

Cayman Prep & High School

High School Student Handbook

2021-2022



Dear Parents, Students and Teachers,

Welcome to Cayman Prep and High School for the new academic year. The purpose of this handbook is to inform you of the guidelines and regulations which form the framework in which we run our school in an effective, efficient, and supportive manner.

Our philosophy at Cayman Prep and High School is that every student will be given the opportunity to reach his/her potential and we require our students to work hard and to set targets for growth and improvement in all aspects of school life. Our expectation is that everyone will display the highest standards of social, moral and academic behaviour in keeping with our school Mission Statement and Christian ethos.

The administration, faculty and staff are here to ensure you have a productive and successful school year.

High School Principal

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MISSION & VALUES OF CAYMAN PREP & HIGH SCHOOL

MISSION STATEMENT

Cayman Prep and High School provides a stimulating learning environment, firmly rooted in Christian principles, in which our students become critical, creative thinkers; responsible citizens and lifelong learners in an ever-changing world.

We endeavour to fulfil our mission by providing an education that will equip each student for the challenges of lifelong learning. The central task of the High School is to develop each student's academic, creative and physical skills to their full potential; to encourage them to strive continuously for excellence; to pass on enduring Christian values; to develop integrity and self-discipline; and to help all students become globally responsible, caring citizens.

This requires a broad and balanced curriculum that challenges intellectual capacity, promotes critical thinking and develops social skills. It should enable students to become creative, innovative, enterprising and compassionate global citizens. The curriculum must inculcate an understanding of, and respect for, the views, values and traditions of others as well as a commitment to uphold, intellectually, one's own beliefs and traditions. It should challenge and encourage students to form and maintain positive relationships, based on respect for themselves and for others, at home, school and in the community.

CORE VALUES

- *Respect*
- *Empathy*
- *Excellence*
- *Integrity*
- *Care for others*
- *Care for our world*
- *Loyalty & Friendship*
- *Forgiveness*
- *Self-discipline*

SCHOOL SPIRIT AND TRADITIONS

Each member of our community is encouraged to share the school's mission and core values. Students are expected to embrace these values and, always, act as exemplars of their school, both during and after school hours.

Tutors for 2021-22

7C Room 18 Victoria Edmonds	7P Room 55 Adam Ball	7H Room 66 Nicola Tully	
8C Room 12 Louise Rodgers	8P Room 16 Evangeline Tantram	8H Room 54 Michael Wilkinson	
9C Room 23 Natalie Burke	9P Room 15 Sereina Ashton	9H Room 14 Yanick Huyghe	
10C Room 75 Stephanie Breedon	10P Room 53 Andrew Baker	10H Room 20 Andrew Maclean	
11C Room 65 Raeanne Meade	11P Room 11 Phill Thompson	11H Room 22 Emily Roberts	
12C Room 43 Dan Baker	12P Room 63 Hannah Evans	12H. Room 51 Kathleen Corkey	12S Room 14 Lauren Baygot
13C Room 42 TBC	13P Room 61 Charlotte Franklin	13H Room 24 Allain Brown	13s Room 72 Beth Lowen

HIGH SCHOOL DAILY SCHEDULE

DAILY SCHEDULE

<i>AM Registration</i>	7:45 – 8:00
Period 1	8:00 - 9:00
Period 2	9:00 – 10:00
Break	10:00 – 10:25
Period 3	10:25 – 11:25
Period 4	11:25 – 12:25
Lunch	12:25 – 1:10
<i>PM Registration</i>	1:10 – 1:15
Period 5	1:15 – 2:15
Period 6	2:15 – 3:15

Timetable

At the start of each academic year, all students will be issued timetables by their form tutors. The timetable displays the subject, the room number for that lesson and the teacher's name.

Our School operates on a 2 week timetable, this means that lessons vary from week 1 to week 2. The first week back is Week 1, the second week is Week 2 and the weeks continue to alternate throughout the year. If we break up for a mid-term break on a Week 1, we will return on Week 2.

If you are unsure which week we are on at any point, you can log into the VLE and check your timetable. It is important that you check this regularly and ensure that you are packing the correct books – it is your responsibility to come correctly equipped for all lessons.

Vertical Learning – Co-Curriculum:

As part of our school's dedication to ensuring that all students have access to a broad, balanced and innovative curriculum, all students have 1-hour per week of a curriculum subject of their choice. The subject options range from creative to practical, from academic to physical. You are expected to attend these lessons as you would to any other, with the correct equipment and ready to learn.

The co-curriculum subjects are not extra-curricular clubs – the co-curriculum lessons form an integral part of your school curriculum experience in the same way as other subjects. You will study three different subjects throughout the year – one per term – and you should check your timetables on the VLE at the start of each term to check where you need to be for your new subject.



Leadership and Administration

Title and Name	
Director	Ms Debra McLaughlin
High School Principal	Mr Karl Murphy
Head of Student Services and Welfare	Mr Brendan Touhey
Head Assessment and Inclusion	Ms Pamela Milton
Head of Curriculum, Learning and Teaching	Mr Simon Bee
Front desk	Ms. Lana Arch-Jarvis
Business Manager	Mrs Paula Zaplitny-Woolcock
Head of Key Stage 3	Ms Laura Knox
Head of Key Stage 4	Ms Elizabeth Andrews
Head of Key Stage 5	Mrs Paula Russell
Bursar	Mrs Sandy Hew
School Nurse	Nurse Darcy Connors
Admissions /Marketing	Ms Caoire Kennedy
High School Counsellor	Mrs Denise Myers



ADDITIONAL INFORMATION

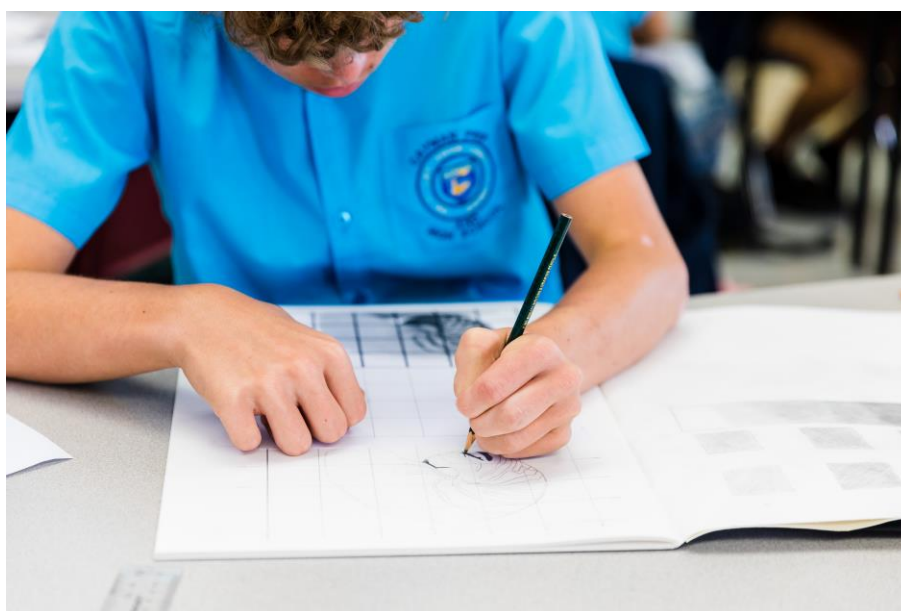
In addition to your teachers, the administrative staff, and the prefects, there are many ways in which students can find out information.

- Consult class information on the school app, Everest. Also refer to the school website, www.cayprep.edu.ky
- Use the VLE to keep up to date, especially when homework is due!
- Listen to the notices in Assembly on Monday mornings and in form time.
- Look at the notice boards around school.
- Read the School Newsletter.
- Medical help is always available in the School Office. If Ms Lana is not at her desk, ask Ms Caoire or Ms Sandy to help you. All students who are injured, or who feel unwell, must report to the school office immediately.
- All Head injuries **MUST** be reported to the office no matter how you feel.
- Please check the in the Lost Property box, located in the gazebo, for any lost belongings. If students find any lost property, please hand in to Ms Lana in the school office. Students should make sure that their belongings are clearly labelled with their name as this will make it much easier to return lost items.
- Replacement exercise books can be obtained from Ms Lana for \$3.
- Please make full use of the resources in the Library. It is open every day from 7:30 a.m. to 4:00 p.m.
- Students arriving late for any reason and miss your tutor period (after 8:00 a.m), must report to the school office and sign in with Ms Lana, and then proceed to lessons.
- If a student needs to leave school for an appointment before the end of the school day, the adult responsible for collecting the student or a parent must inform hsoffice@cayprep.edu.ky and the form tutor in advance. The School office will notify the guard at the school gate.
- **Students must be collected before 4pm unless they are involved in a school club or activity. Students must not remain on the school campus after 4:00pm. A member of staff will be on duty until 4pm.**
- Students are not allowed to leave school, bring food back and return to school after 3:15pm.
- If a student is unwell and unable to attend school, parent(s)/ guardian should contact the form tutor as soon as possible by email. If a student is unwell during school time, they may gain permission from the class teacher to leave the lesson and report to the school nurse.

SCHOOL UNIFORM (Year 7 –11)

The uniform shop at the primary school only sells shirts, blouses and PE kit. All pants, shorts and skorts must be purchased directly by parents from Lands End.

<i>GIRLS</i>	<i>BOYS</i>
<ul style="list-style-type: none">• Turquoise blouse with the school crest on the pocket• Navy or A-line school skort or school navy trousers, purchased from Lands End. Skort length must be no higher than 1 inch above the knee.• Plain navy school trousers. Trousers must fit at the waist and should not be baggy or drag on the floor.• Plain white or navy or black socks• Regular, plain black leather (or faux) shoes. No coloured markings.• Navy school zip-up jacket or hoodie• Blue, black, brown or white hair accessories• Jewellery: In addition to a watch, one small pair of stud earrings only, worn in the lower part of the lobe.• Necklaces must not be worn• No makeup, or coloured nail polish.• Nails should not be longer than fingertip.• Hair colour should be natural.• Hair must not cover the face at all.	<ul style="list-style-type: none">• Turquoise shirt with the school crest on the pocket• Plain navy school trousers. Trousers must fit at the waist and should not be baggy or drag on the floor and must cover socks.• Shorts may be worn.• Plain black belt• Plain white, navy, or black socks• Regular, plain black (or faux) leather shoes. No coloured markings.• Navy school zip-up jacket or hoodie• Jewellery: A watch may be worn• Necklaces must not be worn.• No makeup, or coloured nail polish.• Nails should not be longer than fingertip.• Hair colour should be natural.• Hair must not cover the face at all.



SIXTH FORM SCHOOL UNIFORM

Sixth Form uniform is available for purchase from the High School office.

<i>GIRLS</i>	<i>BOYS</i>
<ul style="list-style-type: none"> • White blouse with the school crest on the pocket • Khaki school trousers, knee-length skirt or skort, no higher than one inch above the knee. • Regular, plain black leather (or faux) shoes. No coloured markings. • Navy school zip-up jacket or hoodie • An additional piece of jewellery may be worn • No nose or eyebrow piercings. • Blue, black, brown or white hair accessories • Jewellery: In addition to a watch, one small pair of stud earrings only, worn in the lower part of the lobe. • No makeup, or coloured nail polish. • Nails should not be longer than fingertip. • Hair colour should be natural • Hair must not cover the face at all. 	<ul style="list-style-type: none"> • White shirt with the school crest on the pocket • Khaki school trousers. Trousers must fit at the waist and should not be baggy or drag on the floor. • Plain black belt • Plain dark coloured socks • Regular, plain black(faux) leather shoes. No coloured markings. • Navy school zip-up jacket or hoodie • An additional piece of jewellery may be worn • No nose or eyebrow piercings. • No makeup, or coloured nail polish. • Nails should not be longer than fingertip. • Hair colour should be natural. • Hair must not cover the face at all.

PE KIT

- On days when students have PE, they must come to school in their PE kit and remain in PE kit for the day. Students should ensure they have a clean PE shirt for after their lesson.
- Students participating in Inter House sports or Inter School sports must come to school in regular school uniform and change before their event.
- School PE kit is a House T-shirt with CPHS Navy shorts
- Sports specific trainers with non-marking soles (not skate-wear or slip-on pump-style shoes). High School students must bring PE trainers to school with the rest of the PE kit and not wear them to school.



- All students are encouraged to bring a hat and a refillable water bottle
- Students are reminded that all jewellery must be removed before PE lessons

NOTE: We strongly recommend that all items of clothing and shoes are clearly labelled.

ATTENDANCE AND ABSENCE

All students must attend school during term time and school hours. If your child is going to be absent from school, a written explanation must be sent to your child's Form Tutor in advance, on, or before the day of return. Absences from school are only authorised for illness when a medical note is provided by a doctor after more than 2 days of illness. An absence may also be authorised for any student representing a National Team in an international competition. Prior approval for absence should be sought for National representation and should be accompanied by a letter from the recognized National Governing Body.

Students must also attend and participate in all classes and activities designated, including religious education, morning Assembly, physical education, and any additional classes arranged by the school. A doctor's certificate must accompany any request for a student to be excused from any curriculum activity for medical reasons.

The Cayman Islands Government mandates that good attendance for each term must be 96% or higher, for every student. Every student should be striving for excellent attendance.

Attendance standard	Percentage
Excellent	98% and higher
Good	96% - 97.9%
Satisfactory	94% - 95.9%

Student Illness

If your child has a fever/high temperature, is vomiting, or has a contagious illness or rash, parents must notify the office immediately and keep their child away from school until they are symptom free for at least 24 hours and are no longer contagious. A doctor's medical certificate stating this may be required. If a child is sent to the office with any suspicious rashes, illnesses or headlice, it is at the school's discretion to call the parents to collect the child from school, and to keep him/her at home until checked by a doctor. If a student is absent from school for any illness reason, a parent must send an email to the student's Form tutor explaining the reason for the absence.

Hand Washing and Sanitation

Students should wash their hands and use the sanitization stations around the school campus before and after eating and before returning to classrooms after breaks. Students are encouraged to have their own personal hand sanitizer.

Medicine administration

If medication is to be administered at school, parents/carers must complete an authorisation form and give it to the school nurse. These forms are kept in the school office. A file is opened for each child receiving medication and the medication stored in a locked cabinet. Please note that if we do not have a signed form, no medicine can be administered. Medication can only be administered in the nurses' station, located in the school office.

Headlice

If your child has headlice, he/she may not return to the classroom until treatment has been given and he/she has been checked by the office (usually 24 hours after treatment).

Extended Leave Requests

As a learning-focused school, we strongly discourage removing students from school outside of the designated holiday period as this has a negative impact on student learning and routine. Learning in every class will continue right up until the final day of any term. Under Cayman Islands Education Law, student absence will be recorded as excused in cases of illness, certain matters relating to family circumstances and if the student is representing the Cayman Islands in sporting events (with supporting documentation). Other reasons, such as holiday requests, will result in the absence being recorded as unauthorised. If there must be a planned absence, a request in writing must be made through the student's Form Tutor. The school is not obliged to set work for children who are away during the school term.

Registration

Students must be present in their form class to register with their Form Tutor by 7:45 am. Tutor period is from 7:45 am – 8:00 am. After lunch, students must register with their form tutor from 1:05pm – 1:15pm.

Lateness

Punctuality is an important life-skill. Starting the school day on time ensures everybody is prepared without the disruptions of late arrivals. **Students who arrive after 7:45 am, but before 8:00 am** should go straight to their tutor period and will be marked as late. **Students arriving after 8:00am** should go to the High School office and sign in with Ms Lana. The main entrance gate will be closed by the security guard at 8:00am.

Late arrivals are counted for each half term. Students who arrive late, repeatedly, for morning or afternoon registrations will be required to serve a detention. Students with 3 late arrivals will serve a lunchtime detention, students with 6 late arrivals will be required to serve an after-school detention. Students with 9 late arrivals will be referred to the Head of Student Services. Students who arrive late, due to exceptional circumstances will not be recorded as 'late'. Such circumstances would include a road blockage because of an accident. In such circumstances a parent should notify their child's tutor. Students with 9 or more late arrivals may be removed from Inter House activities, School Sports teams and School Trips.

Medical Appointments

When a child must leave during the school day for any reason, the office hsoffice@cayprep.edu.ky and the tutor must be informed in advance so that the guard can be notified of a student pick up. Wherever possible, the school strongly encourages that appointments are made outside of school hours. In addition, only parents or guardians of students should sign the student out and sign them in on their return. There is a sign-out book for this purpose at the High School office.

Lunch Arrangements

The school's caterer 'Food for Thought' offers a choice of snacks/drinks at break time for students to purchase. Hot and cold lunches are available each day in the canteen. These should be pre-ordered and paid for in advance.

Students may also bring in their own snacks / lunches and these should be stored in the canteen, clearly labelled with the child's name, before school begins. Lunch time is a wonderful opportunity for students to socialise, enjoy clubs and mix with students from other year groups. As such, all students are expected to eat in the canteen as per the Key Stage schedule. In the event a student has forgotten their lunch or snack, they should speak to the office who will make arrangements for food. Food For Thought always have spare lunches, just in case. Key Stage 3 eat lunch in the canteen from 12:25 – 12:45. Key Stage 4 and 5 eat lunch from 12:45 onwards.

Lunches **must not** be dropped off for students during the school day, unless permission has been granted by the school Principal. The school office is not able to store student lunches, so we would ask all parents to either send students into school with a packed lunch, or to take advantage of the 'Food for Thought' offerings.

THE HOUSE SYSTEM

The House system plays a very important part in the life of the High School, promoting both healthy competition of all kinds and supportive social interaction. There are House events regularly in a variety of activities, so you will have an opportunity to shine and gain valuable House Points. High School students are placed in one of three School Houses, named after former ministers of the United Church in Jamaica and the Cayman Islands: Redpath (red), Elmslie (green) and Young (yellow). Students who transfer from our Primary School continue in the same House and siblings are usually allocated to the same House. The House Coordinator Ms Lisa Kemp.

Heads of House are as follows:

- Redpath TBC
- Elmslie Ms Beth Lowen
- Young Ms Niamh McKinstry

House Captains are elected to represent each Form from Year 7 through to Year 13 and every teacher is allocated to a House.



STUDENT LEADERSHIP



Head Girl:
Allison Flores

Head Boy:
Nathan Trickett

Deputy Head Girl
Skye Buckley

Deputy Head Boy
Corey Westerborg

The Student Council

The Student Council provides all students with a voice regarding school issues and improvement. The Council provides opportunities for leadership that can impact the 'School-Life Experience' of students here at Cayman Prep and High School. Students apply and are elected to represent the student voice on the Student Council to promote the best interests of the students. The Council President and Vice President are elected by the Council each year. Every year the student council is instrumental in planning the schedule of activities for house events, fundraising, and raising awareness for many charities.



The Prefects

The Senior Prefects play an important role in the life of the school. While the role of the prefects is always evolving, you will hear them speak in Assembly and see them on duty around the school at morning break and lunch time. Many of your questions about school routine etc. can be answered by the Prefects. They are there to get to know you and to help you.

HOMEWORK

As we strive towards developing lifelong learners, Homework is set as a means of helping students to develop good study habits and positive attitudes; to promote independent learning; to encourage self-discipline and a sense of responsibility. Therefore, Homework is an integral part of School life.

At the discretion of the teacher, the purpose of Homework is to:

- Provide practice in a new skill directly connected to what was learned in class
- Reinforce content from class
- Provide opportunities for extension and challenge activities relevant to what was learned in class

We value a healthy balance of academic achievement with all that the school offers outside the classroom through an enriching extra-curricular activities program, in addition to meaningful time with family and friends.

Guidelines:

- A homework timetable is set each academic year and shared through the VLE. This sets out which subjects will assign homework on each night of the school week.
- All homework activities will be visible in the VLE, with relevant deadlines.
- Teachers should only assign homework for the days indicated on the timetable.

INTERNAL SCHOOL ASSESSMENTS

Throughout the school year there are continuous internal assessments of students' learning and progress. In class, students will complete formative assessments which teachers use to assess their understanding every day in class. The aim of this type of assessment is to constantly give our students feedback on how they can improve. Students will also complete summative assessments. This type of assessment is used to evaluate students learning, usually at the end of a unit, during mock weeks and in our formal end of year assessments. Both types of assessment are incredibly important in helping teachers and students know where they are at, where they are going and how they need to get there.

Year 10 will have additional formal assessments in the Hall in the second half term. All students in Years 7-10 will complete formal internal assessments in the Hall in the summer term. The dates for these formal assessments are published on the annual school calendar, on the school website and in e-mail correspondence with parents throughout the year. All necessary supporting documentation will be shared with parents and students in advance to allow adequate time to prepare.

All students are required to complete their formal internal school assessments at the same time, in school. The only exceptions to this will be:

- Students who are absent for medical reasons and have a doctor's note. Once the student returns to school we will arrange for him/her to sit the exams he/she missed. The exams will be marked and the mark will be entered on the student's report.
- Students who are representing the Cayman Islands at international competitions. A letter must be provided by the globally affiliated National Governing Body providing information regarding the student representing the Cayman Islands.

MOCK EXAMINATIONS

Students in Years 11, 12 and 13 will sit mock examinations after the Christmas break. The dates for these examinations are published on the annual school calendar, on the VLE and in e-mail correspondence with parents and students.

All grades from mock examinations will be entered on to a student's transcript and published in their school report.

For students who are absent for medical reasons and have a doctor's note, we will arrange for him/her to sit the exams he/she missed. The exams will be marked, and the mark will be entered on the student's report.

For students who are representing the Cayman Islands at international competitions, we will arrange for him/her to sit the exams he/she missed. The exams will be marked, and the mark will be entered on the student's report.

COMMUNITY ACTION & SERVICE (CAS)

In keeping with our Mission Statement and Christian Values, the High School provides a wide range of opportunities to develop responsible citizenship and promote caring action amongst our students through a supportive structure that encourages them to make a difference through their actions. We believe that, through service to others, the personal, social, emotional and spiritual welfare of our students is enriched. Therefore, all students will be required to participate in active service to others in the local community and internationally and encouraged to take positive action to care for and protect our environment and our cultural heritage.



Guidelines:

- CAS embraces any activity that makes a positive difference to a community, the environment or another individual.
- All students in Years 7 - 10 are expected to complete a *minimum* of 10 hours per year of community service and involvement. All service should be recorded within each student's UniFrog account.
- Up to 4 hours of CAS service may be organized within forms or across a year group
- At least 6 hours per year must be individual community service activities, for which an adult with recognized authority will verify through the UniFrog platform
- Tutors will approve the authorization of individualized service and will ensure that the school's records of service are maintained accurately and published as required.
- All students in Years 11 -13 are expected to continue community service involvement, voluntarily, exhibiting established practices of responsible citizenship and record their activities within their UniFrog accounts.

HIGH SCHOOL CLUBS & EXTRA-CURRICULAR ACTIVITIES

The School provides a wide range of opportunities for our students to develop their talents and explore their interests through a stimulating and varied extra-curricular activities programme. There are more than 150 clubs to choose from every year in the High School, so there is something for everybody.

Clubs and extra-curricular activities are an opportunity for you to try something new, or perhaps take your skills to the next level. Many clubs lead to competitions against other schools or clubs on island, and some provide an excellent opportunity to gain experience competing overseas. Get involved in clubs, they are an amazing opportunity for you!

PROCEDURES:

- Most clubs will be offered free of charge. A fee per term will be set only where there is a justifiable need to offset expenses or resources.
- The clubs schedule will be circulated electronically to all families during the first week of each term-remember to sign up as soon as you can.
- Students who are not involved in an extra-curricular activity but wish to remain in school after lessons may go to the Library which will be open each day for quiet activities and research until 4:00 pm.



CAYMAN PREP AND HIGH SCHOOL CODE OF CONDUCT

Philosophy of good conduct

The Code of Conduct serves to protect and foster the physical, social, mental, and emotional growth of students. We believe that good conduct is vitally important because no group can work together successfully without established standards of behaviour, mutual respect, and a desirable system of values that allows and encourages each person in the cohort to develop self-discipline.

As a school, we have a responsibility to maintain an environment that is conducive for learning. If the behaviour of an individual comes into conflict with the rights of others to experience a positive and productive learning environment, corrective action becomes necessary for the benefit and development of that individual and the school.

CODE OF CONDUCT: GOOD BEHAVIOUR

The CPHS Mission Statement clearly states our overall expectation that students thrive, realise personal and learning success, and achieve their best.

One of the most important ways that we do this is through the school's Code of Conduct. This is designed to enable students and staff focus on positive development of behaviour, attitudes to learning and relationships.

Rewards

At CPHS we have a vibrant House System that allows all children to work together in a wide variety of events, academic and sporting. House points are awarded for actions that reflect the school's core values:

Respect Empathy Excellence

Integrity Care for others Care for our World

Loyalty & Friendship Forgiveness Self-discipline

House Points are recorded in the individual student profile on SIMS or through the VLE

All Key Stakeholders have a responsibility to implement and support all aspects of this Code of Conduct, ensuring a positive behaviour environment.

	Example Behaviour	Example Reward
Good	<ul style="list-style-type: none"> • Good citizenship – promotes positive learning environment in class, inclusivity outside of class, safety for themselves and others, contributing to learning i.e. Reading Buddies/ Learning Buddies/ Tutor Buddies for new students • Uniform always correct • Punctual to school and lessons and having correct equipment, ready to learn • Demonstrates our core Christian values of the school 	<p>Verbal praise House Point(s) Contact home</p>
	<ul style="list-style-type: none"> • Completes homework to high personal standard • Produces pieces of work of a high academic standard • Presents work that shows care and pride • Attendance above 96% 	<p>Verbal praise House Point(s) House Honours Contact home</p>
Excellent	<ul style="list-style-type: none"> • Shows initiative i.e. to organise an event • Highlighted as consistently showing excellence in lessons, either through achievement, attitude, contribution, organisation or improvement. • SSLT, Prefect, Student Council, Super Council, Key Club, Leadership, House Captains • No sanction points accrued during a term • Attendance above 98% 	<p>Faculty Level Awards every half term – 25 House Points towards House total (Language Star, Mathematicians of note etc...)</p> <p>Display boards updated with new students each half term.</p> <p>Contact home and record on the VLE and in Unifrog</p> <p>Student Leadership certificates of appreciation.</p> <p>Certificates at the end of term prizegiving and end of Year Awards.</p>
Superb	<ul style="list-style-type: none"> • Leading role in organising activities for other students • Consistently outstanding Academic performance • Consistently outstanding attitude to learning 	<p>Subject Awards for effort, progression and attainment</p> <p>CAS Awards</p> <p>Principal’s Awards</p>

	<ul style="list-style-type: none"> • Representing House or School with distinction at events and conferences • Outstanding demonstrations of the School's core Christian values • No late arrivals to registration • 100% attendance 	<p>Great and Greatest Learner Awards</p> <p>Graduation and Leavers' Ceremony Awards</p> <p>House Colours for exceptional involvement in House events</p> <p>Participation in National Team events (Turtle Pins)</p>
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Code of Conduct – Sanctions

Sanctions are designed to reinforce positive behaviour and to clearly identify where inappropriate behaviour has occurred. Sanctions place emphasis on the importance of positive choices and support students in their understanding of the school's core Christian values. The grid below provides guidance for understanding what is concerning, serious and severe. Other sanctions may be imposed at the discretion of the Principal or Director.

Sanction points are recorded in the individual student profile on SIMS or through the VLE and are monitored by Form Tutors.

	Example Behaviour	Example Sanctions
Concerning	<ul style="list-style-type: none"> • Disruptive behaviour that prevents learning • Insufficient effort • Inappropriate conduct/ language • Uniform infringement • Missing equipment/ resources/ kit for lessons • Incomplete or un-attempted homework • Lateness to school and/or lessons • Attendance falls below 96% 	<p>Verbal warning</p> <p>Behaviour incident recorded on VLE</p> <p>Detention within faculty or with tutor</p> <p>Contact home</p>
Serious	<ul style="list-style-type: none"> • Repeatedly exhibiting concerning behaviour post sanction • Repeated late arrival to registration • Repeated disruption that prevents teaching and learning • 'Defiant' behaviour • Bullying 	<p>After school detention – with Key Stage Coordinator or Faculty Head</p> <p>Research work</p> <p>Parents contacted</p>

	<ul style="list-style-type: none"> • Swearing or use of profanity • Use of any racist, homophobic or sectarian words. • Inappropriate physicality • Inciting others to fight • Unacceptable use of a personal device such as phone or smart watch • Sending or sharing inappropriate images • Vandalism of property belonging to school or others • Stealing or attempting to steal • Leaving school premises without permission. • Plagiarism and cheating • Attendance below 94% 	<p>Formal letter sent home</p> <p>Tutor's report</p> <p>Key Stage Coordinator's report</p> <p>KS Detention or ALT Detention</p> <p>Payment required for damaged goods</p> <p>Contact made with relevant external agency if required.</p> <p>Possible removal from school teams, trips, events.</p>
Severe	<ul style="list-style-type: none"> • Repeatedly exhibiting serious behaviour post sanction • Use/ under the influence/ in possession of / encouraging others to use cigarettes, e-cigarettes, alcohol or illegal substances at any time on school premises or when representing CPHS on any educational trip or visit, or when in school uniform. • Violent and/ or dangerous behaviour • Being in possession of knives or anything constituting a dangerous weapon or substance • Intentionally causing serious physical injury to any person 	<p>Suspension</p> <p>Permanent Exclusion</p>

HIGH SCHOOL ANTI-BULLYING POLICY

The High School is committed to creating a positive, caring, and supportive school community. Bullying of any kind, by any person in the school community whether a student, member of staff or parent is totally unacceptable. All students will be involved in the school's 'Stand up to Bullying' initiative and will support the school's goal of creating an environment where everyone feels safe, valued, and supported.

HIGH SCHOOL E-SAFETY

Information Communication Technology (ICT) (including the internet, learning platforms, email, and mobile technologies) has become an important part of learning in our school. The Mission Statement and Core Values of the School emphasise respect for self and others. In the digital context, this requires that students act responsibly when using websites, portable devices, and social networks. It is essential that students are aware of e-Safety and know how to stay safe.

Acceptable Use:

- Use ICT in school, including the internet, email, digital video, mobile technologies, etc., **only** for school purposes and with direct permission from staff.
- Log on to the school network only with their own username and password. This password must not be revealed to anyone else.
- Use only their school email address while using school technology.
- Ensure that all ICT communications with students, teachers or others is responsible and appropriate.
- Behave in a responsible manner always when using the internet. This includes the use only of appropriate resources.
- Ensure that their online activity both in and out of school will not cause embarrassment or distress or risk bringing disrepute to themselves or the School.
- Support the school approach to internet safety and never upload any images, videos, sounds or text that could upset or offend any member of the school community.
- Respect the privacy and ownership of others' online work always.
- Understand that all their internet use and other related technologies can be monitored and logged and may be made available to teachers and or school leadership.
- Understand these rules are designed for their own safety and that of the school and that if they are not followed, school sanctions will be applied, and their parent/ guardian may be contacted.

UNACCEPTABLE USE:

Students may never:

- Download or install software on school technologies.
- Attempt to bypass the school internet filtering/ security system.

- Deliberately browse, download, upload, or forward material that may be considered offensive, illegal or inappropriate. If they inadvertently come across any such material, they must notify a teacher immediately.
- Use any form of technology to spread malicious or threatening messages or to bully another student or member of the school or wider community in any way.

HIGH SCHOOL ACCEPTABLE USE OF PERSONAL DIGITAL DEVICES IN SCHOOL

Personal/portable digital devices are a part of everyday life. They include, but are not limited to:

- Mobile phones
- Smart watches
- iPads
- Digital Cameras
- Tablets and laptops (Laptops must only be used with permission from Learning Support, not applicable to Sixth Form students)

The increased ownership and use of such devices by our students require that the leadership, teachers, students, and parents take steps to ensure that these devices are used appropriately within the school environment.

The main concerns relating to the use of portable digital devices in the school environment include:

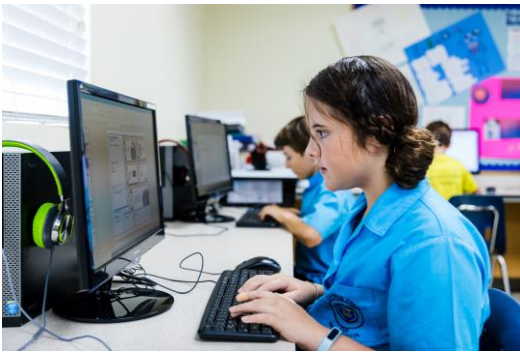
- Privacy, child, and data protection issues.
- Storage and dissemination of unsuitable material via the device
- Loss, damage, or theft of devices
- Inappropriate use of devices resulting in the negative impact on student social integration and the learning environment.

Cayman Prep and High School aims to provide a safe and stimulating learning environment for all students. The purpose of this policy is to ensure that portable digital devices are used appropriately and responsibly.

Students may only bring personal/ portable digital devices to school in accordance with the guidelines below. It is the responsibility of students who bring personal/ portable digital devices to school to read and adhere to the guidelines below. The decision to provide such a device for their child is made by parents or guardians and, as such, parents / guardians assume responsibility for allowing their child to bring the device to school. The school will not accept responsibility for the loss, damage or theft of a personal portable digital device.

GUIDELINES:

Students are required to mark all portable digital devices clearly with their names and use security PIN and password protection.



Key Stage 3

- For students in Years 7 – 9, portable/personal devices must be switched off always during the school day from 7:30am to 3:30pm and must be stored in school bags or locked in their lockers.

Key Stage 4

- For students in Years 10-11, personal/portable devices must be switched off always during the school day from 7:30am to 3:30pm and will to be stored in school bags or locked in their lockers.

Key Stage 5

- Students may use a portable device during a lesson if given express permission by the class teacher. After the completion of the lesson personal devices must be switched off and stored securely. Sixth Form Students may make use of personal devices in the sixth form common rooms or in the canteen during lessons if they are studying.

After 3:30pm, students may use their personal devices to contact parents/ guardians in order to organise collection etc, but this must be done in the Gazebo and after receiving permission from a member of staff.

UNACCEPTABLE USE:

- Portable/personal devices must not be used to take images on campus without the direct permission of a teacher.
- Portable digital devices must never be used during the school day to **post any** information.
- It should be noted that it is a criminal offence to use a portable device to menace or harass another person. Hence students must not engage in personal attacks, send photographs or post private information about another person through any form of digital media at **any** time.

CONSEQUENCES:

- If a portable digital device is used inappropriately, or without express permission, the device will be confiscated, and parents contacted. The school reserves the right to check the content stored on the device, if applicable. In the first instance a device will be returned after 24 hours. Repeat incidence will result in the following lengths of confiscation:

- 1st incidence – 24 hrs
- 2nd incidence – 3 Days
- 3rd incidence – 1 week
- 4th incidence – until the end of term and item is collected by a parent/ guardian.

PARENTAL SUPPORT:

- Parents, please communicate with the school via the school office for any student related messages during the school day.
- Please support the school by informing your child/ren to **not** communicate via a portable/personal device during the school day but to communicate all information/messages via the school office.
- Ensure your child/ children arrive at school in time to register and are collected before 4pm, unless involved in activities, clubs or fixtures.

SUBSTANCE ABUSE POLICY

The school is mandated by law to ensure the safety of children and to keep all substances of harm out of the school. Substance abuse is addressed across the school curriculum, and this is further underscored by external agencies. For this policy, a 'drug' means a substance listed in the First Schedule of the 'Misuse of Drugs Law (Cayman Islands)' and includes, but is not limited to, prescription and over-the-counter pharmaceutical medication.

SELLING, DISTRIBUTING OR POSSESSING DRUGS

Where there is evidence, or reasonable suspicion, that a student is in possession of drugs, either for personal use or to sell or distribute, a member of the High School Leadership Team will interview the student in the presence of another member of the HSLT.

A search may be carried out by a member of the HSLT in the presence of another member of staff, and an investigation into the alleged offence will be initiated.

If evidence of an offence is found the School will notify the parents or guardians of the student, and the Director of the School. A record will be made in the student's personal file and the student will be suspended and may be permanently excluded.

SUSPICION OR EVIDENCE OF CONSUMPTION

Where there is reasonable suspicion that a student has consumed drugs, the parents will be notified that the student will be required to undergo a drugs test to determine whether consumption of an illegal substance has taken place.

Refusal to undergo a test will be treated as if the test has proved positive.

Following a refusal to test or a positive test result for a first offence, the student will be externally suspended from CPHS for a period of up to five days. Re-admission to the school will be at the discretion of the school and will require a written agreement to counselling and regular future testing for illegal drugs. The school counsellor will liaise with the relevant authorities and a record will be made in the student's personal file. A second 'positive' test will result in the student being expelled from CPHS. The school will

notify the Director of all actions taken.

ALCOHOL

The rules of the United Church of Jamaica and the Cayman Islands forbid the consumption of alcoholic beverages on school premises. Additionally, the consumption of alcohol by persons under the age of 18 years, whether on or off school premises, is against the law.

The school rules, therefore, strictly forbid:

1. The possession or consumption of alcoholic beverages on school premises or on any field trip or activity organized by the school.
2. The possession or consumption of alcoholic beverages while in school uniform.
3. Coming to school under the influence of alcohol.
4. Giving alcoholic beverages to another student.

DISCIPLINARY MEASURES: If a CPHS student is in breach of the school rules as outlined above the following action will be taken:

- The parents will be notified
- The student will be given a five-day external suspension
- A record of this will be made in the student's file
- The parents must agree to the student receiving counselling

The parents and student will be notified in writing if there is a second alcohol-related offence, this may result in the student being permanently excluded from the school.