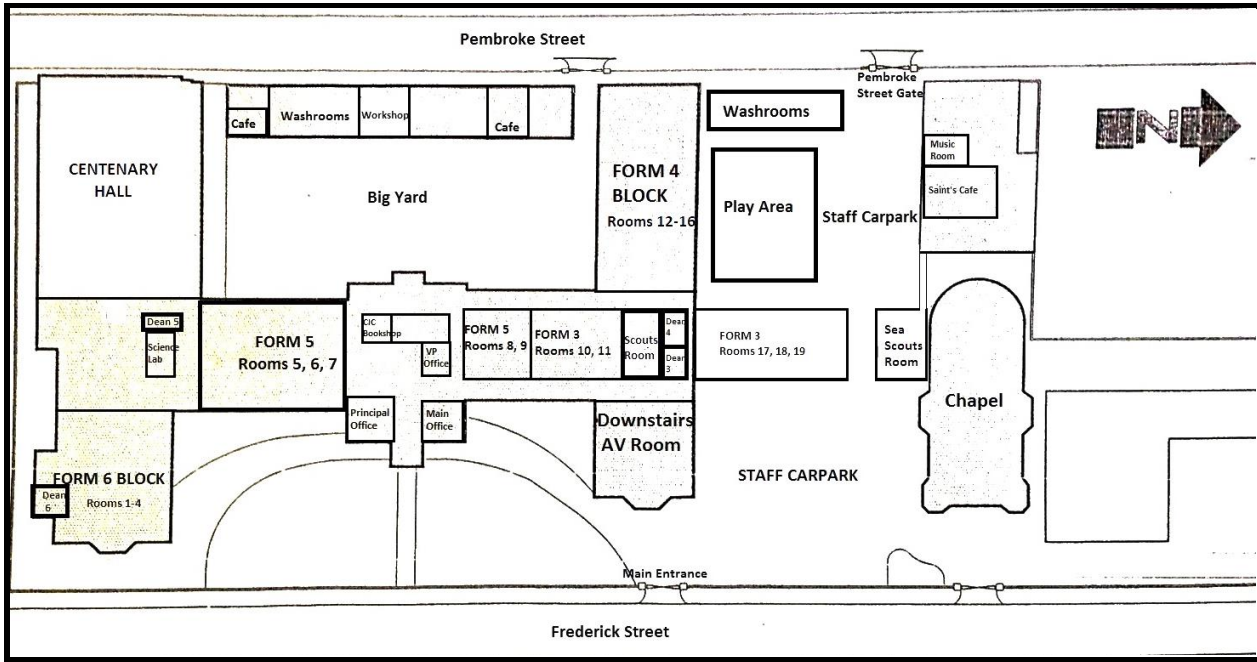
- i. To instil an understanding of the requirements of health, physical and emotional.
- ii. To lead students towards an awareness of the aesthetic and cultural dimension of life and the role it can play in their leisure time.
- iii. To aid students toward the goal of occupational competency with an emphasis on the dimension of Christian service to others.

▪ **Social**

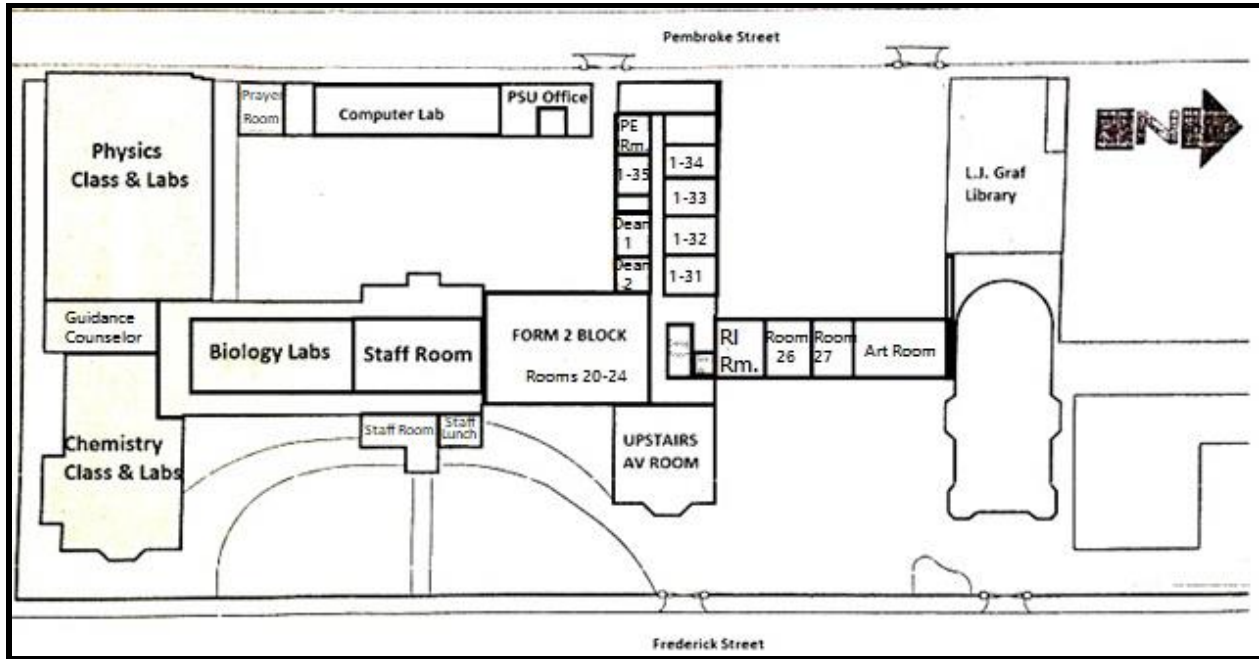
- i. To assist students in seeing the primacy of human relationships, understanding that their basis is respect, trust and sincerity.
- ii. To lead them to an appreciation of the family and their responsibilities to it.
- iii. To help develop in students a Christian social conscience toward the human family.
- iv. To aid them in valuing man's material resources.
- v. To instil in them a love of their nation and a true spirit of patriotism.

SCHOOL FLOORPLAN

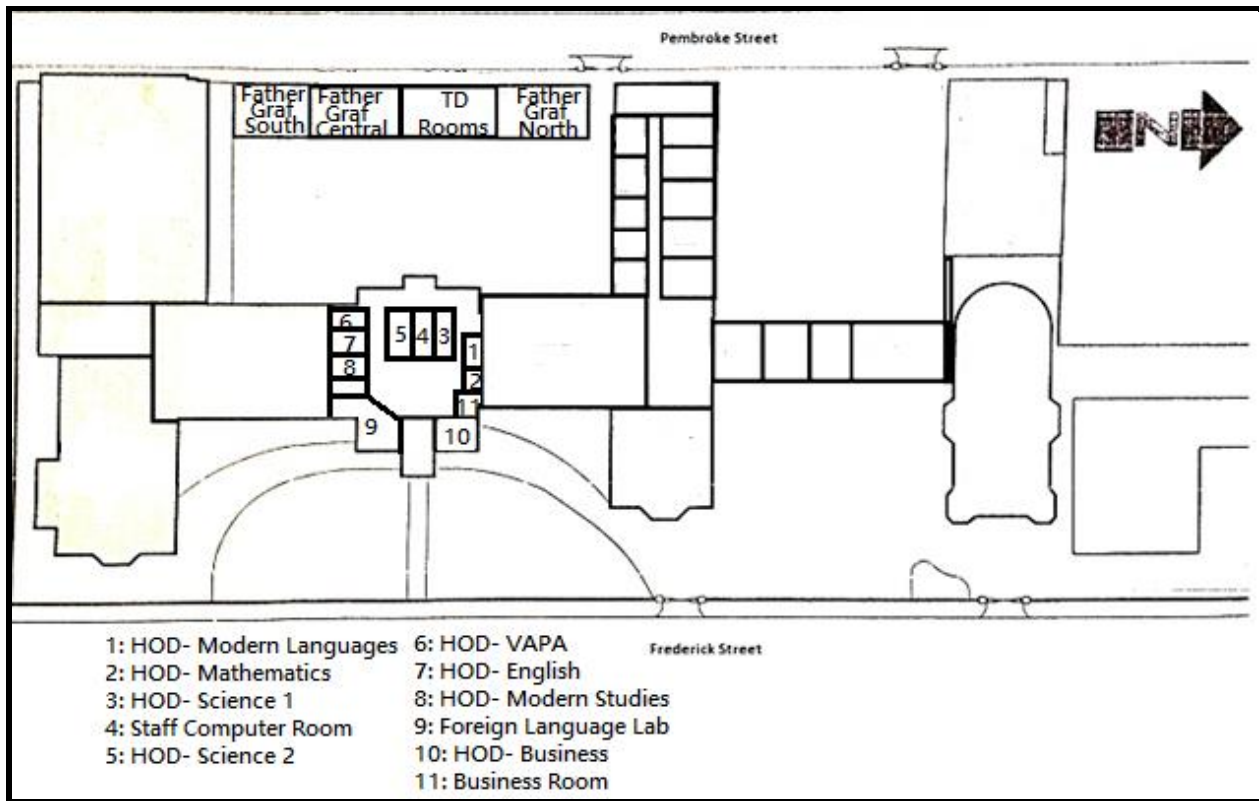
Ground Floor



First Floor



Second Floor
(Father Graf Wing & Central Block)



SCHOOL GUIDELINES

School Guidelines

Dress & Grooming

Uniform

There are THREE school uniforms of St. Mary's College, namely the Regular Uniform, Dress Uniform and Sports Uniform. Each uniform MUST be properly worn and respected AT ALL times IN and OUT of school.

Students are allowed to wear a Plain White T-shirt or Vest under any type of uniform, once it does not have print of any sort and it is not longer than the uniform's shirt and is tucked into pants.

- Regular Uniform: This is to be worn at all times except on days on which the Dress uniform is required.

The uniform includes:

- i. Blue Shirt-Jac with the College crest printed on the top Left pocket
 - ii. Khaki Long Pants (straight leg pants). **No jeans , denim type or 'skinny leg' pants are allowed**
 - iii. Black/Brown leather belt
 - iv. Plain Black shoes, with NO coloured markings
 - v. Black or White socks, that must be visible
- Dress Uniform: This is to be worn ONLY on the First day of each school Term, all Mass Days (both Catholic & Non-Catholic students) and on special occasions (specified by the school's Administration).

The uniform includes:

- i. St. Mary's College White long sleeve shirt
- ii. St. Mary's College school tie
- iii. Navy Blue dress pants (straight leg pants). **No jeans , denim type or 'skinny leg' pants are allowed**
- iv. Black leather belt
- v. Plain Black shoes, with NO coloured markings
- vi. Black or White socks, that must be visible

Note: The St. Mary's tie is ONLY available from the school's Bookshop.

- Games Uniform (applicable to Forms 1-3): This is to be worn ONLY when students have Physical Education (PE) activities on the school grounds or occasional casual days (specified and authorised by the school's administration). **Please note that students are NOT to wear their PE jersey under any uniform on days they have PE.**

The uniform includes:

- i. St. Mary's Blue striped jersey, which MUST be fully tucked into pants
- ii. Khaki Long Pants (straight leg pants). **No jeans , denim type or 'skinny leg' pants are allowed**
- iii. Black/Brown leather belt
- iv. Plain Black shoes, with NO coloured markings
- v. Black or White socks, that must be visible

At the PE sessions on College grounds, students must also have:

- i. Royal Blue short pants
- ii. Appropriate footwear (track show, football boots, etc.)

Note: The St. Mary's striped jersey is ONLY available from the school's Bookshop.

Dress- Sweater/Jacket

Students are only permitted to wear the official CIC Jacket/Sweater during the school day.

Dress- Jewellery

Students are only allowed to wear is a wristwatch. In addition to this rule, students in Form 6 are allowed to wear a CIC graduation ring.

Students are prohibited from wearing any other form of jewellery (rings, earrings, and chains), bracelets, arm bands or ornaments.

Grooming

Hair- Hair MUST be **short and well groomed**. Hairstyles MUST NOT bear any markings, letters or shaped etched out. Hair MUST NOT be dyed, coloured, curled rolled or plaited.

Uniforms- All uniforms worn must be clean, neat and ironed. At no point in time must student's handkerchief be seen sticking out of the pants pockets.

Students are allowed to wear sweaters/coats/cardigans in any air conditioned rooms, however coats/sweaters with hoods are NOT to be worn.

Odour- Cleanliness is extremely important. Students must also not excessively use colognes.

Attendance & Punctuality

Punctuality- To School

School officially begins at **7:30am** and every effort should be made to ensure students arrive on the school compound on time. Students, who are late, **MUST** sign the Late Register by the Security Office. If a student arrives late due to an appointment, a written excuse must be submitted to the relevant Dean on the said day or on the following day. Students who are late, without excuses, for more than once a week will be given an Afternoon Detention.

Punctuality- To Classes

Students must ensure that they go to their assigned classrooms as soon as the school bell is rung. Students who come to class more than 10 minutes after the bell, without a reasonable excuse, may be issued a Detention.

Regularity- To School

Irregular attendance for students is defined as more than ONE DAY or TWO HALF DAYS per WEEK in an FOUR WEEK period during a school session.

When a student is ABSENT from school or a school related activity, a written excuse indicating the reason, signed and dated by a parent/guardian, must be presented on the day he returns. This **MUST** be submitted to the Form Teacher and to ultimately the appropriate Dean.

In the event that a student is absent due to major illness or injury, over an extended period of time, the student MUST produce a Medical Certificate, signed by a medical practitioner to indicate the student's fitness to return to school.

Ash Wednesday, Heats & Sports Day are OFFICIAL School Days and students MUST be present.

Regularity- To Class

Students who are 'Present' on the day but are 'Absent' from classes, Assemblies, Masses or other compulsory school events will be punished accordingly.

Timetable

There are eight (8) periods of class per day, in addition to Break and Lunch intervals. There are FOUR main School timetables:

- i. Assembly Timetable (every Monday or when authorised by the Principal): Each Period lasts 35 minutes, with Assembly starting at 7:35a.m. and Period 1 beginning at 8:10a.m.
- ii. Regular Timetable (mostly everyday): Each Period lasts 40 minutes, with Period 1 beginning at 7:35a.m.
- iii. Mass Timetable: Each Period lasts 40 minutes, with Period 1 beginning at 7:35 a.m. and Mass at 9:00a.m. – 10:15a.m.
- iv. Special Assembly (for special events and school activities): Each Period lasts 35 minutes, with Period 1 beginning at 7:30a.m. and the Assembly at 11:20a.m.

	Assembly (Mondays)	Regular	Mass	Special Assembly
ROLL CALL	7:30 - 7:35a.m.	7:30- 7:35a.m.	7:30- 7:35a.m.	7:30- 7:35a.m.
ASSEMBLY	7:35 - 8:10 a.m.			
Period 1	8:10 - 8:45 a.m.	7:35 - 8:15a.m.	7:35 - 8:15a.m.	7:35 - 8:10a.m.
Period 2	8:45 - 9:20a.m.	8:15 - 8:55a.m.	8:15 - 8:55a.m.	8:10 - 8:45a.m.
Period 3	9:20 - 9:55a.m.	8:55 - 9:35a.m.	MASS	8:45 - 9:20a.m.
Period 4	9:55 - 10:30a.m.	9:35 - 10:15a.m.		9:20 - 9:55a.m.
BREAK	10:30 - 10:45a.m.	10:15 - 10:30a.m.	10:15 - 10:30a.m.	9:55 - 10:10a.m.
Period 5	10:45 - 11:20a.m.	10:30 - 11:10a.m.	10:30 - 11:10a.m.	10:10 - 10:45a.m.
Period 6	11:20 - 12:00p.m.	11:10 - 11:50a.m.	11:10 - 11:50a.m.	10:45 - 11:20a.m.
ASSEMBLY				11:20 - 12:00p.m.
LUNCH	12:00 - 12:55p.m.	11:50a.m. - 12:45p.m.	11:50a.m. - 12:45p.m.	12:00- 12:55p.m.
ROLL CALL	12:55- 1:00p.m.	12:45 - 12:50p.m.	12:45 - 12:50p.m.	12:55- 1:00p.m.
Period 7	1:00 - 1:35p.m.	12:50 - 1:30p.m.	12:50 - 1:30p.m.	1:00 - 1:35p.m.
Period 8	1:35 - 2:05p.m.	1:30 - 2:05p.m.	1:30 - 2:05p.m.	1:35 - 2:05p.m.

School Bell

The school bell is rung to signify the start and end of each class Period and/or activity during the day.

The Bell is rung THREE times:

1. At 7:15am- Ends all play (in the yard and/or in the classrooms)
2. At 7:25am- All students MUST report to their classrooms for Roll Call and to prepare for the start of Periods 1-4
3. At 7:30am- Signifies the official start of school and students should be settled in preparation for the Prayers and Period 1

During Lunch: The bell is rung THREE times during the Lunch interval:

1. At 12:25pm- Ends all play (in the yard and/or in the classrooms)
2. At 12:40pm- All students MUST report to their classrooms for Roll Call and for the start of Periods 7 and 8
3. At 12:45pm- The Prayers are said and Period 7 officially begins

Leaving School during School Hours

As best as possible, parents must try not to plan activities (appointments, trips, etc.) during school hours. However, in the event that it becomes necessary for a student to leave the school compound, a note requesting permission for the student's exemption from classes, MUST be submitted to the Form Teacher and the relevant Dean. Once permission is granted, an Exeat slip to leave the compound will be issued by the Dean to the student. The Exeat is to be given to the Security officer at the gate so that the student will be allowed to leave the school compound. Without an Exeat, students will be allowed to exit the school during school hours.

Use of Lockers

Each student will have use of a locker, which is located in each classroom. Students are to properly secure the contents of their lockers, using a lock in good condition. Students must clean their lockers regularly and must also NOT leave any food items overnight. Students must secure the keys to their lockers. In the event a student misplaces his locker keys or forgets them at home, they can rent (for a minimal fee) a bolt cutter from the Main Office to open the lock. Students should provide a spare key to their Dean.

Field Trips (Educational and otherwise)

Field trips take place during school hours and students will always be accompanied by teachers. Students selected to participate on a field trip will be given a Parental Consent Form, which when signed by the parent/guardian will give approval for their son to participate on the field trip. In some cases, monies will be requested to cover transportation costs. Students will only be allowed to proceed on a field trip, once a signed Parental Consent form and transportation monies (if applicable) is submitted. Depending on the nature of the field trip, students may be exempted from wearing the official school uniform, however, students must wear either school's PE Stripes or Polo Jersey as well as a long pants.

School Visitors

Parents/guardians and other patrons of the community are welcomed to visit the school. The following is the procedure to be followed:

- i. All visitors **MUST** be properly and appropriately attired. Vests, miniskirts, short dresses, etc. are not allowed.
- ii. All visitors must first report to the security officer on duty at the gate **BEFORE** proceeding to the Main Office. Visitors **MUST** report to the Officer, before being allowed to proceed to another area on the school compound.
- iii. All visitors **MUST** sign their full name, address, time of arrival and purpose of the visit in the log book by the security officer.
- iv. Each visitor will be issued a 'Visitor's Badge', which must be worn at **ALL** times on the school compound.
- v. Visitors **MUST** respect the learning environment and maintain proper behaviour and decorum.
- vi. Visitors can be denied access, banned or barred from future access. Any visitor whose behaviour is disruptive to the educations/working environment of the school may be requested to leave or be removed from the school.
- vii. Visitors leaving the school compound **MUST** write their departure time in the log book and return the 'Visitor's Badge' to the Security officer.

Dropping and Picking Up Students

Entry to the college compound is via Frederick Street. Parents are NOT permitted to drop students in the carpark on the school compound unless permission is granted by Administration. Parents are to collect their students on afternoons via Frederick or Pembroke Street. If a student needs to leave the compound during school hours, parents can collect them at the Frederick Street gate. Students MUST remain on the school compound at all times until their parents arrive to collect them.

Students visiting the Staff Room

Currently, there are TWO Staff Rooms for teachers. Students are allowed to visit any teacher in either room before or after school or during Break and Lunch times. When visiting either room, students are to first knock, open the door and indicate the teacher they would like to see. Students are NOT allowed to visit the Staff Rooms during class times UNLESS specific permission is granted by a teacher.

Parent & Teachers Meetings

During the academic year, there are Parent/Teachers Meetings for each Form group. During these meetings, parents are given the opportunity to individually meet with their son's subject Teachers to evaluate their academic progress and conduct. Parents should make every attempt to attend such meetings. Parents will be notified well in advance of the dates of the meetings.

Cafeterias

There are three (3) cafeterias on the school compound, two in the Big Yard and the other near the Chapel. Students are permitted to make purchases before 7:30am, during Break and Lunch times and after school. Students WILL NOT be allowed to make purchases during classes UNLESS written permission is granted to the students.

Saint's Store

The Saint's Store is located east of the Big Yard, between Rooms 7 and 8 and usually opens during Lunchtime. Students can purchase the following items:

- i. St. Mary's College striped PE jersey
- ii. St. Mary's College Dress uniform tie
- iii. Homework Notebook
- iv. Sports jerseys
- v. St. Mary's College Memorabilia

Extra-Curricular Activities

It is strongly advisable that ALL students participate in at least ONE extra-curricular or co-curricular activity offered internally or externally of St. Mary's College. The College offers students a wide range of extra-curricular and co-curricular activities including:

1 st Trinidad Sea Scouts	Guitar Club
6 th Trinidad Sea Scouts	Hockey
Altar Servers	Interact Club (Youth for Change)
Astronomy Club	Judo
Basketball	Karate
Book and Poetry Club	Legion of Mary
Cadets	Photography Club
Chess Club	RBC Young Leaders/WE Schools
Choir	Rugby
Computer Society	Scrabble Club
Cricket	Steel Band Orchestra
Debate	Swimming
Dragon Boat Racing	Triathlon
Drama Club	Volleyball
Football	Water polo

Some activities take place during school hours and some after school hours.

Students will be allowed to represent the school at any extra or co-curricular activities only if acceptable academic and disciplinary standards are maintained.

Major School Events

Religious

Mass

Nativity Play- During the last teaching week of Term 1

Passion Play- During the last teaching week of Term 2

Ash Wednesday Mass (Distribution of Ashes)- every Ash Wednesday

Stations of the Cross- During the last teaching week of Term 2

Confessions- During the last teaching week of Term 2

Stations of the Cross- During the Lenten Season in Term 2

Non-Religious

Retreats- One per Academic Year

Awards Day- (Term 1)

5K Race
Prefects Concert
Sports Day- Friday before Carnival Friday
Carnival Extravaganza- Carnival Friday
Walk-a-Thon

Sports House System

For the promotion of school spirit amidst friendly rivalry, the school has a House system. All students entering the College (in Form 1 or transferred from other schools) are randomly assigned to one of the following five houses:

- i. Aquinas (Yellow)
- ii. Bosco (Orange)
- iii. Laval (Green)
- iv. Lwanga (Red)
- v. Savio (Blue)

Student Insurance

All students entering St. Mary's College must have Accident Insurance. The College has an accident coverage plan with Guardian Life that students can join or students can have their own plan, through their parents. Parents are urged to insure their children during their entire stay at the College. In the case of an emergency, the student is taken to the nearest doctor or medical facility. Parents are required to pay for medical attention and a percentage of the expenses incurred by the insured students can be claimed from the insurance company.

In the event of an emergency, the Administration will immediately contact the parents/guardian of the student. A teacher will accompany any student who needs to seek medical attention, until the parent/guardian arrives.

School Improvement Fund

St. Mary's College, an Assisted Secondary School, is funded partly by the Ministry of Education through grants to assist with basic needs. However, these grants are inadequate in maintaining a safe, secure and comfortable school environment. In addition to our major fundraising events, the College has set up a School Improvement Fund (SIF) to solicit additional funding from parents. The contribution is \$600 per year and can be paid in full or by instalments, over each Term.

Contacting the School

Telephone

In the event of an emergency, parents wishing to contact their sons or any member of staff can call the school's Main Office at 623- 8835, between 7:30am to 3:00pm.

Email

Parents can contact the school's Administration at the following addresses:

Principal	principal@stmarys.edu.tt
Vice Principal	vp@stmarys.edu.tt
Dean- Form 1	dean1@stmarys.edu.tt
Dean- Form 2	dean2@stmarys.edu.tt
Dean- Form 3	dean3@stmarys.edu.tt
Dean- Form 4	dean4@stmarys.edu.tt
Dean- Form 5	dean5@stmarys.edu.tt
Dean- Form 6	dean6@stmarys.edu.tt

Website

The school's website is www.stmarys.edu.tt

Parents and students are strongly advised to regularly visit the website to get important information including Upcoming Events, Important Dates, Course Outlines, etc.

Visiting

Parents wishing to speak to a teacher with concerns or issues must make contact with the respective Dean so that arrangements can be made.

Internal Assessment/Examination Procedures and Policies

There is an Assessment in the middle of EACH Term and at the end of Term 2 (Easter). There are major Examinations at the end of Term 1 (Christmas) and the end of Term 3 (End of Year). After all Assessment/Examination, Reports are sent to parents. Parents MUST sign the Reports, write necessary remarks and RETURN to the Form Teacher/Dean within ONE week. For Assessments, Reports must be kept in a good order.

[Refer to the CIC Examinations Policy]

Honour Cards

At the end of Terms 1 and 3, the top 10 students from each class who attain an overall average of 65% and over, will receive an Honour Card in the Opening Assembly.

CXC CSEC Subject Selection (Form 3)

St. Mary's College has very flexible subject selection options to accommodate all the students' choices. Students select subjects for the CSEC examinations during Term 3 of Form 3. Following a subject selection meeting with the Dean of Form 3, parents must submit a signed Subject Selection Form, indicating the student's subject choices. Due to limited spaces and lack of facilities in some cases, some subjects have limited spaces. As such, the subjects assigned to students are strictly based on their academic performance and conduct.

[Refer to the CIC Subject Selection Policy]

Entry into Form 6

Entry into Form 6 is MOSTLY based on academic performance, discipline and all-round participation in school life. Admission is based on the recommendation of the respective subject teachers and Departments, while the final approval is with the Principal.

Students Suspended in Form 5 are NOT eligible for entry into Form 6.

[Refer to the CIC Form 6 Policy]

School Library- L.J. Graf Library

The L.J. Graf Library is located on the first floor in the Northern Wing of the school compound. It is opened on Monday-Fridays, between 7:30am-4:00pm. Students are free to use the Library during Break and Lunchtimes and after school from 2:05pm. Students will be allowed to use the Library during class time, ONLY with the written permission of a teacher. The Library offers the following services to students:

- i. Borrowing books: Students can borrow general books up for a week. Students who fail to return books by the due date, will incur a late fine as follows:

Regular Books

- \$0.25 per day
- \$1.00 per week
- \$4.00 per month

Overnight Books

- \$1.00 per night

- ii. Use of books in the Reserved Section: Students will be permitted to borrow books from the Reserved Section, for use in the library ONLY. NO Students WILL be allowed to take any Reserved books out of the library.

- iii. **Use of Computers:** Students can use the computers for academic purposes ONLY. Students MUST sign in the log book before using the computers.
- iv. **Printing and Photocopying:** Students can print and photocopy documents (assignments, projects) at a minimal cost per page.

**GENERAL EXPECTATIONS
&
STANDARDS OF BEHAVIOUR**

General Expectations and Standards of Behaviour

All students must adhere to the following expectations:

- Students **MUST STAND** quietly and politely greet the Teacher, member of Staff, Parent or Visitor to a classroom as they enter.
- Students will be respectful and non-confrontational to ALL members of Staff, especially to all female members of staff.
- Students must ensure their property is secured at ALL TIMES.
- Students must keep their environment (classroom, lockers, corridors, etc.) **CLEAN & TIDY** at ALL times.
- Students are **NOT ALLOWED** to play physical games in classrooms.
- Students **MUST NOT EAT** or **DRINK** in the classrooms.
- Chewing of gum is **NOT ALLOWED** on the school compound.
- The sale and possession of soft drinks are **STRICTLY PROHIBITED** on the school compound.
- Students **MUST NOT** sit on or at the Teachers Desk & Chair and on top desks or any walls/bannisters.
- Students are to gently place benches on top of the desks at the end of **EACH** school day.
- Students **MUST** always have **ALL** the requirements for class at **ALL** times.
- Students **MUST** stay in classrooms during class time, unless permission is granted, by a Teacher, to leave the room.
- Students are **NOT** to sleep during classes. If ill, students are to notify their teachers.
- Students are **NOT** to loiter in the corridors during classes.

- Students MUST arrive at ALL classes on time.
- Students MUST respect the saying of the Prayers AT ALL TIMES.
- Students MUST write assigned homework in their Homework Notebook.
- Students SHOULD maintain an acceptable level of academic performance.
- Students MUST complete ALL assignments within the allotted time frame.
- Students are NOT ALLOWED to sell any items on the school compound without the permission of the Principal.

CODE OF CONDUCT, RULES & REGULATIONS

CODE OF CONDUCT, RULES & REGULATIONS
(in accordance to the Nation School Code of Conduct)

Dress & Grooming

The intentional act or attempted act of destroying, altering or defacing any school uniform is prohibited. In addition, failure to wear the prescribed school's uniform and to be well groomed, **without a parental excuse**, is a school violation.

Alcohol & Tobacco Use

The use, possession, sale, distribution, solicitation or being under the influenced of the following are prohibited on the school compound:

- ❖ Alcoholic products
- ❖ Drugs or substances that look-a-like and their substitutes
- ❖ Intoxicating products
- ❖ Drug paraphernalia (equipment, products or material that are modified for making, using or concealing drugs or look-a-like substances)
- ❖ Cigarettes (including E-cigarettes), vapors and other smoking devices

*** Any controlled or restricted drug will only be permitted for a particular student where prescribed for the said student by a licensed medical practitioner and dispensed by an authorised pharmacist.*

Arson

The possession, use, intent to use or threat to use any of the following to destroy (wholly or partially) or attempt to destroy property (school or personal) by fire:

- ❖ Explosive items or devices (fireworks, firecrackers, smoke/stink/scratch bombs, or other items that have an 'explosive warning' on the label).
- ❖ Explosive and flammable substances (lighter fluid, gas, oil).
- ❖ Items or devices used to initiate explosions or fires (matches, liquid lighters).
- ❖ Making bomb threats (actual or false alarms).

The sale and distribution of the above is also prohibited.

Dangerous Objects/Items/Devices

The following are prohibited on the school compound and at school-sponsored or related events:

- ❖ The possession, handling, transmitting (including sale) or use of dangerous weapons or objects, including:
 - i. Guns & Firearms (loaded or unloaded)
 - ii. Bullets
 - iii. Sharp devices (machetes, switchblades, knives, box cutters, razor blades)
 - iv. Brass knuckles

- ❖ The possession, handling, transmitting (including sale) or use of look-alike weapons, including:
 - i. Cap Guns
 - ii. Water or squirt guns
 - iii. Toy guns
 - iv. Comb knives

- ❖ The possession, handling, transmitting (including sale) or use of any items or substance that cause an irritating effect on students

** The misuse of items or objects that are authorised for school activities (e.g. mathematical instruments, stationery) is also a violation of this rule.

Vandalism

The cause, intent to cause or attempt to cause the marring, defacing or destruction of the following:

- ❖ School buildings (interior and exterior walls, doors, gates, lighting and fixtures).

- ❖ School equipment (computers, electronic devices (radios, etc.), air condition units, security cameras).

- ❖ School assets/property (books, furniture, lockers, vehicles).

- ❖ Personal property of staff, students, parents, visitors, other school personnel.

Students found guilty of breaching this rule may be liable for the amount of the assessed damages not to exceed \$5,000 plus costs, if legal action is required.

Tampering

The cause, intent to cause or attempt to cause the tampering (or falsely setting off) of the following:

- ❖ School Bell
- ❖ Alarms (Security or Fire)
- ❖ Smoke Detectors
- ❖ Fire Extinguishers
- ❖ Locks (deadbolts or padlocks)
- ❖ Public Announcement System
- ❖ School software programmes
- ❖ School equipment/assets
- ❖ Assessment Report Sheets

Disorderly Conduct/Disruptive Behaviour

Any physical, written or verbal disturbance, communication or activity within the school setting or during related activities which interrupts or interferes with teaching, learning and the orderly conduct of school activities is prohibited. These include the following:

- ❖ Gambling (with or without the exchange of money or other things of value)
- ❖ Possession or use of playing cards
- ❖ Possession or distribution of any print or electronic materials which are obscene, violent, inappropriate or significantly disruptive to the educational process. This includes inappropriate student expression, threats, hit lists, pornographic material, and non-authorized literature.
- ❖ The written or verbal use of obscene language, abusive or violent language and remarks or threats with the intention to demean a person by either a teacher or student.
- ❖ Gang-related activity, including symbols (clothing, jewellery, rituals, tattoos) of gang membership

- ❖ Demonstrating hostile, violent or disruptive behaviour or acts which can endanger persons
- ❖ Unauthorised sales of items or products by students
- ❖ Defiance of Authority- failure to respond appropriately to written or verbal directions given by school personnel (staff members) or law enforcement officers

Fighting/Assaults/Physical Threats

The following is prohibited:

- ❖ Any actions, comments or written messages that cause others to fight or which may result in a fight.
- ❖ Fighting (mutual shoving, wrestling or other aggressive acts) involving two or more parties in conflict, when they are striking each other causing harm or injury to either party, bystanders or school property.
- ❖ The hitting shoving, scratching, biting, kicking, blocking the passage of, or throwing objects at staff, students, parents or visitors.
- ❖ The use of physical violence with the use of a dangerous object in an effort to cause bodily injury.
- ❖ The conveying by gestures, notes or verbal comments, which causes bodily injury or to deprive any person of his/her rights.
- ❖ The assault upon a member of staff, parent or visitor.
- ❖ Bullying (verbal, physical, emotional, cyber).
- ❖ Any act (verbal or physical) that results in the involuntary transfer of money or property from one student to another.
- ❖ Hazing (any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of a student).

Sexual Harassment

The following is prohibited:

- ❖ Unwelcomed leering, sexual flirtations or propositions by students towards staff and other students.
- ❖ Unwelcomed sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions by students towards staff and other students.
- ❖ Graphic comments, sexual or otherwise, about an individual's body or overly personal conversation.
- ❖ Offensive, inappropriate or suggestive sexual drawings, pictures or gestures.
- ❖ Spreading sexual rumours.
- ❖ Unwelcomed and offensive touching of an individual's body or clothes in a sexual way.
- ❖ Displaying sexually explicit behaviour, including Indecent exposure or lewdness.
- ❖ Inappropriate relationships between staff and students.
- ❖ The possession, use, distribution of sexual materials or paraphernalia such as toys, condoms.

Use of Technology

Technology includes the use of computers, tablets, cell phones, other similar electronic devices, internet (websites, blogs, email, etc.), social media (apps, websites), file memory devices (flashdrives, CDs, external hard-drives) and software.

The following is prohibited on the school compound:

- ❖ The use of technology for the capturing, possession, viewing, transmission or sale of any obscene, pornographic, threatening or violent material including imagines, videos, songs.
- ❖ The use of technology for cyber bullying against other individuals.

- ❖ The use of technology to threaten or attempt to threaten other individuals.
- ❖ The use of technology for the playing of non-educational games without the permission of a teacher.
- ❖ The use of technology to alter or modify any technology (hardware and software) belonging to both the Ministry of Education or St. Mary's College by uploading or creating any computer viruses or related material, unapproved software, applications, files or images and disassembling any hardware (to access internal components).
- ❖ The use of technology to bypass or attempt to bypass any anti-virus or security software belonging to the Ministry of Education or St. Mary's College.
- ❖ The use of technology to promote any commercial activity on the school premises without the permission of a teacher.
- ❖ The use of technology to illegally retrieve, use, distribute or transfer any private or copyrighted material on any technology (hardware and software) belonging to both the Ministry of Education and St. Mary's College.
- ❖ The use of technology that brings the school into disrepute.

Cell Phones

As per the policy of the Ministry of Education, students are allowed to bring their cell phones for the major purpose of supporting the effective and efficient delivery of education. The following are the conditions for cell phone use in St. Mary's College:

- i. Cell phones **MUST** be switched **OFF (NOT on Silent, Mute or Vibrate)** between 7:30am and 2:05pm, **INCLUSIVE** of Assemblies, Break and Lunch times.
- ii. Cells will only be allowed with the permission of a teacher between 7:30am and 2:05pm, **INCLUSIVE** of Assemblies, Break and Lunch times.
- iii. It is the sole responsibility of each student to ensure that the cell phones are securely kept and stored.
- iv. If a student needs to use a cell phone if an emergency arises, the student **MUST** get permission from a teacher.

- v. Cell phones are NOT to be seen or heard between 7:30am and 2:05pm, INCLUSIVE of Assemblies, Break and Lunch times, except if an emergency arises.
- vi. Cell phones are NOT permitted for any Internal (Mid Term and End of Term) or External (CXC, Ministry of Education) examinations.
- vii. The Administration of the school reserves the right to search and confiscate any cell phone at any time, where there is cause to suspect the use of the cell phone in an inappropriate or unaccepted manner.
- viii. Any students breaching any of the conditions above will have their cells phones confiscated and lodged with the relevant Dean. Confiscated cell phones will be returned ONLY to parents/guardians.

Integrity

The following acts are prohibited:

- ❖ Any form of cheating in academic work (exams, assignments, projects, SBAs), co-curricular and extra-curricular activities.
- ❖ Any form of plagiarism in academic work (exams, assignments, projects, SBAs) by using and/or copying the language, structure, style, idea, thought of another individual and representing it as one's own original work.
- ❖ The falsification of verbal, written or electronic transmission of documents and communication, such as the production or use of forgery, counterfeiting or misrepresentations of parents, guardians, other students or staff members.
- ❖ The wilful or malicious false accusations/reports against other individuals.

Theft

The act of or attempted act of stealing or acquiring another's property and possessions without right or permission, as well as the possession, distribution or sale of any stolen property is prohibited.

DISCIPLINARY MATRIX

Discipline Matrix

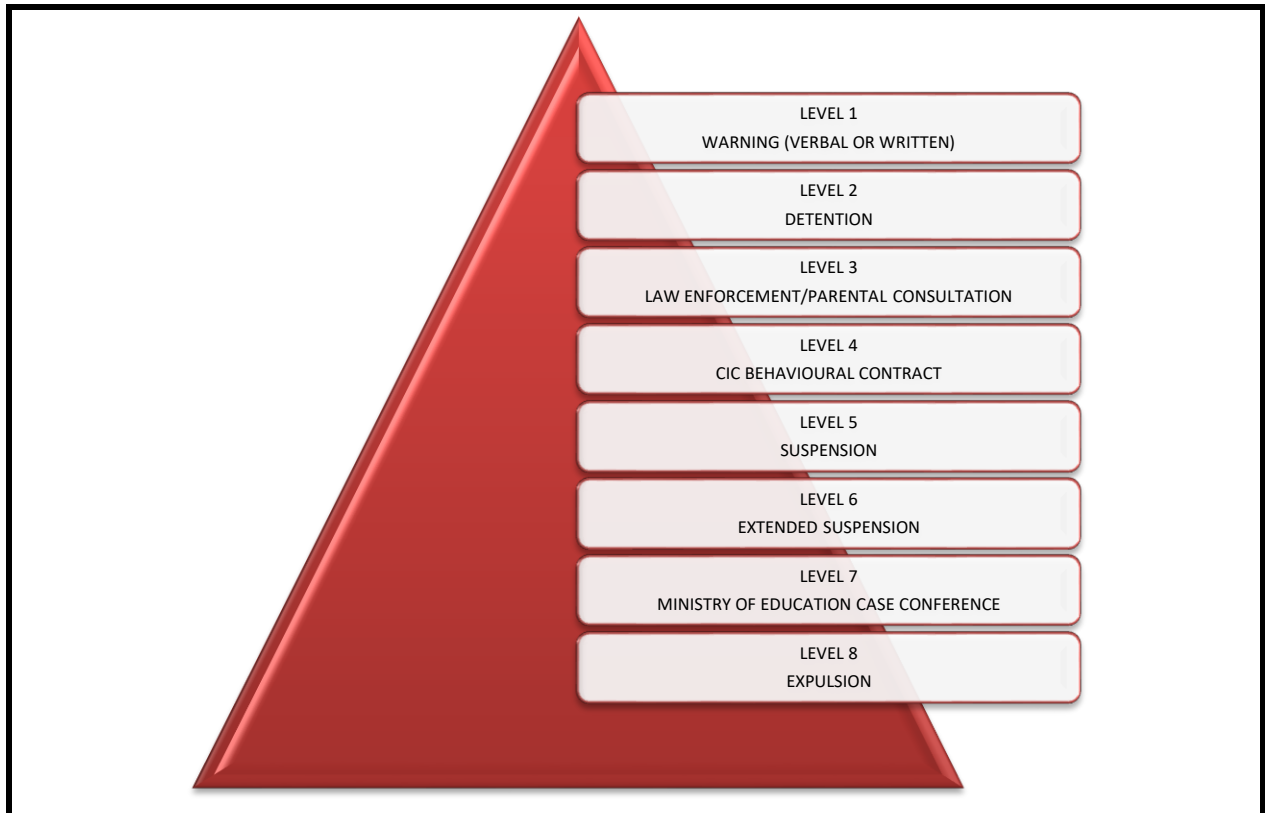
Once a student breaches any of the rules and regulations of the school, the Staff and Administration of the College will determine the consequences, within the ranges below based on:

- i. The severity of the misconduct/breach/incident.
- ii. The disciplinary history of the student (first offence, second offence, etc.).
- iii. The circumstances surrounding the incident.

In addition, a breach may involve one or a combination of consequences.

BREACH	Prefects/Teachers/Dean				Dean/Principal/Ministry of Education			
	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8
Dress & Grooming	X	X	X	X				
Attendance & Punctuality	X	X	X					
Homework	X	X	X	X				
Breach of General School Expectations/Standards	X	X	X	X				
Alcohol & Tobacco Use			X		X	X	X	X
Arson			X		X	X	X	X
Dangerous Objects/Items/Devices			X		X	X	X	X
Vandalism			X		X	X	X	X
Tampering			X		X	X	X	X
Fighting/Assaults/Physical Threats			X		X	X	X	X
Sexual Harassment			X		X	X	X	X
Use of Technology			X		X	X	X	X
Integrity			X		X	X	X	X
Theft			X		X	X	X	X

Forms of Punishment



LEVEL 1

Warning

Teachers/Dean will issue a written or verbal warning to the student, identifying the breach and outlining the expected behaviour. If required, parents will also be notified of the situation.

LEVEL 2

Detention

- ❖ There are TWO types of Detention:
 - i. Academic Detention: The student will be required to study and/or complete assigned work
 - ii. Community Service: Students will be required to undertake physical work around the school (closing up classrooms, assisting the cleaners, moving furniture, etc.)

- ❖ Detentions can be given for Lunchtime, Afternoon or Saturdays (special cases).

- ❖ Lunchtime Detentions will be for a maximum of 30 minutes, Afternoon Detentions for a maximum of 2 hours and Saturday Detentions for a maximum of 3 hours. The length of time is at the discretion of the teacher.
- ❖ Students will be given a Detention Slip to take home, which will indicate the type of Detention, the date(s) to be served and the reason for the Detention.
- ❖ All Detention slips issued MUST be viewed and signed by Parents.
- ❖ Detentions to be served on Afternoons or Saturdays, will be issued AT LEAST 24 hours before the date to be served so that Parents can make arrangements to collect their sons.
- ❖ Lunchtime Detentions can be imposed on the same-day.
- ❖ After the Detention time is over, the Detention Master MUST sign the Detention Slip, authorising that the student was present.
- ❖ On completion of a Detention, the students MUST return the signed Detention slip to the teacher that issued the Detention. Failure to do so can result in additional Detentions.
- ❖ Students who miss Detentions will serve TWO consecutive Detentions.
- ❖ Under no circumstances will the date(s) for Detentions be adjusted to accommodate students after school activities.

LEVEL 3

Involvement of Law Enforcement/ Parental Consultation

The nature and extent of the violation may lead to the involvement of the appropriate law enforcement agency. The Dean will also request a meeting with the parents/guardian, the student and teacher(s) to discuss the matter further and if required, a CIC Behavioural Contract may be issued.

LEVEL 4

CIC Behavioural Contract

This contract, which is signed by the student and parents/guardians, outlines the behaviour expected of students who breach the rules and policies of the school, failure of which can lead to Suspension (Internal or External). Law enforcement may also be contacted.

LEVEL 5

Suspension

A request for Suspension MUST be recommended by the relevant Dean and finally approved by the Principal. There are TWO main types of Suspension:

- i. Internal Suspension: Students MUST report to school as usual but they WILL NOT be allowed to attend classes. Students, will instead, report to an assigned staff member to undertake Academic work and /or Community Service. The Suspension notice will be included on the student's personal record.
- ii. External Suspension: External Suspensions can range from 1-7 days and will involve the students NOT being allowed to enter the school compound for the duration of the suspension. Parents will be called in to be notified of the situation and they will sign and receive a copy of the Suspension Notice. As per regulations, the Ministry of Education will also be notified of any student externally Suspended.

Guiding Principle/Philosophy for External Suspensions

- The primary concern is the best interest of the child
- The safety and security of other students, members of staff and all other persons present on the compound
- It is preventive/protective

Procedure for External Suspensions

- All reported incidents are investigated
- If possible, written statements will be obtained
- There MUST be a good reason to believe the allegations are true and an offence was committed
- The Principal completes, in triplicate, "Notice of Suspension From Attendance At School" Form
- The student's parents are immediately notified and are given the original copy of the , "Notice of Suspension From Attendance At School" Form
- The student is to be immediately removed from the school compound with parental knowledge
- A copy of the "Notice of Suspension from Attendance at School" Form, as well as a preliminary report, is also submitted to the Minister of Education, through the District Office
- Within in THREE days, a full report including a written narrative of the incident, findings of the investigation, statements from the aggrieved, the alleged perpetrator and witnesses MUST be submitted to the District Office

LEVEL 6

Extended Suspension

Based on the severity of the breach, the school, through the Principal, can request a student's external Suspension to be extended. In this case, the Ministry of Education MUST approve this extension.

Procedure for Extended Suspension

- In the case of Extended Suspension, further investigations after the initial report MUST be done
- Requests for Extended Suspension must be on the same "Notice of Suspension from Attendance at School" Form (with Extended Suspension requested inserted)
- The parents and student will be notified of the Minister's decision to extend the Suspension

LEVEL 7

Ministry of Education Consultation (Case Conference)

Based on the severity of the breach and discipline history of the student, a student on Suspension, and their parents, may be required to attend a Case Conference with officials of the school and the Ministry of Education to further discuss the breach in question. Based on the outcome of the Conference, the Ministry will impose additional penalties.

LEVEL 8

Expulsion

The Ministry of Education is the ONLY party authorised to recommend and approve the Expulsion of a student from the school.

APPENDIX

School Prayers

Prayers are said four times during the day:

- ❖ At the start of the day (start of Period 1)
- ❖ At the start of lunch (end of Period 6)
- ❖ At the end of lunch (start of Period 7)
- ❖ At the end of the day (end of Period 8)

Before each prayer is said, there will be an exhortation to silence in words following the announcement: “Please Stand in Silence for the Prayers”

Prayer at the Start of the Day

This prayer varies day by day.

Prayer at the Start of Lunch

IN THE NAME OF THE FATHER, AND OF THE SON AND OF THE HOLY SPIRIT, AMEN

The Angelus

V. The Angel of the Lord declared unto Mary:

R. And she was conceived of the Holy Spirit.

Hail Mary- Hail Mary, Full of Grace, the Lord is with thee. Blessed are you among women and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, Pray for us sinners, now and at the hour of our death. Amen.

V. Behold the handmaid of the Lord

R. Be it done unto me according to Thy word.

Hail Mary . . .

V. And the Word was made Flesh

R. And dwelt among us.

Hail Mary . . .

V. Pray for us, O Holy Mother of God.

R. That we may be made worthy of the promises of Christ.

Let us pray:

Pour forth, we beseech Thee, O Lord, Thy grace into our hearts; that we, to whom the incarnation of Christ, Thy Son, was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection, through the same Christ Our Lord. Amen.

Prayer at Start of the Afternoon Session

IN THE NAME OF THE FATHER, AND OF THE SON AND OF THE HOLY SPIRIT, AMEN

Come Holy Spirit

Come Holy Spirit, Fill the Hearts of Your Faithful

(Response: And enkindle in them the fires of your love)

Send forth Your Spirit, and they shall be created

(Response: And you will renew the face of the Earth)

Let Us Pray:

O God, who by the light of the Holy Spirit, did instruct the hearts of Your faithful, grant that by that same Holy Spirit we may be truly wise and ever rejoice in His consolation, through Christ our Lord, Amen.

Prayer at the End of the Day

IN THE NAME OF THE FATHER, AND OF THE SON AND OF THE HOLY SPIRIT, AMEN

We Fly to Thy Patronage

We fly to thy patronage, O Holy Mother of God;

despise not our prayers in our necessities, but deliver us from all dangers,

O ever glorious and Blessed Virgin.

V. O Mary Conceived without Sin

R. Pray for us who have recourse to you

V. O Mary Conceived without Sin

R. Pray for us who have recourse to you

V. O Mary Conceived without Sin

R. Pray for us who have recourse to you

History of the St. Mary's College Song

The College Song was written in 1933 by Fr. Tom Kennedy then in charge of the First Trinidad Sea Scouts. The words were his own composition but the melody was taken from the marching song 'Le Reve Passe' by C.H. Hamber and G. Krier, often played by the Regiment bands of the British Army. Traditionally, the College song has been sung at General Assemblies and also after the many victories at Intercol against Q.R.C. In penning the song, Fr. Kennedy's intention of incorporating a spirit of enthusiasm and loyalty to the College has certainly been realised.

St. Mary's College Song

Out of the shadows of the past they come to cheer us
Boys of the old brigade of gallant CIC.
And a thousand voices ring in mighty chorus
College of Saint Mary's on to victory.

Yonder our colours white and blue are proudly waving.
Down the field our team comes sweeping crashing through.
We're urging them on,
They're dashing along
ONI ONI

Fearless and strong, go the boys of St. Mary's College.
Glorious throng, loyal sons of the old white and blue.
Brave hearts and true,
Write her name in triumphant story
Onward, march on,
Boys of CIC to glory.