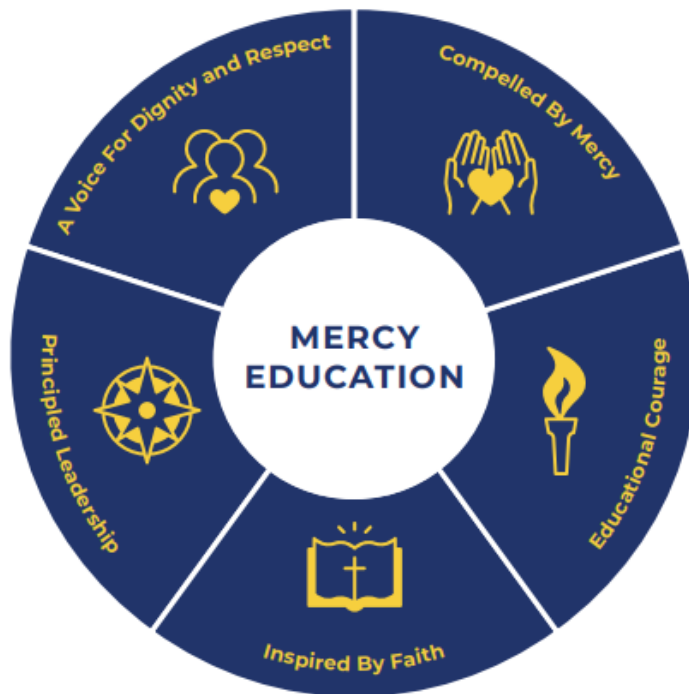


SAINT CATHERINE ACADEMY

Founded 20 January 1883



Handbook of Student Conduct

School Year 2022 – 2023



Dear Parents and Students,

On behalf of the management, faculty and staff of Saint Catherine Academy, I am pleased to extend a warm welcome to this institution.

Saint Catherine Academy opened its doors in 1883 and has maintained a proud tradition of Mercy education and service to the people of Belize. We firmly believe the words of Venerable Catherine McAuley that education should make “fit the young woman for earth without unfitting them for heaven”. To fulfill this purpose, we join the Network for Mercy Education and the 44 other Mercy secondary schools throughout the Americas in promoting seven common values: collaboration, compassion and service, concern for women and women’s issues, world vision and responsibility, spiritual growth and development and mission education.

We commit to making every effort to ensure that your daughter’s course of study with us will give her ample opportunity to develop the talents and skills she is gifted with, and to support her as she develops into the confident and compassionate young woman God calls her to be.

We hope that this “Handbook for Student Conduct” will be a helpful tool to ensure minimal disciplinary difficulties. Please familiarize yourself with it thoroughly and refer to it often. While we make every effort to address all areas of concern, the school reserves the right to determine, in its discretion, a disciplinary consequence, when a student’s conduct is not covered by any policy, procedures or principle set forth in the “Handbook for Student Conduct”.

Thank you for making Saint Catherine Academy the school of choice. We look forward to a cordial and mutually supportive relationship as together we form a team to empower the young women God has placed in our care.

Yours truly,

Salome Tillett
Principal

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SECTION I: BACKGROUND TO SCA



Venerable Catherine McAuley Foundress of the
Sisters of Mercy

*SCA - Third Generation Mercy School
Ireland to New Orleans to Belize
Founded 20 January 1883

SAINT CATHERINE ACADEMY

PREFACE

Saint Catherine Academy opened in 1883 as a select Academy for young women. Acceptance into the Academy today involves a serious commitment to live according to the “truths and ideals for which the Academy stands”. A student is expected to read the student handbook thoroughly and to reflect on the philosophy and mission statements of the Academy. Choosing to enter the Academy as a student, a young woman agrees to accept and obey all of the policies of the Academy, explicit or implicit, written or unwritten. Reverence for God, for oneself, for others, and for all of creation must be the criteria for all of our actions. The purpose of all rules and regulations is to ensure that a climate of reverence exists, and this is the objective for each of the following policies.



CORPORATE PHILOSOPHY OF THE SISTERS OF MERCY

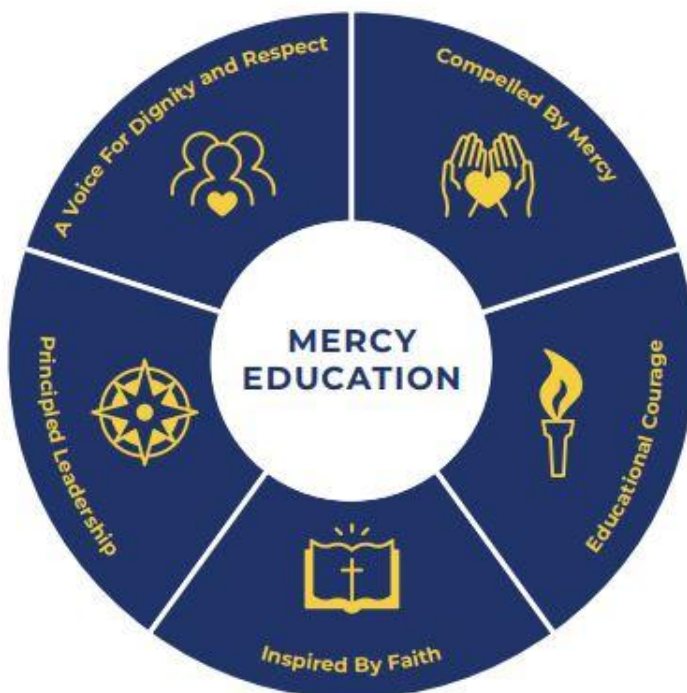
We, the Sisters of Mercy, because of our commitment to participate in the teaching mission of the Church, sponsor secondary education facilities. We believe that the message of Jesus can be taught only when deed matches word. Therefore, our goal in education is not simply academics, but an overall service of compassion, respect and justice.

THE VALUES OF MERCY SECONDARY EDUCATION

- ☐ Collaboration
- ☐ Compassion and Service
- ☐ Educational Excellence
- ☐ Concern for Women and Women's Issues
- ☐ Global (World) Vision and Responsibility
- ☐ Spiritual Growth and Development

MERCY EDUCATION CORE VALUE TOOLBOX

Our Core Values are the hallmarks of a Mercy Education. These are the ideals we stand up for and strive to live up to. We hold ourselves to these standards as an institution, as a community and as individuals. Each value is interconnected and necessary as we take Mercy into the world.



CORE VALUES - HALLMARKS OF A MERCY EDUCATION

Mercy students, in the spirit of our founder Catherine McAuley, are steadfastly determined to take Mercy into an interconnected world. Our shared sense of social justice is fortified by universal empathy and a conviction that all are worthy of God's mercy. This deep awareness and compassion move us to take **COMPELLED BY MERCY** action and serve the needs of others.



**EDUCATIONAL
COURAGE**

We welcome the challenge of pursuing their full potential in a safe space, critical thinking and curiosity. Their multifaceted journey while it builds essential skills. Our holistic program expects the best for knowledge and personal responsibility, while preparing students for a lifetime.



**INSPIRED
BY FAITH**

We become living models of faith and forceful advocates for Gospel values. In our Catholic identity in the Mercy tradition, we welcome all students strengthened and shaped by these relationships. As we pursue a deeper relationship with God, we strenuously follow Jesus Christ's example of love and service.

Mercy students are poised to lead with their unique gifts. Prepared with an ethical and moral compass, we put Mercy values into action and work assertively for what is right. We're equipped to make difficult choices, learn from our mistakes and develop high emotional intelligence. As an international community, we're confident in our ability to make a positive difference and push for systemic change.


Mercy students honor the intrinsic value of the individual and recognize God's presence in each person. We embrace a global vision and value differences of opinion and are unafraid to confront hostile or hurtful attitudes. By standing up for those who can't, we go beyond acceptance to help make sure everyone feels recognized and heard.



PRINCIPLED
LEADERSHIP



A VOICE FOR
DIGNITY AND
RESPECT

 Mercy Education
Educación de la Misericordia

THE SISTERS OF MERCY

The Order of the Sisters of Mercy was founded by Catherine McAuley, a remarkable woman who once walked through the poorest sections of Dublin City, Ireland, and was stunned by what she found there - ignorance, neglect, and disease. Catherine was appalled by the all too visible helpless hunger and hopeless prejudice. The Irish poor had no way out, caught as they were in a bitter struggle of political and religious ideas and ideals that denied them food, freedom, property, and education. Catherine knew there was something she had to do, and so she started an institute of women religious who could bring to those in need, the incomparable quality of God's mercy.

Catherine was a woman of compassion and prayer - socialite turned social worker, lady of fashion who lived among the poor, woman of wealth who had no money, activist who early learned the discipline of sanctity. Her institute, the religious Sisters of Mercy, started in 1831 with only seven co-workers. As a founder of an Irish religious order, Catherine was thought unlikely to succeed, largely because a religious institute was never really her intent at all. She was approximately 50 years old when the Institute of the Sisters of Mercy was established; she lived only 10 years after that uncertain beginning; and she found out very quickly that what she had thought a vast amount of inherited wealth - close to one million dollars in twentieth century currency - was pitifully inadequate for the needs of those who cried out for help. Ireland was in turmoil - bitter, deep, and divided. Dublin was split into religious, economic, and sociopolitical categories unalterably opposed to each other: Catholic - Protestant, poor - rich, underprivileged - influential.

Catherine began to launch the projects she had long envisioned: first to educate and care for the poor, and second, to provide a residence for herself and others who might choose to work with her. She arranged to buy property on Baggot Street in Dublin. There she built, not a small house, but one large enough to carry out her plans. It was to be called the House of Mercy. Those who came to join Catherine lived austere: praying, teaching, and caring for the needy. Visitation of the sick in their homes began in 1828. Perhaps the idea of the first Mercy hospital sprang into existence when Catherine came home carrying a sick and abandoned child.

Sisters of Mercy today still teach, still care for the sick, and still use their freedom to respond to new needs in the marketplaces of the twenty-first century. They influence politics and economics, ethics, and moral theology. They counsel the doubtful, comfort the sorrowful. They speak out for justice. They support, influence, and take responsibility for difficult projects and controversial causes. The first Sisters of Mercy in Belize arrived in the country on the morning of January 20, 1883 aboard the ship "City of Dallas". Earlier, in December 1879, two Jesuit priests had visited the Motherhouse of the Sisters of Mercy in New Orleans, USA imploring the Sisters to teach the children in Belize. Obstacles which proved insurmountable at the time prevented the Sisters from committing themselves to the request, although the Sisters were deeply touched by the dire need for formal education in the British colony. In June 1882, however, the Sisters were able to make a more promising response, and on January 14, 1883, seven Sisters of Mercy set sail for Belize to establish the first convent of their institute within the Tropics and to establish schools at Holy Redeemer and Saint Catherine's.

The Sisters of Mercy in Belize have given much to this country, even outside the realms of education. In addition to sponsoring Saint Catherine Academy in Belize City, Muffles College and Muffles Junior College in Orange Walk Town, the Sisters also sponsor Mercy Kitchen, Mercy Clinic, and the House of Mercy, Big Falls, Toledo; they administer the Guadalupe Spiritual Life Center. The Sr. Cecilia's Home for the elderly is named for Sr. Mary Cecilia Esquivel in recognition of her untiring efforts among the elderly poor.

Source: Remember me affectionately to all. M.C. McAuley by Regina Kelly, R.S.M. and Sisters of Mercy in Belize by Yvonne Hunter, R.S.M.



BRIEF HISTORY OF SAINT CATHERINE ACADEMY

Saint Catherine Academy had its beginning in the little school that was started on the first floor of the Sisters of Mercy Convent two days after their first arrival in Belize on January 20, 1883. Those first missionaries were accomplished women from New Orleans, Louisiana, who provided quality education from the start, a tradition which faculties, down through the century, have continued to preserve. Their pupils did well in the “Exhibition”, public oral examinations of the early days. Besides the regular school subjects of religion, reading, writing, arithmetic, geography, history, and nature study, there were also lessons in fine sewing, drama, and music, instrumental and choral.

In the 1912 - 1919 era, mention is made of the senior and junior classes. As early as 1910 there were lessons in typewriting on the new Oliver machine and an entry in the Annals speaks of Mother Stanislaus again resuming her stenography class.

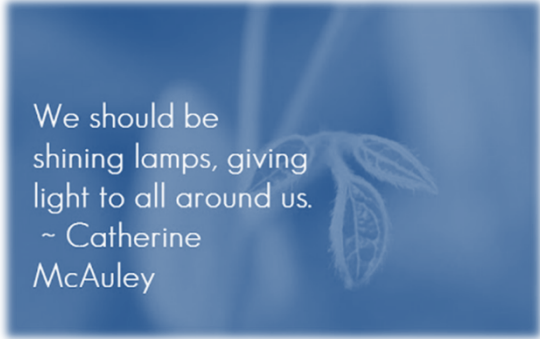
From the turn of the century, Saint Catherine Academy had been taking boarders, girls from the districts and the neighboring republics. There were fifty boarders when all the buildings at Saint Catherine Academy campus were demolished in the devastating hurricane of 1931. Miraculously, no lives were lost. When classes could resume, they were held in a nearby house that had survived the hurricane. By January 1934, the Sisters had moved into a new wooden building that had classroom space. The convent school was reorganized into Saint Catherine Academy, a high school that had an emphasis on preparation for the Cambridge exams and Saint Catherine Elementary. During the latter part of World War II external exams were discontinued, as examination papers were being lost in torpedoed ships.

When the three- story high school building was completed in 1960, it included a biology lab, and a home economics room, two subjects that were added to the curriculum. The institution kept growing, and a new building containing three more classrooms, and well-equipped biology and Chemistry labs was constructed in 1970.

Today Saint Catherine Academy has a student body of approximately 700 students. The administration of the school passed on from Sr. Maria Caritas Lawrence, RSM in 1995 to its first lay principal, Mrs. Alice Castillo. The current principal is Mrs. Salome Terry Tillett. Sr. Margaret Salisbury RSM was the last Sister of Mercy to serve in an active post in the school.

The administration, faculty and staff are dedicated to promoting the spiritual, intellectual, emotional, and physical welfare of each student. This academy exists to assist young Christian women to achieve their potential. Ever mindful of the ultimate goal of humankind, Saint Catherine Academy prepares her students to live and spread the gospel message, and to make a positive contribution to society.

The Academy operates under a Board of Governors, which is responsible for the management of its business and academic affairs in accordance with the mission and charism of the Sisters of Mercy.



We should be
shining lamps, giving
light to all around us.
~ Catherine
McAuley

PHILOSOPHY OF SAINT CATHERINE ACADEMY

The philosophy of Saint Catherine Academy is founded on the truth that a truly sound *Christian Education* is the greatest service to be offered to youths. In true Mercy tradition and in keeping with the history of Catholic education, the aims and goals of this institution are best captured in the following excerpt from the Vatican II Document “On Christian Education.”

—...a true education aims at the formation of the human person with respect to his/her ultimate goal, and simultaneously with respect to the good of these societies of which as a woman/man, she/he is a member, and in whose responsibilities as an adult, she/he will share.

The administration and faculty of Saint Catherine Academy is committed to providing the best possible opportunities for the spiritual, intellectual, physical, social and emotional development of the students, and to their growth in personal responsibility and social awareness. In a climate of mutual respect, understanding and dialogue, each student is encouraged to discover her giftedness and to achieve in accordance with her personal potential.

In essence, it is the aim of the school to help the students cooperate with divine grace so that they will become true and whole Christian women. Saint Catherine Academy takes seriously her responsibility to prepare the students for surviving here on earth as well as fitting them in both desire and action for eternal life. This “takes in the whole aggregate of human life, physical, spiritual, intellectual and moral, individual, domestic and civic, not with a view to reducing it in any way but to elevate, regulate, and perfect it, in accordance with right reason and the example and teaching of Jesus Christ.” In short, Saint Catherine Academy desires in her teaching, her example and her discipline, to fashion a life that is worth living. She recognizes that if this is to be done with any degree of success, she must constantly be on guard that both what is taught and those who teach will meet not only the present day needs in Belize and our world, but also offer realistic solutions to the problems of poverty, disease, war, drug abuse, social injustice in its manifold forms, and the plight of women and children in our society. In the past, right up to the present, Saint Catherine Academy has had abundant success in transmitting knowledge, development, developing skills, and preparing our young women for living.

Our success to fashion a life that is worth living has not been as spectacular. The competition that exists between spiritual and material values, the cultural lag between the ideal and reality, and the pressures that have been brought on by the greed and ambition of a “get rich-quick- mentality” continue to minimize and thwart these efforts.

Nevertheless, Saint Catherine Academy will continue both in its philosophy and academic options to face the challenge to restructure for her students a world where spiritual values will clearly have priority over material ones, and so help create a system of education that is free, open, spiritual, merciful, just, and productive.



MISSION STATEMENT

Rooted and grounded in the Gospel message of Jesus Christ and the tradition of mercy, Saint Catherine Academy exists to promote and to foster an educational process whereby young women will grow in body, mind, and spirit into Christian adults capable of committing themselves to peace, to justice, and to the service of humanity.

VISION STATEMENT

A Mercy Center of Excellence and Innovation.

SCHOOL PRAYER

Bless, O Lord, this school. Let there be here health and holiness, strength and glory, humility and goodness, meekness and gentleness, docility and fidelity, obedience and thanksgiving to God, Father, Son and Holy Spirit. May this blessing come upon this school. May the seven-fold gifts of the Holy Spirit come to the teachers, students, staff and parents of this school. Amen.

PRAYER IN THE SPIRIT OF CATHERINE McAULEY

Come, O life-giving Spirit, transform us. Stir up in us the flame of love which is your gift. Grant us wisdom to see as you see. Give us understanding to hear as you hear. Give us courage and strength to walk the way of justice and integrity. Kindle in us wonder and awe, that we may have grateful spirits. You who dwell within us, praying unceasingly; fill us with love and devotion. Holy Wisdom, guide us in the choices we must make. Give us discerning hearts that we may choose what is good, in accord with your desire. Loving God of Mercy, finish in us the work you have begun. Amen.

SCHOOL SONG

ON MERCIANS

Mercians on we strive to honor your name;
A heritage from our blessed Mother's fame.
Onward to victory, symbols of purity;
We live for the truth and ideals for which she stands.

From every caye and town and village too,
United we hail our Mercy's white and blue.
With pride in her teachings true,
We'll ever be loyal to you, our SCA.

Here we come every convent girl,
Emblems of honor true.
While we with our colors flying high
Give voice to our great esteem for you.

We hope and trust in our SCA.
We pledge to her standards ever high
And we'll always sing as we go down life's way,
"She's our Mother, our guiding light."



On Mercians onward, yearning and learning for life,
On striving for justice, battling evil and strife.
On Mercians onward, courageously living for Christ.

(Repeat verses 1 & 2 as far as SCA)

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The students' interests in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the parents/guardians of a student shall also act in accordance with the standards of conduct that are consistent with the Christian principles of the school, while on the school's campus. These principles include, but are not limited to any policies, principles or procedures set forth in any parent/guardian/student handbook of the school.

These Christian principles further include, but are not limited to the following:

- ☐ Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- ☐ Students and parents/guardians may respectfully express their concerns about the school's operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- ☐ These expectations for parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. extended care, athletics, field trips, online classes, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent's/guardian's privilege to come on the campus grounds and/or participate in school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

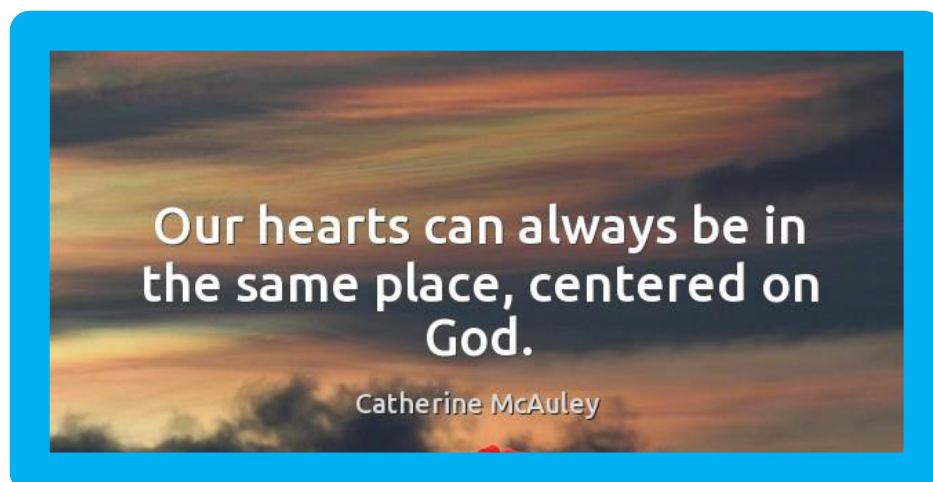
EXPECTATIONS OF PARENTS/GUARDIANS:

- ☐ Respond to the school's request for support of stated expectations for homework for a given year.
- ☐ Expect daily assignments and insist that students complete them regularly.
- ☐ Review progress on long-term assignments periodically.
- ☐ Provide a suitable study atmosphere for student(s) that is quiet, well-lit and supervised.

- ☐ Maintain the home/school connection through calls, conferences and official emails.
- ☐ Show interest in the homework being done, but do not do the work for the student.
- ☐ Take part in students' learning by providing enriching experiences outside the school day.
- ☐ Encourage pleasure reading above and beyond specific homework assignments.
- ☐ If your child is practicing a skill, ask her to tell you which steps are easy for her, which are difficult, or how she is going to improve.
- ☐ If your child is doing a project, ask her what knowledge she is applying in the project. If your child is consistently unable to talk about the knowledge she is practicing or using, please call or visit the teacher at school.
- ☐ Teachers may be contacted via email using their first name initial followed by the surname and @sca.edu.bz. Example Salome Tillett would be stillet@sca.edu.bz, Arleen Riverol: ariverol@sca.edu.bz.
- ☐ Or, an email may be sent to administration@sca.edu.bz for information to make an appointment for a conference with a teacher or to cc information when communicating with a teacher.

RESPECT FOR STUDENTS, FACULTY AND STAFF

Students are expected to act according to Catholic Christian ideals in their relationships with SCA personnel, board members, volunteers, other students, parents/guardians and visitors to the school. A student who is disrespectful or uses abusive language may be suspended and is subject to expulsion. Any student found guilty of physically abusing a faculty or staff member or another student on or off campus will be expelled. The student may be subject to legal action.



The Beauty of Math!

$$\begin{aligned}1 \times 8 + 1 &= 9 \\12 \times 8 + 2 &= 98 \\123 \times 8 + 3 &= 987 \\1234 \times 8 + 4 &= 9876 \\12345 \times 8 + 5 &= 98765 \\123456 \times 8 + 6 &= 987654 \\1234567 \times 8 + 7 &= 9876543 \\12345678 \times 8 + 8 &= 98765432 \\123456789 \times 8 + 9 &= 987654321\end{aligned}$$

$$\begin{aligned}1 \times 9 + 2 &= 11 \\12 \times 9 + 3 &= 111 \\123 \times 9 + 4 &= 1111 \\1234 \times 9 + 5 &= 11111 \\12345 \times 9 + 6 &= 111111 \\123456 \times 9 + 7 &= 1111111 \\1234567 \times 9 + 8 &= 11111111 \\12345678 \times 9 + 9 &= 111111111 \\123456789 \times 9 + 10 &= 1111111111\end{aligned}$$

$$\begin{aligned}9 \times 9 + 7 &= 88 \\98 \times 9 + 6 &= 888 \\987 \times 9 + 5 &= 8888 \\9876 \times 9 + 4 &= 88888 \\98765 \times 9 + 3 &= 888888 \\987654 \times 9 + 2 &= 8888888 \\9876543 \times 9 + 1 &= 88888888 \\98765432 \times 9 + 0 &= 888888888\end{aligned}$$

Brilliant, isn't it?

And look at this symmetry:

$$\begin{aligned}1 \times 1 &= 1 \\11 \times 11 &= 121 \\111 \times 111 &= 12321 \\1111 \times 1111 &= 1234321 \\11111 \times 11111 &= 123454321 \\111111 \times 111111 &= 12345654321 \\1111111 \times 1111111 &= 1234567654321 \\11111111 \times 11111111 &= 123456787654321 \\111111111 \times 111111111 &= 12345678987654321\end{aligned}$$

Now, take a look at this...

101%

From A Strictly Mathematical Viewpoint:

What Equals 100%? What does it mean to give MORE than 100%?

Ever wonder about those people who say they are giving more than 100%?

We have all been in situations where someone wants you to GIVE OVER 100%.

How about ACHIEVING 101%?

What equals 100% in life?

Here's a little mathematical formula that might help answer these questions:

If:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Is

represented as:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23
24 25 26.

If:

H-A-R-D-W-O-R-K

$8+1+18+4+23+15+18+11 = 98\%$ And:

K-N-O-W-L-E-D-G-E

$11+14+15+23+12+5+4+7+5 = 96\%$

But:

A-T-T-I-T-U-D-E

$1+20+20+9+20+21+4+5 = 100\%$

THEN, look how far the love of God will take you:

L-O-V-E-O-F-G-O-D

$12+15+22+5+15+6+7+15+4 = 101\%$

Therefore, one can conclude with mathematical certainty that:

While Hard Work and Knowledge will get you close, and Attitude will get you there, It's the Love of God that will put you over the top!

“...our charity must be in our hearts and from our hearts, and a charity such as Jesus Christ practiced while on earth.”

— Catherine McAuley

Sisters of Mercy  Hermanas de la Misericordia

GENERAL SCHOOL INFORMATION

RESOURCE GUIDE TO OFFICES AND RESPONSIBILITIES OF THE ACADEMY'S PERSONNEL

Saint Catherine Academy aims at providing quality service that considers the good of its students, its chief administrative responsibility. Providing students with instant information in relation to all aspects of administrative support service promotes equal accessibility to the work of the Academy's personnel.

REFERRALS	
CONCERN	OFFICE
1. Academic Counseling	1. Faculty, HOD, Counselor
2. Personal & Vocational Counseling	2. HOD or Counselor
3. Changes in Academic Programs	3. Vice-Principal for Academic Affairs for AA
4. Unfair Treatment in a Course	4. HOD, Principal, Vice-Principal for AA
5. Request of Official Transcript of Academic Record	5. Receptionist/Accounts Office
6. Withdrawal from SCA	6. Principal or Vice-Principal for AA
7. Request for Leave of Absence	7. Vice-Principal Student Affairs SA
8. IT Equipment & Services	8. Vice-Principal for SA, HOD, IT Administrator
9. Request for Transfer	9. Principal's Office/Business Office
10. Lost and Found	10. Business Office/Secretary/Librarian
11. Letters of Standing	11. Receptionist/Principal/Vice-Principal for SA
12. Liturgies and Faith Building	12. HOD (Religion), Campus Minister
13. Complaints about Cafeteria Services	13. Vice-Principal for AA
14. Health Emergencies	14. Reception/Vice-Principal for SA
15. Bursaries/Lunch/Phone Credits	15. Financial Officers, Accounts Clerk
16. Request for Financial Aid	16. Principal
17. Work-scholarship assignments	17. Vice-Principal for AA/Accounts Office
18. Reporting of All Matters related to Discipline	18. Principal/Vice Principals/Teachers
19. Visitor on Campus/Guest Speaker	19. Principal, Vice Principal for AA
20. Campus Life	20. Student Council Moderator or Vice-Principals
21. Tutorial Program/Academic Intervention	21. Vice-Principal AA/HOD/Teachers/Counselor
22. Scholarship Information	22. Business Office, Administrative Office
23. Changes in Address/Telephone Number/Email	23. Business Office, Administrative Office
24. Tuition and Fees	24. Financial Officer. Accounts Clerk
25. Posting of Signs	25. Principal, Vice-Principals, Business Office
26. Community Service Programs	26. Religion HOD
27. Sporting Activities	27. Sports Coordinator
28. Rental of School Facilities	28. Administrative Assistant, Principal

- | | |
|--------------------------|---|
| 29. Use of School Bus | 29. Financial Officer – Accounts Office |
| 30. Repair & Maintenance | 30. Principal, Vice-Principal AA, Head of Maintenance |

ENTRANCE REQUIREMENTS AND PROCEDURES

SCA welcomes your application as a Standard VI student or secondary school transferee and will make every effort to assist you.

Prospective students are accepted based on the number of spaces available in the freshman class, principal and teacher recommendations, and satisfactory academic performance in English and Math at Std's IV, V, VI and PSE score.

The admission procedures include the following:

1. Complete & submit to the Accounts Office your Student **Application and Recommendation** forms.
2. Provide evidence of good conduct and satisfactory academic performance through letters of recommendations from the principal and Standard VI/English/Math teacher of the appropriate primary or secondary school.
3. All prospective applicants should have completed Std VI at primary school and have sat the **Belize Primary School Examination**.
4. Attend an interview with the Academy's Principal and/or a team of faculty members if required to do so.
5. **Letters of Acceptance** from the Principal's Office are sent to all qualifying students.
6. Prospective applicants who applied but did not receive a **Letter of Acceptance** may request to be placed on the Academy's freshman class waiting list and may be accepted if a space becomes available.
7. All prospective students and at least one of their parents/guardians must attend the Academy's official registration & orientation for the freshman class.
8. Proof of nationality of the prospective student being enrolled must be submitted at the time of registration. Non-Belizeans will be assessed fees on a different schedule.
9. Parents of Incoming First Form Students must pay a portion of their daughter's fee - \$500 – upon registration to secure their space at Saint Catherine Academy. This payment is due in May. The remainder of the fee must be paid by 30 September. Parents will receive an invoice from the Accounts Office detailing the fee structure. *(The registration fee includes payment for a copy of the **Parent/Guardian/Student Handbook**)*
10. A copy of the official school booklist will be provided after registration has been paid at the Orientation Meeting held in June with Incoming Students and Parents at the SCA Mercy Center from 9:00 a.m. to 11:00 a.m.

11. All applicants and one of their parents/guardians must sign and submit to the Principal's Office the **Students Discipline Agreement, Cellular Phone Agreement (if applicable), Tattoo Registration Form (if applicable) and the Internet Use Agreement Sign Sheet by mid-September of the current school year.**
12. Parents/Guardians with outstanding fees need to call the office and make an appointment with the Bursar to arrange a manageable and appropriate payment plan if they are unable to pay the fees by the stipulated time. Parents/Guardians will be held accountable for the arrangements they make. The school reserves the right to implement measures for delinquent accounts.
13. Freshmen with averages below 75 in Std's. IV, V, VI or whose grade is 80 or below in PSE Math or English are required to enroll in the **Summer School Program for Mathematics and English.** A student may choose to enroll in another subject area, namely *Spanish* or *Literature*. A fee is charged per subject and must be paid on registration day. Parents may also voluntarily enroll students in summer school. All freshmen are required to attend **Freshmen Orientation Day** the Friday before school re-opens. Dress code is a long jeans pants (see Uniform/Dress Code Casual day) and a t-shirt with sleeves. School usually re-opens the last Monday in August.
14. Work Scholarship Program and Subsidized Lunch Program forms are available from the Principal or Vice-principals for a limited number of students who need financial aid.

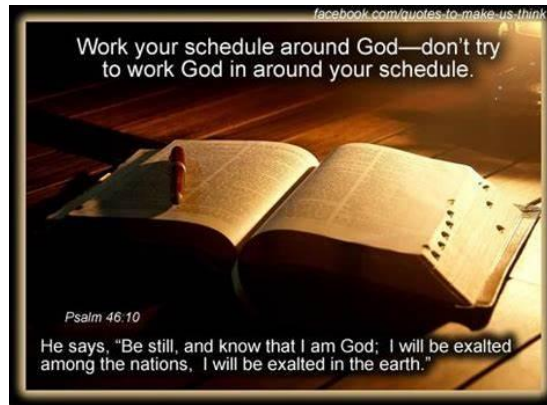
TRANSFER STUDENT

A student who desires to transfer to SCA may be accepted if all criteria are met and if space is available. Transfer students may be asked to sit a placement exam in Mathematics and English. Students may be accepted on a probationary basis in the first semester. Transfer students and their parents must attend the orientation scheduled in June.

SCHOOL HOURS



	Days	Time
Main Office:	Monday - Friday	7:30 am - 4:30 pm
Counseling Room Hours:	Monday - Friday	Varies
Library Hours:	Monday - Friday	7:30 am - 4:30 pm
Daily Schedule	Monday - Friday	See 'Bell Schedule' below
Academic Intervention:	Monday - Friday	3:30 pm - 4:30 pm
Test make-up Day:	Tuesdays	3:30 pm - 4:30 pm



BELL SCHEDULES

<i>Regular Days</i> <i>(70-minute period)</i>		<i>Shortened Classes</i> <i>(55-minute periods)</i>	
First bell	07:45 am - 07:55 am	First Bell	07:45 am - 07:55 am
Messages	07:55 am - 08:05 am	Messages	07:55 am - 08:05 am
First Period	08:05 am - 09:10 am	Special Events	08:05 am - 09:15 am
Second Period	09:15 am - 10:20 am	First Period	09:15 am - 10:10 am
Break	10:20 am - 10:35 am	Second Period	10:10 am - 11:05 am
Third Period	10:35 am - 11:40 am	Third Period	11:05 am - 12:00 pm
Lunch	11:40 am - 12:40 pm	Lunch	12:00 pm - 1:00 pm
Fourth Period	12:40 pm - 01:45 pm	Fourth Period	1:00 pm - 01:55 pm
Fifth Period	01:50 pm - 02:55 pm	Fifth Period	01:55 pm - 02:50 pm
Messages/Dismissal	03:00 pm - 03:15 pm	Messages/Dismissal	02:55 pm – 03:10 pm

60-MINUTES SCHEDULE

<i>Mass Schedule</i>		<i>Staff Meeting</i>	
Mass	08:00 am - 09:00 am	First Bell Prayers	07:45 am - 07:55 am
First Period	09:00 am - 09:55 am	Messages	07:55 am - 08:05 am
Second Period	09:55 am - 10:50 am	First Period	08:05 am - 09:05 am
Break	10:50 am - 11:00 am	Second Period	09:05 am - 10:05 am
Third Period	11:00 am - 11:55 am	Break	10:05 am - 11:05 am
Lunch	11:55 am - 12:55 am	Lunch	11:05 am - 12:00 pm
Fourth Period	12:55 am - 01:55 pm	Fourth Period	12:05 pm - 01:05 pm
Fifth Period	01:55 pm - 03:00 pm	Fifth Period	01:05 pm - 02:05 pm
Messages/Dismissal	03:00 pm - 03:15 pm	Messages/Dismissal	02:05 pm - 02:15 pm

* Dismissal usually takes place by 3:15 p.m.

* Students take 15-20 minutes for class duties.

ONLINE CLASS SCHEDULE

<i>Regular Schedule</i>		<i>45-Minutes Meeting</i>	
Homeroom	07:50 am – 08:05 am		
First Period	08:05 am - 09:05 am	First Period	09:30 am - 10:15 am
Second Period	09:15 am - 10:15 am	Second Period	10:20 am - 11:05 am
Third Period	10:25 am - 11:25 am	Third Period	11:10 am - 11:55 am
Lunch	11:25 am - 12:35 pm	Lunch	11:55 am - 12:55 pm
Fourth Period	12:35 pm - 01:35 pm	Fourth Period	12:55 pm - 01:40 pm
Fifth Period	01:45 pm - 02:45 pm	Fifth Period	01:45 pm - 02:30 pm



SECTION II: SPIRITUAL DEVELOPMENT



SPIRITUAL DEVELOPMENT WORSHIP AND PRAYER

At Saint Catherine Academy worship is essential to the faith life of its community. The school provides many opportunities for celebrating the Liturgy. Mass is celebrated monthly for the entire school community. Students and faculty participate in the Academy's Eucharistic celebrations. Special liturgies

are held for Mercy Day and other occasions.

ATTENDANCE AT MASS AND OTHER SCHOOL ASSEMBLIES

The place where Mass is celebrated or where any religious ceremony is held, such as Rosary, Stations of the Cross, and Crowning of Mary, becomes a sacred place. A student must show the reverence she owes to our Creator and Redeemer by taking an active part in the prayers and singing. A student must maintain a proper posture kneeling, standing, sitting up straight, facing forward without touching the chair beside or in front of her. No student should speak to another student or to a teacher except in the case of an emergency. Hymnals must be brought to all religious ceremonies; no other materials may be brought. Non-Catholics must attend Church services and maintain a reverent attitude at all times. When a student is attending a lecture or any other assembly on or off campus, she must show proper respect as stated above.

RETREATS

The Religion Department offers retreats each semester to give students and faculty the opportunity to take some time apart to discuss, reflect, pray about the deeper questions of life that concern all members of our institution. The retreat will lend itself to exploring issues in social ethics, which are particularly relevant to our social context and will stimulate further discussion within their classes. Retreats are scheduled for students according to forms, ensuring that students throughout the school participate in these exercises. One-day retreats are normally hosted on school days at Spiritual Life Center on SCA campus.

SEARCH RETREATS

Two Search retreats are offered to the juniors for the school year. These are normally held in November. Search begins on Thursday after classes and ends on Monday of the following week. The retreats are facilitated by seniors and coordinated by faculty.

CAMPUS MINISTRY

The office of the St. Catherine Academy Campus Ministry promotes Christian lifestyle and values and fosters spirituality amongst students, faculty and staff. The Campus Ministry Program is rooted in Gospel values and steeped in the Mercy charism. Campus Ministry offers students a number of opportunities to examine their relationship with God, self and others, through discussion, reflection, service and prayer.

Campus Ministry is at the heart of our mission as a Catholic school and supports the spiritual development of our students. Throughout the school year the campus ministry sponsors seasonal prayer services, Sacrament of Reconciliation and special prayers on Fridays. The Campus Ministry program/Religion Dept. also coordinates the SCA Graduate Portfolio and oversees the Student Service Program which requires each student to perform a day of community service each year.

COMMUNITY SERVICE PROGRAM

Founder of the Sisters of Mercy, Catherine McAuley, dedicated her life to working with those less fortunate than she. She required that her Sisters take four vows rather than the three vows that most religious organizations required. In addition to the vows of poverty, chastity, and obedience, she required those working with her to vow to perform service to those in need.

In the spirit of Catherine McAuley, and in accordance with SCA's **Philosophy and Mission**, this institution:

- ☐ Seeks to have students provide service to others in actual life situations.
- ☐ Encourages students to make volunteerism part of their ongoing lifestyle.
- ☐ Requires community service each year of the student's enrollment at SCA.

Prayer is a plant
the seed of which
is sown in the
heart of every
Christian but its
growth entirely
depends on the



SCA GRADUATE PORTFOLIO

During the last semester of fourth form, this completed portfolio will be presented individually to a panel of teachers and/or other invited guests.

MISSION STATEMENT

Rooted and grounded in the gospel message of Jesus Christ and the tradition of Mercy, St. Catherine Academy exists to promote and foster an educational process, whereby young women will grow in body, mind and spirit into Christian women capable of committing themselves to peace, to justice, and to the service of humanity.

OBJECTIVES:

A graduate of St. Catherine Academy should demonstrate Christian faith and love of God, a commitment to academic excellence, a willingness to give compassionate service to the community, a consciousness of their role as a principled leader, and the courage to be a voice for dignity and respect.

SPECIFIC REQUIREMENTS BY LEARNING OUTCOME:

An SCA Graduate demonstrates the following Core Values of Mercy Education:

I. Inspired by Faith

Artifacts:

- ✓ A prayer journal that includes original prayers written for 3 seasons of the Catholic Church
- ✓ A reflection on the importance of participating in Mass after planning one.
- ✓ One reflection on the spiritual retreats done each year
- ✓ Identify and illustrate 4 personal strengths that may come about from scripture readings
- ✓ Reflection on why it is important to share faith messages with others.

II. Educational Courage

Artifacts:

- ✓ Write up on the reasons for selecting to attend SCA. Include goals you would like to accomplish.
- ✓ A copy of a graded assessment that you are most proud of.
- ✓ Write an Action Plan for improving grades in selected subject(s)
- ✓ Reflection on how the accomplishment of goals and acquisition of skills have built your character

III. Compelled by Mercy

Artifacts:

- ✓ Reflections on community outreach while at SCA
First Form: Service to School

Second Form: Service to Community

Third Form: Service to Environment

Fourth Form: Mercy Outreach

- ✓ Write a paper describing a social issue and design a flyer to spread awareness

IV. Principled Leadership

Artifacts:

- ✓ A research on the sustainable development goals. Print a list of the SDG's. Add this to your folder.
- ✓ List two possible steps you can take to help in the struggle to achieve THREE of these in Belize.
- ✓ Select one SDG and carry out a campaign to support its implementation. Write a reflection of this campaign.(May be done by a group of no more than 5 students.)
- ✓ Write a summary of a recent international article related to a sustainable goal.Share your thoughts.

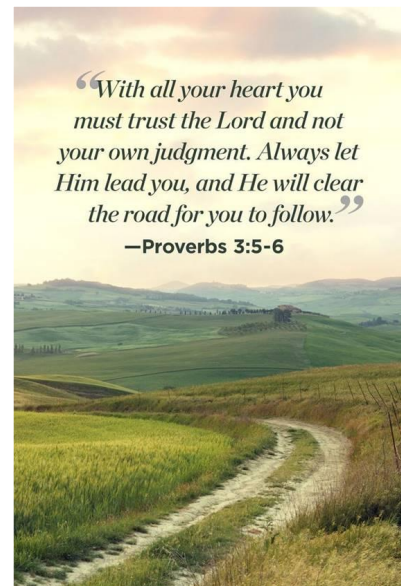
V. A Voice for Dignity and Respect

Artifacts:

- ✓ A biography of a Belizean who is a voice for dignity and respect
- ✓ A brochure giving information on a social issue in Belize and calling persons to ACTION to make a POSITIVE CHANGE!

***** Students complete the Mercy Portfolio in sections as part of their course work for each form level at SCA.***

******Transfer students must check with their Religion teachers for a plan to make up their Mercy Portfolio.***



YOUNG MERCY LEADERS PILGRIMAGE IN DUBLIN, IRELAND

Every two years, the students of SCA are invited to participate in the Mercy Leaders Pilgrimage held in Dublin, Ireland at the Mercy International Center.

In our Founder, Catherine McAuley's time, the building that is now Mercy International Centre, Baggot Street, Dublin, was a thriving center of education and training and it is wonderful that for these 4 days, the voices of young people from Mercy schools around the world, will once again echo through the corridors and rooms.

"Our hope is that Catherine McAuley will become a living presence in the lives of those who participate in this pilgrimage", says Breege Donohoe RSM, a member of the 2013 planning committee. – www.mercyworld.org

Below is a link to the Mercy International Centre web-site Young Mercy Leaders' Pilgrimage page.
http://www.mercyworld.org/the_centre/index.cfm?loadref=250

We at SCA, are very excited to be able to offer this experience to our students! An informational meeting to discuss this upcoming event will be held in mid-November in the year preceding the Pilgrimage. **Parents can sign up their daughters and make the first non- refundable commitment payment of \$1500Bz (January 30)** to book their space at the conference center in February. Payment is to be made at the SCA Accounts Office.

Cost factors would include US Visa, round trip flight, hostel accommodations for 9-12 days and pocket money for meals and transportation, sight-seeing, shopping and Belize Ireland T-shirt.

SCA Faculty chaperone (s) accompany the students on this life changing experience.

One of the Vice-Principals will assist in booking flights so students and teacher(s) travel together. The office will liaise with parents after the first meeting.

"No work of charity can be more productive of good to society than the careful instruction of women." Catherine McAuley



COUNSELING PROGRAM

The students at SCA have the services of a counselor. Students, parents/guardians, or teachers may arrange for counseling appointments. To the extent possible, the counselor will schedule students' appointments during their unscheduled times. The counselor may, however, take a student out of class should the need arise. In a serious situation, counseling appointments will take priority. Areas of counseling available are:

ACADEMIC

- ☐ Addressing issues of concern regarding academic progress, student/teacher relations, referrals for tutoring, progress reports, academic probationary support and program adjustments.
- ☐ Annual student programming of next year's courses in light of abilities, interests, college/career goals, eligibility.
- ☐ Interpreting standardized test results for each student.
- ☐ Help the process of identification, referrals, and coordination with teachers for students with special learning needs.

PERSONAL

- ☐ Offering assistance and support in growth and development as Christian women.
- ☐ Facilitating resolution of conflicts at home and school.
- ☐ Educating individuals and groups on issues of death, pregnancy, eating disorders, stress, alcohol, drug usage and other issues.
- ☐ Selecting out-of-school referrals for extended counseling, enabling students to meet the expectations established by the school.

COLLEGE/CAREER

- ☐ Through College Fairs, class, form level, and individual meetings, the following areas are covered: requirements and admission process for junior colleges, University of Belize, Foreign Universities, as well as financial aid for college and scholarships available
- ☐ Information on careers and colleges through the Counseling Center college handbooks, catalogues, and other periodicals and visits from college representatives
- ☐ Guidance to prepare for SAT, ACT, AP and TOEFL exams

☐ CONFIDENTIALITY - COUNSELOR TO STUDENT

Confidentiality Policy: There are four instances in which a counselor and/or teacher is legally bound to inform a parent/guardian and/or authority with information given during a “confidential” Counseling session:

- ☐ when a student indicates she is going to physically harm herself or jeopardize her life
- ☐ when a student indicates she is going to physically harm another or jeopardize another’s life or has knowledge that another’s well-being is threatened
- ☐ when a student indicates she is being physically and/or emotionally abused
- ☐ when a student indicates, she has committed a felony (i.e., selling drugs, stealing a car, etc.)

If a student is under 18, parent/guardian authorization must be obtained. The student may be required to seek help with a private counselor or the matter may be referred to Social Services if it is deemed necessary.

POTENTIAL BENEFITS OF COUNSELING

The counseling process is, in many ways, like an educational experience. The client not only learns more about him/herself, but also acquires new skills. Sometimes, counseling involves learning more about a particular condition (e.g., depression, anxiety, eating disorders) by which the client is affected, so that he/she can better understand treatment options. Below are some examples of what students can gain from personal/psychological counseling:

- ☐ improved communication and interpersonal skills
- ☐ greater self-acceptance and self-esteem
- ☐ ability to change self-defeating behaviors/habits
- ☐ better expression and management of emotions, including anger
- ☐ relief from depression, anxiety or other mental health conditions
- ☐ increased confidence and decision-making skills
- ☐ ability to manage stress effectively
- ☐ improved problem-solving and conflict resolution abilities

SECTION III: STUDENT ACTIVITIES & SUPPORT



STUDENT COUNCIL

Student governance invites students to self-directed activities that develop leadership through practice and promote empowerment through service. The SCA Student Council is recognized as the official organization representing the collective views of the entire student body on all matters of interest. Accordingly, the Student Council, mandated by provisions of a constitution and by-laws, provides the means for a clear and continuous exchange of ideas between the students and the faculty and the high school administration. In this way, all students can contribute to the high school decision-making and policy-formulating processes on matters of student concern.

The Student Council is constitutionally organized around two major branches, namely the officers elected at large by the student body and the class representatives elected or appointed by home-room students or class officers. The Student Council serves the mission of SCA by listening to student concerns; representing student concerns to other students, faculty, staff, and administrators; coordinating and promoting a diverse program of entertaining and educational activities for the high school's diverse student body.

It is worthy to note that although members of the Student Council are both directly and indirectly involved in service to the school community on behalf of all students, their involvement can only be as good as the commitment demonstrated by each student to the well-being of the entire student body. Thus, SCA encourages students to commit themselves to service in action that affirms a vision of life essential to creative student development.

The Constitution and By-Laws of the SCA Student Council, the principal guide to the purposes and work of the Student Council, is reproduced in Appendix I under the section entitled Appendices. While the provisions of the Constitution serve as a substantive guide to students, the operating functions of the Administrative Office complement the work of the Student Government in a manner for which certain constitutional provisions are necessarily amended.

The Student Council of SCA works with the assistance of at least two faculty moderators who are selected each school year. These moderators make the necessary arrangements or negotiations with the business community on behalf of the Student Council. The Student Council members are NOT allowed to enter any legal agreements on behalf of the school.

PREFECTS

The SCA Prefects work in collaboration with the administration, faculty, staff, and wardens in carrying out the supervision of the student body of SCA. Prefects are versed in the school rules. They are role models to the student body and must be respected.

PEER HELPERS

The SCA Peer Helpers work in collaboration with the faculty, staff, administration, and counseling department of SCA in assisting students who need additional support academically, spiritually and emotionally. The Peer Helpers assist in educating the student body on current issues as well as in peer mediation.

SCHOOL WARDENS

The SCA School wardens work to ensure the safety of the student body. They are responsible for patrolling the school compound. They ensure that students are in their classes after the bell throughout the day. The wardens also assist in ensuring that students interact courteously at the café, outlets, on the school grounds and by the picnic areas. The wardens are to be respected as they carry out their duties.

CO-CURRICULAR ACTIVITIES POLICY

Many activities, clubs, and organizations are available at SCA, and each student is encouraged to participate in them. Opportunities are always present for a student to use her talents, broaden her interests, meet new friends and develop qualities of leadership.

When a student is elected to an office, selected as a leader in an organization, a member of a team, an officer of a club or member of a theatrical production, it is expected that she makes a commitment to fulfill her responsibilities without jeopardizing her academic program or regular school attendance. Therefore:

- ❑ A student should maintain, at least, an overall passing average. She can expect a failing average or grade to be carefully reviewed by her moderator or coach.
- ❑ A student should obey all school rules and regulations as well as those established by the moderator/coach of her group or organization.
- ❑ A student should always conduct herself in a manner that is compatible with the philosophy of the school.
- ❑ A student should attend school each day, beginning with homeroom, regardless of the demands of the activities in which she participated the day or night before.

If a student fails to abide by any of the preceding regulations, it will be brought to the attention of the guidance counselor and the moderator/coach by the teacher or school personnel involved. This group reviews the situation with the student and determines an action that best benefits the student and the group involved.

EXTRA CURRICULAR ACTIVITIES

Saint Catherine Academy desires that each student be given the opportunities to develop as a whole person. Extracurricular activities help the student develop skills, habits and attitudes that will enhance her personality and enrich her life.



Saint Catherine Academy usually offers the following as extracurricular activities (They may *vary* from year to year.):

Art Club	Dance Club	Interact Club	School Band
Basketball	Debate Club	Math Club	Social Charm/Etiquette Club
Bird Watching Club	Drama Club	Newspaper Club	Softball
Book Club	Fitness Club	Pure Love Club	Track
Campus Ministry	Football	SAT/ACT Prep Club	Volleyball
Cheerleading	Girls Confidential Club	SCA Wavemakers	Yearbook Club

Students who would like to form a new club are encouraged to do so. Teachers must be moderators of any club formed. They must see the Principal and complete the necessary application.

PASSION PROJECT

- ☐ SCA's Passion Project is all about helping students to explore their personal interests, careers, new learnings, solving problems, and leaving a legacy. Students have the option to complete the project on a one-year basis or a three-year basis. A pin and certificate is given for successful applicants for the first year. If a student successfully completes three years, that student is given recognition at graduation.

EXEMPTION FROM ACTIVITIES

- ☐ A student may join any activity of her choice. Parents are asked to encourage their girls to participate in at least one activity.
- ☐ Students who are failing at mid-semester are ineligible to play interscholastic sports, varsity sports, cheerleading or hold offices for the remainder of that semester. Students who fail a semester are ineligible to play interscholastic sports, varsity sports, cheerleading or remain as class officers for the next semester.
- ☐ Students on disciplinary probation are ineligible, for student leadership roles such as but not limited to: prefects, peer helpers, student council members etc. or to play interscholastic sports or be a cheerleader for the duration of their probation.
- ☐ Students in leadership roles may be asked to vacate their posts as a disciplinary consequence.
- ☐ Students placed on behavior contracts may not participate in extracurricular activities nor represent the school.

*“What do you benefit if you Gain the whole world but lose your own
soul? Is Anything worth more THAN your soul?”
-Matthew 16:26*

SECTION IV: ACADEMICS



STUDENT RECORDS

Student records are confidential. A student's official record consists of her file. If a teacher wishes to view her student's records, a request must be made in writing to the attention of the Principal or Vice-Principal of Academic Affairs. They are often needed when a teacher is conducting academic counseling, or asked to write a letter of recommendation, a responsibility a teacher should take very seriously. Upon receipt of the written request, the administration will make the student's official folder available within 24 hours.

*Parents/guardians have the right to change or remove erroneous information regarding change in address, telephone numbers, etc.

STUDENT RECORDS FILE CONTENTS

This file consists of registration form, report cards, progress reports, health records, Internet Use Agreement, Discipline Contract, standardized test results, graduation, behavior contracts, disciplinary referrals, transfer or withdrawal, summer school report cards (if applicable) academic records of transfer student, official transcript and financial data.

*The school requires that a parent/guardian promptly report to the Secretary's Office any change in guardianship, legal name, address physical &/or email) or telephone number. Change in name must be supported by original copies of official documents.

STATEMENT OF STUDENT RIGHTS

Saint Catherine Academy exists for the academic, moral, religious and personal development of her students. Their welfare is the primary concern of the entire school community. The student can best be challenged to understand and respond to her obligations when she knows that her legitimate rights are respected. The following statements focus concern on this area:

☐ The student has a right to her good reputation.

Her reputation and confidence are privileged. Nothing to her disadvantage, known or presumed, should be disclosed to anyone. In the case of counseling matters, nothing, even to the student's advantage, may be disclosed to the public without her prior permission.

☐ The student has a right to her privacy.

For example, her academic standing, disciplinary status, financial background and other private matters are her and her parent's concerns. Such items of information are the concern only of school personnel with a clear need to know and are not for general information.

☐ The student has a right to her education.

The student's enrolment is taken as a commitment to learn. Similarly, the school's acceptance of the students comprises a commitment to educate. The discipline of education challenges not only the students, but the administration and faculty as well. The student deserves professional instruction.

☐ **The student has a right to a system of discipline which is mature and consistent.**

The student deserves respect and a mature example of what discipline entails. The faculty and staff recognize this by applying the rules fairly and with concern for the needs of the individuals.

GPA GRADING SYSTEM

DESCRIPTION	LETTER	RANGE OF GRADE	QUALITY POINTS
Excellence	A	90-100	4.00
Exceeds Professional Standards	B+	85-89	3.50
	B	80-84	3.00
Professional Standards	C+	75-79	2.50
Marginal Pass	C	70-74	2.00
Failure	D+	65-69	1.50
Failure	D	60-64	1.00
Failure	F	00-59	0.00

LETTER GRADE KEY

- A:** Work of the highest quality. Students have mastered all of the course material.
- B to B+:** Work of high quality. Students have mastered the majority of the course material.
- C to C+:** Work of acceptable quality. Students have mastered an acceptable portion of the material.
- D+:** Failure. Work of barely acceptable quality. Students **may** be eligible for summer school.
- D:** Failure. Work of unacceptable quality. Students have mastered little of the course material.
- WP:** Withdrawn while passing. These courses have no impact on students' grade point averages.
- WF:** Withdrawn while failing. These courses have no impact on students' grade point averages.
- NR:** "Not Reported" This code means that no grade has been reported to the records office by the teacher at the time of printing the semester grade report.

CALCULATING GRADE POINT AVERAGE (GPA)

The Grade Point Average is calculated by finding the cumulative quality points and dividing that number by the total number of credit hours. The semester grades are used for the Semester Average. The Yearly grades are used for the Yearly Average.

CALCULATING QUALITY POINTS

Each letter grade has a corresponding value. For example, a B is 3.0. For each subject, the product of the assigned letter value and the credit hours assigned to the subject represents the quality points. Here's an example:

Biology is a 2.5 hours subject for semester 1 and a student earns a B+ for that semester. To calculate the quality points for that subject for that semester, multiply 2.5 and 3.5 (B+ = 3.5), giving 8.75.

SAMPLE REPORT CARD

	Semester #1		Semester #2		Annual Grades	
Subject Description	Cr. Hrs	GPA/LETTER	Cr. Hrs	GPA/LETTER	Cr. Hrs	GPA/LETTER
Biology	2.5	A	2.5	B	5.0	B+
Chemistry	2.5	B	2.5	B	5.0	B
Economics	2.5	C+	2.5	B+	5.0	B
English	2.5	B	2.5	B	5.0	B
Information Technology	2.5	B	2.5	B	5.0	B
Literature	2.5	B+	2.5	B+	5.0	B+
Mathematics	2.5	B+	2.5	B+	5.0	B+
Religion	2.5	B	2.5	A	5.0	B+
Spanish	2.5	B	2.5	A	5.0	B+
		<u>3.17</u>		2.94		3.28

SEMESTER 1 GPA CALCULATION:

Total credit hours $2.5 \times 9 = 22.5$

Quality Points: Biology $2.5 \times 4.0 = 10$, Chemistry $2.5 \times 3 = 7.5$, Economics $2.5 \times 2.5 = 6.5$ etc

Total Quality Points = 71.25

GPA = (total Quality Points divided by total Credit Hours) = $71.25/22.5 = \underline{\underline{3.17}}$

GRADING SCHEME

The grading policy requires that a grade of 70, letter grade C, be the minimum passing grade.

Accumulated daily grade marks will be awarded at the end of first semester. There is a final exam for most subjects at the end of the second **semester**, representing 1/4 of the semester 2 grades.

The exams for first, second and third forms are based on the second semester work. The exam for fourth forms is summative representing all material covered in fourth form. Four days of review are set aside before exam week in the second semester.

The averages of both semesters will give the annual subject average. Individual subject grades are multiplied by course credit and the answers summed up then divided by total credits taken to calculate the annual GPA.

SCA ABACUS STUDENT INFORMATION SYSTEM

SCA has an online/real-time student information system that manages, among other things, grades, attendance and demerits. Visit sca.abacus.bz to track your progress. The student's username will be her first name and surname separated by a dot. The initial password will be her ID number on the report card or SCA Invoice. Change the password by clicking on your name on the upper right-hand side.

Click on My Account and change the password following the prompts. You will need to know and put in your old password. Use lowercase when accessing ABACUS.

ASSESSMENTS

Assessments are divided into 4 weighted categories:

- | | |
|--|--------------|
| 1. Test/Project | weight = 50% |
| 2. Quiz | weight = 25% |
| 3. Classwork/Labs/Practical/Presentation | weight = 15% |
| 4. Reflection/Homework/Oral | weight = 10% |

TEST/PROJECT

These reflect the work accomplished in small segments of the courses. They may be oral as well as written. Tests are generally announced at least one week in advance. Students should have no more than (3) three tests on a given day and not less than (6) tests per semester. Students are to make arrangements with their subject teachers to take tests missed on days of excused absence. **Tuesdays have been set aside as make-up days scheduled at 3:30 p.m. in a designated classroom and invigilated by two teachers.** Projects are assignments that have a point value equivalent to a test; they may be posters, booklets, skits, research, etc.

QUIZ

These are short check-ups on specific content. They are usually of a short duration and need not be announced. Make-Up Policy for Quizzes: For students with excused absences, there is no need to make up quizzes unless both the teacher and student mutually agree to it. If it is not to be made up, the student is to receive **NO** penalty for this.

CLASSWORK/LABS/PRACTICAL

These are graded classwork, lab reports for science subjects, practical assessments as in PE, and short class presentations that do not merit the value of a test or quiz.

REFLECTION/HOMEWORK/ORAL

These are assignments done at home; in the case of the oral, it is prepared at home and presented in class.

POLICY FOR ONLINE ASSESSMENTS

ATTENDANCE

- ☐ Daily attendance is marked during homeroom period and at the beginning of each class session.
- ☐ Absences are logged for students who are unable to log in due to internet, device or interruption of electricity.
- ☐ Students are marked absent for a day if they are not present during homeroom and miss three class periods.

PROCEDURES TO BE ADHERED TO BY SCA FACULTY FOR ONLINE ASSESSMENTS:

1. Time allotted for assessment and for uploading

Allot 50 minutes for test/quiz and 10 minutes for uploading or submission of assessment. All students should have submitted work by the end of the class session. Warn students as the time elapses e.g. when 15 minutes remain, when 5 minutes remain, and when to stop working and start the uploading process. Test/quiz should be uploaded before the end of class session.

- a. If a student does not submit within the time but can submit it within the extra 10 minutes, she loses 5%. The uploading session will expire after this extra 10 minutes.

Students will need to ask the teacher to reopen the test or quiz for online submission with the following consequences being applicable:

- b. If the student submits the test/quiz by 5 p.m. the same day of the test/quiz, she loses an additional 10%.
- c. If the student submits the test/quiz within 4 days, she loses an additional 5% for each day that her work is late.
- d. If a student submits the work 5 days or later, it is returned as unacceptable. Grade is 0.

2. If a student is absent, the test/quiz will be administered on the date and time agreed to by both teacher and student. Same policies as above will be employed.

3. **Difficulty to upload test/quiz during allotted time**

- a. If a student claims that she had difficulty uploading her test or quiz, then she must screenshot showing date and time or print screen her device and submit the screenshot/print screen and an explanation to her subject teacher immediately. Student must screenshot her work and send it to her teacher as proof of completion. A signed note by the parent follows this incident. The test/quiz should be turned in as soon as possible. Students who habitually use this excuse (3 times or more) will be ineligible for Honor Society and Honor awards.
4. Student must submit an SCA Absence Memo signed by a parent to get the opportunity to make up tests and/ or quizzes.
 5. Student **must be present** for the class session to be eligible to sit and submit a test/quiz in that class session. ONLY with special permission from subject teacher will exceptions be allowed.
 6. Quizzes, and in-class graded work should have a definitive start and stop time. Students will be coached on the time that is elapsed and the time that remains. Students will be allotted 5 minutes within the class time to submit their work.
 7. **Tests/Quizzes that are viewed, not completed, and not turned in will result in a zero and a demerit.** Teachers should be notified immediately if the problem was device/internet issues. Students must submit a screenshot proof when informing the teacher and set a date, time for a new test/quiz to be administered. A signed parental note must be turned in to the subject teacher regarding the incident. Students displaying a trend of this behavior will forfeit Honor Status and may not be a member of the SCA National Honor Society.
 8. Extended projects, group work, major tests, essays, and other assessments that require longer time will have a clear date and time deadline at the onset of the project. These after school assessments must be agreed in consultation with the relevant Head of Department.
 - a. Work submitted within 10 minutes after the deadline has a penalty of 5%.

- b. Work submitted within 2 hours after the deadline has an additional penalty of 10%
 - c. Work submitted within 4 days after deadline loses an additional 5 % for each day late.
 - d. Work submitted 5 days or later than deadline will be returned as unaccepted. Grade is 0
9. Tests, quizzes, or any other graded assessments may be given after school hours by a subject teacher and should have a longer period of time given to submit the assessment at the discretion of the teacher but time allotted should not be less than 2 hours. Students must meet the deadline for submission; or the same consequences applies as for in-class submission of assessments above.
 10. Work that is submitted late, may be marked later than those submitted punctually. Please be patient.
 11. Monitor ABACUS and discuss your concerns with the relevant persons (subject teacher or student).
 12. Work submitted to an incorrect folder may lose 2% of grade for failure to follow instructions.

CLASS TIME

It is imperative that students are in class and well prepared with the requisite materials including textbooks, notebooks, and questions based on video content to be covered in class. **Students who do not view the video will be considered to be ill prepared for class and should earn a demerit for lack of preparation. Lack of homework and lack of textbook when required to have the same by teacher should earn the student a demerit for lack of equipment.**

*Students must watch each video at least once, but preferably 3 times before class. It is strongly recommended that students write notes using the format discussed at our PTA meeting and come to class with questions for teachers as well. Chart provided below for quick reference.

CALCULATION OF DAILY AVERAGE

In any subject the daily average is the sum of the weighted percentages of each assessment category. In other words, the average is made up of 50% of the test average + 25% of the quiz average + 15% of the classwork average + 10% of the homework average.

For example, in English, if a student has the following averages in each category:

Test/Project = 86%, percentage weight = $86 \times 50\% = 43.00\%$

Quiz = 90%, percentage weight = $90 \times 25\% = 22.50 \%$

Classwork /Labs /Practical /Presentation = 94%, percentage weight = $94 \times 15\% = 14.10 \%$

Reflection /Homework /Oral = 98%, percentage weight = 9.80%

English average = $43.00\% + 22.50\% + 14.10\% + 9.80\% = 89.40\%$.

All students must sit exams at the end of school if they are not exempted by requirements of the National Honor Society. Mid-Semester Progress Reports for students are distributed at the middle of each semester, usually during October and March. First semester ends in January. Parents are urged to come and pick up report cards during the week prior to the second semester and to discuss their daughter's/ward's progress with her teachers.

Second semester report cards are sent home with the students who are promoted. Students, who need to discuss repeating, must be accompanied by their parents to collect report cards from the principal. The Administrative Assistant may be contacted for an appointment.

At the end of their senior year, students are expected to sit the Caribbean Examination Council (CXC) CSEC General Proficiency Examination in their selected course of study.

UNSCHEDULED TEACHER ABSENCE

If a teacher does not report for an assigned class, a representative student (a class officer) must use the class president pass and must contact the business office **THREE (3) minutes after the start of the class period. Students must remain in the classroom for the entire period. The class president should send a message to the subject teacher and/or homeroom teacher via Teams or email during online classes.**

INTERVENTION PROCEDURES:

Students are encouraged to get assistance from their teachers if they are falling behind or do not understand or grasp content or material covered in class. Teachers make themselves available for assisting students after classes. In addition, each department has a specific intervention process available for students. At times, teachers may send home a note to request mandatory remedial classes especially in English, Literature and Spanish. The Mathematics Department operates a Math Room where students receive support from Math teachers from Monday to Thursday. The Business/IT Department has a write-over of tests for extra points in addition to other measures.

These procedures are usually discussed at our Parent Teacher Meetings held by form levels.

GRADE VERIFICATION AND GRADE QUERY

Our electronic student information system, ABACUS, is available to both students and parents throughout the school year for you to be able to monitor academic grades, among other things. This real-time application allows students and parents to know the current average in any subject as soon as the teacher inputs a grade. ABACUS allows us to be as transparent as possible with grades and students and parents may make queries about discrepancies, omissions or errors concerning grades.

The grade verification process consists of the following:

1. At the end of the first semester, a deadline will be given for students to make queries to their subject teachers about any and all grades in ABACUS. By default, if a student does not make any query by the deadline given, the grades shall be considered verified and final.

2. In the second semester, students will know their daily grades averages going into exams because subject teachers will have finalized daily grades averages before administering the exams. Final exam papers will be returned to the students as part of the grade verification process and corrections should be made. A deadline will be given for the students to query any grade or average in ABACUS. As in first semester, by default, if a student does not make any query by the deadline given, the grades shall be considered verified and final.
 - ☐ For the record, queries must be made via email addressed to both the subject teacher and the vice principal of academic affairs (ariverol@sca.edu.bz) and may also be copied to the Principal, (stillet@sca.edu.bz)
 - ☐ Parents and students should check sca.abacus.bz, the student information program, frequently to check on students' progress and behavior etc.

PROMOTION

Promotion from one scholastic year to the next depends upon the number of subjects passed for the year, the yearly average, attendance, conduct and other stipulations as stated below.

- ☐ The minimum passing grade for each subject, the final average for each semester, and for the year is **C or 2.00**.
- ☐ To pass into a new class, a student may not fail fifteen or more credits for the year. The credit hours assigned to each subject usually, but not necessarily, reflect the weekly contact time.
- ☐ English Language must be passed each year. If a student fails English, Spanish, Mathematics, or Literature with a grade of **D+**, she may take summer school as an extension of the second semester. This updated second semester daily grade is then averaged with the exam grade. If the student attains a passing average, she may be promoted. (ONLY applies to students whose exam grades will make it possible to achieve a passing grade in summer school.)
- ☐ A student must pass 2 years of Spanish, Mathematics, and Literature to meet graduation requirements.
- ☐ If by the end of third form (junior year), a student has not passed one year of Literature, Spanish or Mathematics she cannot be promoted.
- ☐ The terms and conditions of summer school promotion are in the summer school section of this handbook.
- ☐ If a student fails two semesters, yet passes the year, she cannot be promoted.

GRADUATION REQUIREMENTS

- ☐ A student must have successfully completed four years of high school studies having a minimum average of C or 2.00 and not failed fifteen credits or more for the year. A student who transfers to

SCA should have completed at least two years of studies at SCA to receive a diploma from SCA. (Special consideration may be given to students whose families relocated to Belize recently.)

- ☐ A student must have passed four (4) years of English Language with a minimum yearly average of C.
- ☐ A student must have passed any two (2) years of Literature, Math and Spanish.
- ☐ A student will not be eligible for graduation if she passes the year but fails two semesters with 15 or more credits each semester.

**** Fourth form students and their parents/guardians must check frequently to ensure that students are meeting graduation requirements. Seniors who have academic requirement(s) in Spanish, Literature or Mathematics must also be monitored and academically supported in third and fourth form so they may meet graduation requirements.**

VIOLATION OF SCHOOL POLICY AFTER COMPLETING GRADUATION REQUIREMENT:

Violation of school policy during the period after completion of graduation requirement and the graduation ceremony will result in the student being barred from participating in the graduation ceremony.

Furthermore, all students are bound by all rules and regulations of SCA until they have received their diploma (which may be the Monday after graduation). The principal and disciplinary committee will review any violations of school rules by any students prior to formal graduation and will determine the penalty.

Students must adhere to school rules while on campus for the duration of the CXC examinations after graduation. The attire is the complete school uniform. Students are to be punctual for their CXC examinations.

Students should not bring cellular phones to any other electronic devices not approved by CXC.

HONOUR ROLL

Students will be recognized for achieving honours at the end of the semester and the academic year as follows:

Francis Warde Red Honours:

- Cumulative GPA of 3.25 – 3.49

Austin Carol Blue Honours:

- Cumulative GPA of or 3.50 – 3.79

Catherine McAuley Gold Honours:

- Cumulative GPA of 3.80 – 3.99



Platinum and Gold Special Distinction Award:

- Cumulative GPA of 4.0

HONOURS FOR GRADUATION CEREMONY

If a student maintains honour status for her yearly average for her four years at SCA, she graduates with top honors as reflected by the cord which she receives at Parent's Night and wears at the graduation ceremony.

Blue Cord:	Three years of honors
Gold Cord:	Four years of honors
Platinum Cord:	GPA of 4.0 each year for four years

NATIONAL HONOUR SOCIETY



The National Honours Society (NHS) membership is designed to encourage students to achieve and maintain consistent academic excellence, to demonstrate leadership qualities, to model exemplary deportment, and to be of service to the wider community. Each member is a leader among her peers because of her character, compassion and collaborative spirit. She reflects the best qualities of a Mercy Student.

To achieve membership, a student with a GPA of 3.25 or more, no grade lower than a B, and no more than 2 demerits, may apply within two weeks of the distribution of mid semester grades in October. The cost of application is \$20.00 annually. Students will need to pay \$10.00 annually to renew membership.

The successful students and their parents will participate in an induction and pinning ceremony. Each student who is inducted will be given an honor pin that becomes a part of her school uniform.

NHS status will be reviewed at the end of the first semester and at the end of the last week of regular classes in semester two prior to exams. Qualifying NHS students will be exempt from exams for subjects in which they earn a grade of 90 or more for the semester. However, they must attend review week and take all relevant notes. Senior students will write past papers for CXC (as practice) instead of their exam.

If an honour student obtains 3 or more demerits, on the review dates indicated, she will be removed from membership in this society for the remainder of the school year. However, she may reapply for membership status the following school year and pay the application fee of \$20.00.



APPOINTMENTS WITH TEACHERS/ADMINISTRATORS

Parents wishing to see or to discuss classroom or personal issues, content or queries from subject teachers, etc., may call for an appointment at the Business Office. Parents also have the option to communicate with teachers directly using SCA's email service. Emails should be copied (cc or bcc) to the Principal or Vice-Principals.

Use the teacher's first name initial and the teacher's surname followed by @sca.edu.bz. Example: Salome Tillett stillet@sca.edu.bz, Arleen Riverol ariverol@sca.edu.bz, Aldarita Marin amarin@sca.edu.bz.

GRADUATION AWARDS SYSTEM

Awards are granted in recognition of a student's academic competence and co-curricular involvement. A student must demonstrate good citizenship and personal acceptance of Mercy values to be considered for any SCA award.

DEPARTMENTAL AWARDS

Department awards are bestowed to seniors during the annual commencement exercise. The awardees are selected by the teachers in each department. The criteria for awards include but are not limited to academic competence, extracurricular support to the department and character qualities and aptitude that reflect a keen interest in a subject area.

SR. MARGARET LITTLE ANGEL AWARD

Conduct awards will be given to students who have not received demerits for the entire four years at SCA.

PERFECT ATTENDANCE AWARD

Attendance awards will be given to students who have perfect attendance (no late, no absence) for her four years at SCA.

GRADUATION WITH HONOURS

If a student has maintained honour status for her yearly average for her four years at SCA, she graduates with top honours as reflected by a gold cord which she receives at Parents' Night and wears at the graduation ceremony. If a student has honour status for three years, she is bestowed a blue cord. For this purpose, no distinction is made for red, blue and gold honours.

CATHERINE MCAULEY MERCY STUDENT AWARD

The Mercy student award is chosen by the faculty. The student who receives this award demonstrates the following criteria:

- ☐ An inspiration and role model for all students.
- ☐ Has made an outstanding contribution to the life of the school.
- ☐ Has an enquiry mind and a vision for her future.
- ☐ Has energy and vitality.
- ☐ Has demonstrated commitment to the community.
- ☐ Has a spiritual life in harmony with Christian tradition.
- ☐ Has potential for community, national or international leadership.
- ☐ Has a desire for an affiliation with the Mercy community.

MERCY PARENT AWARD

The Parent Award is chosen by the faculty. The parents who receive this award demonstrates the following criteria:

- ☐ 4 years of visible and continued support
- ☐ Supportive of the mission and vision of the school
- ☐ Ambassador of the school by promoting SCA positively to the community
- ☐ Advocate and go-getter on behalf of the school.

SAINT CATHERINE ACADEMY ANNUAL AWARDS

The awards were established on January 20, 2009 in commemoration of the 125th Anniversary of the foundation of Saint Catherine Academy. These annual awards are given in honor of outstanding educators who have contributed selflessly to the development of the young women of this institution.

- ☐ The Constance Sandiford Business Award
- ☐ The Sister Mercy Cervantes Student Leader Award
- ☐ The Sister Caritas Lawrence Community Service Award
- ☐ The Sister Christine Escalante Spanish Award
- ☐ The Sister Yvonne Hunter Performing and Visual Arts Award
- ☐ The Sister Margaret Salisbury Little Angel Award



- ☐ The Sister Rose Rivero Academic Arts Award
- ☐ The Alice Castillo Young Writer Award
- ☐ The Reginald Rodriguez Science Award
- ☐ The Jude Lizama Junior Environmental Award
- ☐ The Lucy Zuniga Religion Award
- ☐ The Marion Usher Athlete of the Year Award
- ☐ The Sister Andretta Reyes Heart of Mercy Award - Awarded to a senior who has overcome personal obstacles but continues to place others before herself. She follows the model of Catherine McAuley in making courageous choices and inspiring others.
- ☐ The Sister Leonor Franco Service to SCA Award – for dedicated volunteer service to the School or its affiliates.

ACADEMIC POLICIES

MAKE-UP ASSESSMENT POLICY

The make-up policy is based on a binary option: Excused/Approved Absence or Unapproved Absence.

Excused will mean that the absence was approved and cited as excused in ABACUS. Approved and excused absences include CODICADER games, SEARCH, Educational Workshops, supported Medical absences, representing Belize locally or internationally, etc.

Unexcused absences include repeated illnesses without medical support such as frequent headaches and bellyaches arriving late to school, no justified reason provided for absence, etc.

PRESENTATIONS, QUIZZES AND HOMEWORK

For an excused absence, the student does not have to do the work. It will not have any effect on the grade.

Assessments missed during an unapproved absence will be granted a zero in ABACUS. **No Make-up is allowed.**

TESTS

Only students with approved excused absences will be allowed to do make up tests. They will be given 5 business days to do make up. Failure to do the makeup within 5 days will result in a zero placed in ABACUS.

Tests missed during unapproved absences will be given a zero.

MAKING UP A MISSED TEST IS, FIRST AND FOREMOST, THE RESPONSIBILITY OF THE STUDENT.

1. Upon returning to school, the student must make arrangements with her teacher for her missing work. The teacher will set a new test date at which time she will sit a different test. The new date **MUST** be set within five school days from the student's return to school. If more than one tests needs to be made up, the order of re- scheduling should be in accordance with how the tests were originally scheduled.
2. The student should inform teachers if she is unable to meet as arranged due to extenuating circumstances.
3. Students with genuine and prolonged illnesses **MUST** be given special consideration by teachers. They should report to the VPAA for a Test Completion Card which will be used to schedule make-up test dates. Completed cards are to be signed off by teachers and **MUST** be returned to the VPAA.
4. This consideration may also be given to students who have missed days prior to a test and have not been able to study or learn the material taught.
5. Homeroom teachers or the VPAA may assist students in setting up their make-up schedule after extended absence.
6. Students who do not show up for make-up tests will earn a 0 in Abacus.

REPEATING

Academic failure is the result of not performing according to minimum norms and not applying reasonable effort.

Students who fail the year at any level may be allowed to repeat that year in the first instance, provided that they have a good disciplinary record and there is evidence that they have made the necessary effort to pass. If the student fails a second time *in the same level*, she will be asked to withdraw.

****Repeating is NOT automatic. This matter needs to be discussed with the administrator. Students accompanied by parents/guardians must make an appointment to discuss repeating with the Principal.**

Sufficient warning must always be given to parents/guardians of students who are in danger of failing. This is to be done by:

- ☐ access to the sca.abacus.bz grades program and real-time updates to grades.
- ☐ mid-semester reports each semester.
- ☐ a phone call, note, letter or academic progress meeting.
- ☐ other methods of intervention as decided by the departments.

SCA, because of its philosophy and objectives, has a policy regarding repeating. Repeaters will be accepted according to the following conditions:

- ☐ A student must not have a total of (5) five or more failing subjects in their yearly average.
- ☐ There must be evidence that the student is capable of achieving more.
- ☐ Regularity of attendance will be taken into consideration.
- ☐ A Repeater's Agreement must be signed by the student and the parent/guardian in the presence of the Principal. (See Appendix II for a sample copy)
- ☐ Disciplinary records will be reviewed, and the input of the Disciplinary Committee will be sought.
- ☐ Repeater fees will be levied according to the MOE Business Rules.

PROCEDURES FOR WITHDRAWAL FROM SCHOOL

Withdrawal is initiated through the administration. Parents should submit a letter indicating the decision and reason for the student's withdrawal. Failure to turn in such a letter will be recorded in the student's file. Parents/Guardians will be requested to have paid all outstanding fees before transcript can be forwarded.

SUMMER SCHOOL PROGRAM

- ☐ Each end-of-year, SCA holds a three-week summer school program. This program serves as a remedial and preparatory program in Mathematics, English Language and Literature, and Spanish for both new and returning students and, it serves as a course make-up program for returning students who need the three-week extension in course work or a one-time re-sitting of the exam provided the daily average is a passing grade in a subject to be promoted.
- ☐ The Summer school program coordinator runs the program with the assistance of a core group of teachers and volunteers in the various subjects and activities.
- ☐ Summer school for incoming students will be announced by the school administration on a year to year basis.
- ☐ **It is mandatory for returning students who scored a failing grade (less than 70) or a low grade of 74% or below in one of the subjects being offered for summer school to take that course to improve her skills and grade even if she passes the year.** Students with grades higher than 74% may take summer school as a remedial course.

SUMMER SCHOOL

Summer school is offered in the following subjects:

English	Literature
Mathematics	Spanish
Incoming English	Incoming Mathematics

Students who have received failing grades or grades below 75 in English, Mathematics, Literature, and/or Spanish during the academic year will attend **mandatory** summer classes in these areas. The purpose of these classes is to provide remedial help or enhancement skills for the student to be better able to cope with the subject the following year.

Students who have failed 15 credit hours but have achieved an average of D+ or above in any of the subjects offered in summer school are eligible for the Summer School for Promotion program (SSP). The requirements for this program will be discussed with the student and her parent/guardian after final report cards have been issued.

All students who register for summer school are expected to attend classes on time each day. If a student is absent or late, the parent or guardian must write a letter of explanation to the teacher of the class. Three unexcused absences will result in the student being asked to withdraw from the class. Lateness is disruptive and disrespectful to the teacher and class. If the student is late five times, except for a serious reason, she will be asked to withdraw from the class.

There is the same dress code for summer school as for casual days during the academic year. Blouses or shirts (which must have sleeves and which must not be transparent) must extend below the waistline of the skirt/pants jeans, slacks, or skirt which must reach to the knee. Short pants are not allowed for summer school or casual days. Logos on shirts must be appropriate for Catholic Christian values.

If it is necessary to bring a cell phone to school, it must be turned off and left in the book bag. It may not be left in or on the desk or in pockets. If it rings during the class, the student will not be allowed to bring the phone to school again. If she does so, she will be asked to withdraw from the class.

Students must remain inside the school compound once they have arrived. They are not to congregate on the street side, outside the gates or in front of the Blake building across the street. Students are to remain inside the campus when waiting to be picked up.

Fees for summer school are as follows:

- ☐ Summer School (Incoming/Remedial) - \$75.00 per subject
- ☐ Summer School for Promotion - \$300 per subject
- ☐ Independent for Graduation - \$500 per subject.

SUMMER SCHOOL FOR GRADUATION

**** Where a senior meets graduation requirements as a result of the Summer School program, she will be *issued a completion letter within 2 weeks of the last day of summer school. The diploma and an updated report card will be prepared for delivery by the first week of August after the previous report card is returned.* The graduation date on the transcript and diploma will be August 1.**

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian of the graduating class is awarded to the student with the highest cumulative average for her four years at SCA.

The Salutatorian honour is awarded to a student with the second highest cumulative average for her four years at SCA.

The Parents' Night Speaker is the student with the third highest cumulative average for her four years at SCA.

Introduction of the Guest Speaker is done by the student with the fourth highest cumulative average for her four years at SCA.

Academic Excellence Award

This award is presented to a transfer student whose average is higher than the top three cumulative averages for students that completed four years.

In all award categories, the students must have maintained a good conduct record, and must have exhibited good conduct. Where a student does not meet the disciplinary requirement, the next in rank will be asked to substitute in her role for the graduation activities.

- ❑ In addition, the valedictorian, salutatorian, or parents' night speaker must have completed all end of semester exams, where applicable, given at the end of each semester and all other assessments/requirements that fall in the normal course of study.
- ❑ Student speeches must be submitted, at least, five days prior to the graduation date. If the speaker fails to meet the deadline, the next student in line may be asked to prepare and deliver the speech.
- ❑ Where a student fails to adhere to the script submitted, a note will be added to the transcript indicating the student's lack of respect for the institution. This incident will also be noted in all recommendations from the institution. The student will also be issued 10 demerits on her senior year transcript to note the disrespect.

DISCIPLINE AFTER EXAMINATIONS/GRADUATION

The Administrators and/or the Disciplinary Committee may decide on consequences as deemed fit in response to students' inappropriate behaviour when students are not formally in a class but are still in their SCA uniform taking CXC's etc.

THIRD YEAR CHOICE CHANGES

Since our academic guidance procedures are extensive and thorough, changes in a student's program will be considered an exception. Should a student require course choice changes, she must submit her request to the vice principal of academic affairs within the first two weeks of class in third form. A letter from her parent/guardian is also required. A decision will be made and relayed to the student, teachers and homerooms concerned by the principal or the vice-principal. A fee of \$50 will be charged for changes made after the deadline given.

STUDENT EMPLOYMENT

Students are strongly discouraged from having an outside job on school days. Work schedules should not take priority over required study time. Please note that the school day does not end until 3:15 p.m. Any work schedule should not interfere with school hours including transit time to work.

PARENT/TEACHER CONSULTATION

After each period of marking, teachers should ask parents to come in for consultation about the progress, or lack of progress, of a student. Parents can also initiate the dialogue if they feel the need to. A teacher who wishes to see a parent is required to discuss the matter with the principal before the consultation is set up.

SYLLABUS/COURSE OUTLINE

At the beginning of each school year, each teacher will provide students with a verbal explanation and/or a written/electronic copy of the expectations, procedures, project description, course requirements and evaluation for the class.

REPORT CARDS

Report cards are distributed once a semester. First semester report cards must be collected by a parent or authorized adult. Second semester report cards are normally collected by students. Parents/guardians may request that end-of-year school reports be mailed to their business address at a cost to them. Report cards generally convey the following information: academic grades for each subject, number of absences, number of tardiness, number of demerits and social growth information. **Report cards will not be distributed to students with outstanding fees, rentals, library books, and electronic devices unless a prior arrangement is made with the principal. Students who have failed the school year must collect their report cards from the principal's office accompanied by a parent.**

HOMEWORK AND GUIDELINES

We believe homework is important because it is a valuable aid in helping students make the most of their experience in school. Homework is useful in reinforcing what has been learned in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility, and helping students develop positive study habits. Homework encourages self-discipline, pride in one's work, positive self-

esteem, and an interest in learning. Homework reinforces the Saint Catherine Academy home/school connection.

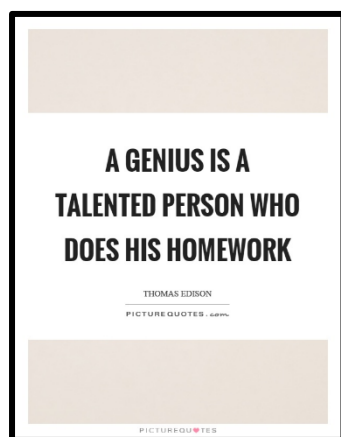
We expect students to do their best in doing their homework. We expect homework to be neat and accurate. Students should do the work on their own and ask for help only after they have given it their best effort. All students will have an average of 2 to 3 hours of homework each night. Homework may include study or course work or notes, not just writing or reading assignments. CXC courses require more study and preparation. Homework will be given on weekends and vacations as well as during the week. If a student fails to understand an assignment, it is her responsibility to meet with a particular teacher before the end of the school day to clarify the assignment.

If a student is absent, she is expected to contact a classmate for each day's assignments and make arrangements for securing appropriate books. The student should see each teacher immediately upon return to school to get assignments (Test Make up policy applies).

Parents are the key to making homework a positive experience for their children. Therefore, we ask that parents make homework a top priority, provide necessary supplies and a quiet homework environment, set a daily homework time, provide praise and support, and not let children avoid homework. Students should spend at least two hours per day reviewing or studying material covered for that day. Studies indicate that students are more successful when they have parental involvement. Please contact us if you notice a problem with homework assignments.

Our aim is to provide quality and purpose in homework that will aid independent learning out of school and we subscribe to the following principles:

- ☐ Homework should be clearly related to ongoing class work.
- ☐ Homework should be varied and should call on a range of skills.
- ☐ Homework should be manageable and achievable in a given time.
- ☐ Homework should allow for individual initiative and creativity - students find work that is investigative much more enjoyable and it gives them scope to explore or create.
- ☐ Completed work should be recognized and rewarded.
- ☐ Students will receive appropriate guidance and support in organization and planning of their work. This support can be provided by teachers or parents.
- ☐ Homework should promote self-confidence and understanding - students appreciate when their own ideas are valued and when the work provided improves their own confidence in their abilities.



GROUP WORK

In order to model the work environment, group work may be a part of the students' experience. Group work should be administered with a rubric guiding the students. Deadlines should also be a part of the instructions given to students. Group work may be done after classes during the week or the subject teacher may allot time during classes for groups to meet. On weekends, the school is a good venue to meet as a security officer is always present. The students may use the picnic tables by the cafeteria. If their teacher is present, the teacher may request the classroom key so the students may work in class.



Each student must contribute to group work in order to be graded equitably. If a student does not contribute to a group project the subject teacher may not issue a grade and the student may be given a zero. At the teacher's discretion, a student may be given make-up work for not completing the requirements of group work.

A student **may not** decide to work on her own for a group work. Monetary contribution does not constitute participation for a group work or project.

The group will not be penalized for work not submitted by a group member or if a group member is absent on the day of presentation.

ASSIGNMENTS NOTEBOOK

Each student must have an assignment notebook (logbook) that must be carried by the student throughout the school day. It is the parent's prerogative to check the assignment book for daily and long-range assignments. Parents, please encourage your child to use this book as an organizational tool. For the first few weeks of school, ask your child to show you the logbook on a daily basis. Insist that assignments for each class be entered in the logbook. Your child should also record specifically what was done in each class. Also use the logbook to convey written messages to teachers with the stipulation to your child that the teacher sign the logbook near the message.

The Assignment Notebook Should Be Organized As Follows:

Today's Date: _____

Subject: _____

Due Date: _____

Assignment: _____

Point Value: _____

STUDY HALL

Study Hall is a designated place and time for students to complete homework they did not turn in on a given day. Study Hall is held Monday through Friday, from 3:30-4:30 pm in a designated location. Students are assigned to Study Hall the same day they do not turn in the homework. ***They may not attend***

co-curricular activities like practices, games, club meetings, etc. until after Study Hall is over. Completed homework is critical to your daughter's academic success. Through Study Hall, students will complete missed homework, and parents and guardians will know immediately if any homework was not completed on time. It is the student's responsibility to notify parents if they will be staying after school for Study Hall.

EXAMINATIONS

There are examinations in most subjects at the end of the second semester. In the case of the Fourth year, Diploma Exams are held earlier than the end of the second semester final examinations for all other classes.

All students are required to be in full uniform during periods of examinations.

Students who are absent from any exam are given a zero unless a legitimate reason is stated for the absence, such as illness or a death in the immediate family. In cases of illness, a medical certificate and note from a parent must be submitted. Each situation will be reviewed on a case by case basis. Where the absence is approved, and where the student has missed all or the greater part of her exam, the student may be asked to sit a new exam at a later date. In rare instances, the student's semester average will be the average of the daily grades only.

The specific regulations for SCA'S TWO HOUR FINAL EXAM are as follows:

1. An examination, once it has been sat, should not be given later to a student who was absent. The teacher needs to discuss the situation with the HOD or the administration.
2. The classroom must be set up for exam conditions; desks empty and spread out from front to back, and from left to right.
3. Students must be seated in the examination room at least ten minutes before the exam is scheduled to begin.
4. Cellular phones, cameras and other electronics capable of taking pictures or communicating are not allowed in any examination room.
5. No gum, food, or drinks other than water may be taken into the examination room.
6. Students should provide themselves with their own writing materials. While writing an examination, students should not have in their possession any unauthorized material for the writing of the examination.
7. Borrowing of any materials from other students is not allowed while the exam is in process. All other materials such as school bags, textbooks or folders should be lodged with the invigilator in charge before the exam commences.
8. Misconduct in the exam room may lead to disqualification from the exam in which the offence occurs. Suspension or expulsion may result depending on the circumstances of the case. Misconduct includes disturbances of any kind as well as cheating/copying.
9. A student is not normally disqualified from an examination room unless the offence is so disruptive

as to affect the concentration of other students writing the exam. In any event, the matter should be reported to the Principal or Vice-Principal of Academic Affairs as soon as possible. Suspension or expulsion may result depending on the circumstance of the case.

10. Under no circumstances should a student be allowed to leave an exam room and return to it unless continuously supervised by a member of staff.
11. No student can leave an exam room for good until **one hour of the total time allotted has elapsed. Once the exam room has been left, it cannot be re-entered.**
12. After students have finished any of their exams, they should not congregate around any examination room and disturb students still writing their exams.
13. During the Final Exams in the second semester for Fourth Form, invigilation is done by Fourth Form teachers according to the regular teaching timetable. Teachers should relieve one another promptly and, if an exam carries over into the break, the teacher who would normally take over the period after break should take over at the mid-way point during break.
14. Students who have queries about their grades should make these queries to the teacher immediately after receiving their scripts. If the matter is not reported to the principal or vice principal of academic affairs on the same day that query is made, the original grade will stand.
15. The administration of exams, and the conduct of students during exams, are matters of great importance. The faculty and the student body are therefore urged to observe these rules carefully.
16. Cheating does not only mean roving eyes. It means using or passing notes etc. (refer to Academic Honesty Policy below). The penalty for cheating is zero (0) for the exam, 10 demerits and 10 hours immediate service to the school.
17. If an examination script has been stolen or its integrity compromised, the entire exam will be considered invalid.

CLASS CANCELLATION POLICY

Classes may be canceled only in the event that coming to school is physically endangering such as in the case of flooding, a storm, a riot or a hurricane. Appropriate announcements to the student body would be made by way of radio, television or a text. Time missed from school because of a bomb threat will be made up in their vicinity.

ONLINE CLASS PROCEDURES AND GUIDELINES

Sometimes circumstances like the COVID-19 pandemic prevent school from opening for regular classes. In such instances the school may resort to Online Classes to minimize the disruption to learning. Regardless of the reason though, classroom norms and expectations must be adhered to.

Students are to:

- ☐ Dress appropriately - S.C.A. uniform or any S.C.A. T-Shirt.
- ☐ No cleavage shown. Hair groomed.
- ☐ Find an area that is as quiet as possible. A seated position is encouraged.
- ☐ Move distractions from your work area.
- ☐ Phones are to be placed on silent.
- ☐ Log in punctually for your classes following regular teaching schedules.
- ☐ Teachers may send you an invitation to join a meeting, and may ask you to pre-read or research specific materials etc.
- ☐ Students are to mute their microphones on their device at the start of each lesson.
- ☐ Unmute your microphone and answer when called upon by the teacher.
- ☐ Your participation is important in class discussions. Participation indicates to the teacher that you are online. The teacher can determine your engagement in the lesson.
- ☐ Notify your teacher if you cannot access any part of the lesson stating reason.
- ☐ The teacher will build in mini-restroom break times during the lesson.
- ☐ Online learning is an extension of the classroom. Mutual respect for each person is an expected norm.
- ☐ Follow additional guidelines your teacher may have in place.
- ☐ Save your work. Teachers are not responsible for work you lost.
- ☐ Textbooks, notebooks, materials must be at your work area.
- ☐ Demerit consequences still apply for violations and misconduct.
- ☐ Respect teachers and students.
- ☐ Use a profile picture (white uniform and without cellphone) to see only their face and up to their tie.
- ☐ When using a camera the teacher must be able to see from top of head to part of chest.
- ☐ Using one device only facing the screen.
- ☐ Students should not share password information with anyone but parents.



ACADEMIC HONESTY POLICY

Saint Catherine Academy considers cheating or academic dishonesty to be a serious violation of school rules. Cheating/academic dishonesty is defined as follows:

- ☐ copying another student's work, e.g. homework, SBA, modifying an electronic copy of another student's work, etc.
- ☐ receiving or providing information during a test
- ☐ receiving or providing information on tests given during an earlier period
- ☐ having unauthorized material in or on the desk, in between papers, etc.
- ☐ using unauthorized material during tests
- ☐ Violating testing rules as outlined by teacher
- ☐ Plagiarism - using ideas or written material from other sources - student's or professional writer's - without acknowledging the source in their own writing
- ☐ Allowing other students to use one's work or assignments including taking pictures of your work, past tests, etc.
- ☐ Possession of unauthorized cell phone, electronics capable of picture taking and communicating or unauthorized calculator during an exam
- ☐ Unauthorized possession of a lab book or tearing out pages without permission for the purpose of copying. These actions will be considered an act of stealing and academic dishonesty
- ☐ Viewing and not submitting assessments in required time frame
- ☐ Having earphones/headphones on while doing an assessment

For Online Classes:

- ☐ No talking to anyone at home
- ☐ No documents open pertaining to assessment
- ☐ No browsing the web, playing music or games, watching movies
- ☐ No communication with other students via other methods of communication

This list is not meant to be all inclusive. Other actions not specifically delineated herein may also be rightfully determined as cheating. In cases where the circumstances are not as clear cut as outlined above, the matter will go to the Disciplinary Committee, who will make a decision on whether cheating occurred or not.

The following procedures will be followed when a student is found in violation of the cheating policy:

First Offence

The student receives a "0" on the assignment, quiz, test, or exam and five demerits. She is referred to the Vice-Principal AA who will notify the parents/guardians of the incident.

Second Offence

The student receives a "0" on the assignment or test; she is referred to the Vice-Principal AA who contacts the parents/guardians for a conference and informs the Home-room teacher. Student receives five demerits, a five-hour detention, and is placed on a disciplinary contract.

Third Offence

The student is placed on a ten-day suspension for which 10 demerits will be given and a parent/guardian conference follows. The student is subject to expulsion from Saint Catherine Academy.

*****Suspensions, particularly for academic dishonesty***, can adversely affect college admissions. A student proven guilty of any form of academic dishonesty is ineligible for honor roll recognition that semester.

*****Any student caught cheating during a final exam will receive a grade of "0" (zero) or "F" on the exam and ten demerits and must do 10 hours of community service to the school.***

HONESTY POLICY

Each student will be required to sign an honesty policy where the Mercy value of integrity must be upheld.

CURRICULUM

CREDIT HOUR VALUE					
Credit hours usually, but not always, reflect the teaching/contact time for each subject in a cycle.					
FRESHMEN CREDIT HOURS			SOPHOMORE CREDIT HOURS		
CORE	SEM	YEA R	CORE	SEM	YEA R
Civic Education & History	2.5	5	Civic Education & History	2.5	5
Expressive Arts	1.5	3	Expressive Arts	1.5	3
French/Mandarin	1.5	3	Intro to Chemistry	2.5	5
General Science & Life Skills	2.5	5	Intro to Physics	2.5	5
Integrated English	2.5	5	Mathematics	2.5	5
Music	1	2	Music	1	2
Mathematics	2.5	5	Physical Education & Wellness	1.5	1.5
Physical Education & Wellness	1.5	1.5	Personal Grooming	2.5	5
Religion/Leadership/Life Skills	2.5	5	Religion/Leadership/Life Skills	2.5	5
Spanish	2.5	5	Spanish	2.5	5
Technology	2.5	5	Technology	2.5	5
Clubs	1	1	Clubs	1	1
Health & Wellness	1	1	Health & Wellness	1	1
School Based Area	1.5	3	School Based Area	1.5	3

UPPER CLASSMEN CORE SUBJECTS AND ELECTIVES

CORE SUBJECTS REQUIRED FOR SENIORS	CREDIT HOURS SEM	CREDIT HOURS YEAR
English (Language)	2.5	5
English (Literature)	2.5	5
Information Technology	2.5	5
Mathematics	2.5	5
Social Studies	2.5	5
Spanish	2.5	5
Religion	2.5	5

CORE SUBJECTS REQUIRED FOR JUNIORS	CREDIT HOURS SEM	CREDIT HOURS YEAR
Civic Education & History	2.5	5
Integrated English	2.5	5
Mathematics	2.5	5
Physical Education & Wellness	1	2
Social Studies	2.5	5
Spanish	2.5	5
Religion/Leadership		

BUSINESS SUBJECTS OFFERED	CREDIT HOURS SEM	CREDIT HOURS YEAR
CORE + Any 3	2.5	5
Principles of Accounts	2.5	5
Principles of Business	2.5	5
Office Administration* (Seniors Only)	2.5	5
Economics	2.5	5
Entrepreneurship		

ACADEMIC ARTS & GENERAL STUDIES OFFERED	CREDIT HOURS SEM	CREDIT HOURS YEAR
CORE + Any 3		
Caribbean History	2.5	5
Geography	2.5	5
Integrated Science or Literature	2.5	5

ACADEMIC SCIENCE SUBJECTS OFFERED	CREDIT HOURS SEM	CREDIT HOURS YEAR
CORE + Any 3		
Physics	2.5	5
Chemistry	2.5	5
Biology	2.5	5

SECTION V: STUDENT SERVICES



BACK-TO-SCHOOL PARENT/TEACHER CONFERENCES

Back-to-School Parent/Teacher Meetings are usually held in the month of September/October. Parent/teacher meetings may be held periodically throughout the course of the school year. It is really important that parents and guardians make every effort to attend these meetings. Attendance at Parent/Teacher Meetings is usually an accurate indicator of parental interest and commitment in the educational well-being of their children.

CHANGE OF ADDRESS/TELEPHONE NUMBER/EMAIL ADDRESS

Change of a student's address and email address or telephone number must be reported to the Business Office and the Vice Principal of Student Affairs immediately. This is especially important in case of medical or other emergencies.

BOOK RENTALS

Books rented from the school are to be considered school property. It is expected that these books be kept covered and well maintained. No writing must be done in these books. If a rented book is returned in a dilapidated condition (notes written in pen, pencil or with pages missing) the student will be duly charged for damages or cost of replacement of the book(s). The school reserves the right to deny rental privileges to students with a history of failure to adhere to rental policies. (Rental should be returned at the end of the academic school year.)

FACULTY ROOM

Students are **NOT** permitted in the faculty room. If a teacher is needed students should either knock and wait for an answer by the student area, or they ask another teacher for the teacher they wish to see. Students may enter the student center adjacent to the faculty room.

INFORMATION POSTED ON BULLETINS

Information posted on bulletin boards is provided exclusively as a service to students. Information posted on bulletin boards include notices addressed to students through the offices of the Academy, student organizations, the Student Council, and, periodically, by members of the general student body.

Notices will generally require approval by the Principal or VP offices for their posting. Any student who defaces a sign or tampers with notices will be served disciplinary action that can range from a warning to a suspension.

LETTERS OF STANDING

Letters of standing for the purposes of facilitating students in their requests for visas and other identification purposes can be obtained through the offices of the Principal or the Vice-Principals.

Requests for visas will only be met if the student has no outstanding arrears with the school. There is a \$5.00 fee for such printed documents furnished by the school via the Business Office.

AUTHORIZED ELECTRONIC EQUIPMENT/DEVICES

Students are permitted to bring iPads, net books, laptops, e-readers to school. These devices should be used primarily to enhance the learning experience and not for entertainment or other illicit use. They should be fully charged for use; the chargers for these devices may be brought to be used, if necessary. Headphones brought with these devices may be used for school-sanctioned activities only. SIM cards of any kind are not allowed.

CONSEQUENCE FOR USING ELECTRONIC DEVICE FOR PURPOSES OTHER THAN A TOOL FOR ENHANCING LEARNING

1. Students caught using their electronic equipment to take pictures, listen to music, play games, use as a phone or any other illicit use, will *lose their privilege to bring their electronics for a semester (does not apply to laptops)* and will be given ***one day out of class detention*** along with ***two demerits*** to note the behavior. Students must submit relevant forms for devices.
2. A second offense will warrant ***a conference with parents*** and the student may lose their privilege to bring a device to school for the remainder of the academic year. The student may face up to ***two days out of class detention and receive five demerits***.

POSTING UNAUTHORIZED PICTURES/VIDEOS ONLINE

Students are strictly forbidden from posting unauthorized pictures/videos of school events or classmates online.

1. Out of respect for students who are minors and their parents, pictures/videos should not be posted of any student online without their consent.
2. Parents who do not wish to have their daughter's picture appear in any online school material or sites, should indicate so in writing to the principal at the beginning of the school year.
3. Students should never post pictures of teachers or administrators online, except with the expressed permission of the teacher or administrator.
4. Similarly, online pictures/videos of students should not be altered, defaced or photo-shopped by other students especially for mischief-making purposes.
5. Compromising pictures/videos of students must not be forwarded in emails or chats or any other social media that will result in further embarrassment to the child.
6. Students should not post pictures/videos in their uniforms which do not fit in with the behavioral expectations and policies of the school.

Depending on the nature of the posting on social media, students may face penalties that range from a reprimand to a suspension and even an expulsion. Students who hold positions on teams, leadership roles may also be required to give up their posts as a consequence.

STUDENT MESSAGES/DELIVERIES

1. If there is an emergency, a parent may call the office and a message will be given to the student.
2. No other phone calls or messages can be delivered during school time.
3. All packages and messages must be delivered to the receptionist and labeled with the student's name and class. Only parents/guardians or an authorized person may leave packages for students.
4. Representatives must have a letter from the parent or guardian along with a valid ID authorizing them to deliver packages to the receptionist. A phone call verifying the parent's consent may be made at the discretion of the receptionist.
5. All personal packages and messages must be picked up from the Business Office by the student.

STUDENT PHONE CALLS/MESSAGES

1. Students are not allowed to make phone calls during class time except for an emergency. Such calls must be made from the Business Office. Students name, number and person called will be logged.
2. Students should not communicate with parents or friends via Teams/Whatsapp or any other social media applications while on campus.
3. Students must get written permission from a teacher to make emergency calls during class time. Emergency calls must be made from the Business Office. Students must have a teacher's pass to be out of class.

CELL PHONES

Students are not allowed to keep cell phones in their possession during the school day. *There are several reasons for this policy:*

1. The ringing of a cell phone during class is disruptive.
2. Students often hide in the bathrooms during classes to use the phone.
3. We cannot monitor who the student is calling or who is calling the student.
4. Cell phones can be used to communicate information on tests during a test or stored to provide information to students taking the test later.

5. The school could be disqualified if a student has a telephone during CXC exams.
6. Communication with someone outside of the school must be done with prior authorization and from the business office.

If a parent or guardian feels that it is necessary for a student to bring her cell phone to school, the following procedure must be followed:

1. The parent or guardian fills out an application form available at the receptionist.
2. A security fee of \$15 per month will be charged to store the phone.
3. A bubble envelope will be issued with the student's ID number.
4. The student deposits the phone in the envelope in the phone deposit box on either the first or second floor before 7:50 each morning.
5. If the student forgets to bring the phone to the box, she must deposit it as soon as she realizes she has it. If she is found with the phone it will be confiscated and it can only be collected by a parent for a fee.
6. In the rare case where a phone is lost or damaged, due to fire or other causes, while under the custody of the school, the value of the phone will be reimbursed up to the value of \$150. It is advised that students not lodge in expensive phones. The school will not bear the responsibility for reimbursement beyond \$BZ 150.00.
7. Please note that ear buds, headphones and chargers are not allowed with this agreement.

If a student is found to have a phone in her possession, or hidden somewhere on campus, with or/without an agreement in the office, the phone will be confiscated and the student will receive five demerits for each phone in her possession. The phone will be stored in a safe place away from dust and salt air. Other than to assist with the replacement of the phone to a value of \$150.00 if it is lost or damaged, the school will assume no responsibility for the condition of the internal or external workings of the phone while it is in the school's possession.

A fee of \$50.00 will be charged before the cell phone is released to a parent within a two-week period. The school will not be liable for confiscated items after the two-week period. These items may be disposed of after that time. Subsequent offences will carry an increment of \$10.00 for each additional offence. After the second offence, the matter will be referred to the Disciplinary Committee and may result in a suspension. During a search, any student caught attempting to conceal a phone will receive five additional demerits.

If students, with no exception, are known to be lodging phones at business places near the school, the community police will be notified to deal with the matter. A parent conference will also be called to address the matter. A disciplinary note will be placed in the student's file.

UNAUTHORIZED LITERATURE

Reading material other than that prescribed by the school or an individual teacher is not allowed in school. Such material will be confiscated. Magazines will be donated to the library while other books may be claimed at the end of the semester after a fee of \$10.00 per item is paid.

UNAUTHORIZED COLLECTION OF MONEY

No student, group, or any person may collect or solicit money on behalf of the school without the express permission of the Principal. If a student does not adhere to this rule, a Disciplinary Referral Form will be issued from the Principal's Office. This is a serious offence and could warrant an immediate suspension and/or further action brought by the Disciplinary Committee.

LIBRARY/BOOKSTORE

All students are encouraged to make use of the available material in the Library and to use the facility for quiet study and preparation. The library is open during all study periods and after school each day up to 4:30 p.m.

Students, who wish to use the library, must obtain a pass from the study period supervisor and present it to the librarian when she enters the library. The librarian will sign the pass when the student is ready to leave.

LIBRARY RULES

The library is a place for private study and research; the library is used for doing preparatory coursework, assignments, assessments, preparing for tests and exams, engaging in reflections by means of articles in magazines and periodicals, and engaging in other quiet study activities.

The following regulations are outlined for the proper use of the library facility:

1. All students have library access and privileges and they are expected to use the available resources at all times; students may be denied access to the library and library resources by the librarian in those instances in which there is repeated non-compliance with library rules. Each student of Saint Catherine Academy is allowed to check out a maximum of two books at any one time.
2. Each library book has a book card which must be signed by the student and handed to the librarian before a book is taken out.
3. Books will be considered overdue the day following the "Date Due" as marked on the inside cover of each book.
4. Dictionaries, magazines and special materials which do not have checkout cards cannot be taken out at any time; these resources must be used in the library only. All books with cards may be taken out for a period of two weeks; students wishing to hold books beyond this time must return the books so that they can be renewed.

5. Students must return all books checked out in their names to the Librarian's Desk.
6. Each student is to make sure that the librarian checks returned books so as to avoid other students borrowing those books while they are still in her name, resulting in fines levied against her. Both the student and the desk attendant have responsibility for exercising care.
7. Students will be charged book fines, payable to the librarian, for overdue books as follows: 10 cents per day for each overdue book. Fines must be paid to the librarian; students owing fines cannot check out books.
8. Students will be charged for lost books at the price of books plus an additional fee of \$5 for processing re-orders.
9. Students are not permitted to eat or drink in the library at any time; care must be exercised by each person using the library to ensure the availability of a quiet place of study for the entire Academy.
10. Library furniture should never be removed from the library without the librarian's permission.
11. Photocopies and printing may be done in the library at a fee of 25 cents per page. Colored copies may be done with additional charges.
12. Assignments, projects may be printed at the library for a fee of 25 cents per page.

PHOTOCOPY MACHINES

Students may request photocopies for a fee at the Library. If a student officer or club president needs multiple copies for school activities, she should request them from the faculty member supervising the activity. The photocopy machine in the library is available, at a small fee, to students who need copies.

OUTLET, SCHOOL SHOP & CAFE

Students are allowed to purchase before 7:50 a.m. A student **may not purchase** anything from any snack shop from **7:50 a.m.** until recess break nor from five minutes before afternoon classes begin at **12:35 p.m.** until dismissal. If a student needs water to take medication she will obtain it with permission from the receptionist at the business office. Water for PE classes should be purchased in advance (before 7:50 am or in advance) of the class at appropriate break times. Teachers do not have the authority to send students to purchase at the café (outlet, school shop) during class time.

STUDENT HEALTH SERVICES

Student health services are limited to emergencies that require assistance by the Academy's personnel in obtaining professional care at the Karl Heusner Memorial Hospital or from students' family physicians as noted in the Student Emergency Form.

ILLNESS WHILE ON CAMPUS

- ☐ **Students who become ill on campus are expected to notify anyone--a faculty member, a student, counselor- immediately in the area so that help can be provided.**
- ☐ Generally, contact should be made at the Counselor's Office or VPSA or Business Office.
- ☐ A student identified as having an infectious disease will be sent home and the faculty will be notified accordingly.

A student center area is located next the teacher's lounge in the main building. Students who request to leave during school hours for sickness must get two permission slips from the Receptionist. Parents will be contacted when a child will be sent home.

Parents may pick-up students by the student center area. Students place a copy of the permission slips on the homeroom teacher's desk in her homeroom and must give the second copy to the security officer on duty before leaving through the gate. Students will only be allowed to leave with authorized adults listed on emergency form. The receptionist may call to verify the person sent for the student.

PRESCRIPTION/OVER THE COUNTER MEDICATION

A small-scale first aid service is provided to students for minor illnesses and injuries such as cuts, however, **school personnel are not to dispense medication of any kind (including aspirin or over the counter drugs) to students without authorization from parents and/or the family physician.**

If medication is to be taken by a student during school hours, the following policy must be observed:

1. The family physician must indicate in writing the frequency and dosage of a prescribed medication. The student's parent must request in writing the administering of the medication as specified by the physician.
2. The parent must deliver, in person, the prescribed medication, and over the counter medication to the school's administration. (The medication must be labeled with the student name, dosage and time of dosage).
3. The Receptionist will store the medication in a locked or safe area.
4. The authorization must be updated at the start of each school year.

Medication must be picked up at the end of the school year by a parent, or it will be discarded.

LOST AND FOUND POLICY

1. All lost items, including books, wallets, jewelry, notepads, clothing, money, etc. found by students, faculty or staff must be returned to the Librarian or the Accounts Office.
2. Students are responsible to report lost articles at the library or Business Office as soon as possible;

periodic checks are to be made during each school day.

3. Claims can be made provided students show that they are rightful owners of articles; students are urged to mark their books and all their personal belongings.
4. At the end of each school day, a list of articles recovered (or lost) for that period will be announced on the PA system to the student body. Articles not claimed within four school weeks will be presumed unwanted and will be appropriately disposed of.

STORAGE OF MONEY AND VALUABLES

The school discourages students from bringing large amounts of money or valuables of any kind to school. If it is necessary to bring large amounts of money or valuables to school, students should see the accounts office and request that such be placed in the school vault. If this procedure is not followed, then the school will not be liable for any loss incurred. Students may keep money in their ties or on their person at all times. Wallets, coin purses, and pocketbooks containing money should either be kept on your person or safely stored in your locker. The locker key should be stored in a safe place.



SECTION VI: BEHAVIORAL POLICIES



ABSENCE

If a telephone is available, a parent/guardian should call in advance (223-4908 or 223-1758) between 7:30 a.m. and 8:30 a.m. on the day of the absence.

1. If a student is absent more than 18 days or 10% of the academic school year, she is not eligible for promotion or graduation as per Ministry of Education rules.
2. When a student returns **after an absence she must send an electronic copy of the SCA Memo note explaining the absence the day she returns to school.** Failure to bring this note may result in a demerit. The note must be prepared only on the School's Memo Form:
 - a. written and signed by a parent/guardian in the language he/she speaks
 - b. include date(s) of the absence
 - c. give specific reason(s) for the absence
 - d. include the student's full name and homeroom
 - e. Memo notes must be sent to the homeroom teachers to be forwarded to faculty and staff via Whatsapp. The homeroom teachers will keep a file of all notes received for their homerooms
3. **An extended absence of three days or more requires a doctor's certificate.**
 - ☐ When a student returns after an extended absence she will receive a test completion form. She must present this form to each teacher she had on the day(s) she was absent for their signature that she has made up all the tests she missed.
 - ☐ She has five school days to make up all tests. If she fails to make up any test within the five days, and has made no arrangements with the subject teacher, she will receive a grade of zero for the test. Acceptance/grading of late assignments is left to the discretion of the teacher. The test completion form must be returned on or before the due date to the VPAA.

TARDINESS

Students are expected to be on campus by 7:50 am every morning.

- a. A student must be seated in her homeroom by 7:55 a.m. (standing in place for assembly on Mondays)
- b. A student who is not seated in her homeroom by 7:55 a.m. must report to one of the prefects to sign in.
- c. She must bring an **SCA Memo Form** from a parent/guardian no later than the following morning explaining the lateness. Failure to bring a note will result in a demerit the first time

and a demerit plus one hour of after school detention each succeeding time.

- d. A student who is late three (3) times within a month will receive a demerit. After 6 times late the student will receive a referral form from her homeroom teacher. Two referrals within the semester will result in a two-day in-school detention and conference with the parents.

TRUANCY FROM CLASS OR FROM SCHOOL

DEFINITION OF TRUANCY

Truancy is any intentional, unauthorized or illegal absence from compulsory education. It is absences caused by students of their own free will, and usually **does** not refer to legitimate "excused" absences, such as ones related to medical conditions."

CUTTING CLASSES

The cutting of classes is considered a serious offence. A student will receive a 0 (ZERO) grade for all graded assessments given for the class/classes missed that day, with no chance to make up the grade, and will receive two hours of detention.

TRUANCY FROM SCHOOL

- ☐ Truancy is a serious and dangerous decision for a student to make. It will result in a suspension.
- ☐ **Once a student arrives on campus, she may not leave the campus for any reason without written permission from the Principal or Vice-Principals.** If the student has permission from her parent/guardian, that permission must be presented in writing to one of the above-mentioned persons before she leaves the campus. Failure to follow this policy will result in a suspension.
- ☐ If a student feels sick on the way to school, she should return home immediately and ask her parent/guardian to call the school or she may come to school and ask to be dismissed in the usual way. Failure to follow this procedure will result in a referral and a parent/guardian conference. A second violation will result in a suspension.

OUT OF CLASS

- ☐ No student may be out of class without a pass from a teacher during normal class time.
- ☐ No student should deliberately absent herself from a class while present on campus. The matter will result in two days out-of-class detention.
- ☐ Failure to get a teacher pass will result in one-hour detention in the first instance, and a disciplinary referral thereafter.

ATTENDANCE AT SCHOOL SPONSORED ACTIVITIES

All students are required to participate in school-sponsored activities such as Coastal Cleanup, Foundation Day Projects, Valentine Fair, Sports Days, Open House, March for Jesus and the Guadalupe Procession or to give four hours of community service at a site to be determined by the school administration in consultation with a parent/guardian. Failure to attend the activity or the alternative service project will be treated as truancy and the student will receive additional duties or in extreme cases a suspension.

UNIFORM/DRESS CODE

The regular school uniform must be worn to and from school each day and to every official school function:

1. White dress (uniform) with short sleeves and a hem which extends below the knee
2. Undergarments must be white or beige and half-slips worn under uniforms
3. If the dress material is thin, a vest should also be worn or a whole slip
4. Tie: color of the form fastened with a school pin
5. Socks: plain white with a cuff extending two inches above the ankle bone or to mid-calf
6. Enclosed black shoes - full black with a wide heel no higher than 2"

If, for any reason, a student is unable to wear the full uniform she must present a note of explanation to the Homeroom teacher before 7:50 a.m. This note must be specific as to which part(s) of the uniform the student is unable to wear. The student will be issued with a Uniform Violation slip. Reporting to school out of any part of the uniform not covered in a note will result in a one hour of detention served on the same day. A demerit may be issued. **Students are expected to be in complete uniform each day including exam week and for seniors for all CXC Examinations.**

The same regulation holds for the physical education uniform which consists of:

- a. SCA shorts
- b. SCA T-shirt
- c. white socks (same as worn with uniform)
- d. tennis shoe



(If a student has P.E. twice in the week, she may wear an SCA-sponsored T-shirt the second day; freshmen may wear a solid-colored T-shirt of any color – no designs)

On PE days, a student may come in her PE uniform and keep it on for the entire school day.

CLEAN UNIFORMS

Students are encouraged to keep their uniform clean by washing after every use and to iron their uniform for a neat appearance. Periodically uniforms must be soaked in bleach, so they remain white. The tie also needs to be washed and ironed at least once a week. Socks must also be washed daily and should never be re-used without washing. Shoes should also be kept clean and dust free. PE uniforms should also be laundered after each use.

CASUAL DAYS

This includes any occasion when students are not required to wear uniform:

- a. Slacks or long jeans are allowed, no shorts, or hip-huggers, capris or rolled up pants
- b. Skirt/Dress the same length as the uniform
- c. S.C.A. T-shirt/blouse (with sleeves), length must exceed the waistband
- d. Tennis or sandals
- e. Jewelry (same rule applies as on regular days)

RESTRICTIONS

Pictures, emblems, clothing or writing on clothing that

- a. are lewd, offensive, vulgar, or obscene
- b. depict the occult
- c. have sacrilegious signs or symbols
- d. represent gang membership
- e. see-through clothing; jeggings or leggings
- f. advertise any form of drug or illegal substance
- g. jeans with any form of cutouts or rolled up at the hem
- h. low cleavage or crop top blouses that reveal the body



Note Well: These items may not be worn at any time for any school event including valentine fair etc.

Violations:

Students will receive a school uniform to wear for the day, *be issued not more than 1 demerit, and lose her right to wear casual dress the next casual day.* Otherwise, the student will be sent home to change or call home for appropriate clothing.

Repeat Offence:

Five (5) demerits and may not participate in any other casual days for the remainder of the Academic year.

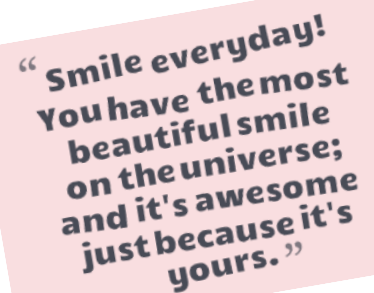
HAIR/MAKE-UP

Students are encouraged to accept themselves as God created them and not as the materialistic world dictates.

- a. Student's hair should be combed and well groomed
- b. no unusual hair styles, hair pieces, dyed hair or multi- colored extensions
- c. no hair curlers, bandanas, caps, warm caps, headbands with 3D flowers, patterned headbands or doo rags (Headbands must be of one solid color)
- d. no make-up or nail polish may be worn at any time
- e. no acrylics, gel tips or false nails may be worn
- f. hair accessories must match the color of your tie or be neutral colours (brown/black) and of simple designs.

JEWELRY

- a. one bracelet/bangle
- b. one watch
- c. **One pair of SMALL stud earrings worn on the lower lobe**
- d. one chain
- e. sunglasses may not be worn in the classroom
- f. anklets may be worn but should not be visible



**“Smile everyday!
You have the most
beautiful smile
on the universe;
and it's awesome
just because it's
yours.”**

Students may not wear jewelry on the tongue, eyebrows, nose, navel, upper earlobe or any other part of the body. In the first instance that a student wears jewelry as mentioned above, she will be called to task, one demerit given and one-hour immediate work detention. For a second offence, the student will go to PT. Additional offences may result in a suspension.

Excessive jewelry will be confiscated and logged by the teacher at the Accounts Office. These items may be picked up by parents within two weeks and a fee of \$25.00 paid per item. Unclaimed items will be disposed of. The school will not be liable for damage or loss of confiscated items after the two-week period. For repeat offense students will receive one demerit for the first offence. PT will be given for each subsequent incident.

FIGHTING

Fighting, verbal or physical (pushing, shoving, aggressive contact of any kind), **will not be tolerated**. Obscene, immoral or offensive language may not be used at any time or in any place or social media. Students who witness such behavior have a responsibility to report it to the Administration as it reflects negatively on the whole Academy. Parents/guardians will be notified immediately, and the matter will be referred to the Disciplinary Committee and the student may be suspended or expelled.

Any student who encourages a conflict between two or more parties to escalate because of comments or action or non-action is liable to a penalty. Any student who witnesses a conflict or fight or participates in wrongdoing and fails to report it is liable to a penalty. This behaviour is against our teachings of Nonviolence as expected of our Mercy Girls.

WEAPONS

Guns, pepper spray, knives, taser, or any other items that could be considered weapons are not allowed on campus. Students may not have them in their possession. If the weapon is an unlicensed firearm, it will be taken away immediately and handed over to the relevant authorities. Parents/guardians will be notified immediately as this may be grounds for immediate suspension and the student's case will then be referred to the Disciplinary Committee.

TATTOOS

While at SCA, a student is **not allowed** to get any tattoo on any part of her body. Any previously acquired body marks must be registered at the school prior to her admittance to SCA. Failure to adhere to the Tattoo Rule will warrant a suspension. Students who have a tattoo must register the tattoo using the Tattoo Registration Form found in the Appendix Section.

DRUG AND ALCOHOL ABUSE

DRUG POSSESSION

If the student is found on campus with alcohol or illicit drugs in her possession, she is liable for expulsion.

Parents/guardians will be informed and assisted when possible to respond appropriately to the situation.

DRUG TRAFFICKING

If a student is found to be a "pusher" she will be expelled forthwith, and her illegal activity will be reported to her parents/guardians and to the police.

DRUG AND ALCOHOL USE

Any student whose behavior indicates the possibility of drug or alcohol misuse, on or off campus, will be referred to the principal and will have to take a drug or alcohol test immediately. The parents/guardians will be immediately informed of the situation. The matter will be referred to the disciplinary committee for a final decision.

If a student requests assistance because of the misuse of drugs and/or alcohol, the request will be honored confidentially.

If a student is caught and admits to experimenting, she will be suspended for two weeks and will be referred to the Guidance Counselor, who will initiate a program of assistance. The result of the tests and consultations with the counselor will determine the way in which the school shall assist both parents and students.

- ☐ *Any student purposely refraining from disclosing information about students who are drug users or dealers or alcoholics on campus or off campus will be liable to disciplinary action.*

SMOKING CIGARETTES/CIGARS AND VAPING (E-CIGARETTES)

The consequence for students caught smoking and/or vaping will be a 2- week suspension; the details will be determined by the Disciplinary Committee.

ANNOUNCEMENTS

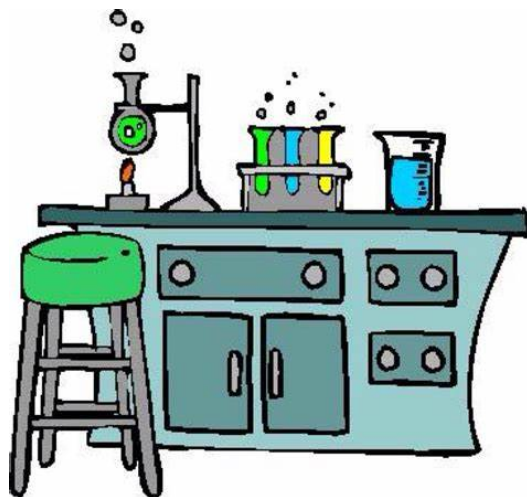
- ☐ Students are not allowed to talk during announcements.
- ☐ Students should be in their assigned seats during announcements.
- ☐ Students should not leave the classroom during announcements.
- ☐ The administration reserves the right to call students' names over the intercom system. A student who is not seated in her homeroom by 7:55 a.m. must report to one of the Prefects to sign in as late.



SCIENCE LABORATORY RULES

Students must:

1. Enter labs quietly and in an orderly fashion.
2. Obey safety rules.
3. **USE** only mechanical pencils in the Labs.
4. **DO NOT** disfigure the surface of tables.
5. **DO NOT throw garbage in the sinks.**
6. **DO NOT** destroy lab equipment.
7. **DO NOT** take food into, eat, or chew in the labs.
8. **DO NOT** enter the labs without permission, nor remain in the labs unless a teacher is present.
9. As a precaution and to protect the reputation of the teacher and the student, a student must not be alone in any of the labs with a male teacher/person.
10. Lab books must be requested through your teacher and should never be taken out from the lab. No page is to be torn from another person's lab book. No copying of another persons' work. (See Academic Honesty Policy)



BEHAVIOURAL EXPECTATIONS GENERAL GUIDELINES

Mutual respect and a healthy relationship are expected between students and teachers and all school personnel and adults on campus. Students are required to respect themselves, respect one another and respect their teachers.

In the event of overt immoral misconduct which reflects grave discredit upon the school and is not in conformity with the philosophy or objectives of the school, the sanction will be determined by the Board, with the maximum penalty being expulsion.

Violations of the above rules will be sanctioned by use of demerits, PT, and suspension as the gravity of the matter requires.

The principal, in consultation with the Disciplinary Committee may expel any student who, in the perception of the Board, exhibits behavior and attitudes that are not in conformity with the philosophy and objectives of SCA and which bring grave discredit upon the Institution.

GENERAL BEHAVIOR EXPECTATIONS

CLASSROOM BEHAVIOR

A student is expected to:

1. be seated quietly in her homeroom when the 7:55 a.m. bell rings
2. stand reverently for morning prayer
3. stand at attention with her hands at her side whenever the Belize National Anthem is sung or played
4. be seated in her homeroom during morning and afternoon messages
5. listen to all announcements in silence; nothing else may be done while messages are on: cleaning, packing books, talking, reading, etc.
6. maintain an atmosphere of quiet at all times and in all places while classes are in session
7. remain seated at her desk whenever a teacher or supervising adult is not present in the classroom
8. stand whenever the teacher or any adult visitor enters the classroom, respond to their greeting, and be seated when instructed to do so
9. refrain from sitting at any teacher's desk as a mark of respect for the teacher
10. raise her hand and wait to be recognized before speaking
11. obtain permission from the teacher to leave her seat
12. obtain permission from teacher to leave the classroom and must have a teacher's pass on her person
13. sit up straight at all times, facing the teacher
14. chairs purchased by student must be labeled with their name and address in permanent marker under the seat of the chair
15. do not remove, take out, use or deface another student's chair or desk
16. keep her chair flat on the floor as tilting may break the furniture
17. keep the area around her desk and her locker clean and neat
18. keep aisles clear for safety reasons
19. put all books and materials in her desk, locker or schoolbag before leaving the classroom for another class

20. refrain from chewing gum anywhere and anytime on campus
21. refrain from eating any food and drinking any beverage other than water during classes
22. leave chalk on the chalk ledge unless requested to write on the chalkboard (leave dry board marker on the whiteboard ledge unless requested to write on the whiteboard)
23. refrain from bringing any food or beverage including water into the hall or Mercy Center
24. keep to the right and walk in single file up and down all staircases
25. refrain from borrowing any person's electronic device
26. respect the property of others
27. student who drive must park outside of the school compound on the nearby streets
28. No running on campus, except for PE or an emergency

DISCIPLINE

DISCIPLINE AGREEMENT

At the time of registration ALL students and their parents/guardians are requested to sign a Discipline Agreement which states that the student and her parents/guardians are fully aware of the school rules and implications and consequences of violating these rules. The agreement forms are issued at registration. *(See Appendix III) They must be turned in by the first Friday in September.*

STUDENT CONDUCT (SCA.ABACUS.BZ)

Student's conduct will be tracked on the online at sca.abacus.bz. A student must be notified by the teacher before a demerit is given. Demerits earned will be logged unto the student's file along with a brief explanation for the demerit. For every five demerits, she receives, a student must report to PT to do some assigned tasks. PT is defined as reporting every day after school for one week and completing the assigned task(s) for that day in an hour.

If a student accumulates 25 demerits in a year, she will be suspended for two weeks. In addition, 10 demerits will be given to record the suspension. A student may not exceed 15 demerits after a first suspension, or she will be asked to withdraw or face expulsion. **If a student has been suspended before and earns a second suspension in a different school year, the student must not acquire five demerits, or she may be asked to withdraw from the academy.**

A student may log demerits earned on a demerit card page provided in her SCA School Calendar, or elsewhere.

CONDUCT: EXPLANATION OF INFRACTIONS

A – Attendance	Students are expected to attend school every day and to be on time.
B – Books	Students are responsible for all necessary textbooks, notebooks and other written materials that are required for their classes.
C-Courtesy	Students are expected to treat their teachers and each other with respect and dignity.
E – Equipment	Students are responsible for accessories required for any class such as textbooks, notebooks, geometry sets, biology specimens, uniforms, demerit card etc.
H – Homework	Students are responsible to complete written assignments and reading assignments within the given time limits.
L – Listening	Students are responsible for listening attentively and quietly in class, at assembly, and during messages over the public address system.
M – Manners	Students are expected to behave politely around their teachers and each other.
N- Neatness	Students are expected to be neat and tidy at all times. They are responsible for their work and lab areas which should also be neat and tidy at all times.
O – Obedience	Students are expected to comply with the school rules and any directions given by a teacher.
P – Promptness	Students are responsible to be on time for homeroom period, classes and school functions
QS - Quiet/Silence	Silence is observed in the library at all times. Silence and quiet should also prevail during teaching time according to the nature of the class.
SCA Memo Note	A note must be presented for each absence or lateness.
T - Truthfulness	Students are expected to tell the truth at all times and to refrain from any form of cheating and dishonesty in completing assigned work such as homework, oral tests, and written tests.
U – Uniform	Students are expected to be in full uniform all day.
PT - Put to Task	PT is defined as reporting every day after school for one week for one hour of work. PT takes precedence over other scheduled events except for make-up tests.

After a student has acquired five demerits, she will be informed by the Vice Principal of Student Affairs when she will report for PT. PT begins at 3:30 p.m. and ends at 4:30 p.m. Excuses from PT via VPSA only. An additional hour is added for any hour missed. A student may be taken out of class if she does not report to PT.

FORGERY

Forgery or fraud, including but not limited to the signing of a parent's name, is strongly discouraged. The consequence for such actions is a suspension

OBSCENE AND VULGAR LANGUAGE

Students who utter/blurt/type/text obscene or vulgar words/language will receive up to five demerits and will receive detention that ranges from 2 days after school to two days out-of-class detention. Students are to report for any graded assessments during the day. It is the Academy's desire that students communicate with reverence towards each other respecting the rights and dignity of each human being.

SUSPENSION

A student can earn a suspension by either accumulating 25 demerits during the course of the school year or by committing a violation that, in the opinion of the administration, warrants, at least, a suspension. For the latter option, the Disciplinary Committee is convened to discuss the merits and demerits of the case and make a decision whether to suspend or to levy a lesser consequence. However, the administration reserves the right to make decisions under extraordinary circumstances (such as the COVID-19 pandemic) without consulting the disciplinary committee.

After 25 demerits a student will be suspended, and 10 additional demerits to record suspension. Suspension is defined as a two-week period of work on or off campus with the student making up missed work on her own.

A student who is working on campus will report to her classes for all tests, quizzes, and graded work during the time she is serving her suspension. Teachers will not make special arrangements for her to makeup work. She is also to report to her subject teachers after school to get notes or assistance on material covered. She is also responsible for getting all notes or class work for the duration of her out-of-class suspension. She is also to meet with her subject teachers for assistance after dismissal to ensure she catches up with any course content.

- ☐ Note that a student can be suspended only three times over her four years.
- ☐ Students suspended twice in the same academic year will be asked to withdraw.
- ☐ A third suspension means expulsion.

POLICY STATEMENT FOR SUSPENSION

A two-week suspension will be given for:

- a. Physical or verbal fighting on or off campus; excessive use of obscene or vulgar language

- b. Truancy from school
- c. Disrespectful, illegal or immoral behavior on or off campus or online via Facebook or other digital/social media
- d. Tampering with or creating a version of a SCA report card (may lead to expulsion)
- e. Violation of disciplinary probation
- f. *Bullying, intimidation, sexual harassment, and extortion
- g. Leaving campus without permission
- h. Stealing
- i. Unauthorized possession of a Lab Book or tearing out pages without permission for the purpose of copying
- j. Attendance at any nightclub or public facility whose primary purpose is to sell alcoholic beverages (Bar area of restaurant/bar)
- k. Consuming alcoholic beverages at a bar, restaurant or public place
- l. Attendance at a dance or concert not approved by the Administration
- m. Attendance at a prom by a freshman or sophomore
- n. Third proven offence of cheating
- o. Defamation of character – spreading rumors about other students/teachers
- p. Smoking or vaping
- q. Forgery
- r. Other instances not listed here but resulting as a decision from the Disciplinary Committee

*Bullying is the use or physical, or verbal coercion to obtain control over others, or to be habitually cruel, belittling, or nagging to those who are considered weaker.

Intimidation is any act intended to frighten or coerce someone into submission through the use of friendship, friends, relatives, and even weapons.

Sexual harassment, a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal, written or through the use of social media or physical conduct of a sexual nature when such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

Prior to a suspension being given the following procedure will be observed:

- a. students and parents/guardians will be notified within 15 workdays of the incident or after all investigations are completed. A notification will be sent with your daughter if the school is unable to communicate via telephone after several attempts have been made
- b. student and parents/guardians will meet with the administration within 10 days of the incident
- c. the matter will be referred to the Disciplinary Committee who will be responsible to resolve the issue within the 15-day working period except for holidays
- d. parents/guardians will be notified about the suspension
- e. all matters discussed within the Disciplinary Committee are strictly confidential; only the decision of the Disciplinary Committee will be communicated to those teachers/staff members who are directly involved with the student

Suspensions will either be in-class, out-of-class or out-of-school.

- a. A student will be issued an in-class suspension unless in the judgment of the Disciplinary Committee, her general conduct and attitude warrant an out-of-class or out-of-school suspension.
- b. A combination of out-of-school, out-of-class, and in-class suspension may be issued.

Suspensions are a time for self-reflection and adjustment in behaviour and attitude by the student to realize how her behaviour affects others in our school community. The holistic development of the child is the goal of disciplining a child. The academy recognizes that students are in formation and that they are in the process of learning from mistakes. Developmentally, students are risk takers and may not fully think out their actions and consequences before making decisions. The academy embraces positive discipline as its first interventional process in assisting students with behavioural issues. However, students must be called to task and must be held accountable for their behaviour. Parental support for decisions assists us in helping your child become the person God created her to be.

GENERAL REGULATIONS REGARDING IN CLASS SUSPENSIONS:

- a. The length of the suspension is 10 school days.
- b. Student will receive 10 demerits on the Abacus system immediately in accordance with the suspension policy.
- c. Student will report to the Vice-Principal of Student Affairs/Counselor at 7:55 a.m.
- d. Student will remain with the VPSA for morning prayer and messages.
- e. Student will bring her own lunch and eat at a designated area.
- f. Student will report to the VPSA/Counselor at 3:00 p.m. for afternoon messages.
- g. Students will perform one hour of after-school service on each of the ten days.

- h. Students will perform 20 hours of community service: time and place will be arranged by the Principal in consultation with the student and her Parent/Guardian.
- i. Student will be required to have a session with the Guidance Counselor who will then determine whether the students must continue with follow-up sessions.
- j. Student will keep a daily journal which will be discussed with the VPSA or Counselor.
- k. The student will be placed on a behavior contract for a three-month period.
- l. The student may not represent SCA nor engage in extracurricular activities while on disciplinary probation.

SPECIFIC REGULATIONS FOR AN OUT-OF-CLASS SUSPENSION:

- a. Student will be assigned a task to be completed during the day.
- b. Student will work at the assigned task from 8:10 a.m. until 11:40 a.m. and from 12:40 p.m. until 3:00 p.m.
- c. Student is responsible to meet with all her subject teachers to complete all work, assignment, and tests/quizzes during regular scheduled class time.
- d. Student will perform 20 hours of community service: time and place will be arranged by the Principal in consultation with the student and her parent/guardian.
- e. Student will be required to have a session with the Guidance Counselor who will then determine whether the students must continue with follow-up sessions.
- f. Student will keep a daily journal which will be discussed with the Vice Principal for Student Affairs or Guidance Counselor.
- g. The student will be placed on a three-month behavior contract.

SPECIFIC REGULATIONS FOR AN OUT-OF-SCHOOL SUSPENSION:

- a. Student will remain out of school for a specified number of days.
- b. Student is responsible to meet with all her subject teachers to complete all work, assignment, and tests/quizzes upon her return.
- c. Student will perform one hour of after-school service on each of the remaining days.
- d. Student will perform 20 hours of community service: time and place will be arranged by the Principal in consultation with the student and her parent/guardian.

- e. Student will be required to have a session with the Guidance Counselor who will then determine whether the students must continue with follow-up sessions or will be referred to another agency as determined by the counselor.
- f. Student will keep a daily journal which will be discussed with the Vice Principal for Student Affairs or Guidance Counselor.
- g. The student will be placed on a three-month behavior contract.
- h. The student may lose her privilege to participate in graduation ceremony and prom.

(All disciplinary actions stated in this handbook are considered on a case by case basis and will be levied accordingly)

STUDENT APPEAL

It may happen that a student feels that she has been unfairly treated. The issue must not be debated in a public area especially where those not directly involved are present. In such cases the following procedures should be followed:

1. Carry out the direction by the teacher.
2. If you feel that you have not been fairly treated, you should see the guidance counselor and a meeting will be arranged to discuss the matter.
3. If satisfaction is still not forthcoming, a further appeal can be made to the school's administrators and a meeting will be arranged to discuss the matter.
4. Students may appeal the decision of the Disciplinary Committee by writing a letter of appeal to the principal and copied to the Vice Principal of Student Affairs.
5. In the case of demerits, students may appeal. Forms are available at the office of Vice Principal of Student Affairs.

DISCIPLINARY PROBATION

Students who are guilty of serious or repeated infractions of school policies may be placed on Disciplinary Probation. Probation status is determined by the Disciplinary Committee and will extend for a minimum of 20 school days to a maximum of one semester.

Conditions and improvements that must be met will be clearly specified in a Disciplinary Contract which must be signed by the student and her parent/guardian and returned to the Vice Principal of Student Affairs the following school day. Failure to comply with any of the terms of the contract may result in suspension from school or requested withdrawal from the Academy.

At the end of the probationary period, if appropriate, the student will be removed from Disciplinary Probation. A student on Disciplinary Probation is neither permitted to participate in nor attend any

extracurricular activities during the time of her probation. A student already involved in an extracurricular activity will not be able to participate for the duration of her probation.

PRIVATE FUNCTIONS IN PUBLIC VENUE

The school should be notified if a student will attend a private function at a restricted venue or public place where alcoholic beverage is served. This notice should be done in writing at least 2 days prior to the school function or public place where alcoholic beverage is served.

The school must be notified and permission received for any modeling appearances, performance in music videos etc. Students are underaged and the requirements may suit students from a more mature level. The school should be notified at least a week in advance.

PROMS

First and Second Form SCA students are not allowed to be escorts for proms. Any violation of this rule will mean an immediate two-week suspension. *(Please refer to Graduation Requirements)*

Neither first nor second form students of other schools are allowed to accompany SCA students to prom. Students may also not be accompanied by a female friend as her escort. Escorts must be single, male, not be older than 22, and should not have a police record.

Parents of third and fourth formers attending prom for another school must notify the Vice-Principal of Student Affairs. The dress code for SCA must be adhered to for any student attending any prom. Failure to do so will result in the matter being referred to the Disciplinary Committee.

PROM ATTIRE

Prom is a time of celebration and the first formal/glamorous event the school organizes for the seniors. Students are expected to dress for their age group and not like the movie stars who are older mature women.

Dresses must be representative of the values the academy instills in its students. Police officers will be part of the team chaperoning the prom.

Students may not leave before 12 mid night and once they leave, the parents will be notified. The prom usually ends at 1am. Parents are asked to please pick up their children promptly.

PROM RESTRICTIONS

- ☒ No backless dresses exposing the tailbone
- ☒ No cutout dresses or midriff showing
- ☒ No splits extended above the fingertips
- ☒ No cleavage or plunging neckline showing
- ☒ No grand entrances allowed

OFFICIAL SCHOOL DANCE



DANCES

Dances are social and fun events for students organized by the student council and parents at the school's fair. However, the academy wishes to promote wholesome activities reflective of the school's traditions, values and in keeping with the mission of the Sisters of Mercy's value for the "Concern for women and women's issues". It is our moral obligation to teach our students to dress appropriately at school sponsored events at the same time respecting their individual preferences and uniqueness.

DANCE ATTIRE RESTRICTIONS

- ☒ No midriff or cleavage showing, no backless dress, no transparent material, no skirt or dress shorter than the length of your fingertips. No cut out pants, blouse or dress.
- ☒ No shorts worn except for themed dance which will be announced.

EXPECTATIONS FOR DANCE

1. Students must be in the dance two hours after it starts and will be allowed to leave one hour before it closes. They may not leave and then re-enter.
2. The Faculty Moderator(s) will refuse admission to anyone whose behavior and/or attire are not appropriate for the dance. Students who have no way of getting home to change attire will sit in an area designated by the moderator for the duration of the dance.
3. If the dance is a formal or semi-formal dance, the student's escort should be appropriately attired. Headbands, caps, hats, hoods and walking sticks are never permitted at any dance.
4. SCA students and their guests are required to show a current photo ID (NO ID – NO ENTRY). ID's will be collected upon entry and returned when students leave.
5. When a student brings a guest, they must enter and leave the dance together.
6. Neither students nor their dates are allowed to smoke or smuggle alcohol into or any type of drugs or weapons at a dance.

7. No "dirty dancing" is allowed. This is in reverence of our body as God's temple. **Students engaged in twerking or any other inappropriate dancing will be tapped on the shoulder and escorted outside, and their parents will be called to pick them up.** The student will serve 5 hours of community service to the school and a demerit will be issued recording the incident.
8. Students are required to conform to school regulations and are to inform their escorts/guests of these regulations. Any inappropriate behavior by the student will result in her being suspended and/or placed on disciplinary probation and she may be subject to expulsion.
9. SCA reserves the right to deny admission to any student or any other person who has behaved inappropriately at previous school dances or functions.
10. In cases where tickets are sold or pre-sold, there will be no refunds unless approved by the Faculty Moderators.
11. Students/guests shall not knowingly possess, use, transmit or be under the influence of or show any evidence of having used any kind of alcoholic beverage or any drug(s).
12. These actions are considered serious and may be subject to expulsion. Parents/guardians will be informed of the matter.
13. Students/guests shall not knowingly possess, use or be under the influence of or show any evidence of having used any illegal drug or controlled substance (i.e., marijuana, hallucinogens, etc.), sell, provide or transmit illegal drugs or controlled substances. The student may be subject to expulsion. Parents/guardians will be informed of this matter.
14. Parents/guardians are expected to make arrangements so their daughters/wards will be picked up promptly after each dance. Dances end promptly by 11:45pm. Chaperones will leave promptly by midnight.
15. Parents/guardians will be notified if a student fails to conform with dance policy.
16. An evaluation follows each dance. Negative evaluations may be the reason for cancellation of subsequent dances. Individual students may be held liable for damages resulting from their actions during a dance.
17. The school is not responsible for any lost items at school functions. Students need to take responsibility for any item(s) brought.

RESPECT FOR PROPERTY

As an individual member of the SCA community, each student assumes a great deal of responsibility in safeguarding her personal belongings. As a community of students bound together by common concerns and interests, the student body must work with each other in ensuring the welfare of all students.

STEALING/VANDALISM

Students proven guilty of stealing school property, the property of a fellow student, faculty or staff, or personnel on campus, or goods from any agency employed by the school may be expelled from SCA.

Students proven guilty of vandalizing the property of teachers, staff members or other students, visitors, or school property are subject to expulsion. This includes marking or carving desks, lockers, walls, pillars, bulletin boards, books, breaking chairs etc. *Parents/guardians will be required to pay the cost of replacement or of repairs as the school requires.*

The school reserves the right to involve the Community Police Officers or Zone Police Officers responsible for the school as deemed necessary for issues of this nature.

EMERGENCY EVACUATION PROCEDURES

In the event of an emergency evacuation, the buzzer or a hand-held bell will be rung three times successively for a longer period than usual with a short break in between.

SAFETY REQUIREMENTS:

- ☐ students should remain calm and listen to directions from the teacher present
- ☐ students/faculty using restrooms or other areas where PA or buzzer may not be heard, must be notified
- ☐ students should leave all belongings in the classroom, library or lab
- ☐ use the nearest stair or exit
- ☐ proceed in silence throughout the entire exercise to hear emergency directions as given
- ☐ walk quickly to designated areas
- ☐ upon arrival at the designated area, report to your homeroom teacher who will ensure that all have arrived safely
- ☐ students assemble in homeroom sections--in single file lines in alphabetical order--so that roll call can be taken
- ☐ respond immediately to directions given by supervising staff
- ☐ re-enter when the all-clear signal is given

LOCK IN

In the event of a riot or any other threat that the school needs to be Locked In, the following announcement

will be made, “***Will Catherine McAuley please come to the Business Office.***” The message will be **repeated three times**. The classrooms are to be completely locked. All red blinds, French doors, metal doors and windows must be bolted and secured completely. Students should remain calm. A rosary may be prayed to calm the students. When the all clear is given over the PA, students may reopen their classes.

EMERGENCY REQUIRING STUDENTS TO BE SENT HOME

In the event of an Emergency affecting the city or threatening the school, the school will determine the best plan of action for the safety of the students, faculty and staff. If it is decided that classes will be dismissed, the following procedures will be followed:

1. The volunteer Parents or Guardians will be contacted via text or phone call by homeroom teachers. These parents/guardians will then contact other parents as set out in the emergency contact tree set out at the first PTA meeting.
2. School will be dismissed, and students will be sent home by their usual means of transportation.
3. Students who have special problems (i.e., illness, public transportation shutdown, excessive distance to walk in inclement weather), will be retained and a reasonable effort will be made to contact the parent/guardian by phone.
4. Messages will be aired over the local radio (Krem FM and Love FM) and television stations (Krem FM and Love FM) when appropriate. Text blasts will be sent to parents at appropriate times.
5. Additional hours or days may be added to the schedule or calendar to compensate for time lost due to unexpected events such as industrial action, bomb threat, flooding, hurricanes, etc.
6. **Parents/Guardians and daughters/wards should prepare a personal plan of action in the event of an early dismissal or emergency.**

The following rules have been put in place to ensure that our young women be kept safe and sheltered for as long as possible. Because all possible scenarios cannot be accounted for in these rules, parents are advised that if they are unsure about any policy that might be unclear, they should call the Academy’s administration to clarify.

Parents should also exercise caution and prudence in determining if it is safe for their daughter to attend classes in times of civil unrest, threat or weather that may lead to flooding.

POLICE RELATED CHARGES

The school reserves the right to determine the consequences for any student against whom the police bring formal charges. The community police may be called in as needed by administrators or the counselor.

The plight of the children of Belize has dramatically increased in recent years and the number of incidences of child abuse seems to be on the rise. The Belize Association of Principals of Secondary Schools publicly commits itself to:

1. Protect the rights of every child in secondary school.

2. Defend and assist every student in our schools who becomes a victim of abuse in any form physical, emotional, or sexual.
3. Support all agencies committed to the preservation of the rights of a child (such as "NOPCAN, NCFC, Human Services, Family Court).
4. Assist in the effort to realize the enactment of a proper Child Abuse Act.
5. Provide assistance to parents in developing positive methods of coping/dealing with child-rearing problems. NOPCA (National Organization for the Prevention of Child Abuse and Neglect: Telephone 227-8834.

PROCEDURE - IN THE CASE OF PRESENT OR ON-GOING ABUSE

Because of the increased awareness of child abuse present in SCA, the administration and faculty will take the necessary steps to be of assistance to any student who needs it.

"Child abuse includes but is not limited to the infliction on a child of physical, psychological, emotional or sexual harm, injury, abuse or exploitation, and the ill-treatment or neglect of child." (Families and Children Regulations, 1999, #1)

"It shall be the duty of any family member, teacher, social worker, school counselor, administrator, principal, and vice principal of any educational institution, dean of a college, probation officer, police officer or any other employee or officer of the government whose daily duties entails dealing regularly with children, to promptly report orally or in writing all incidents of suspected child abuse which comes to his/her attention to the Belize Police Department or to the Department for Investigation." (Families and Children Regulations, 1999, No. 38, #5)

If a teacher becomes aware of behaviour indicating child abuse he/she must report this information to the Principal immediately. A conference will be held with the parents/guardians, principal, and school counselor. The purpose of this conference is to make the parents/guardians aware that the Principal knows of the situation and intends to report it. If in the judgment of the Principal, the situation warrants it, a representative of the Social Services Department will be invited to attend the conference. A written summary of the conference will be given to the Principal, Parent/Guardian, Guidance Counselor, and the Social Services Department.

**Referral agencies: National Organization for the Prevention of Child Abuse and Neglect (NOPCAN)/The Belize Family Court*



FUNERALS

1. **All Student Council Officers, Class Officers, Peer Helpers and Prefects will attend the funeral of:**
 - a. A Sister of Mercy
 - b. A Saint Catherine Academy Faculty member and
 - c. A Saint Catherine Academy Student (The entire class of the student may attend)
2. In some instances, at the discretion of the administration, the entire student body or specific form level(s) will be required to attend a funeral.
3. The class of a student whose immediate family member has died will attend the funeral.
4. Any student who receives written parental permission may attend the funeral of an immediate family member of the faculty or staff. Class Representatives or Class Presidents and the Student Council will attend the funeral of the family member of a faculty or staff.
5. All students attending a funeral as described above must wear full uniform.

PARENTHOOD

In response to Mother McAuley's concerns of compassion, respect and justice for women and women's issues, we collaborate as partners of equal dignity in the work of empowering other. This is particularly true for those who are poor and marginalized, especially when we sense the need to honour the diversity of individual demands. It is this Mercy Value that calls us to formulate the following policy:

- ☐ Any student who becomes pregnant while registered as a student may be excluded or expelled from school programs. This exclusion or expulsion, however, must be applied only after the entire case has been investigated.
- ☐ Any student who becomes pregnant while attending Saint Catherine Academy may be allowed to finish her education at Saint Catherine Academy, but the ***permission is not automatic***. The consideration to re-admit a student after she has given birth to a child from a pregnancy will be at the discretion of the Principal in consultation with the Saint Catherine Academy Board of Governors.
- ☐ A student who discovers she is pregnant should report the matter to the principal. A consultation will then be held with the parents/guardians to explain and determine the course of action. If the student and parents/guardians fail to comply with this rule and purposely attempt to mislead the principal, the student will be asked to withdraw from school. If she is a senior, she will not participate in graduation activities.
- ☐ A student who becomes pregnant must withdraw from school as soon as her condition is visible. The school cannot be responsible for the expectant student's safety nor well-being while on campus and believes that the time away will allow the young mother to prepare mentally, physically, and emotionally for her new role.

- ☐ The return date, if permission is granted for her to continue her education at the institution, will be determined by the Principal. The return date must coincide with the start of a semester.
- ☐ A request for re-entry must be accompanied by written letters of parental support for the remaining time in school.
- ☐ A student who has had a child and is granted permission to return to school will attend several scheduled counseling sessions at least two weeks prior to the beginning of formal classes. Her name will be added to the counseling list and she will be required to attend counseling sessions periodically during the academic year.
- ☐ Individual consideration will be given to each student who becomes pregnant.
- ☐ A fourth former who is an expectant parent at the time of graduation *will NOT be allowed to participate in the Graduation Exercises.*
- ☐ Students who are parents are not allowed to bring their child to school or school functions.
- ☐ Students who are parents must not engage in continued intimate relations with the other parent.
- ☐ A student who returns after a pregnancy will be allowed to participate in all graduation activities at the end of her final year.
- ☐ A student who becomes pregnant for the second time will not be allowed to return to Saint Catherine Academy.

ABORTION

A student who commits an abortion shall be expelled forthwith whenever the information surfaces provided that there is concrete proof of it.

SEXUAL ACTIVITY

If a student is known to be sexually active, she will be referred to the head counselor, and then her parents will be called in for a conference. If the student's behavior does not improve and counseling is of no use, then her parents will be called in for a second conference after the Principal is informed of the situation. If the behavior continues and is detrimental, then ***expulsion*** can be the final consequence. **Please note that the laws of Belize require that the school report pregnancy or known sexual activity of minors (persons under 16 years of age), as these are considered sexual abuse.**

COURTING

Students committing or involved with this type of violation are subject to immediate suspension and/or expulsion. The following are examples of violations:

- a. "Dating" or "courting" or "sexual activity" on campus
- b. Willingly participating in any act which is of a sexual nature and which is offensive or embarrassing
- c. "Dating" or "courting" or "sexual activity", on or off campus, with a teacher
- d. Student(s) and/or teacher(s) should **NOT** conduct meetings or conferences in locations that are isolated from the public view e.g. closed classrooms, science lab, etc.

(All correspondence copied to the Teacher File, Ministry of Education and Board of Governors.)

SECURITY AND SAFETY OF STUDENTS ON CAMPUS

The security and safety of students on campus is the responsibility of all members of the Academy, with the administrative body of the Academy being the main constituents in ensuring student safety. Thus, the Academy's administration encourages all students to assume responsibility for looking after each other in a way that promotes the reciprocity of service. Students and parents are advised to consider the following recommendations:

- a. when moving from one building to another, periodically check to see if bicycles are in the places where they were parked; bicycles are kept in the bike rack at all times; students must maintain locks on their bicycles at all times
- b. when coming to the campus or leaving school, walk with friends, communicate your whereabouts in those instances considered appropriate
- c. when walking on the streets, especially in areas with little traffic or pedestrian movement, students should move along briskly so as to avoid giving the impression of their unfamiliarity with areas
- d. any incident of mugging, robbery, threat or violence should be reported at the Principal or Vice-Principal's Office immediately so that the law enforcement authorities can be appropriately notified. In the event that a detention is made by way of a citizen's arrest, a member of faculty or the administration, with appropriate student assistance, must be present.
- e. immediately report any observation of strangers on campus to the nearest source of help security officer, counselor, faculty, other students, the Business Office, and the Principal's office.
- f. students must not invite unauthorized guests on campus.
- g. students must have their I.D. at all times when on campus.
- h. Parents/guardians or guests when visiting the school must obtain proper permission from the administration before going to classrooms or other facilities.
- i. After 4:30 p.m. students may remain on campus only if they are adequately supervised by a teacher or are in the library.
- j. Projects and activities held on campus over the weekend must be adequately supervised by a teacher or an adult (i.e. parent/guardian).

- k. Parent/guardian should indicate to their children/wards at what time they expect them to be at home after school hours or on weekends.
- l. School functions may be held at night as long as there is at least one teacher and/or adult for every 20 students. All such functions must end by midnight. Security (private or police) must be provided for such functions.
- m. A proper description of any nightly function must be submitted to the principal for approval.
- n. Parents/guardians are advised to pick up daughters/wards promptly after night events.

VISITOR'S POLICY

A visitor's policy has been enforced as a way of safeguarding the general interests of students, with attention to both the safety of students and the integrity of the Academy's community. The Academy's administration recognizes that its resources of space, facilities and services must be dedicated to all students as officially enrolled at the Academy. Additionally, the Academy's administration affirms its intention to preserve the integrity of the student's community by disallowing visitors to the campus for the purpose of socializing with students.

Any visitor wishing to see a student and/or member of staff must first check at the Security Booth, get a visitor's pass after showing and leaving a valid ID card at the Security booth. Visitors must then go to the Business Office for direction.

(Please see the above Policy on the Security and Safety of Students)

INFORMATION TECHNOLOGY APPROPRIATE USE POLICY

THE USE OF COMPUTERS, THE INTERNET, ELECTRONIC MAIL AND PERIPHERALS

Saint Catherine Academy is pleased to offer students access to a computer network for electronic mail and the Internet. To gain access to E-mail and the Internet, all students must obtain parental permission as verified by the signatures on the **INTERNET USE AGREEMENT**.

WHAT IS POSSIBLE?

Access to E-mail and the Internet will enable students to explore thousands of libraries, database, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory; inaccurate or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. We certainly will do our part to ensure that all students adhere to strict guidelines on mutual respect and public decency.

WHAT IS EXPECTED?

Students are responsible for appropriate behaviour on the school's computer network just as they are in a classroom or on school ground. Communications on the network are often public in nature. General school rules, expectations and policies apply. It is expected that users will comply with the Student Behavioural Policies & Expectations, and the specific rules are set forth below. The use of computer resources is a privilege, not a right, and may be revoked if abused. Additional disciplinary actions may be applied in accordance with the Student Behavioural Policies & Expectations. The user is personally responsible for her actions in accessing and utilizing the school's computer resources. The user is personally responsible for her actions when using school equipment to access computer resources outside the school networks. The user may also be held personally responsible for actions of other people using the user's account. Items located on network drives in the account holder's file space will access, keep, or send anything that they would not want their parents or teachers to see.

WHAT ARE THE RULES?

Privacy

Computer storage space may be treated like any school property. Administrators and technical support personnel may review device content to maintain system integrity and ensure that students are using the system responsibly.

Storage Capacity

Users are expected to remain within allocated disk space and delete Email or other material which does not pertain to school and takes up excessive storage space. Users are expected to delete old information which is no longer in use.

Software

Students should never download, load or install any software, shareware, or freeware onto network or workstation drives or disks, or load any such software from floppy disks, unless they have written permission from the Vice-Principal of Academic Affairs. Students may not copy other people's work or intrude into other people's files.

Inappropriate Materials or Language

No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of the school behaviour. A good rule to follow is never view, send, or access materials which you would not want your teachers or parents to see. Should students encounter such materials, they should **immediately report it**. Students will be held accountable for material displayed or sent from their social media. Parents should monitor students' social media use and have password(s) access to ensure the safety of their children when online.

Security

Students must not engage in activities designed for the specific purpose of bypassing the security systems. Anything that disrupts the function of the

computer system(s) will result in disciplinary action. Students may not have in their possession any item which can be used for bypassing computer security.

Students should keep their abacus passwords and their username private. Students are not to hack or violate another students' privacy on the Abacus grades program used by SCA. A violation of this policy will result in immediate suspension and referral to the Disciplinary Committee.

The Law

Students should never use the electronic device to engage in activities which may be in violation of local law or international law or infringe on the privacy of others.

Advice: Any use of the computers or electronic device must be for school purposes only. The following are guidelines to prevent the loss of computer privileges at Saint Catherine Academy.

- ☐ Do not use a computer or electronic device to harm other people or their work.
- ☐ Do not damage/deface the computer system or network in any way.
- ☐ Do not interfere with the operation of the network or any workstation by installing or loading software, shareware, or freeware.
- ☐ Do not violate copyright laws or license agreements.
- ☐ Do not view, send, or display offensive materials.
- ☐ Do not share your password with another person.
- ☐ Do not waste limited resources such as disk space or printing capacity.
- ☐ Do not trespass in another user's folders, work, or files.
- ☐ Notify an adult immediately if you encounter materials which violate the rules of appropriate use.
- ☐ **Students must have a flash drive for saving classwork or any assessments or information asked by the teacher.**
- ☐ **Have a back-up flash drive for your work.**
- ☐ BE PREPARED to be held accountable for your actions and responsible for replacing any equipment, software or peripheral that is intentionally damaged.
- ☐ Do not use computers assigned for the use of faculty and staff.
- ☐ Do not change the computer configurations.

- ☒ Do not play any INAPPROPRIATE computer games or engage in chat session during and after class hours.
- ☒ BE PREPARED to be held accountable for your actions and for the loss of privileges and/or other disciplinary actions(s) if the Rules of Appropriate Use are violated. This may include PT, suspension, expulsion from SCA, or referral to appropriate local authorities.
- ☒ Students must obtain permission to print. Students must provide their own paper.

Because of the ever-changing nature of technology, not all possible violations can be covered in this policy. Nevertheless, Saint Catherine Academy is ready to take immediate action when individuals violate system integrity, the Students Behavioural Expectations and Policies or the rights of members of this community.

POSTING AND DISTRIBUTION OF LITERATURE

Information posted on bulletin boards is primarily for the benefit of the student body. Such information includes notices addressed to students through the Principal's office, student organizations, the Student Council, and by members of the general student body. Notices require the approval of the administration for their posting. Any student who defaces a sign or tampers with notices will be served disciplinary action that can range from a warning to expulsion.

CLASS TRIPS OR OFFICIAL SCHOOL CLUB/TEAM TRIPS

Class trips are planned in consultation with the Principal. A class trip is exactly that...a class trip. Outsiders are not allowed to come along. Parents/Guardians are welcome to act as chaperones if invited by the homeroom teacher and if space is available. Parents/Guardians and teachers' relatives are responsible for transportation costs if that is necessary. Children who need to be monitored should not accompany chaperones.

School rules must be adhered to by every individual on the trip. These include no drinking of alcoholic beverages, no smoking, no obscene language and gestures, no weapons of any kind, no illegal drugs, and no inappropriate behaviour.

Students are the responsibility of every adult on the trip. A student can be called to task by any adult on the trip.

- ☒ The Principal will be informed of any misconduct on a class trip. Severe cases will be dealt with by the Administration (or the Disciplinary Committee), who will then make a ruling as to further action.
- ☒ A permission slip must be signed by a parent/guardian and returned to the school two days before the trip. Students are not allowed to go on a trip without a signed permission slip.
- ☒ A student is not allowed to swim without written permission from a parent/guardian.
- ☒ There will be one adult chaperone to every ten students. There must be at least three teachers and

one be a teacher who has been at the institution at least two years and one which must be a female, should chaperone a class trip.)

- ☐ At least two trained lifeguards will accompany a class trip where there will be swimming.
- ☐ Individual classes must meet the cost of a class trip. The cost of the trip should be affordable for all students.
- ☐ Only one class trip is allowed during a school year.
- ☐ No overnight trips for pleasure will be allowed.
- ☐ Seniors may be granted an overnight class trip within the country if permission is granted by the Principal.
- ☐ Two classes or more may combine for a class trip where feasible.

Note Well:

Students with 15 or more demerits or who have been placed on behaviour contract are not be allowed to go on class trips. Teachers in consultation with administration reserve the right to deny students with a history of misbehavior permission to go on a class trip.

GANGS/UNAUTHORIZED CLUBS

Students are prohibited from participating in any unauthorized clubs, secret society, satanic activity, and/or gang activity. This includes, but is not limited to the display, wearing, or possession of contemporary gang identifiers, the use of gang hand signals, the solicitation of others for memberships, and the requesting of payment of dues, insurance, or other forms of protection from individuals. This also includes intimidating or threatening an individual or inciting others to participate in any form of physical violence involving a person or property. Students who are members of any "gang" or involved in "gang-related activities" will be subject to a penalty with the maximum being expulsion.

NOTIFICATION OF SCHOOL SEARCHES

Students are hereby notified that school desks, storage facilities and other school property are subject to searches at any time for any reason. Furthermore, students have very limited expectations of privacy on school campus and are hereby notified that, in order to further the school's interest in the educational needs and safety of all students, the school may search any student's property on campus, including bags, backpacks, clothing, purses, automobile and school lockers, whenever the administration deems such necessary.



FINANCES

REGISTRATION

In March, when the sophomore prepares her courses for the next year, she is required to return her signed program. In July the students pay a required registration fee. Should this not be done by the date set for the specific day of registration for the respective year level, it is assumed that the student is not returning the next school year. A place will not be reserved for her in her classes unless some contact is made with the school by the registration date.

PAYMENTS

All payments from the previous semester must be paid prior to the new semester. Students' Mid-Semester Reports or exam scripts, or Semester Reports, or transcripts may be withheld until the parent/guardian contacts the school to make proper arrangements pertaining to arrears.

A student will not be permitted to take an off-campus trip if her fees are not up-to-date. The school diploma will not be given until final payments are made. For accounts, still delinquent upon student's transfer or graduation, no official transcript or recommendation or diploma will be given until final payments are made. Parents/guardians who are having difficulties paying fees on time are encouraged to dialogue with the school's Accounts Office on a regular basis.

ON-LINE PAYMENTS/PAYMENTS AT THE BANK

Payments can be made on-line at the SCA Website at (sca.edu.bz), Atlabank.com or any Atlantic Branch countrywide and Scotia Bank.

SCHOOL FEES

- ☐ Registration fee includes payment for the following items: a copy of the Parent/Guardian/Student Handbook (when applicable), and Curriculum Guide.
- ☐ Students must pay activity fee, computer fee, and lab fee in addition to registration fees on the official registration day for her year level. The remaining supplementary fee is due by September 30.
- ☐ Parents/Guardian who needs assistance may see the Bursar to arrange an appropriate payment plan for school activity fees.
- ☐ *Non-Belizean students will be assessed a different category of fees as GOB does not send ANY subsidy on their behalf.*

School Fees Subsidizes the Following Items In The Academy's Yearly Budget:

1. Salaries, Increments, Social Security & Benefits

2. Student Activities
3. Utilities (Telephone, Electricity, and Water)
4. Maintenance and Upkeep of Buildings, Furniture, and School Grounds
5. Library Program
6. Athletic Equipment
7. Maintenance of Lavatories
8. Maintenance and Upgrades of Computer Equipment & Software
9. Paper (Classroom Assessments, Handouts, Memo's, and Circulars)
10. Security Personnel
11. Purchase and Maintenance of Duplicating Machines
12. Staff Development
13. Teaching Materials, Supplies and Resources
14. Business Office Supplies and Equipment
15. Bus, vehicle, building, and equipment Insurance



POLICY STATEMENT ON FINANCIAL ASSISTANCE:

Financial aid is allocated to in-coming and returning students on a yearly basis in the form of on-campus work opportunities. Financial aid sources are:

- ☐ school budgeted funds for work scholars
- ☐ gifts to the school from individuals and companies

PROCEDURES

1. The Financial Aid Committee - Principal, Vice- Principals, Bursar, Faculty Representative and School Counselor with advice from the other counselors and teachers as needed, allocates the funds annually.
2. Need-based recipients receive work grants.
3. The Finance Officer's office pro-rate grants to financial aid recipients

FINANCIAL AID PROGRAM

Recognizing the linkage of high school enrolment and the requirement of meeting financial obligations, Saint Catherine Academy stands ready to provide financial assistance to a limited number of low-income students, who meet the requirements for admission, and who prove to be financially needy.

Financial aid is provided through income from the Financial Aid Fund. Students who receive financial assistance from the Academy are expected to make a commitment of service by carrying out specific duties and meeting the school's minimum academic requirement. Parents will also be expected to assist with chaperoning events and to assist at the annual school fair.

Financial aid to students must be seen as assistance and normally covers a part of tuition, book or mid-day meal costs. Students must follow the procedures as outlined below:

1. Fill out the application form for financial aid and submit it to the Principal's Office; students may apply for financial assistance during official registration; students wishing to apply for financial aid but who did not indicate so at the time of registration may obtain application forms at the Business Office.
2. All financial aid applications are reviewed through the Financial Aid Committee and students are notified of decisions.
3. Specific duties requiring student services are assigned through the Vice-Principal's Office in collaboration with the Account's Office.
4. All duties are supervised by designated Teacher/Student Supervisors and include clerical assistance in the maintenance of office services and maintenance work in the upkeep of facilities.
5. Students are required to maintain a passing average each semester and must demonstrate a general willingness to assume responsibility in cooperation with others.

SCA'S ON-CAMPUS COVID-19 PROCEDURES

GENERAL EXPECTATIONS

1. Each student must have 2 face masks in her possession at all times - one to be used at all times except when eating and drinking and one to use in the case of a mishap. Student must wear mask properly by covering both nose and mouth.
2. Student may use a face shield with her mask.
3. Student must bring a working headset or headphones to class daily.
4. Students may bring their cell phone, but it must be on silent and not visible during class time. If visible, it may be confiscated, and the student will earn demerits and can lose her right to bring the cell phone to school.

5. Students are not allowed to wear face and neck coverings to class. These are actually designed as sun blockers and offer little protection as Covid-19 shield.
6. Student must abide by all protocols as outlined by the school policy and ask questions when in doubt.
7. If the student has contact with a person with Covid-19, then the parents are asked to PLEASE keep the student at home until they can come to school with a negative Covid-19 test result.

EQUIPMENT REQUIRED

- ☐ 2 face masks (One to be worn and one to use in case of a mishap)
- ☐ 1 pack wipes with half cup rubbing alcohol
- ☐ Hand sanitizer for personal use
- ☐ 1 cleaning rag in resealable bag (to sanitize personal desk)
- ☐ Face shield (Optional)



ARRIVAL

- ☐ Student must enter using the Hutson Street Entrance only
- ☐ Student must maintain 3 feet apart as they prepare to enter campus
- ☐ Temperatures will be checked by the security before admission on campus. If elevated temperature is noted, student will not be allowed to enter campus. *
- ☐ Students who meet the temperature require are allowed to proceed on campus
- ☐ Student must wash and dry their hands at the gate OR sanitize both hands thoroughly with the alcohol-based sanitizer at the entrance.
- ☐ Students must proceed directly to class.

*Students with elevated temperature and or presenting any visiting signs of cough or colds will be isolated at the gate. Parents will be called to pick up student. In some cases, the student may opt to do second temperature check after 15 minutes. If the temperature remains elevated, the student will not be allowed to enter campus.

ACCESS TO CLASSROOM

Student must access their assigned classroom using ONLY the designated staircase. Stairs have been designated as one-way paths - either up or down.

CLASSROOM SETTING

The furniture has been set three feet apart in each classroom. Each student will be assigned a desk for their personal use during this trial period.

- ☐ They may not use nor touch any other desk or chair but the one assigned to them.
- ☐ Students may not leave their seat without permission.
- ☐ Students must not borrow items from other students. In the rare instance when this is done, every attempt must be made to sanitize the item and return it promptly.
- ☐ Students will use their personal cleaning cloth and the alcohol or diluted bleach spray to sanitize their desk at the beginning of each day.
- ☐ Students may use a face shield only when seated at their desk three feet apart from others. If they leave their desk, the mask must be worn. Face shield is optional.
- ☐ All desk and chairs must remain in designated location and facing one direction.
- ☐ Computer screen must be visible to the invigilator at all times.

BATHROOM USE

Bathroom will be accessed with the permission of the room supervisor except during lunch time.



- ☐ Only 2 students are allowed in the bathroom at any given time.
- ☐ Observe protocols and social distancing while waiting to access the bathrooms.
- ☐ Hands must be washed thoroughly with soap and water after each visit to the bathroom.
- ☐ Students are encouraged to use the hand washing stations along the verandah frequently throughout the day.

BREAK AND LUNCH TIME

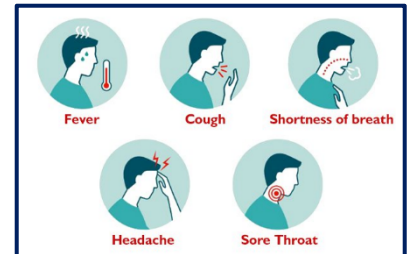
- ☐ Students may snack at the desk during breaks and at lunch.
- ☐ Students must bring their water containers from home. Water bags will be sold. No water dispenser will be in use.
- ☐ Snacks, juices, pizza, and meat pies will be on sale. No meals will be prepared for sale on campus. Students are encouraged to bring a sandwich and a fruit daily.
- ☐ Students will be allowed to take their assigned chair to the verandah during lunch time **ONLY** and must adhere to social distancing of 3 feet at all times.

VISIT TO OFFICE

- ☐ Students must wear their mask (and keep it on properly) if they will visit the office.
- ☐ Students must sanitize their hands and enter through the designated door **ONLY**.
- ☐ Students must stand and sit in designated areas only.

IF FEELING SICK

1. Students who are feeling sick during the course of the day must alert the room supervisor. The supervisor will then direct the student to the sick bay (for menstrual cramps, migraines, backaches, etc.).
2. The room supervisor will inform the parent who will then call the parent to pick up the student, or the student will be sent home by the school.
3. Students who present symptoms of cough, cold, difficulty breathing or/and flu will be sent to the isolation room. Parents must pick up student from the isolation room. Student may not return until they can provide a negative Covid-19 test.
4. Parents are asked not to send a child that is not feeling well to school.



ISOLATION AREA

- ☐ Only one student suspected with Covid-19 will be allowed in the Isolation Bay at a time.
- ☐ Student who is suspected of Covid-19 must be collected from the Isolation Bay by the parent and taken directly off campus.
- ☐ Covid-19 protocols will allow for the Ministry of Health and Wellness to be informed of suspected cases. Contact tracing may be necessary.


DISMISSAL

- ☐ Students are dismissed at the end of their last class for the day which should be no later than 2:30 p.m. daily.
- ☐ Students must sanitize their desk with the cleaning cloth and alcohol or diluted bleach.
- ☐ Students may be assigned cleaning duties.
- ☐ Students must leave campus immediately after class. They may wait for parents using social distancing and Covid-19 protocols.

***Note that no supervision is offered beyond 3 p.m.**

SAINT CATHERINE ACADEMY ONLINE CLASS PROCEDURES AND GUIDELINES

WORK AREA

Student Expectation	Reason for Compliance	Consequence
<p>Find an area that is as quiet as possible.</p> <p>A seated position is encouraged. Move distractions from your work area.</p> <p>Phones are placed on silent. Textbook, notebooks, materials must be at your work area</p>	<p>Noise affects online learning of all involved.</p> <p>Difficulty in hearing the teacher or students' responses.</p> <p>Self-monitoring is a part of your growth process.</p>	<p>Teacher will inform of the noise and ask for it to stop if within the student's control.</p> 

LOG IN ON TIME

Student Expectation	Reason for Compliance	Consequence
<p>Log in for your classes following regular teaching schedules.</p> <p>Log-in must be punctual.</p> <p>Teachers may send you an invitation to join a meeting, and may ask you to pre-read or research specific materials etc.</p>	<p>Time frames for lessons are used to complete learning objectives for each session.</p> <p>The teacher allots time frames for all class activities.</p> <p>Being ready for all classes shows courtesy and respect for your teacher and classmates.</p>	<p>Subject teachers will note late or absences.</p> <p>3 times late will mean a demerit. This is for a subject area over an extended period of time.</p> <p>Absence for a subject without prior notification will result in a demerit.</p>

MUTE MICROPHONE AS A SIGN OF RESPECT TO OTHERS



Student Expectation	Reason for Compliance	Consequence
Students are to mute their microphones on their device at the start of each lesson.	Feedback from microphones interrupts smooth flow of the lesson.	Teacher will ensure microphones are turned off during online class time.

RESPONDING TO A TEACHER'S QUESTION

Student Expectation	Reason for Compliance	Consequence
Teachers will call on students to answer. Unmute your microphone and answer.	Allows teachers to call on individuals to answer questions.	<i>*DO NOT mute other students while online in class. The consequence is a demerit.</i>

PARTICIPATION/ENGAGEMENT

Student Expectation	Reason for Compliance	Consequence
<p>Your participation is important in class discussions. Participation indicates to the teacher that you are online. The teacher can determine your engagement in the lesson.</p> <p>Notify your teacher if you cannot access any part of the lesson stating reason.</p> <p>The teacher will build in mini-restroom break times during the lesson.</p>	<p>Your participation shows your engagement in the lesson.</p> <p>Ensuring that learning is taking place.</p> <p>Waiting for teacher given break-times ensures you are present during the learning sessions</p>	<p>Teacher will call on those individuals who do not participate.</p> <p>Names will be called randomly using the class list.</p>

COURTESY

Student Expectation	Reason for Compliance	Consequence
<p>Online learning is an extension of the classroom.</p> <p>Mutual respect for each person is an expected norm.</p> <p>Follow additional guidelines your teacher may have in place.</p> <p>Save your work. Teachers are not responsible for work you lost.</p>	<p>Courtesy is the mark of a refined, cultured, and educated young woman. It is the badge of honor that sets her apart from others.</p> <p>You are responsible and accountable for your work.</p>	<p>Teacher will call student to task.</p> <p>The student may be issued a demerit for the first offence.</p> <p>The teacher will call the parent and inform the parents of students unprofessional behaviour if necessary.</p> <p>Normal Student Handbook of Policies applies.</p>

DRESS CODE

Student Expectation	Reason for Compliance	Consequence
<p>S.C.A. T-Shirt/S.C.A. uniform</p> <p>Hair groomed with no bonnet.</p>	<p>¹⁵ She is more precious than rubies; nothing you desire can compare with her.</p> <p>¹⁶ Long life is in her right hand; in her left hand are riches and honor.</p> <p>¹⁷ Her ways are pleasant ways, and all her paths are peace.</p> <p><i>Proverbs 15-17</i></p>	<p>Teacher will issue a demerit on Abacus for inappropriate attire when laptop camera shows you dressed inappropriately.</p>



SECTION VII:

APPENDICES



APPENDIX I: STUDENT COUNCIL CONSTITUTION AND BY-LAWS

SAINT CATHERINE ACADEMY STUDENT COUNCIL CONSTITUTION AND BY-LAWS

PREAMBLE

Recognizing the challenges faced by high school, the Student Council of Saint Catherine Academy is established to assist students in balancing their academic, social, cultural, and religious education.

ARTICLE ONE

NAME

The name of the student organization shall be the Student Council of Saint Catherine Academy.

ARTICLE TWO

RIGHT AND RESPONSIBILITIES

The Student Council is the official organization representing the students' points of view and generally has sufficient power to carry out the rights and responsibilities of the Student Council efficiently. The principal rights and responsibilities of the Student Council are:

- Section 1: To work together with the administration, faculty and student and between students and administration.
- Section 2: To promote and improve proper relations between students and faculty and between students and administration.
- Section 3: To promote an atmosphere conducive to study for the student body.
- Section 4: To organize campus activities of an educational, cultural, athletic, social and religious nature and to strive to involve the organizations and clubs at Saint Catherine Academy in this enterprise.
- Section 5: To urge and promote the practice of the ordinary Christian virtues of honesty, obedience, truthfulness and respect for the rights and feelings of the entire school community.
- Section 6: To obtain and formulate the students' position on issues that concern students and present these positions to the Academy's Administration.
- Section 7: To promote the participation of student representatives in the Academy's decision-making process.
- Section 8: To administer the funds of the Student Council in accordance with Article Eight.

Section 9: To conduct nomination and elections to the Student Council in accordance with the by-laws.

ARTICLE THREE

STUDENT COUNCIL

The Student Council shall be comprised of members elected once every year whose goals shall be for the best interest of the students and the institution. These students shall be elected as follows:

Section 1. a. Eight representatives elected by the student body not later than the second Friday in March.

b. Class representatives elected by students of each Homeroom.

Section 2. Membership can be forfeited or a member considered just for removal subject to a two-third vote by the council and for such reasons as:

a. Failure of studies.

b. Misconduct in school.

c. Failure to attend meetings. A member shall not be allowed to miss more than five Student Council meetings.

d. Failure to meet requirements of the Student Council.

e. Neglect of duties which are not necessarily stated but which their office implies.

Section 3. Student Council shall give a member warning of impending removal and reason for the removal, along with an opportunity (stated time) to correct alleged cause.

Section 4. The Principal may remove a member for reasons given in Section 2 (a) and (b).

Section 5. Any member can voluntarily resign her position from the Student Council upon presentation of valid reasons.

Section 6. In the event of the resignation of a class representative, the Homeroom shall conduct elections promptly to fill the vacant position of the duration of the year.

Section 7. In the event of the resignation or removal of a member of the government, her replacement shall be filled by the following process.

Each remaining councilor will nominate one candidate to fill the vacant position. A list will be formulated of all nominees. Councilors will then vote for one of these candidates by way of secret ballot. The winner will serve for the remainder of the regular term.

ARTICLE FOUR

OFFICERS OF THE STUDENT COUNCIL AND DUTIES OF THE OFFICERS

The offices of the Student Council shall be:

President, First Vice-President, Second Vice-President, Secretary, Treasurer, Program Organizer, and Class Representatives.

A. President

The president is the chairperson of the Student Government and shall preside over all meetings. She can summon meetings at her own discretion. She supervises all activities pertaining to students and delegate duties to those in the government and the student body. Once elected, the President may no longer serve as a class officer for any Home- room. Lastly, she shall approve and countersign all reports made by the Student Council. She votes on all motions placed before the Council. In the event of split vote on any motion and after other votes have failed to break the split and/or the motion cannot be amended, the decision of the president shall be final. The president shall serve on the executive.

B. First Vice-president

In the President's absence she shall assume all responsibilities of the President. She shall be informed of any new development of transaction by the President of the Government or, in her absence, by the Faculty Moderator. The Vice-president shall serve on the executive.

C. Second Vice President

The Second Vice-president shall substitute for the First Vice-President in her absence; she shall aid and advise the President in performing her duties and enforcing those objectives stated in Article 2 of the constitution; she shall assist the treasurer in her duties.

D. Secretary

The Secretary shall record and keep minutes of all meetings which shall be delivered to the Publicity Director no later than three days after the meeting for publication. The Secretary shall be responsible for records relevant to her duties and shall pass on notices and reports of activities to the Publicity Director for publishing. The Secretary shall be given written notice from members of the Student Council for not being able to attend meetings. The secretary shall serve on the executive.

E. Treasurer

Records of all financial transactions of all Student Council affairs shall be kept by the Treasurer. The Treasurer shall make a monthly report to the Student Council of all receipts and expenditures of the Council.

Requests for financial assistance by official campus organizations will be submitted to the Treasurer who will present such to the Council during regular meeting. The Treasurer shall also attempt to make or estimate a rough budget for the coming financial year and present it to the executive committee and Student Council. She shall be a member of the executive committee.

F. Program Organizer/Executive Chairperson

The Program Organizer has the power to plan, organize and delegate any project or project activities that have been agreed upon and approved by the Student Council. It is the task of the Program Organizer to analyze possible projects beneficial to the students and Academy and make suggestions to the Council.

G. Liaison Officer

The Liaison Officer shall serve as the link for communication between the Student Council and the Student Council Class Representatives elected by each class.

H. Graphic Designer

The Graphic Designer shall create appealing flyers, videos, and other media content for the Council's activities as approved by the Student Council and Faculty Moderator. The Graphic Designer shall be responsible to communicate and promote the Council's projects via graphics and different artistic elements. Once elected, the Graphic Designer may no longer serve as a class officer for any homeroom. The Graphic Designer shall serve on the executive.

I. Social Media Manager

The Social Media Manager shall manage the Council's online presence by developing key online strategies to promote the Council's projects and campaigns. The Social Media Manager shall collaborate with the Graphic Designer to produce good quality content to enhance and maintain the Council's online presence as approved by the Student Council and Faculty Moderator. Once elected, the Social Media Manager may no longer serve as a class officer for any homeroom. The Social Media Manager shall serve on the executive.

J. Marketing Manager

The Marketing Manager shall propose and facilitate marketing strategies and campaigns for the Council. She will collaborate with the Social Media Manager and the Graphic Designer to create both online and on-campus strategies to promote the Council's projects and activities. The Marketing Manager shall also propose marketing budgets and keep record of the Council's financial affairs. Once elected, the Marketing Manager may no longer serve as a class officer for any homeroom. The Marketing Manager shall serve on the executive.

ARTICLE FIVE

EXECUTIVE COMMITTEE

Section 1. The executive committee shall be composed of the President, First and Second Vice President, Secretary, Treasurer, Liaison Officer, Program Organizer, Graphic Designer, Social Media Manager and Marketing Manager.

Section 2. Duties:

- ☐ To help prepare the budget for the coming year.
- ☐ To serve as counsel for the President of the Council.
- ☐ To prepare the agenda for Council meetings and pass it on to the Publicity Director.
- ☐ To meet and act in times of emergency.
- ☐ Review constitution of and requests by campus organizations before presentation top Student Council.

Section 3. The President of the Student Council shall be the Chairperson of the executive committee or,

in her absence, someone appointed by her.

Section 4. The executive committee meets at the call of the President or upon written request of any member thereof.

ARTICLE SIX

HOMEROOM

Each homeroom shall be under the direction and supervision of Homeroom teachers who will plan, approve and execute activities of the specific Homeroom together with its members.

Section 1. To facilitate management of Homerooms, each Homeroom shall elect a President Vice-President, Treasurer, Secretary, and it is at the discretion of the Homeroom teachers to further elect or appoint other officers.

Section 2. Duties

- ☐ The Homerooms shall conduct business at their level
- ☐ The Homerooms may propose topics for debate at Student Council meetings.
- ☐ The Homerooms will co-operate and participate to put into effect Student Council decisions.
- ☐ To facilitate sporting competitions by forming Homeroom Teams.

Section 3. Members: All members of a Homeroom are encouraged to take an active role in all activities of the Homeroom. One of their objectives is to make their homeroom the class of the year, but this must not engender a spirit of selfishness.

Section 4. Each Homeroom shall conduct a meeting at a scheduled time. Such meetings can only be summoned by the Homeroom teacher, or in his/her absence, the Vice-President of the Homeroom.

Section 5. Presidents of Homerooms must submit proposed projects to the President of the Student Council since the Student Council is charged with co-ordination of all student activities.

ARTICLE SEVEN

FUNDS

The "fund raising drive" shall not exceed eight weeks and during this time funds may be collected by fund raising activities or by such other plans as may be approved by the Student Council and the Principal. The Student Council may collect dues from individual homerooms as agreed on by the Association and the Principal.

Section 1. Student Council funds shall be kept separate from any other funds collected from Homerooms.

Section 2. All transactions requiring finance from the Student Council will be signed by the Principal and Student Council President.

Section 3. Fund-raising that places the name of the Academy outside in the general Public must have the approval of the Principal of the Academy.

Section 4. The Student Council may initiate discussion of projects or programs using the funds of the Association. The Student Council shall also ask suggestions of students to decide what will be done with the funds raised during the fund-raising drive. The president of the Student Council has no authority to vote or approve on any such motion having a split vote.

Section 5. The Student Council must allocate funds collected from fundraising activities and homeroom dues under the budget headings of Student Activities, Sports, Contributions, Clubs and other Projects.

Section 6. The Student Council budget for the respective school year must be presented to the Principal no later than the second Friday of September.

ARTICLE EIGHT

FACULTY ADVISORS

Section 1. Faculty Moderators or Advisors of any organization, council and/or homeroom shall be decided by the Administration.

Section 2. The duties of the Moderators or Advisors are to advise and assist the officers of the organization. Advisors or Moderators must be present at all activities of their club or organization. Advisors or Moderators are to assume all duties assigned by this Constitution and the Administration.

ARTICLE NINE

AMENDMENTS

Section 1. Amendments to the Constitution shall be considered adopted upon being passed by two-thirds vote of the Student Council and after the Administration approval.

Section 2. Changes in the by-laws require a majority vote at any duly called Meeting of the Student Council in addition to the administration's approval.

ARTICLE TEN

RATIFICATION

Section 1. The conditions for the adoption of the constitution or major revisions of this Constitution shall be in order:

- a. Two-thirds vote approval of present Student Council
- b. Approval of the Academy's Administration
- c. Approval of SCA Board of Governors

Section 2. The conditions for minor revisions of this constitution shall be in order:

- a. Two-thirds vote approved of present Student Council.
- b. Approval of the Academy's Administration.

THE BY-LAWS OF THE STUDENT COUNCIL OF SAINT CATHERINE ACADEMY

A. MEETINGS: PARLIAMENTARY PROCEDURES

- a. Business meetings of the Student Council should be conducted in a formal, orderly and organized manner.
- b. The Student Council shall meet by-weekly with notice of meetings, either written or verbal, given to councilors two days before said meeting.
- c. Meetings should be to discuss the objectives sought by the Council.
- d. Any member of the Student Council may speak from the floor upon recognition by the chair. Meetings will be called to order by the President. (Prayer or Song)
- e. Roll Call and Reading of Minutes by the Secretary.
- f. Corrections and approval of minutes, asking of questions will be done by raising of hands one at a time.
- g. Any member who is misbehaving and being disrespectful in a meeting will be expelled from meetings. No obscene language will be allowed.
- h. When voicing opinions or setting motions, a member is expected to use correct grammatical English.
- i. Meetings should not be more than two hours.

B. VOTING

- A. Voting will be done by the showing of the right hand unless the majority demands a secret ballot.
- B. Proxies: No member can vote in another's name. A member may not vote on a subject more than once.
- C. A quorum shall consist of one-half plus one of the total memberships and shall be necessary for transaction of business. All members are obligated to attend meetings and should be duly notified.

C. CHARTERING PROCESS

Any student organization wishing to be a chartered organization with the right to use SCA facilities, use the Academy's name, request financial assistance, shall submit a draft of their Constitution to the Student Council. The Student Council, having reviewed the purpose etc. of the proposed organization, shall recommend (or not recommend) its foundation to the administration. The organization can later be revoked by the Council if the organization abuses the privilege of being a recognized group, abuses, misrepresents or diverts any funds received from the Student Council or discontinues to conduct itself in the originally expressed statement or purpose in their Constitution. Revocation of a charter shall be determined by the Student Council on a majority vote and after administration approval.

D. NOMINATIONS AND ELECTIONS

1. Student Council Officer elections shall be conducted and supervised by an Elections Committee consisting of selected current Student Council Officers, Student Council Moderator, and Administrators.
2. The Vice-Principal shall appoint an Elections Chairperson. The Chair shall coordinate and maintain the integrity of the election process. Pursuant to this goal, the Elections Chair may enlist the aid of other members.
3. Qualifications: Students must be respectful, responsible, co- operative, punctual, courageous, sociable, fair, impartial, and generous. She must be willing to give some time to the pursuit of activities in the interest of the student body. In addition, the treasurer should be a person of known integrity. The person should have been attending the Academy for more than two years and should be a third or fourth former. Any student, on attaining an average of 80 would be eligible for membership to the Student Council. The student should not have had more than 15 demerits and should not have been on Disciplinary Probation at any time.
4. Election of the Student Council Officers for the ensuing year shall be initiated not later than March 15th. Candidates are nominated by each Homeroom. The administration must get information on each student who accepts the nomination.
5. Qualified candidates shall be introduced at a Campaign Assembly held during this time. The assembly is to be attended by the Student Body. The Campaign Assembly shall consist of the speech by each candidate.
6. Before elections there must be at least a week's campaign. An officer may be re-elected to a second term.
7. Candidates shall be allowed to campaign during a time period set by the Elections Committee and must do so in accordance with rules set down by the Committee. Posters and speeches to the students will be allowed, but it is regulated.
8. On the date of elections, a polling station will be set up in each Homeroom. Voting shall take place by secret ballot at a previously designated location.
9. Each student will be able to vote for one candidate for each of the eight positions. She may choose to vote for less than eight positions.
10. After the polling stations close, the Elections Chairperson shall tally the votes in the presence of the Vice-Principal, and the results of the elections shall be disclosed immediately by posting on the main bulletin board.
11. At the next and final meeting of the outgoing Student Council, the new Student Council shall take office.

E. OATH OF OFFICE

All elected officers of Saint Catherine Academy shall repeat the following Oath of Office:

"I, _____, do solemnly swear or affirm that I will obey and uphold the Constitution of the Student Council of Saint Catherine Academy. I am aware of the duties of my office and will maintain scholastic and citizenship standards. I am aware of the Academy's philosophy, and its mission which is grounded in the charism of the Sisters of Mercy and will set for all peers an example of leadership as service. I will also, to the best of my abilities, uphold my office."

F. MISCELLANEOUS

Magazines, newspapers or notices to be posted on the bulletin or wall of the Academy are subject to inspection by the Administration.

- 1) The Student Council shall, after consultation with the Principal, decide on the date, time and agenda for the general meetings of the student body, which could include:
 - a. the floor will be opened for suggestions
 - b. they will consider and discuss reports
 - c. the President will make a progress report
- 2) The meeting's agenda shall be posted as notice five days before such meetings. In accordance with Article Nine, Sections 1 & 2, so as to ensure efficient communication between the Student Council and the administration and to afford the administration some degree of supervision of the activities of the Student Council, the Principal shall appoint a member of the faculty or staff of Saint Catherine Academy to attend all business meetings of the Student Council. Each member of the student body is encouraged to participate in activities planned and executed by the Student Council. The Student Council shall present its plan of projects and activities before the student body in a general meeting no later than September 30th. A report of completed projects and activities must be presented by the end of May for the respective school year. No student or representatives shall act on her own using the name of the Student Council.

APPENDIX II: REPEATER'S AGREEMENT

SAINT CATHERINE ACADEMY REPEATER'S AGREEMENT

I, _____, realizing that I have failed to meet the SCA's standards for promotion, do hereby request that special consideration be given to allow me to repeat Form__.

If I am allowed to return to SCA to continue my education, I promise to observe the following:

- 1) I promise that I will spend at least two hours each school day and each weekend in home study and in doing my homework.
- 2) I promise that I will cooperate with teachers and administration in all things pertaining to the school.
- 3) I promise that, insofar as I can, I will live up to the ideals of SCA and try to influence my fellow students to do the same.
- 4) I accept the conditions that I be ineligible to take part in any kind of inter-high school competition during the repeat year, and that, if my final average is below 70 or if I fail to meet SCA's promotion requirements at the end of the repeat year, I will withdraw from school.
- 5) I accept the conditions that I be ineligible for class office of any kind during the repeat year, and that, if my demerits amount to 15 during the year, I will withdraw from school.
- 6) I accept the conditions to have no more than 5 days of absence, except in cases of illness, which must be medically certified.
- 7) I accept the conditions that, if three of the teachers or any administrator reports that I am not living up to these promises, I will withdraw from school.

Signed by

Student _____

Parent or Guardian _____

Principal _____

Date _____

APPENDIX III: PARENT/STUDENT CONTRACT WITH SCA

PARENT/STUDENT CONTRACT WITH SCA

We, _____, have read and discussed the Mission Statement of Saint Catherine Academy and the policies deemed necessary to achieve the goals emanating from the Mission Statement. We understand and agree that acceptance and continued enrollment at Saint Catherine Academy is conditional on, among other things, abiding by the policies and rules contained in the Student Policy Handbook of Saint Catherine Academy which we fully understand and fully agree with. We agree to be bound by all of the policies and rules contained in the Student Policy Handbook as well as any subsequent addenda thereto. We further understand and agree that not abiding by the policies and rules set out in the SCA Student Policy Handbook can result in the discharge of the student from SCA. All the parties hereto agree that this contract shall remain in effect for the entire time the student is enrolled at Saint Catherine Academy.

Principal’s Signature for and on behalf of SCA

_____ Parent/Guardian (printed)	_____ Parent/Guardian Signature	_____ Date
_____ Student Name (printed)	_____ Student Signature	_____ Entry Date
_____ Witness Name (printed)	_____ Witness Signature	_____ Date

Date to all signatures set out above

**Saint Catherine Academy
INTERNET ACCEPTABLE USE AGREEMENT**

Please read the Acceptable Use Agreement before signing it. Return the Internet contract to the Main Office so that you may have access to the Internet at school.

Internet access is currently available to students and teachers at the Saint Catherine Academy Campus. We are very pleased to bring this access to the Saint Catherine Academy Community and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence at Saint Catherine Academy by encouraging and facilitating the sharing of resources, research innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world with millions of individual subscribers. Students and teachers have access to a large variety of information resources and electronic communication accessed via an Internet Service Provider. This access provides users the opportunity to communicate with individuals and organizations and access a multitude of electronic resources not otherwise available at Saint Catherine Academy.

With the access of computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Saint Catherine Academy staff is unable to control all materials, and users may discover controversial materials and information. We at Saint Catherine Academy firmly believe that the valuable information and interaction available on this world-wide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of Saint Catherine Academy.

INTERNET ACCEPTABLE USE AGREEMENT TERMS AND CONDITIONS

- 1) **Acceptable Use:** The purpose of Internet Access is to support research, education, and communication in and among academic institutions throughout the world by providing access to unique resources and the opportunity for collaborative work. The use of the Internet at Saint Catherine Academy must be in support of education and research and consistent with the educational objectives of Saint Catherine Academy.
- 2) **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. As a representative of Saint Catherine Academy, I, as an Internet user, will accept personal responsibility for reporting any misuses of Internet access to the faculty member supervising Internet use. Misuse can come in many forms, but it is commonly viewed as any message(s) sent to or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, and inappropriate language.

Transmission of any materials in violation of any of Belize's regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

- 3) **Etiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a) Be courteous. Do not be abusive in your messages to others or encourage others to be.
 - b) Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
 - c) Do not reveal your address, phone number or other personal information or that of anyone else.
 - d) Note that electronic mail (e-mail) is not private. The network administrators will have access to all mail. E-mail will be for school purposes only.
 - e) Do not post anonymous message(s) so that you do not jeopardize your Internet privileges - exert wisdom. When in doubt about the appropriateness of an Internet site or the proper use, ask a faculty member for guidance.
- 4) Saint Catherine Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Saint Catherine Academy will not be responsible for any damages to student files while using the system. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by the service's negligence or your own errors or omissions. Use of any information obtained through the Internet is at your own risk. Saint Catherine Academy cannot and will not take responsibility for the accuracy or quality of information obtained through the Internet.

INTERNET USE AGREEMENT SIGNATURE PAGE

Student

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

Student's Name: _____
(Please Print)

Student's Signature: _____ Date: _____

Parent or Guardian

As the parent or guardian of the above-signed student, I have read the Internet Use Agreement. I understand that access is designed for educational purposes. I recognize that it is impossible for SCA to restrict access to all controversial materials and I will not hold the school responsible for materials acquired or lost from the network.

I hereby give my permission to allow my daughter/ward to have access to the Internet

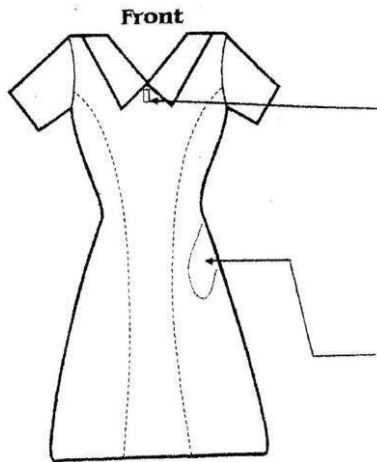
Parent/Guardian's Name: _____
(Please Print)

Signature: _____ Date: _____

Please Note: This agreement is valid for the entire period that your daughter/ward is enrolled at SCA. (Return Signed Page to the Business Office)

APPENDIX V: SCHOOL UNIFORM

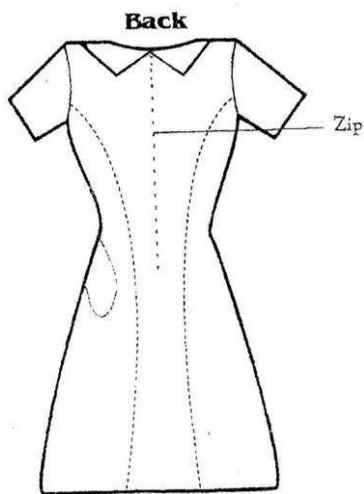
SCA SCHOOL UNIFORM PATTERN (Please remove and take to your seamstress)



Loop to hang the tie. Different color ties correspond to different forms. Please **make sure** the uniform hem is **below the knee**. Allow a **large hem** in case the material shrinks and when the child grows it may be brought down to the **correct length**. Inside pocket could be on the right or left side.

Do not make uniforms out of very thin material. White, beige or black full or half-way slips **should be** worn under uniforms. **Boxers are not allowed**. Colored underwear should not be used., only white, beige or black should be worn.

Ties, pins, P.E. shorts and shirts are sold in the SCA shop.



Students must wear a plain black enclosed shoe. Heels should be 2" or less in height and must either be wedge or square heeled. Spike heels are not acceptable as they pose a hazard for movement up and down the stairs.

Plain white socks must be worn 2" above the ankle bone.

One pair of stud earrings, one bracelet, one necklace may be worn.

TATTOO REGISTRATION FORM

Name of Student: _____

Date of Tattoo: _____ **Today's Date:** _____

Place of Tattoo: _____

Description of Tattoo: _____

Drawing of Tattoo:

I, _____, agree not to put on any other tattoo during my school years at St Catherine Academy.

Student Name (printed)

Student Signature

Date

Parent/Guardian Name (printed)

Parent/Guardia Signature

Date

Witness Name (printed)

Witness Signature

Date

APPENDIX VII: CELL PHONE POLICY

STUDENT CELL PHONE POLICY

Notice: Parents/Guardian(s) will now have the option to have their daughter or ward bring one cellular phone to school. Parents/Guardian(s) who do not apply for cell phone authorization under this new policy are expected to ensure their daughters adhere to the new policy

Procedure For Authorizing A Cell Phone

Parents have the option to apply for authorization to allow their daughters to bring one registered cell phone to school.

Parents will be required to complete the Cell Phone Authorization Form (attached) provided by the School and agree to the terms listed below:

Terms & Conditions

- ☐ The Cell Phone Authorization Form must be completed and signed by both the Parent(s)/Guardian(s) and student.
- ☐ Only ONE cell phone per student may be registered and submitted.
- ☐ An account will be assigned to each respective cell phone bearing an identification number unique to each student.
- ☐ With this agreement, each student will be issued one bubble envelope to enclose her phone. A replacement fee will be charged for subsequent envelopes.
- ☐ A monthly fee of \$15.00 must be paid for each month based on the period requested by the parent.
- ☐ A security deposit to be paid in advance of \$20.00 will be required, in addition to the first and last month's payments for the requested period.
- ☐ Each phone will be insured up to the value of one hundred fifty dollars (\$150.00); in the event that it is lost or stolen while in the school's possession.
- ☐ Phones will be held from 7:45 a.m. to 3:45 p.m. They should be deposited in the morning and collected immediately after messages by 3:45 p.m.
- ☐ Phones should be turned off before they are turned in.
- ☐ Failure to adhere to the terms set forth in this form will result in termination of the contract.
- ☐ The School is responsible for the phone only during normal working hours - 7:45 a.m. to 3:45 p.m.

Cell Phone Check In

Students authorized to bring their phones to school are not permitted to carry their cell phones during school hours 7:45 a.m. to 3:15 p.m. and must turn off the phone and check their phones with the respective form custodian before 7:45 a.m. The Form custodians will be responsible for each Forms' drop-box.

The phones will be available for collection by students immediately after classes and messages; they should be collected no later than 3:45 p.m.

Any student who fails to turn in their cell phone or is caught with a cell phone in their possession during school hours will have their phone confiscated. The phone will be returned to them upon paying a fine of \$25 for violating school policy.

Routine checks will be implemented to ensure that ALL students are complying with the school policy.



SAINT CATHERINE ACADEMY CELL PHONE AUTHORIZATION REQUEST FORM

Please complete the form to apply for authorization to bring a cell phone to school. The form is to be signed by both parent(s)/guardian(s) and student and submitted to the Accounts Office.

Parent/Guardian Information

Name of Parent/Guardian: _____ Relation: _____

Contact Number: _____ Occupation: _____

Address: _____

Student Information

Name of Student: _____ Student ID#: _____

Class: _____ Student Responsible: _____

Cell Phone Information

Phone Brand: _____ Model: _____

Number: _____ IMEI#: _____

Indicate length of contract: Start Date: ____/____/____ End Date: ____/____/____
(dd/mm/yy) (dd/mm/yy)

Terms & Conditions

1. The Cell Phone Authorization Form must be completed and signed by both the Parent(s)/Guardian(s) and student.
2. Only ONE cell phone per student may be registered and submitted.
3. An account will be assigned to each respective cell phone bearing an identification number unique to each student.
4. With this agreement, each student will be issued one bubble envelope to enclose her phone. A replacement fee will be charged for subsequent envelopes.
5. A monthly fee of \$15.00 must be paid for each month based on the period requested by the parent.
6. A security deposit to be paid in advance of \$20.00 will be required, in addition to the first and last month's payments for the requested period.
7. Each phone will be insured up to the value of one hundred fifty dollars (\$150.00); in the event that it is lost or stolen while in the school's possession.
8. Phones will be held from 7:45 a.m. to 3:45 p.m. They should be deposited in the morning and collected immediately after messages by 3:45 p.m.
9. Phones should be turned off before they are turned in.
10. Failure to adhere to the terms set forth in this form will result in termination of the contract.
11. The School is responsible for the phone only during normal working hours - 7:45 a.m. to 3:45 p.m.

Payment Method

Indicate frequency of payment: ☐ Monthly ☐ Quarterly ☐ Annual Payment

Type: ☐ Cash only ☐ Pay at the Accounts Office.

☐ I/We have read and accepted the terms and conditions set forth in this document.

Parent/Guardian's Signature

Student's Signature

Date

Date

Approved by: _____

(Please print name)

Signature: _____

OFFICIAL USE ONLY

Date: _____

Stamp Here

Issue No: _____

Account No: _____

APPENDIX IX: SCHOOL ELECTRONIC DEVICE USAGE AGREEMENT

USAGE AGREEMENT

Saint Catherine Academy understands the importance and relevance of technology in the classroom and in any other form of Education. With this in mind, the appropriate use of approved electronic devices and technology is acceptable. Please read carefully, sign and return to the Main Office.

Appropriate Usage

1. The electronic device may be used to store e-books which may be used in class.
2. The electronic device may be used to take picture of notes where permission is clearly granted by the teacher.
3. The electronic device may be used to record videos in class only where permission is clearly granted by the teacher.

Inappropriate Usage

1. The electronic device may not be used as a camera (except for the authorized picture taking of notes).
2. The electronic device may not be used to do any type of recreation such as playing games.
3. The electronic device may not be used to play or record music/videos.
4. The electronic device is not to be used as a telephone or for any type of communication.
5. The use of online access is strictly prohibited.
6. Taking pictures of teachers is strictly prohibited.
7. Electronic devices are not allowed on Retreats or Search.
8. Any other act which is not in line with appropriate conduct by the faculty and staff at SCA will be considered a violation of the agreement.
9. Students should not store information on devices and the school is not responsible for any loss of data.

The above serves as guidelines for the usage of the electronic device in school. Saint Catherine Academy will accept no liability should the device be damaged. Each student must accept full responsibility for the safety and care for her device. The usage policy applies for as long as a student is in our care. This includes break and lunch. Violations of this usage agreement will be handled as outlined in the Student Handbook.

Student Name: _____

Name of Parent/Guardian: _____

I have read carefully and agree to the terms of use outlined by the above usage agreement.

Parent's/Guardian's Signature

Signature of Student

Date

Date

APPENDIX X: STUDENT COUNCIL STUDENT/PARENTAL CONTRACT

STUDENT/PARENTAL CONTRACT FOR HOLDING A POST IN STUDENT COUNCIL

As a student having been selected by the current Student Council to become a member of the Student Council of Saint Catherine Academy,

(Please Print)

I, _____, along with My Parents/Guardians _____ and _____ hereby accept all responsibility of the post if I am elected.

My obligations include and are not limited to the following:

- A. Adhere to the student council constitution.
- B. Attend all meetings called by the Moderators and President. Meetings may be scheduled lunch time and after classes. Meetings may also be scheduled on weekends before school commences and after school closes and before major events.
- C. Plan and organize events sponsored at Student Council Meetings and execute the plans performing fair share of duties.
- D. Attend all functions sponsored by the Student Council such as dances, talent shows, Miss SCA Pageant, fun nights etc. Events usually are scheduled between the hours of 8 a.m. to 5 p.m. for in-school activities and at 6 p.m. to 12 midnight for out-of-school activities.
- E. Be present at functions from beginning to dismissal time by moderators.
- F. Be at events at least one hour before and one hour after to set up and clean-up as necessary. Set-up may take more than an hour. End time includes time to verify cash collected and unsold goods and to clean up or put away materials/items used.
- G. Perform specific duties associated with the post elected as a Student Council Representative.
- H. Represent the school and attend official school functions in the capacity as SCA Student Council. Represent the school at short notice. Speak on behalf of the school as appointed by the Principal etc.
- I. Ensure that **a passing grade** is maintained in all subject areas and that the student is in good academic standing and **maintains stellar behavior** on and off campus and on social media while serving on the SCA Student Council. *Failure in passing at mid-semester or any major behavioral issues may result in student being asked to step down from her post and a new election or person being appointed as set out by the Student Council Constitution in the SCA Student Handbook.*
- J. Arrangements and contracts must be vetted by moderators and only moderators may sign any agreements on behalf of the school. **Students May Not enter any agreements on behalf of the school on their own.**

K. As Parents/Guardians of a member of a Student Council Representative, **we are willing to assist our daughter/ward by allowing her to attend all matters related to student council and we promise to also be supportive by attending, chaperoning and assisting as many events as we can attend. We give our daughter/ ward permission to participate in elections for St Catherine Academy's Student Council.**

Or

L. As Parents/Guardians of a Student Council Representative, **we do not agree with these terms and our child cannot hold a post in the Student Council** at Saint Catherine Academy.

Name of Parent/Guardian

Name of Parent/Guardian

Name of Student Council Member Elected

Signature of Parent/Guardian

Signature of Parent/Guardian

Signature of Student Council Member Elected

Emergency Telephone Contacts:

Home Phone

Cell Mother

Cell Father

Emergency Number

Cell Student Council Member

Address: _____

Date: _____

Witness

Date

Principal

Date

APPENDIX XI: ABSENCE AND LATENESS (SCA School Memo Form)



SCA SCHOOL MEMO (PLEASE RETURN THE FOLLOWING SCHOOL DAY AFTER ABSENCE or TARDY)



Name of Student: _____ Today's Date: _____

Date(s) Absent/Tardy: _____ Class: _____

REASON FOR ABSENCE OR TARDY: (CHECK ONE)

- ____ SICKNESS → _____ (SPECIFY)
- ____ TRAFFIC → _____ (SPECIFY)
- ____ MEDICAL APPOINTMENT → _____ (DISMISSAL/RETURN TIME)
- ____ DENTAL APPOINTMENT → _____ (DISMISSAL/RETURN TIME)
- ____ FUNERAL → _____ (DISMISSAL/RETURN TIME)
- ____ OTHER (SPECIFY REASON) → _____

X _____ Teacher _____ (Attendance Office date received : _____)
Parent Signature and Number

SCA contacts: 2231758/2234908 or email amarin@sca.edu.bz

• ABSENCES: ATTENDANCE OFFICE ✍

In the event of absence due to illness or other necessity, the student's parent/guardian **MUST** notify the Attendance Office between the hours of 8:30am to 11:00am. Upon return to school, the student **MUST bring a note (School Memo Form) of explanation signed by her parent/guardian and give it to her homeroom teachers.** This note in addition to a phone call, is a written record for the student's file. One demerit and one-hour PT will be issued for any overdue note.

• MEDICAL OR DENTAL APPOINTMENTS

- The student **MUST have both a note from her parent/guardian AND the doctor confirming appointments.** We encourage students to notify the Attendance Office in advance of any upcoming appointments by using the School Memo Form.

• OFF CAMPUS AND EARLY DISMISSAL PERMITS ✍

- The student will bring a note (School Memo Form) signed by her parent/guardian to the Attendance Office. These requests should be considered **EXTRAORDINARY.** The reason for leaving campus, time of departure and approximate time of return, should be included in this request.
- A medical or dental appointment is excused but it must be confirmed by a note from the parent (School Memo Form) and note from the doctor. All efforts should be made to schedule appointments after school except for emergencies.
- Saint Catherine Academy is a closed campus school. Students are required to be present unless prior written permission from the parent or guardian to leave school is received. **Students who are off Campus without permission will be placed on In-School Suspension and on Disciplinary Probation. The student may be asked to withdraw.**
- **Only Individuals listed on the SCA emergency form will be allowed to have students released to them.**

APPENDIX XII: SCA Internet and Device Report Form



SCA INTERNET AND DEVICE REPORT FORM



SCA Contacts: 223-1758/223-4908 or email amarin@sca.edu.bz

Name of Student: _____ Class: _____ Date: _____

INTERNET ACCESS

____ Internet Access Unavailable. ____ Blackout Is Affecting Internet Access
____ Internet Access Keeps Dropping ____ Other _____

DEVICE REPORT *(FIRST & SECOND FORM ONLY - PLEASE RETURN FORM ALONG WITH ISSUED DIGI DEVICE)*

Date Device Turned In: _____ Serial Number: _____

REASON FOR BRINGING IN DEVICE: *(CHECK THOSE THAT APPLY)*

____ Device Does Not Turn on After It Has Been Fully Charged.
____ No Sound, Microphone, Camera, Keyboard or Mouse Not Working
____ Computer Does Not Boot Up ____ Device Screen Freezes
____ Battery Does Not Hold Charge ____ Apps Are Not Working
____ Teams Is Inaccessible ____ Device Is Swelling

Other *(Specify Reason)*  _____

Print Name of Parent Parent Signature CONTACT NUMBER: _____

REPAIRS THAT MAY BE FIXED REMOTELY: **Turn off and reboot device first**

Call in repairs to SCA Technician:

- Student Cannot Log into Teams Account
- Resetting Teams Account or Resetting Passwords for Digi Devices
- Microsoft 365 Applications Is Not Working, Example Word Document, Excel etc.

A Mercy Center of Excellence and Innovation

APPENDIX XIII: GRADE POINT AVERAGE CALCULATION

CALCULATING GRADE POINT AVERAGE (GPA)

The Grade Point Average is calculated by finding the cumulative quality points and dividing that number by the total number of credit hours. This is done for each semester and the process is repeated with the end of year averages. *Please note that the end of year GPA is calculated using the end of year grades and **not** by merely averaging the two semesters.

Calculating Quality Points

Each letter grade has a corresponding value. For example, a B is 3.0. For each subject, the product of the assigned letter value and the credit hours assigned to the subject represents the quality points. Here's an example: Biology is a 2.5 hours subject for semester 1 and a student earns a B+ for that semester. To calculate the quality points for that subject for that semester, multiply 2.5 and 3.5 (B+ = 3.5), giving 8.75.

Sample Report Card

	FIRST SEMESTER				SECOND SEMESTER				AVERAGE			
SUBJECT DESCRIPTION	Cr. Hrs.	Letter		Quality Points	Cr. Hrs.	Letter		Quality Points	Cr. Hrs.	Letter		Quality Points
Biology	2.5	A	4.0	10.0	2.5	B	3.0	7.5	5.0	B+	3.5	17.5
Chemistry	2.5	B	3.0	7.5	2.5	B	3.0	7.5	5.0	B	3.0	15
Economics	2.5	C+	2.5	6.25	2.5	B+	3.5	8.8	5.0	B	3.0	15
English	2.5	B	3.0	7.5	2.5	B	3.0	7.5	5.0	B	3.0	15
Information Technology	2.5	B	3.0	7.5	2.5	B	3.0	7.5	5.0	B	3.0	15
Literature	2.5	B+	3.5	8.75	2.5	B+	3.5	8.8	5.0	B+	3.5	17.5
Mathematics	2.5	B+	3.5	8.75	2.5	B+	3.5	8.8	5.0	B+	3.5	17.5
Religion	2.5	B	3.0	7.5	2.5	A	4.0	10.0	5.0	B+	3.5	17.5
Spanish	2.5	B	3.0	7.5	2.5	A	4.0	10.00	5.0	B+	3.5	17.5
	22.5	3.17		71.25	22.5	3.39		76.3	45	3.28		147.5

A = 4.0	B+ = 3.5	B = 3.0	C+ = 2.5
C = 2.0	D+ = 1.5	D = 1.0	

First Semester GPA Calculation:

Total credit hours = 22.5

Quality Points for Biology = 2.5 * 4.0 = 10

Total Quality Points = 71.25

GPA = (total quality points divided by total credit hours) = 71.25/22.5 = **3.17**