

NEVIS SIXTH FORM



Student Handbook

Theme: Autograph your work with Excellence

June 2023

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The structure of the Nevis Sixth Form

The Nevis Sixth Form is an entity of the Charlestown Secondary School.

Due respect and recognition must be given to all officers of the school community. The school principal oversees the operation of the Charlestown Secondary School and the Nevis Sixth Form.

The office at the Nevis Sixth Form provides directed support to the students of the Sixth Form through the Deputy Principal and the Registrar at the Sixth Form.

The Sixth Form Team

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**Mrs. Jasmin Dore
Principal**

**Mrs. Kerilyn Edwards-David
Deputy Principal with responsibility for the Nevis Sixth Form**

**Ms. Cherry-Ann Walwyn
Registrar at the Nevis Sixth Form**

**Mrs. Dion Hanley and Mr. Troy Jeffers
Charlestown Secondary School Deputies**

**Ms. Dianna Browne
Supervisor at Charlestown Secondary School Multi-Purpose Center**

**Mrs. Lineta Powell and Ms. Uta Trish Taylor
Form Teachers – Year 1**

**Ms. Evania Thibou and Mr. Kirt Franklin
Form Teachers – Year 2**

**Mrs. Lornette Swanston-Morton
Head School Counsellor**

What does the school expect of you?

The Nevis Sixth Form has high expectations of all our students. Our Sixth Form students are key role models to other students and the community. As such, the school expects you to behave in a way that promotes positive attitudes to learning and a safe environment for all members of the learning community.

As you progress through the Sixth Form, particularly as you get closer to 18, you may feel as a newly “mature” adult that you can invent your own set of boundaries. This is NOT the case. Sixth Formers are expected to adhere to all the general rules and regulations which are outlined below. Please read them carefully.

1. Attendance

There is a proven link between attendance to school and academic achievement.

- (a) Each student must attend classes as prescribed by the timetable or as directed by the Principal/Deputy Principal.
- (b) If a student is unable to attend class, this must be communicated to the Principal, Deputy Principal or Registrar by the student either in writing, by telephone or some other form of communication within a reasonable time.
- (c) A student who is absent from classes owing to illness for more than three consecutive subject sessions **MUST** submit a medical certificate to the Principal, Deputy Principal or Registrar upon return to school and will not be permitted to attend classes until this document has been submitted.
- (d) If a pattern of poor attendance is noted: three (3) to five (5) unexcused absences from any class per term - a meeting will be arranged with the student to discuss the issue and appropriate targets set.
over five (5) unexcused absences from any class per term – the student will be removed from that class permanently whether or not CAPE registration and payment has taken place. Please note that students **MUST** be registered for at least two (2) classes to attend the Nevis Sixth Form College.
- (e) Students are required to report to the Principal/Deputy Principal upon returning after approved periods of absence.

2. Punctuality

Being punctual, or on time, to all classes is a key expectation of the Nevis Sixth Form and is an important organizational skill to develop. Being late to lessons is both disruptive and demonstrates a lack of consideration for both the teacher and other students. Students are expected to be on time to all lessons.

- (a) Students who are **more than fifteen (15) minutes late** for class will be considered absent if a valid excuse is not given in advance or at the time of arrival. Please note that this absence will count as an unexcused absence.
- (b) The repeated or unexcused lateness of a student may lead to disciplinary action.

3. Uniform and Appearance

We have high expectations of our Sixth Formers and this includes personal appearance. The uniform encourages identification with the school and nurtures the notion of community. It supports discipline and good behaviour and instils a sense of pride in the school. Students are expected to adhere to the uniform rules while on campus as well as on the journey to and from school. The way the uniform is worn is as important as the uniform itself.

The Nevis Sixth Form shall determine its uniform. The decision about what is and is not acceptable will always remain with the school.

Males:

- a) Uniform must be worn on every school day. Students must be granted permission by the Principal/Deputy Principal to be out of uniform.
- b) Trousers must be worn around the waist securely held by an ordinary black/brown belt. Shirts should be buttoned up and tucked in neatly. A plain white vest or T-shirt only may be worn under shirts.
- c) Shoes should be black or brown for males with black or brown socks.
- d) Student may wear the school's polo T-shirt with their uniform bottom or regular full-length, non-distressed (absolutely no cut-outs) jeans on Fridays ONLY. The Polo T-shirt with jeans on a Friday is considered a uniform and sandals/flip flops should not be worn with this uniform.
- e) Uniforms should be clean and tidy at all times.
- f) Boys' hair must be cut low (no longer than two inches) with no designs. Boys who wish to grow their hair long will be allowed to style their hair in single plaits or cornrows only. Hair colouring, highlights, braid-outs, twist-outs, single/multiple puffs are NOT permitted for boys. Boys' hair should be well groomed at all times and appropriate for a professional environment.
- g) Boys' facial hair should be neat at all times.
- h) Jewelry – Facial piercings and earrings are not permitted for boys. Boys may wear a simple chain with a small pendant, one hand chain and a watch.
- i) Tattoos must be covered.
- j) Fingernails must be short, clean and unpainted.

Females:

- (a) Uniform must be worn on every school day. Students must be granted permission by the Principal/Deputy Principal to be out of uniform.
- (b) Skirts must be on or below the knee. Blouses should be buttoned up and tucked in neatly. A plain white or black cami/vest can be worn under blouses.
- (c) Black, Brown or Maroon shoes are acceptable for females and socks should be white or maroon for females.
- (d) Student may wear the school's polo T-shirt with their uniform bottom or regular full-length, non-distressed (absolutely no cut-outs) jeans on Fridays ONLY. The Polo T-shirt with jeans on a Friday is considered a uniform and sandals/flip flops should not be worn with this uniform.
- (e) Uniforms should be clean and tidy at all times.
- (f) Fingernails must be short and clean. Acrylic nails will be permitted but must also be short and clean. Colours for fingernail polish should be appropriate for a professional environment (bright/loud colours will NOT be permitted).
- (g) Jewelry - Girls may wear a simple round ear knob in the lower earlobe only. A simple necklace/chain with a small pendant, one bracelet and a watch will also be permitted for females. Facial piercings will not be permitted.
- (h) Tattoos must be covered.
- (i) Girls' hair should be neat, tidy, and appropriate for a professional environment. Hair extensions: braids, weaves and wigs are permitted and should not be longer than waist length. Girls will be permitted to include highlights in the following colours ONLY: shades of brown (NOT Blonde) and burgundy (NOT Red). Hair colouring and highlights otherwise will not be permitted.



4. Conduct and behaviour

The conduct of Sixth Form students around the school is expected to set a good example to younger members of the school community. Sixth Form students should therefore:

- (a) conduct themselves in a manner compatible with an institution of higher learning in addition to observing the laws of the Federation.
- (b) be polite and always refined in manners. Proper decorum should be always maintained.
- (c) Use appropriate language, both to their fellow students and to staff.
- (d) respect all members of the school community.
- (e) be always mindful of the reputation of the school. This includes behaviour outside of and in the near vicinity of the school.
- (f) care for all school equipment, the buildings and respect the school environment.
- (g) take responsibility for their own work and behaviour.

- (h) adhere to our values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.
- (i) work to the best of their ability, completing all work set by teachers and meeting all deadlines.

The following are strictly forbidden:

- i. Stealing and destroying personal property or work projects.
- ii. Refusal to follow the reasonable directive of teachers and other school personnel.
- iii. Serious actual or threatened violence against another pupil, member of staff or individual on site.
- iv. Throwing of missiles.
- v. Submitting false information to the school.
- vi. Disruption or obstruction of the teaching of a class, meetings or other activities sanctioned by the school.
- vii. Violation of the library, laboratory or lavatory rules.
- viii. Defacing and destruction of property.
- ix. Littering.
- x. Indecent exposure, inappropriate displays of sexual intimacy or disorderly conduct.
- xi. Possession, use and/or trafficking of cigarettes, alcohol, and illicit substances on the premises or at school sponsored functions.
- xii. Possession or use of dangerous weapons.
- xiii. Gambling.
- xiv. Persistent serious bullying

5. Personal Electronic Items

- (a) Personal electronic equipment such as radios, stereos and games are not permitted on the premises, except where specifically approved by the Principal/Deputy Principal/Registrar.
- (b) The school will not be liable for electronic items which are stolen, damaged or destroyed.

6. Cellular Telephone Policy

- (a) All cellular phones are to be switched off or be placed on silent on entering the grounds of the college.
- (b) All cellular phones must be switched off while you are engaged in any classroom activity unless authorized by the instructor.
- (c) Cellular phones will not be permitted in an examination room.

7. General Policy on School Violence

- (a) Zero tolerance for violence will be vigorously enforced without exception for all aggressors.
- (b) Cases of self-defense will be considered. Further investigation will take place before a final decision is given.
- (c) This policy refers to students while in uniform at school and going to and from classes as well as at school functions.

8. Policy when students are found with weapons

- (a) Weapons, such as knives, guns, hazardous chemicals or any other weapon are forbidden on the premises.
- (b) If a student is found with a weapon:
 - i. The weapon shall be confiscated.
 - ii. Police assistance may be sought.
 - iii. Parents/Guardians will be informed.
 - iv. The Director/Principal may administer disciplinary or other corrective measures.
 - v. The student will undergo mandatory counseling. Student may be referred to Social Services Department.

9. Policy on Use of Drugs and Alcoholic Beverages

- (a) The use and/or possession of drugs and alcohol by students are prohibited.
- (b) Any student found engaged in such activities would be referred to the police.
- (c) The student will be suspended from school and will remain suspended until the matter is resolved.

10. Penalties

The following penalties may be imposed:

- (a) An apology in writing
- (b) Apology before the student body.
- (c) Letter of warning addressed to the offender
- (d) Counseling
- (e) A fine
- (f) Prohibition from registering for a class and for external exams
- (g) Suspension
- (h) Referral of a matter to the police.
- (i) Referral of a matter to the Principal Education Officer.
- (j) Expulsion

11. Timing of the school day

The school day is structured as follows.

8:35 – 10:40	Session 1
10:55 – 11:55	Session 2
1:15 – 3:15	Session 3
3:30 – 5:30 or	Session 4 (Evening Session)
*5:00 – 7:00	Depending on availability of teacher.

12. Student support

It is important that you ask for help if you feel you are struggling with your workload or a personal issue.

(a) Year Head and Form Teacher

Your Year Head is your first point of call for help. Your Form Teacher is also available and ready to assist you.

(b) The Sixth Form Team

Other members of the Sixth Form Team are also on hand to help with any questions or queries you may have. The Deputy Principal or Registrar provides the easiest point of contact. They will be able to direct you accordingly.

(c) Counselling

The counselling office of the Charlestown Secondary School also supports the students of the Nevis Sixth Form. For students who feel they need additional support and are perhaps struggling with a personal issue or workload issues, we encourage you to speak with one of our counsellors. The counselling office is located on the first floor of the school's main office.

Parents'/Guardians' Agreement

I have reviewed the regulations and policies which govern the participation of my son/daughter/ward in the activities of the Nevis Sixth Form. I agree to cause my son/daughter/ward to observe and to comply with these regulations and policies.

Accordingly, I affix my name and signature

Name of Parent/Guardian (print)

Signature of Parent/Guardian

Date

Students' Agreement

I have received the Students' Handbook and I have reviewed the regulations and policies which govern my participation in the activities of the Nevis Sixth Form. I agree to observe and to comply with the rules, regulations, and policies.

Accordingly, I affix my name and signature

Name of Student (print)

Signature of Student

Date

June 2023