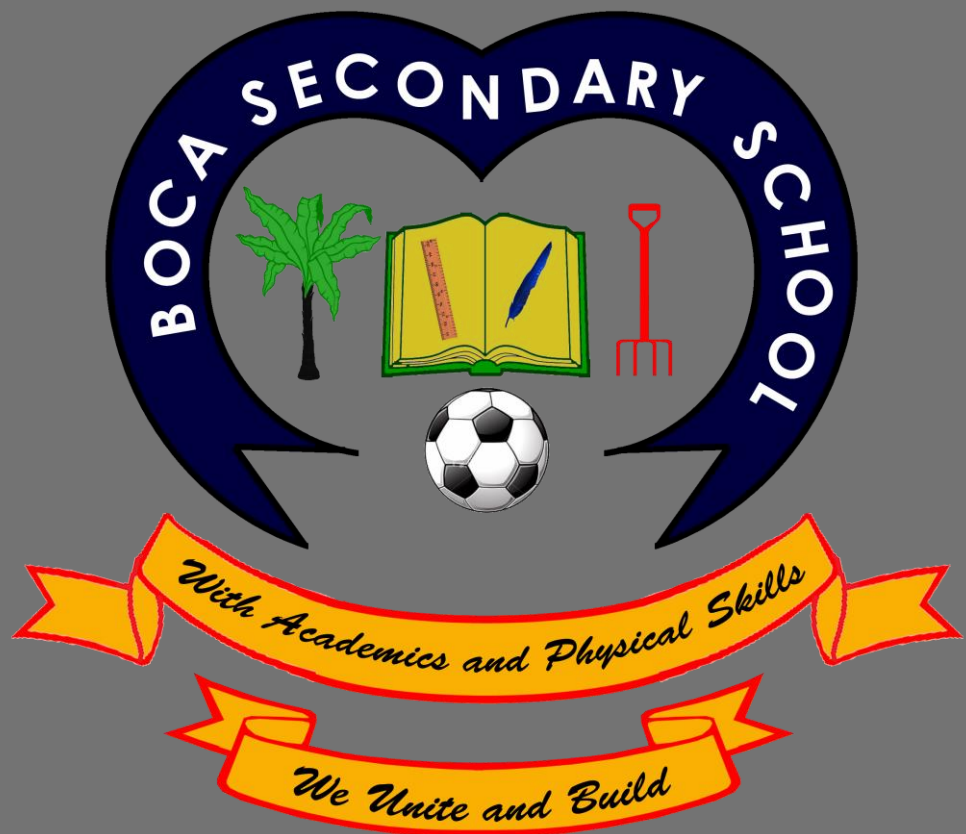




# Boca Secondary School STUDENT HANDBOOK



Boca Secondary School  
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Dear parent,

The Boca Secondary School welcomes you and your child/children to this noble institution. We believe that education is a serious investment in the development of your child/children. We further believe that you (parents) are the first educators of your children; as results we are eagerly looking forward to of collectively continue the process positive character building, through sound academic/technical, spiritual and moral values.

This school is one of the most comprehensive secondary schools in the O.E.C.S. it provides avenue for your children to recognize, access and pursue their career path from a very early stage in the secondary school life. We sincerely hope that with your support and continued encouragement of your children as we foster the foundation of this educational landscape we would be able to realize the desired dividend of your investment in your children's education here at the Boca Secondary School.

**NB:** This booklet is prepared to give you some of the relevant information you will need to guide you into the school's policy and operations. It should be frequently referred to by both parents and students.

We are looking forward to a very cooperative and successful fruitful period of educational development.

### SHORT HISTORY

On November 13<sup>th</sup> 1978, Boca Secondary School opened its doors; it was then called Boca Junior School. The uniform was khaki pants and white shirt for boys and khaki skirts and white shirts for the girls. It was managed by the Ministry of Education.

Mr. Orleans John became the first Principal in 1979. Many other principals have left their indelible mark. Names like the late Victor Antoine, Spencer Edwards, Aden Slinger, Mathias Williams, and Pauline St.Paul. The school had a curriculum of sixteen subjects, many of which were technical/vocational subjects including Home Economics, Needle Work, Woodwork, Auto Mechanic and Electricity.

The four houses of the school originally were Bishop, Garvey, Marley and Marryshow. They are now Bishop (red), Antoine (green), Edwards (yellow), and Marryshow (blue). The school boasts of one of the widest curriculums among all schools in Grenada. It ranges from traditional academic subjects to technical subjects and now an even more expanded curriculum including Economics, Physical Education, Religious Education and Dance.

The school had numerous achievements which include Inter-col Champions, Secondary School Netball Champions, Inter-Secondary School Debate Champions and winners of the most trophies at National Arts Festivals in 1994. The school was well represented at the Penn Relays in USA in 1996. It was awarded the De La Grenade Award for Technical Education in the person of Mr. Arvin Williams in 1998.

Many of our past students have taken their rightful places in society in the form of bankers, government ministers and business persons.

The school has an active past pupil association in the U.S.A. Some outstanding members of our society include Mr. Martin Bedeau-Manager of the Grenada Trade Center, Dr. Linda Waldron - Past Tutor at the University of the West Indies-St. Augustine, Veronica Francis-Benfield - Lawyer, Kathleen Bubb - Medical Doctor, Mr. Barry Nixon - Proprietor of Nixon Electrical, Sheldon Thomas - Straps Pastries, and Lyndon George - Ezee Print among many others.

The School is divided into Four Houses named after persons who made valuable contributions to the School or Nation:

- Antoine - **Green** - Named after the Late Victor Antoine, Principal of Boca Secondary School & President of the Teacher Union
- Bishop - **Red** - Named after the Late Revolutionary Prime Minister Maurice Bishop
- Edward - **Yellow** - Named after Late Principal Spencer Edwards
- Marryshow - **Blue** - Named after the Father of Federation- The Late Theophilus Albert Marryshow

## STRUCTURE

The School Is Divided Into Forms: Form One to Form Five.

There are currently:

- Five form ones
- Three form twos
- Three form threes
- Four form fours
- One form five

Each form is managed by two form teachers, a prefect and a monitor and a subject leader.

The curriculum of the school is divided into departments. Each department is managed by a Head of Department (HOD).

- Technical
- Modern Language
- English
- Business
- General Studies
- Sciences
- Mathematics
- Sports

## CURRICULUM

### TECHNICAL

- Building technology
  - Woodwork
  - Construction
- Electrical technology
  - Electronics
  - Electrical
- Home economics
  - Clothing And Textiles
  - Food and Nutrition
  - Home Management
- Auto Mechanic
- Mechanical Engineering
- Technical Drawing
- Art
- Information Technology
- Integrated Technology
- Welding

### ENGLISH

- English A
- English B

### BUSINESS

- Principles of Account
- Principles of Business
- Office Administration
- Economics

### GENERAL STUDIES

- Social Studies
- Geography
- HFLE
- Religion
- Guidance

### SCIENCES

- Integrated Science
- Physic
- Chemistry
- Biology
- Agriculture Science

### MODERN LANGUAGE

- Spanish
- French

### SPORTS

- Physical Education
- All Sports

### MATHEMATICS

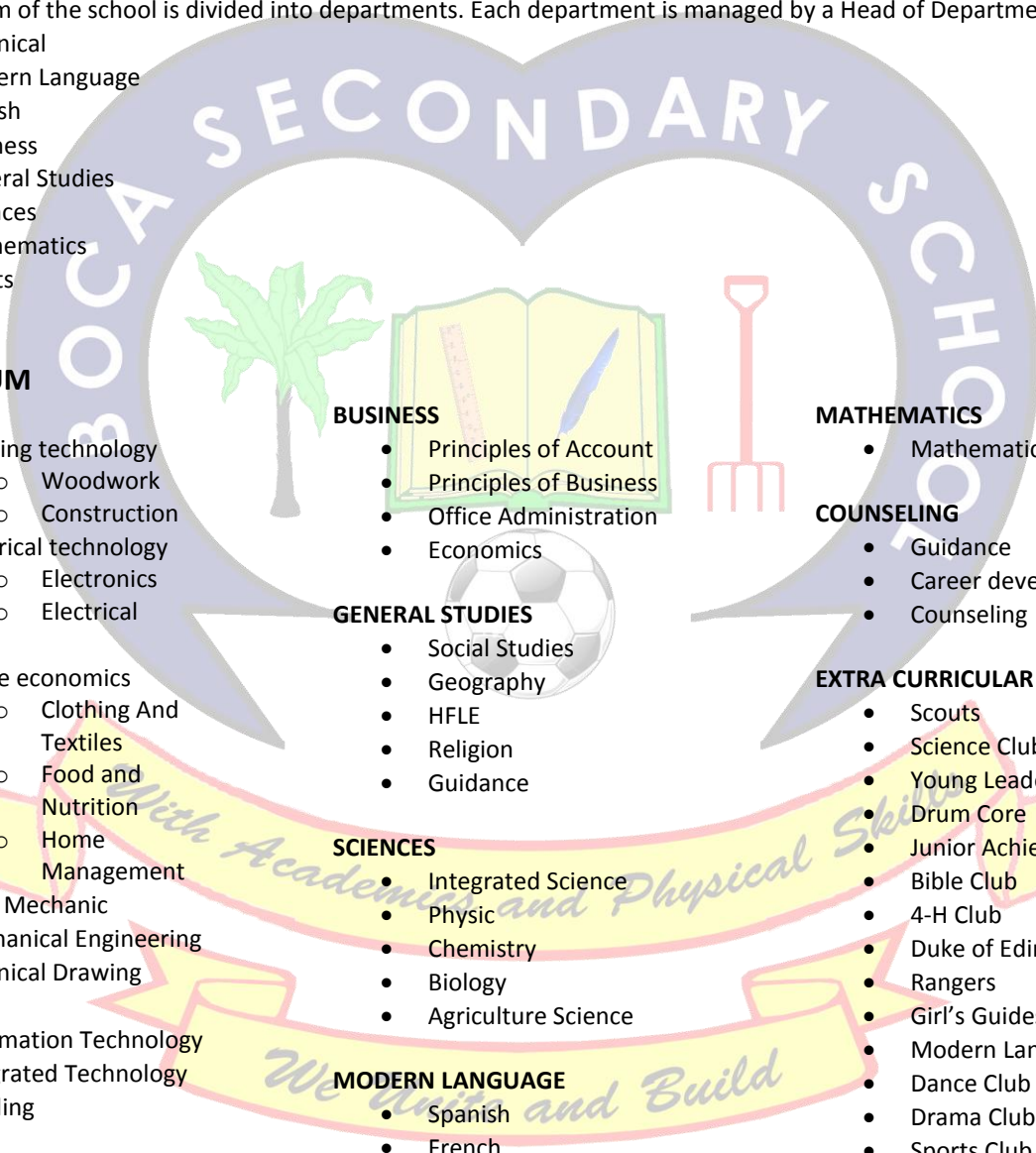
- Mathematics

### COUNSELING

- Guidance
- Career development
- Counseling

### EXTRA CURRICULAR ACTIVITIES

- Scouts
- Science Club
- Young Leaders
- Drum Core
- Junior Achievers
- Bible Club
- 4-H Club
- Duke of Edinburgh
- Rangers
- Girl's Guides
- Modern Language Club
- Dance Club
- Drama Club
- Sports Club
- Swimming Club
- Cadet Core



The school has six separate building/blocks namely:

**BLOCK 'A'**

Ground Floor

- Form Ones
- Electricity Room

Top Floor

- Food and Nutrition Room
- Clothing and Textile
- Home Management Room
- Information Technology Room

**BLOCK 'B'**

Auto Mechanic Room

Toilets

- Male and Female Teachers
- Male and Female Students

**BLOCK 'C'**

Top Floor

- Physics Lab
- Biology Lab
- Form Three
- 2 x Form Two

Ground Floor

- Form Fours
- 1 x Form Two

**BLOCK 'E'**

- Administrative Building
- Principal's Office
- Secretary's Office
- Main Staff Room
- Lunch Room
- Student Affairs
- School Feeding
- Sales Office

**BLOCK 'D'**

- Form Five (Wooden Building)

**BLOCK 'F'**

- Mini Staff Room
- Language Department

**BLOCK 'G'**

- 2 x Form Ones

**MOTTO:** With academic and physical skills we unite and build.

**MISSION STATEMENT**

Education with aim of being a stable, disciplined, well rounded, individual able to make a meaningful contribution to the development of society.

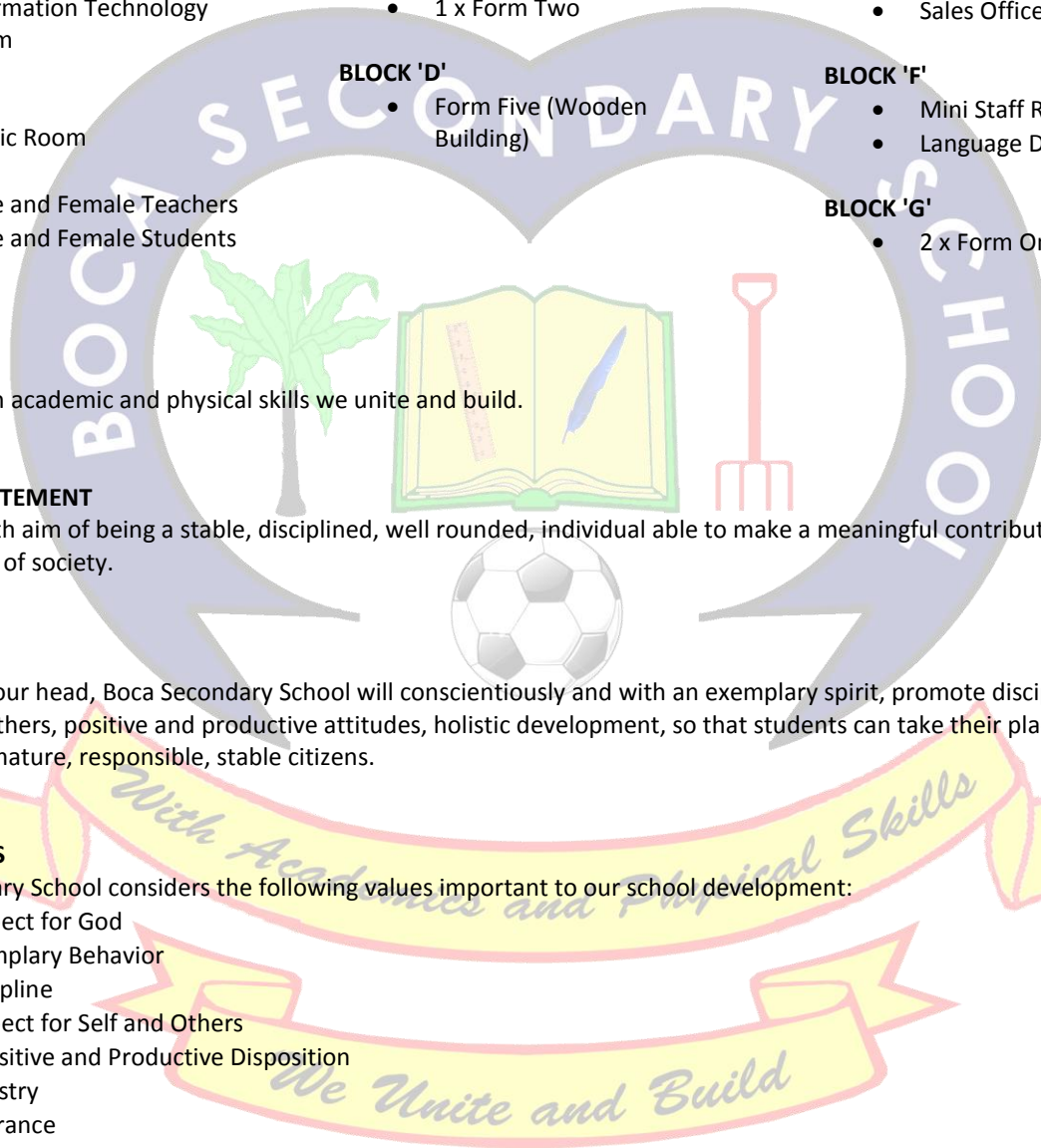
**VISION:**

With God as our head, Boca Secondary School will conscientiously and with an exemplary spirit, promote discipline, respect for self and others, positive and productive attitudes, holistic development, so that students can take their place in society as industrious, mature, responsible, stable citizens.

**CORE VALUES**

Boca Secondary School considers the following values important to our school development:

- Respect for God
- Exemplary Behavior
- Discipline
- Respect for Self and Others
- A Positive and Productive Disposition
- Industry
- Tolerance
- Cleanliness
- A Peaceful Spirit / (Manageable Behavior)
- Honesty
- Decency
- Order
- Self Control



## FOLLOWING ARE THE AIMS OF THE BOCA SECONDARY SCHOOL:

- To encourage not only academic development of all students but also spiritual, moral aesthetic and culture education and the learning of physical and technological skills.
- That students acquire speaking, reading, writing computational and a mastery of technical and creative skills to be educationally functional in society.
- To encourage a family-like school atmosphere where students feel, respected, cared for, loved and appreciated.
- To develop a positive consciousness of country and school heritage, care for the environment and respect for the school's values and property.
- To develop a school culture that promotes an environment conducive to learning and negates the wasting of classroom time, to encourage total participation of all concerned in all school activities and programs, whether they are of a spiritual, cultural, sporting or academic nature.
- To position the institution so that it can take full advantage of new trends in education and modern technology.

## SCHOOL SONG

Written by Barry Smith & Reginald Charles

### Chorus:

A school with academic and physical skills,  
We study we aspire achieve and we build  
We toil in the rain to give and to gain  
No matter we are small we stand tall to all

### Verse 1

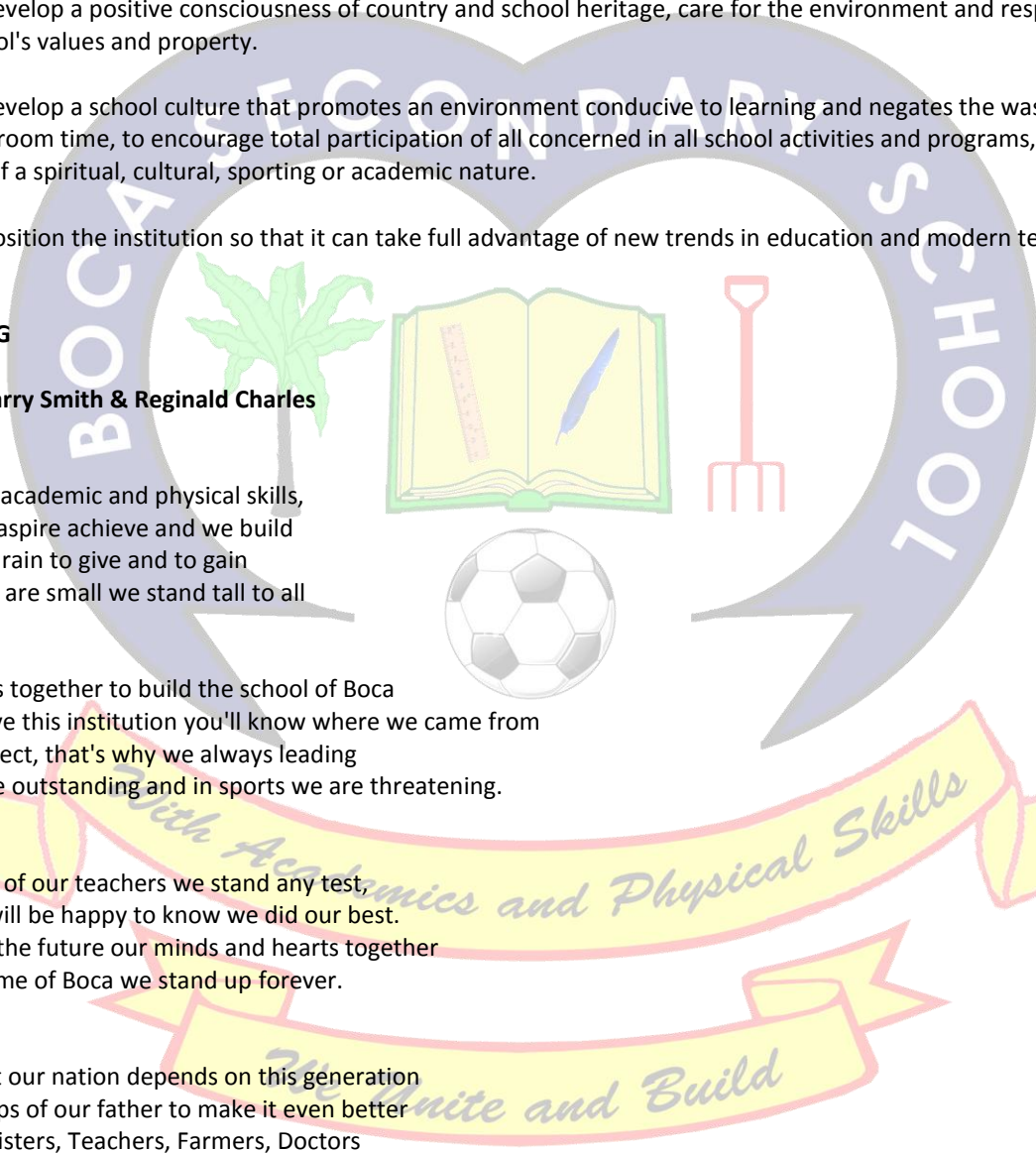
We join hands together to build the school of Boca  
When we leave this institution you'll know where we came from  
Love and respect, that's why we always leading  
In music we're outstanding and in sports we are threatening.

### Verse 2

With the help of our teachers we stand any test,  
Our parents will be happy to know we did our best.  
We march to the future our minds and hearts together  
And in the name of Boca we stand up forever.

### Verse 3

We know that our nation depends on this generation  
In the footsteps of our father to make it even better  
As future Ministers, Teachers, Farmers, Doctors  
Our nation's march to progress depends on our success.



## DISCIPLINE PLAN

- Students should attend all classes, no loitering outside, on the corridor or in the Bathroom during class time. Consequences - detention.
- All detention MUST be served. Consequences-flogging (Forms 1-3) or suspension for (Forms 4 & 5)
- Any violation of the school's uniform code must be explained by a written excuse from parent or guardian with a contact number. Consequence - students return home to correct the uniform violation or for a written excuse, (the written excuse must have a period stating when the corrections would be made).
- No fighting, use of obscenities, gambling, smoking or use of alcohol (or drugs). Consequences - flogging or suspension (and mandatory sessions with the Counselors).
- Maximum respect must be given to all teachers as well as other students - Consequences range from public apology, to flogging, to community service or suspension. (for all Form levels).
- Students found/caught stealing, cheating in examinations, forging or tampering with report cards or/and other documents - suspension (for cheating students will be withdrawn for that particular exam)
- Unauthorized absence from school, also absent from any school function in which students must participate. Consequences - Suspension (for all suspensions, parents should accompany students and report to the principal before attending normal classes on the day specified).
- Scarves of varied colours are not allowed in school.

**All punishments will be ratified by the Principal and recorded in the punishment book**

## CLASS ROOM STRUCTURE

NB. There shall be five form levels with a program of study leading to CXC examination or other examination from other recognized institutions. The forms shall be divided according to ability and specialization in both the lower and upper school. The lower forms are considered to 1-3 and the upper 4 & 5. Each class will have two form teachers assigned to it. In addition a prefect, a monitor, and a subject leader will also be assigned to each form. A dean will also be assigned to each form level. This person, in addition to all other teachers will be particularly responsible for the reinforcement of discipline at the form level to which they are assigned and the school in general.

## SUSPENSION

All students who are suspended for any infractions as outlined in the discipline plan must be accompanied by their parents or a mature and responsible guardian on the specified date after the suspension period to the principal office before re-entering the class.

Mandatory counseling will be in place for all students during suspension period. Suspension periods range from 1 day to two weeks, depending on the nature of the offence. (Students who are on suspension will not be allowed on the school compound to complete assignments or evaluations) In cases of chronic behaviors/greave offences, expulsion from school will be recommended to the Ministry of Education and other relevant bodies such as school board of directors.

NB: Students who are suspended would acquire demerit points - maximum suspension - 20 points (if a child is suspended for 2 weeks), 10 points if suspended for one week, while 5 points for 1-3 days. It is important to note that should one amass a total of 30 demerit points- their graduation eligibility could be affected.

Suspension and demerit points are applicable to forms 3-5. However flogging, detention as well as community service are applicable to all form level.

See items 2-9 of the discipline plan which warrant suspension among other infractions which are listed in this document.

**Detention:** is served for 1 hour. It may be administered by any teacher for infractions by students. See discipline plan

**Community service:** ranges from cleaning of windows, class rooms, among others.

**Flogging:** Flogging at the Boca Secondary School is used as the last resort as a corrective measure for infractions by students. Flogging will be administered by the Principal, Vice-Principal or the persons designated by the Principal to administer such punishment to the student. All flogging will be administered at the Principals' office as stated by law (Education ACT 2002 division 5, subsection 51, p324.)

**Stealing:** The acquiring of another's property by theft or unauthorized loan is considered as a major violation of our rules and regulation. As a result the perpetrators would be made replace the item or pay the cost of the item. Persistence occurrences' of such offences would result in students being required to attend counseling as well as the intervention of the law.

### CELL PHONES

Cell phones are not allowed in school/classes- But if it is necessary that your child **MUST** have a cell phone parents or guardian must request permission in writing stating the reason or reasons why the child **MUST** carry the phone to school. Should permission be granted by the principal in writing such item must be lodge with form teachers or at the students' affairs department on arrival at school. Failing to do so, the phone will be confiscated (if not confiscated, a fee not less than five dollars will be charged to retrieve the item.

**NB:** Phones will only be returned to parents/guardian only.

### ELETRONIC GADGETS

Other gadgets such as Walkmans, MP3/4 player, PSP, Discmans are not permitting in school. In addition, being in possession of any pornographic material, condom and other materials that are not of school will carry penalties as outlined in the discipline plan those materials will also be confiscated and destroyed and parents called in.

### UNIFORM /DRESS CODE

#### BOYS

The uniform for the Boca Secondary School is:

- Grey pants for boys with white shirt and white vest/t-shirt
- Plain black belt
- Black shoe with laces and heel no more than 1-inch tall.
- Shirts should be neatly tucked in to pants no flopping of shirts.
- Your belt should be conspicuously visible.
- School pants should be worn on the waist at all times and should be of your size. Your waist is described as the distance around your navel.
- Your hair should be kept very short- no taller than one inch.
- Beard should be shaved clean- it is mandatory that a clean shave be taken for the beginning of school every Monday morning.
- Failing to compile with these regulations would mean - violation of the uniform code and the appropriate disciplinary actions will be applied.

See photo.

#### GIRLS

The uniform for girls is:

- White short sleeves shirt with white vest
- Grey pleated skirts with pleats no more than 1 inch wide.
- The length of the skirt should not be shorter than two inches under the knees.
- Plain white socks up to the knees.
- Shoes are black with laces and the heels should not be more than 1" tall.
- A plain white belt with a width of 1 - inch is the recommended size.
- Hair style should be simple to reveal entire face of the student. Corn rows or all- in- one platted hair are accepted hair styles.
- A plain white ribbon  $\frac{3}{4}$ " – 1" wide is the accepted form and every girl must wear the entire uniform. (Ribbons are on sale at the Student Affairs Department.)
- No more than two (2) hair accessories can be worn by girls.
- These accessories must be black, grey or white.

**Watches** - can be worn provided that the faces are not too large and colorful. However a black, silver or gold watch band will be acceptable.

**Ear Rings** - The recommended earrings for school are one small pair of sleeper or studs silver or gold earrings. **No loops!** Failing to comply with these regulations would mean – a violation of the uniform code and the appropriate disciplinary actions will be applied.

**NB:** Students not dressed in full uniform and do not produced a valid reason from their parents would have to return home to correct the uniform violation. In addition the school code exists to help students to understand that no organization or institution can function effectively without rules and regulations and also to develop and encourage a valued system.

#### **PREGNANCY**

**Students who are deemed pregnant will have to seek alternative accommodation for their education, since the regular school environment will not be ideal for them. The school may assist in finding accommodation at the institution with a program for adolescent mothers.**

#### **PUNCTUALITY**

School begins at 8:00 AM and ends at 2:40 PM. The lunchtime will be determining based on the timetable formation. A child will be deemed late after 8:15. Arriving after such time, students are expected to present a written excuse signed by the parents or guardians. The excuse must also contain a contact number. Students coming in after 9:00 AM and are without excuses, may be asked to will return home for those excuses. Efforts must be made to contact parents immediately to ascertain the nature of the problem.

#### **LATE FOR CLASSES**

It must be noted that late arrival to class is unacceptable, students being late for classes without a valid reason will be dealt with - Teachers can speak to students, students can be placed on detention or asked to stand where he/she can see and hear what is going on in the class room. Teachers can refuse the student entry to the class. Student can also be cited for loitering. Community service can also be administered. Should this behavior continues - parents will be called in to discuss the situation - counseling could be recommended.

#### **ABSENTEEISM**

Students assigned and registered at the Boca Secondary School are expected to be at school regularly and punctually. Should a student become frequently irregular at school?

The school will vigorously pursue:

- The parents to determine the problem
- Contact the school attendant officer
- The Truancy Officer
- The Ministry of Social Services/Child Welfare Association

Students being absent due to ill health, the relevant medical document must be forwarded to the school. Depending on the ailment, the school will make arrangement for the student to have work done in his/her absent, through homework and additional assignments.

#### **Students in school but absent from classes**

Students would be warned, should the behaviors persist, and parents will be called in to discuss the matter.

Students can be:

- Detained
- Suspended
- Flogged or given community services

#### **Leaving the school compound without permission**

The school management views leaving of the school compound without permission as a very serious offence. Students found in violation of such regulation would have to bring in their parents after they have been warned and the matter fully investigated. This offence can also carry a suspension period not exceeding two (2) weeks. Students who wish to leave the school compound during the regular school day **MUST** obtain permission from the Principal, Dean or Form Teacher after the relevant supporting documents are produced. These documents should be: letters/phone call from parents requesting



permission and stating reasons why the child/student should leave the school compound. A contact number must accompany these letters. Failure to produce such requirements the child will be denied permission to leave the school of compound before the completion the regular school day.

### GRADUATION

Graduation symbolizes the successful completion of a course of study here at the Boca Secondary School. The graduation ceremony will be held during the last week of the Trinity Term in July. The graduates will graduate in full uniform and the school's graduation gown depicting the color of the school. This outfit will also be accompanied by a head piece also in the school colour and a tassel as well as a red sash labeled with the words 'Graduating Class of the Year' of the graduation.

However, students will be denied the honor of gradating for the following reasoning:

- Too many demerit points
- Less than five subject passes
- Greave misconduct
- Persistent late and absences- (more than fifteen (15) times late per term)
- Poor school record
- Pregnancy
- Fatherhood
- Failure to submit completed SBA

### Student:

- Should be doing at least 5 CXC subjects.
- Should not be more than 15 times late in a term
- Should not have more than 30 demerit points on record (E.g. 10-suspensions, 5-loitering, 10-uniform violations, rowdiness, and obscenities, 5- Failure to complete and submit home assignment/SBA).
- Students should be actively involved in at least one extra curricula activity

**NB:** A graduating fee comprising of various amenities will be forwarded to parents no later than two months before the graduation exercise.

### VISITS BY PARENTS/GUARDIAN

The Principal maintains an 'open door' policy to see parents on any matter which they deem necessary. However, it is recommended that solutions be sort at the Form Masters/Mistresses level or at the Dean level before consulting the Principal. Tuesday is designated as visitation day. Parents/Guardians are to make use of Tuesday as much as possible to discuss and resolve school issues with staff/student.

**PLEASE NOTE:** While parents are encouraged to visit the school as often as possible, we would like to advise you that there is a dress code in effect. At the security check point, the security will detain/debar anyone who attempts to enter the school compound, particularly during regular school hours dressed in the following manner.

- Arm less clothing
- Belly, back and breast exposed
- Too short clothing or revealing clothing

**NB:** These reminders will be posted on the security boot. Please be guided accordingly.

### REGISRATION OF NEW STUDENTS

The registration of new students assigned to Boca Secondary School from the Common Entrance Examination and other schools will take place during the last week of the trinity term, after the graduation ceremony. During the registration process parents are expected to accompany their children. Birth paper and other supporting documents are required. The school will determine the registration fee. The fee will comprise of the following:

- Standardized school fee
- School tie
- Security fee
- Furniture fee
- Lab fee
- Report book - among others
- Examination fee

## TRANSFERS

The school will facilitate transfers into and out of school mainly for economic reasons. However, Boca Secondary School would carry out a thorough investigation into the background of the student to be transferred in- the result of such investigation will have a bearing on our decision to take in the new student.

## SBA POLICY

It is imperative that all SBA are completed by the set deadline. Failure to complete SBA on time will result in student being debarred/withdrawn from the examination. Students must prove that the SBA submitted is their work and not work done by someone else. SBA work **MUST** be supervised at every stage of its completion for authenticity and ownership. Students suspected of illegal practices with their SBA's would have to answer to the disciplinary committee through an investigative process. Students found guilty of plagiarism will be asked to redo the work, debarred from the examination or suspended.

## HOME WORK

Homework can be defined as additional work issued by teachers to give students additional practice on a concept of work taught. It can also be viewed as means of additional work for reinforcement of areas covered as well as to give the teacher feedback of how well students mastered the content of the work. This work will be graded and recorded by the teacher which will aid the child's final grade for the term/year. In this regard the school sees home work as very important in the educational development of the child. This aspect does not only lend itself to improved grades but it also teaches the child responsibility and commitment to dead line submissions. Therefore, it is imperative that all homework issued be completed and submitted by the specified date. It is mandatory that parents sign every piece of homework completed by the student. This measure will ensure that parents continue to play an integral part of the child's educational development. This measure is required by all form level. Unsigned work submitting by students will not be graded. Students will have to ensure that parents do sign their homework before it's graded.

**NB:** Should there be proof that the homework was not done by the student, the students work will not be graded and parents will be called in as soon as possible to discuss the matter. Further, the parents will have to ensure that the child's homework is supervised. Students who persistently refused to submit their homework, the affected teachers can have those students suspended from classes for a period of no less than two days. Such actions **MUST** be recorded in the book specified for those demeanors. During those days of suspension from those classes, the affected students will have to attend counseling sessions to correct that behavior.

## RELIGIOUS EDUCATION

We regard both academic and spiritual development of all human beings as a very crucial part of one's development. For this reason it is compulsory for every student to attend religious instruction based on their religious persuasions. In order to accomplished such the school has scheduled the first period every Friday morning for religious education. During this period the following religious ministers are invited to conduct instructions.

- Catholic
- Pentecostal
- Adventist
- Methodist
- Open Bible

These groups accommodate students from form 1-3, students in forms four and five do Religious as a study for CXC examination. There is also an organized bible club where students can further advance their religious conviction. The school also invites local and foreign religious groups to visit the school to perform during the term. The school also stages a religious fest.

## SUBJECT OPTIONS

Subjects stipulated by the Ministry of Education in conjunction with the school's curriculum will be followed. However, all students in forms one and two will be carrying the same number of Subjects, while the students of forms three, four, five will have the choice of subjects based on their career path and subjects that they are excelling in. For this reason the form three students will be dividing into two groups based on their ability! Average in their end of year examination.

## Group A

Students in this group should carry the following:

- Mathematics
- English A
- Technical in groups
- Information Technology
- Physical Education
- Building Technology/Art
- Agricultural Science/Technical Drawing
- HFLE
- Social Studies
- Principles of Business
- Dance Education

## CLASS ROOM ENVIRONMENT

The Boca Secondary School believes that the class room environment must be conducive to learning; it must serve as a stimulant to learning. For this reason we believe that the blank wall syndrome must be replaced with educational facts that will lend itself to progressive learning. This we believe that must be undertaken by students and teachers as well as parents. Parental involvement is crucial. In addition, classes would be Acknowledge and rewarded most tidy, most educationally stimulating class be kept classroom, most orderly, most courteous class. These awards will be done at the end of each month. The classes would be observed and evaluated by a panel comprising of two teachers and one parent. Points will be awarded based on the marking scheme organized by the panel. Please note that individual students as well as the entire class can be made to face the consequences for any infractions that lead to any disruption in this class arrangement and ethos.

## TEXTBOOKS

It is important that every child is equipped with the relevant textbooks to aid in the teaching learning process. Students are required to carry to school the prescribed textbooks in accordance with their time table on a daily basis. Students attending classes without textbooks will be asked to return home to obtain that text or to have it borrowed from another student or have one rented from the book rental program for the period at the school. In addition the government book rental program is also operated at the School books will be distributed to students at the various levels. Parent's must accompany the student and sign a contract. All books are available at \$25.00. It is the responsibility of both parents and students to ensure that the books are kept in good order. Books kept in poor conditions or damaged must be replaced by the parents. Students must refrain from leaving their books lying in their desk and around the school. Books will be coded to ensure accountability. Students and parents are also reminded that all books must be returning at the end of the school year. On promotion a new set books will be issued and another \$25.00 paid. Please note that all monies collected will be forwarded to the government of Grenada. A senior teacher will managed the book program which will be run by the student affairs department.

## SECURITY

Security to any establishment is of paramount importance for this reason Boca Secondary School has placed and continues to guard rigidly its physical plant, equipment and environment with utmost vigilance. In addition and most importantly we regard safety of our human resource as top priority. The school carries a night security and two day securities. All visitors are required to check in at the security point sign in and state the purpose of their visit and present a picture identification-passport, driver's license or national ID card. Students entering school are subject to random checks by the security using a metal detector. Security is not authorized to man-handle students. Any students suspected of being in possession of any unwanted /dangerous material are liable to be searched. Searching of students must be done in the present of a teacher - male and female depending on the gender of the student. Students found with any material that is considered not of school: The material will be confiscated, detained, parent and the legal authorities will be called if warranted, the discipline plan will be applied. Offence and consequences will be recorded in the appropriate book.

## SCHOOL FEE

School fee is a legal requirement at the secondary school. The fee is currently \$75.00 per year. These fees must be paid by the end of September for the beginning of the school academic year. However, the fee can be paid on a term by term basis of \$25.00 per term. This arrangement will be available to parents who request it. The form teachers will be responsible for the collection of fee which must be lodged with financial committee who is charged with the responsibility. A receipt must be issued when a payment is made. The receipt book and monies collected MUST be submitted to the financial committee at the

end of every week of school. These receipt books will be checked and endorsed by the chairman of the committee to verified amount collected from the various teachers.

### **FUND RAISING**

Fundraising can take many different forms such: Walk-a-ton, Fair, Raffles, Cake sale, Bar-Be-Que sale and Exhibition. The organizing of such activities will be spare headed by a committee. However, the raising of fund on a class basis will also be pursued from this new school year 2009-2010. The committee designated with the responsibility will also have to present a report to the management team at the completion of the activity.

### **MEDIA ISSUES**

The use of media to sensitize the public on sensitive issues as well as promoting the institutions' philosophy, its policy framework, achievements and other pertinent information can be regarded as a very significant gadget in this global environment where technology and technological apparatus are some of the main devices currently used in the educational environment. However, we are also mindful of the many damages such a medium can also create if not handled/managed prudently. For this reason the Boca Secondary School delineates the following: All sensitive matters regarding the school and the media must first be critically and rationally evaluated to determine its validity and need for public awareness. Should such analysis warrants publicity, the schools' management team after deliberation with the other members of Staff and the Chief and District Education Officers, a prepared statement will be issued by the Principal or a designated member of staff. Sensitive issues can be described as: Major fights, fatal incidents, fires or major disasters, death etc. Teachers are therefore advised that sensitive issues must first be discussed by all stakeholders to a commonality before disseminating any information that may tarnish the image of the institution. Other issues such as regular announcements for meetings, promotions and celebrations etc, a media person will be appointed to carry out such undertakings.

### **EMERGENCY PLAN**

This plan is developed to guide the school in arriving at the most safe and efficient means of dealing effectively with the emergency.

Simulation drills should be held once every school term (In the case of a fire, electrical surges, gang wars/fight, earthquakes, flash floods, etc.).

### **COUNSELORS**

The school is equipped with two qualified counselors. They are trained to provide students with guidance on behavioral problems, studying tips, conflict resolution, career choice, as well as moral and spiritual values.

### **SPORTS**

All students should participate in sports through the school's Physical Education (PE) Program. PE is compulsory for forms one to three but optional for forms four and five. Students must be clothed with their games clothes in the colour of their house. The games clothes are available at the school.

**NB:** Students must always be properly attire for games, deviation from the regulation must be accompanied by a written excuse and a contact number. Students with a medical condition must forward a medical certificate to qualify their story.

### **Parent Teacher Association (PTA) MEETINGS**

It is of significant importance that parents avail themselves to be appraised on their child's performances and activities related to the school in general. For this reason, the Parent Teacher Association (PTA) meeting will be held on the first Wednesday of every month at 4.30 PM.

Please be advised that mini associations would be formed at the form levels as well to ensure that more parents are involved in the education of their students as well as the life of the school.

Thank you!

May God Bless You