

JAMAICA COLLEGE STUDENT HANDBOOK



Rules & regulations

Updated July 2018



A brief history of Jamaica College

Jamaica College first opened its doors in 1795, as The Drax Free School in the vestry of the St. Ann's Bay Courthouse in the parish of St. Ann. It was named for Charles Drax, a St. Ann planter who had left an endowment of over 5,000 pounds sterling for the establishment of a free school in his will, some years before. In 1806, Walton Pen in St. Ann was purchased to house the school, and it was renamed The Jamaica Free School.

In 1879, under the governorship of Sir Anthony Musgrave, provision was made by law for the institution to come under the control of the Jamaica School Commission, and to be called The Jamaica High School. Also, in that year, Reverend (later Archdeacon) William Simms was appointed as the new headmaster. In 1883, the new law also authorized the removal of the school to the Barbican Great House in St. Andrew. There it remained until 1885, when it was moved to buildings at Hope (the current site of the school). These were opened on July 9, 1885, and the first classes took place there in September of that year.

First University College

In September 1890, a college, then known as University College, was opened in connection with the school. In 1902, the Jamaica High School and the University College were amalgamated under the name Jamaica College. This made JC the first University College of Jamaica, long before the founding of the University of the West Indies in the mid-20th Century.

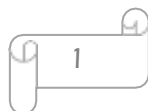
From 1902 to 1967, JC was developed as a boarding institution for male students. Since 1967, the College has functioned as a day school and hosts boys from a wide cross section of the community.

Outstanding Academic and Athletic Achievement

The school holds a special position in the Jamaican education system by its tradition of outstanding academic and athletic achievement. Over its progressive history, it has produced a significant number of graduates who have become leaders in academia, business, law, medicine, engineering, sports and politics. It has a strong Alumnae Association with Chapters in New York, Canada, Florida and the UK. The history of Jamaica College continues to be written, as the school responds to a changing global environment with the determination to prepare today's students for tomorrow's world.

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Our 'collegemen'

Demonstrate High levels of respect and leadership qualities



Jamaica College operates ethically and fosters positive character traits of **Honesty, Integrity, Respect, Excellence, Discipline and Spirituality (HIREDS)**

See Page 5 for more on our Guiding tenants

Holistic - rounded



"We are collegemen and we are good at everything". Each boy is expected to participate in at least one extracurricular activity and one sporting activity.

See Page 23 for more

Wear the Uniform with pride



ALL students are expected to wear the complete uniform at all times to and from school.

See Page 18 for more on our uniform rules

Welcome to Jamaica College

–THE SCHOOL OF CHAMPIONS

Acting Principal, Mr. Wayne Robinson



We are extremely pleased that you have chosen to join the ranks of College Men and are confident that your experience will contribute significantly to your development as leaders of Jamaica and the world.

Jamaica College is in its second phase of transformation, where our focus is on academic growth and improvement. We have increased our emphasis on performance and achievement in school

work and all factors which will contribute to these. All boys are encouraged to attain a minimum average of 70% and parents are asked to partner with us in ensuring that a high work ethic is maintained.

Boys averaging over 90% for the entire year or who obtain nine ones in CSEC or four ones in CAPE will receive significant bursaries and incentives. Improved performance over the year will also be recognized.

Each student is expected to participate in a minimum of one co-curricular activity and represent his form, house and/or school in at least one area.

Our award-winning band and drummers, internationally acclaimed Robotics, chess, golf, swimming, lawn tennis, table tennis, badminton, lacrosse, skeet shooting, debating, cadets, quiz, science and math clubs are only a few of the activities available.

We have been extremely successful at schoolboy sports. We are easily the most successful school in Jamaica at football, with the record of the most wins and trophies in the premier competitions. The Manning Cup and Olivier Shield, symbols of schoolboy football supremacy, have designated spaces on the display shelves of my office. We have commendable records in Track and Field, Hockey, Basketball, Table Tennis, Swimming, Volleyball, Badminton, Skeet shooting and more recently Golf and Lacrosse.

Our boys have represented us well at the United Nations school debates in New York and the World Robotics Championships, winning various prizes. In fact, up to July 2018, Jamaica College was the only Caribbean School at the F.I.R.S.T. Robotics Championships and the World Championships. We now have 14 trophies in Robotics that no other Caribbean school has!!

Our boys are increasingly excelling in mathematics, science, information technology and business. In addition, we have seen significant improvement in nontraditional subjects like auto mechanics

and food & nutrition. "WE ARE COLLEGE MEN, WE ARE GOOD AT EVERYTHING".

The Mayer Matalon Dormitory has added to the quality offerings at Jamaica College and will continue to grow its numbers. We have refurbished our Robotics Lab and improved our classrooms and science labs. Our facilities now include the JC-Ashenheim Sports Complex which has an 8-lane synthetic track and supporting facilities. We thank our teachers, managers, administrative staff, ancillary staff, student leaders, parents, Old Boys and Board of Directors for their continued support as we seek to build our boys up in body, mind and spirit, until they come to the full stature of the perfect man, Jesus Christ Our Lord. Again, we welcome you to Jamaica College – **THE SCHOOL OF CHAMPIONS**

A Special Word to Parents & Guardians



Welcome to the Jamaica College "Family". Our school is deeply committed to providing your son or ward with safe, enriching and stimulating programmes which will equip him for a productive, successful and fulfilling life.

However, success in fulfilling this commitment will depend on a strong, working partnership with you. The school cannot work in isolation. As parents or guardians, you need to support our policies and rules. It is also important that you encourage, guide and monitor your boy's progress, and play a positive role in the life of the school. This includes active participation in the Parent Teachers' Association (PTA), meeting with staff and teachers about your boy's development and generally, working with us in a meaningful way.

This Handbook provides you with essential information. Please read it carefully. Pay special attention to this copy of the School Rules & Regulations. We look forward to a rewarding partnership with you.

Guiding Tenets & Symbols

CORE VALUES

Jamaica College is committed to ensuring that every student learns and succeeds.

Jamaica College operates ethically and fosters positive character traits of **(HIREDS)**

Honesty
Integrity
Respect
Excellence
Discipline
Spirituality

“We are Collegemen and we are good at everything”

Mission

Our Mission is to enable our students to become outstanding well-rounded citizens, leaders and gentlemen of distinction who excel in their chosen areas of endeavour.

Vision

Jamaica College is the secondary school of choice in Jamaica for young men, teachers and support staff; characterized by a culture of excellence in a safe, spiritual, nurturing and technologically driven environment.



School Symbols

School Prayer

Bless O, Lord this College.
Create among us a spirit of comradeship and loyalty to one another.

When we are called to obey,
let us obey with willingness.

When we are called to serve,
let us serve with gladness.

When we are called to rule,
make us rule with justice.

Drive away from us all ignorance
and hardness of heart.

All things dishonorable and unclean.

Build us up in body, mind and spirit
Until we come to the full stature of the
perfect man, Jesus Christ our Lord.

Amen

Our Crest

The crest incorporates a Shield surrounded by a Scroll on which the Motto of the School "**Fervet Opus in Campis**" is inscribed around the entire circumference and is written in Latin. The English translation is: "Work is burning in the fields"



The left half of the Shield represents the Red Cross of England with five Golden Pineapples that represent Jamaica.

The right half of the Shield holds a copy of the open Book, a Bible/Text representing study and below the Griffin, a creature from ancient mythology, with the body, tail, and back legs of a lion; the head and wings of an eagle; and an eagle's talons as its front feet.

Because the lion was traditionally considered the king of the beasts and the eagle, the king of birds. The griffin was thought to be an especially powerful and majestic creature. The griffin was also thought of as king of all creatures. Griffins are known for guarding treasure and priceless possessions; Jamaica College!

Our Motto

**FLOREAT COLLEGIUM,
FERVET OPUS IN CAMPIS**

The School Motto, "Collegium floreat, fervet opus in campis", "May the College flourish, work is burning in the fields" has more than a physical connotation. The critically important word is "fervet", from the Latin, "Fervere" to boil or glow. But what does it really mean? One author translates "fervet opus" as "the work is hotly plied". The burning or glowing of work in the fields connotes a passion and intensity in the work effort – a buzz and swirl of activity, a veritable beehive of productivity. The Motto therefore seeks to elicit from those of us in the JC family a commitment to an effort, characterized by the kind of zeal and passion that will produce the environment of excellence in which the College will flourish.

-Hon. Patrick Robinson O.J.

Traditional School Cheer

Fervet Opus in Campis

When we shoot we never miss

When we cheer we cheer like this:

Hash and roast beef, mince and pie

N - O - M - E - R - C - Y

Are we in it?

Well I guess

JC! JC! Yes, yes, yes!

HOORAY!

GOALS

- To provide the highest quality curriculum delivery and student outcome.
- To provide an environment that is conducive to effective teaching and learning.
- To provide multiple pathways for students to develop their potential, talents and abilities.
- To provide an atmosphere for the development of the students' social, spiritual and moral values.
- To provide a work environment that promotes employee satisfaction and high morale.
- Promote stronger stakeholder partnerships that support student development.
- To improve infrastructure and systems that support student achievement.

Stakeholders, Management and Operations

Major Stakeholders:

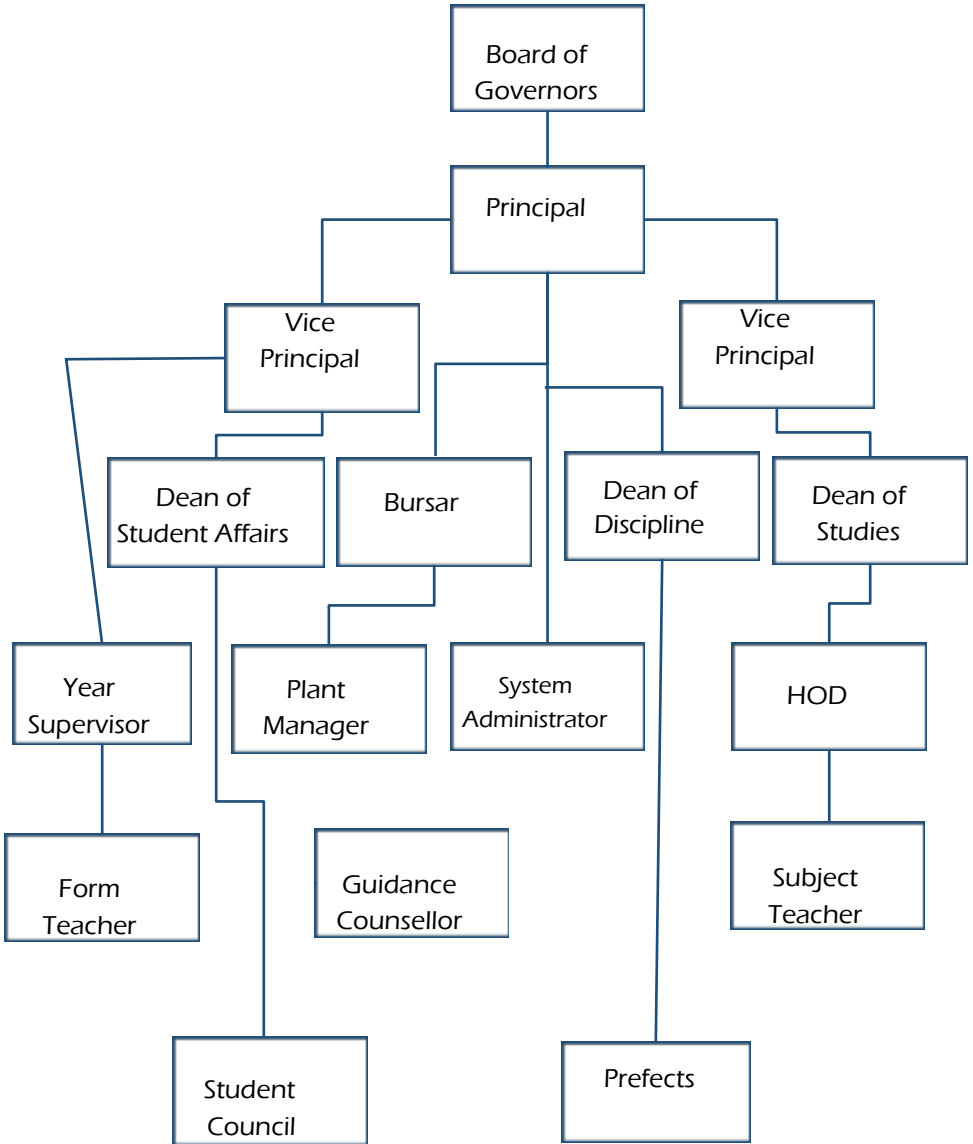
The JC Trust: JC is owned by the Jamaica College Trust, which recommends the members of the School Board.

The JC Foundation: responsible for raising funds and managing gifts, donations and scholarships made to the school.

The JC Old Boys Association (JCOBA): serves as an advisory body and provides financial and mentorship support.

The JC PTA: provides parental support to the school. They meet on the second Monday of each month and are also responsible for the PTA shop located on the school campus.

Management Structure



Operations

Jamaica College is managed by its board of governors who are responsible for setting policy which guide the operations of the school.

The principal is the Chief Executive Officer (CEO), who along with his management team (VPs, Bursar, Deans, Dorm and plant managers) oversee the daily operations of the school.

We emphasize leadership through all levels of the school, inclusive of the administrative, academic and ancillary staff and the student body comprising prefects and the student council.

All are critical to accomplishing the core functions of the school, namely providing a modern, safe, and disciplined environment suitable for the effective application of pedagogical principles, vocational skills, co-curricular activities and personal development, thereby providing students with a holistic education to meet personal, national and international standards.

Grievances

Where grievances or concerns arise, it is recommended to adhere to the line of authority in seeking resolutions. Where possible, the form/subject teacher who is generally the first and direct line of contact between parent and child must attempt to resolve concerns. Where matters have not been satisfactorily resolved it should be escalated along the chain of command (e.g. guidance counsellor to Dean of student affairs or form teacher to year supervisor) to have it appropriately resolved.

Please note, in extreme or severe cases this format may be by passed and reports be made directly to the Dean of Student affairs, Dean of Discipline, Vice principals or the Principal.

SYSTEM OF STUDENT LEADERSHIP

Officers

School Captain

Vice Captains (3)

Senior Prefects (5) Prefects

Sub-Prefects Form Captains

Student Council President

Student Council Representatives.

Prefects and sub-prefects are Sixth and Fifth Formers, respectively. They are selected to assist with maintaining discipline at the school. They assist in the following areas, among others:

- In classrooms - as class monitors, keeping order and assisting with taking register at start of day
- In assembly - monitoring class at assembly, in absence of teacher.
- In detention room - assisting the teacher.
- In canteen – ensuring order and discipline during lunch periods.
- On campus - monitoring the main gate at the start of school and supervising students serving detentions and campus service.
- In Home room – assists with tutoring; maintains silence in Home Work and Extra Lesson Programme.

The Prefect Body is led and coordinated by the School Captain, assisted by his Vice Captains. The Prefect Body is supervised by the Dean of Discipline. Prefects usually serve also as elected House Captains or Vice Captains, under the House Masters.

Students' Council

The Students' Council is the main body of student democracy. Its membership comprises the directly elected representatives of each form in the school. Each form consists of two representatives, except Sixth Form, where the senior students are expected to volunteer to serve. The President, Vice President and other officers are elected by students and the Council is supervised by the Dean of Student Affairs.

The Students' Council is responsible for representing the views, frustrations, needs and, sometimes, demands of the student body to the administration of the school, through the Principal. The President or his

appointee, may also make representation to the Board of Governors, where he serves as the student representative. He also sits on the Community Development Committee (CDC) of the community in which the school is located and on the National Secondary Schools' Student Council (NSSSC).

Form Captains

At the beginning of the term the form teacher appoints a Form Captain and an Assistant Form Captain. The Form Captain assists in monitoring and maintaining discipline within the class, especially in the absence of a teacher. Form Captains and their assistants may be reappointed at the start of the next term to serve for the rest of the year or may have their appointments rescinded.

The Prefect Body

School Captain

The role of the School Captain entails:

- Maintaining discipline in the school.
- Co-ordinating the responsibilities of all prefects and sub-prefects.
- Serving as a positive role model for other students.
- Meeting with the Principal, Vice-Principals, administrative staff and teachers to discuss vital issues relating to the student body, vision, direction and image of the school.
- Representing the school at important events.
- Helping to build and maintain school spirit.
- Building good relations between students and the Prefect Body.
- Meeting with the Vice Captains, Senior Prefects, Prefects and Sub-prefects to discuss important issues pertaining to the Prefect Body.

School Vice Captains

The role of the School Vice Captains entails:

- Temporarily directing the Prefect Body in the absence of the School Captain.
- Maintaining discipline in the school.
- Serving as a positive role model for all the students.
- Representing the school at important events.
- Helping to build and maintain school spirit.
- Building good relations between students and the Prefect Body.
- Helping the School Captain in the proper running of the Prefect Body

Senior Prefects (Senior Year Prefects, in Upper VI)

The role of each Senior Prefect entails:

- Co-ordinating the Year Group to which he is assigned, ensuring that each prefect is early and present at his assigned form room in the morning and in the afternoon.
- Reporting any student problems in his Year Group to the School Captain.
- Helping to maintain discipline in the school and build school spirit.
- Meeting the School Captain and Vice Captains to report on Year Group activities and discuss important school related issues.
- Making recommendations on the issuing of awards and merits to students and prefects.

Prefects (In Lower or Upper VI)

The role of each Prefect entails:

- Helping to maintain discipline in the school and encouraging good behaviour.
- Carrying out form room assignments, bonding with the students to help instill discipline, brotherhood, good morals etc.
- Monitoring the class during general assembly.
- Carrying out class room duties in the absence of form teachers, such as marking the form register, carrying out form devotion/worship as required.
- Performing other duties such as substituting for a teacher, patrolling the school compound, maintaining order in the library, at the canteen, at school assemblies, etc.
- Reporting to the senior year prefect in charge of his class/year group, and to the School Captain.

SIX FORMERS

All sixth formers are student leaders and are expected to maintain good leadership standards and carry out duties as assigned.

Sub-Prefects (in Fifth Form)

The role of each sub-prefect entails:

- Acting as Prefect in the absence of Form Prefects.
- Assisting form teachers with form room and other classroom duties.
- Maintaining discipline in the school.
- Helping the prefects with all on-campus duties, including assembly, canteen and ground patrol duties.

Form Captains and Form Vice Captains (in Grades 7 - 11/Forms 1-5)

Form captains and vice captains are outstanding students with good leadership skills and academic achievements, who are selected by their form teachers and peers to help maintain discipline in the form and to serve as role models for their class. Their roles entail:

- Controlling the class in the absence of the teacher.
- Maintaining discipline in the form
- Serving as positive role models for the rest of the class
- Helping with class room duties in the absence of the form teacher, subject teacher or class prefect
- Building good relationships with all classroom students
- Reporting disobedient students.

DISCIPLINARY SYSTEM

It is important that students, parents or guardians make sure they are fully aware of what is required under the school rules and code of conduct. Being unaware of the school rules and code of conduct will not be accepted for breaches. Therefore **'ignorance of the rule is no excuse.'**

Searches

The school reserves the right to conduct a search of any individual, student, or group of students to ensure the safety and well-being of the school community. All students are reminded of this provision and should comply with the request of designated school officers.

School officers include the Principal, Vice- Principals, Dean of Discipline, Dean of Student Affairs, Grade Supervisors, Security Personnel, Prefects (under supervision) and The School Resource Officer (SRO) assigned to the school by the Ministry of National Security's Safe Schools Programme.

Inspections

Inspections are done to ensure students' adherence to school rules and regulations as it relates to dress code and preparedness for school.

Inspections consists of uniform and school equipment checks. They are primarily done at form time by form teachers and prefects.

Minor offences

Include but are not limited to the following:

- Non-attendance at daily registration
- Consistent lateness for school
- Inappropriate hair styles
- Not wearing the proper uniform
- Wearing of jewellery
- Not being properly groomed
- Non-compliance with dress code
- Possession of electronic items
- Non-attendance at assembly
- Littering of school grounds/classroom
- Attending the canteen during class time

- Loitering
- Boisterous playing in classroom
- Failure to comply with reasonable instructions given.

Major Offences

These include but are not limited to the following:

- Persistent commission of minor offences
- Defacing of walls, chairs and desks (graffiti)
- Causing excessive damage or destruction to school property
- Fighting on or off the school campus
- Causing physical/bodily harm/assault of anyone on or off the school campus
- Threatening a member of staff
- Attending school under the influence of alcohol/drugs
- Stealing/theft
- Not attending classes
- Possession of illegal drugs
- Obstruction of teaching and learning
- Malicious abuse (verbal, written, physical)
- Destruction of or tampering with motor vehicles on campus.
- Bullying
- Cheating and Plagiarism (in assessments/examinations)
- Noncompliance with punishment given under disciplinary programme.
- Conviction of a criminal offence
- Possession of offensive weapons (including knives, scissors, razors or other cutting implements, corrosive chemicals)
- Gross disrespect to teachers
- Inappropriate behaviour (Sexual harassment, inappropriate touching etc)
- Destruction of property off campus
- Tampering with computers in the laboratory
- Cyberbullying
- Noncompliance with reasonable instruction given by a member of staff.
- Use of obscene language.

- Leaving the school campus without authorization.
- Accomplice to a major offence (bullying, theft, assault etc.)
- Any action that brings the school into disrepute.

Classification of Punishment

For Minor Offences

- Oral reprimand
- Order/instruction to write/ publish written letter of apology
- Detention
- Campus service
- Suspension

For Major Offences

- Suspension
- Expulsion

PLEASE NOTE: Based on the offence and its severity, the student may be suspended immediately or face other sanctions immediately.

Violence

Where a conflict exists, students are encouraged to settle the situation amicably or to get help in resolving the matter without resorting to violence.

Students who cause injury or bodily harm to another member of the school community will be punished, which may include suspension or expulsion. If required, students/parents will reimburse medical expenses incurred by the injured party. **Students who break the law will be referred to the police.**

Students involved in fights will be suspended for a minimum of 5 days, pending investigation, and may be referred to the School Board for further disciplinary action.

No student should have in his possession any dangerous weapon/material or cutting implement. If found with such, the student will receive 5 - 10 days suspension initially and will be referred to the School Board for further action.

SCHOOL RULES & CODE OF CONDUCT

Jamaica College students are expected to be responsible young men in their speech, dress, behavior and work. Each is required to honour and embrace the school's Core Values of Honesty, Integrity, Respect, Excellence and Discipline Spirituality. (HIREDs).

Rules & Regulations (last updated July 2018)

SCHOOL OPERATING HOURS

Students can be dropped off for school starting at 6:00 a.m. each school day. All students are to be picked up/leave school by 6:00 p.m. each school day.

All clubs and extracurricular activities must end by 5:30 p.m. except in prearranged circumstances.

Permission to leave school during the school day will only be granted on the written request of a student's parent or guardian. Only the following persons can grant permission to a parents' written request; The Principal, Vice Principals, Dean of Discipline, Dean of Student Affairs or school nurse.

BLOCK ACCESS

All blocks/classrooms are opened by 7:25 each morning. They will be closed during lunch periods and for the day at 3:15 in the afternoon, except when being used for supervised activities

Parents and guardians are not allowed on the blocks, except by appointment, beyond 7:30 a.m.

DRIVING

Students will only be allowed to drive to school with permission from the school's administration. This is a privilege and can be suspended or withdrawn at the discretion of the Principal.

OUT OF BOUNDS

There are several areas across the campus that have been designated 'Out of bounds' to students. Students are expected to observe the rules governing these areas. Any student found in violation of these areas will be liable for disciplinary action.

SCHOOL UNIFORM

ALL students are expected to wear the complete uniform at all times to and from school.

The uniform consists of:

- Royal blue shirts for 1st-5th form with their distinct features (see appendix 2).
- The shirt **MUST** not be form fitting or altered by adding buttons at the collar and the sleeves must not be rolled up.
- Sixth formers wear white shirts that can be either short or long sleeves. Long sleeves must be fully extended and buttoned. The sixth form shirt must include a crest and be worn with a school tie.
- Navy blue pants for all students.
- The pants **MUST** not be form fitting i.e. there should be at least a 3-inch space throughout the pants' leg.
- The pants must be worn on the waist and not on the hips.
- The legs of the pants must not be rolled up or cuffed.

SHOES

- The required shoes are plain black leather or synthetic leather shoes.
- NO sneakers, crepes, suede, crocs, or slippers are to be worn with the uniform on or off campus.
- In the special cases which may require a student to wear footwear other than the stipulated one, a written excuse from the parent (doctor where applicable) must be taken in by the student. Absolutely no Crocs allowed on campus!
- Exception: Only sixth formers are permitted to wear suede shoes.

SOCKS

- Plain black or blue socks which must be 3 inches above the ankles.
- Ankle socks are not allowed in uniform.

BELT

- The belt must be a plain black leather, rubber, or synthetic leather belt with a plain buckle.
- The belt should have only one (1) row of holes for fastening.

MISCELLANEOUS

Identification Cards

- All students **MUST** wear their Identification Cards on campus at all times.
- ID cards **MUST** always be clearly displayed
- If students are attending classes on Saturdays, they must wear their ID cards to gain access to the campus

Watches

- Wrist watches should have either black, blue, gold, silver or brown.

Caps

- Only JC Caps are allowed to be worn on rainy days.

Handkerchief

- Students can take a solid blue, black, or white handkerchief to school.
- They are to be no larger than 10" X 10" (inches) in size.
- Must not be visible from the pocket.
- Large wash rags, towels and bandanas are not allowed at school.
- If seen, they will be confiscated and not returned.

Sweaters

- Sweaters are not a part of the school uniform.
- The school uniform must be fully displayed on and off the campus.
- Sweaters are allowed only in special circumstances e.g. cold or rainy weather.
- ALL sweaters **MUST** be removed by the start of school at 7:30 a.m.
- The colours that can be worn are plain black, blue, or grey.
- Absolutely **NO** hoodies allowed!

HAIR

Fashion and trends do not dictate the school's hair requirements for students.

- Hair must always be properly groomed and neat, with a length of no more than one (1) inch at the highest point.
- Hair must be neatly combed.
- Students may wear a tapered fade that is gradual.
- There may be only one straight part of no more two inches in length.
- Exemptions, in special cases, can only be granted by the Principal.

ATTENDANCE AND PUNCTUALITY

- The student is expected to attend school every day during the school year
- Students **MUST** attend both registrations; 7:30 am and after school.
- A written excuse for absence must be addressed to the principal and submitted to the form teacher upon returning to school.
- If a student is absent for three (3) or more days, a medical certificate/written excuse must be provided on the day of return or the student will not be admitted to classes.
- Students are expected to be at school by 7:30 am each day.
- After 7:30 a.m. students are recorded as being late.
- Two (2) times late for the week results in a warning; every subsequent late will result in an escalation of sanctions.

ELECTRONIC DEVICES

- Electronic devices; headphones, earphones, handheld games etc. are not allowed at school without permission.
Action: Confiscation and/or punishment.
- 4th to 6th form students can take a laptop or tablet to school for SBA/IA purposes under the supervision of a teacher. If used contrary to the stated purpose e.g. streaming videos, gaming etc. The device will be confiscated and can only be collected by the parent/guardian.
Action: Confiscation and/or punishment.
- Unless advised, 1st to 3rd form students are not allowed to take laptops or tablets to school.
Action: Confiscation and/or punishment.
- **Repeated violations of the rules may result in the student being banned from taking the device to school.**

CELL PHONE POLICY

- Students can take cell phones to school. **However, they must be turned off and put away between 7:30am and 2:45pm.**
- **Absolutely NO phones to be used during the school day.** Phones used during school hours will be confiscated for 100 days.
- Students who are in breach and refuse to hand in the phone will be suspended two (2) days for defiance. They will return with their parent(s) after the suspension, at which point the phone must be handed over to the DOD.

Merit & Award System

Merit System

Students receive merits for high marks and good conduct. Criteria include:

- Commendable performance in unit tests
- Commendable performance in examinations
- Commendable conduct in and out of class
- Marked improvement in class work
- Commendable work on projects
- Initiative
- Honesty
- Outstanding deportment
- Helpfulness to others on the school compound
- Outstanding performance when representing the school
- Outstanding attendance and punctuality

Merits for good conduct are as follows:

- Demonstrating Leadership to Peers = 3 merits
- Volunteered Community Service = 2 merits
- Promptness - no tardiness to any classes = 2 merits
- Perfect attendance = 2 merits
- Appropriately Handling of Conflict and/or Confrontation – 2 merits
- Consistent Recognized Class Participation – 1 merit

Merits for commendable Academic achievements are as follows:

% Score	Merits
100	4
80 - 99	3
80 - 89	2
70 -79	1

Outstanding Student Achievement Programme

- Subject teachers' award for each group taught.
- Each month an award is given to the student in each class who attains the highest mark (80% and above) for the previous month.
- This award is presented at a monthly in- class ceremony.
- The student at each Grade level, with the highest overall average for the school year will be awarded.
- The student with the highest overall average for the school year will receive the Principal's award at the Achievement day.
- Students who achieve an overall average of 90% or above will receive a special award.
- High performers will be inducted into the Honour Society.

Honour Society

The Jamaica College Honour Society (JCHS) seeks to recognize and encourage academic achievement, promote leadership and stimulate a desire for service among its students, to fully prepare them to become world class citizens.

ADMISSION TO THE HONOUR SOCIETY

All students who have attained an average of 80% and above for three consecutive terms (the school year) are eligible for admission into the (JCHS). The society's mandate is to:

- develop each student's leadership potential.
- lead peers in different aspects of school life. Members will be encouraged to be actively involved and be exemplary students and positive role model for their peers.
- have members be actively involved in at least one extra-curricular activity
- host meetings every fourth Thursday of each month.

ACHIEVEMENT DAY IS CELEBRATED ANNUALLY.

Clubs & Societies

Key Club– Mondays- 3G

This group is affiliated to the Kiwanis international organization and serves both within the college and the outside community. The aim of this service club is to render altruistic service, to build better communities and develop character.

4H Club– Tuesday- Gore 1(Math room)

The objective of the 4H is to build community and skills through agriculture, focusing on value added products while developing agricultural practices and skills.

United Nations–Fridays- 3G

This club aims to enhance students' awareness of the work of the United Nations. It is open to students who are interested in learning about the work of the United Nations and international issues such as environment, poverty eradication, culture of peace, human rights, eradication of diseases, drug control, and cultural patrimony. In coordination with the United Nations Information Centre, a teacher plans and directs the club's activities, which may include educational workshops, roundtables, video screenings, exhibits, or competitions (essay writing, painting and drawing, photography, etc.).

Robotics– Tuesdays and Wednesdays- Robotics Room

The Robotics club focuses on Computer Science, engineering principles and inculcating social skills among team members. The club exposes students to the ideas of creating programmes and designing robots based on guidelines stipulated by competition bodies in the United States of America.

Science– Mondays- Bio Lab 1

This club was established to ignite the spark and creativity in our students. Students engage in different science experiments and Science based competitions.

Art and Photography–Wednesdays-Visual Arts room

The intent of the Art and Photography Club is to bring together students from all walks of life to enjoy a similar passion of creating and discussing art.

Digital Art– Wednesdays 3:00pm Computer Lab B

The intent of Digital Art is that students' output would feed content for the social media channels and the website.

Debate and Public Speaking- Mondays and Thursdays- 3A

A society which debates current issues and topical issues on a wide range of subjects from social to economic and legal issues happening in the world.

Drama - Thursday- 2B

The aim of the Drama Club is to promote and facilitate the artistic expression of self while providing entertainment and recreation for the College Community.

Dance – Fridays - Karl Hendrickson Auditorium

This club is aimed at promoting an awareness of dances of varying cultures. Students develop both physical and mental fitness through discipline, hard work, cooperation and training.

SixthFormAssociation(SFA)–Wednesday-6BBusiness

This club aims at managing the affairs of the sixth form students at the college and ensuring leadership roles are carried out by members of the student council body.

Computer-MondayandThursday-ComputerLabD

The Computer Club aims to bring together students and faculty interested in the field of Computer Science to share their knowledge and experience in computers.

Journalism - Thursday

The aim is to develop the writing and oral skills of its members and prepare monthly newsletters.

InterSchoolChristianFellowship(ISCF)-Wednesdays - Chapel

A Christian group engaged in spiritual activities with the aim of encouraging spiritual development on the campus.

Math- Tuesdays-Gore 1 (MathRoom)

The objective of the Math Club is to develop students' critical thinking skills and to establish a love for the subject.

PopularMusicChoir-Wednesdays - Chapel

The aim of the College Choir is to provide opportunities for creative expression and recreation for the individual and the College community.

TourismAction-Wednesdays- 2A

The Tourism Action Club is designed to encourage a greater awareness of tourism related issues. TAC activities are based on community involvement, education and recreation.

Environmental - Thursdays

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Modern Languages–Tuesdays-1C

This club aims to develop within students a facility in the languages and a love for Spanish culture.

History Society - Tuesdays:

The aim is to instill in its members a sense of nationalism, pride and identity which will help to consolidate their legacy in the future.

Chess-Mon, Wed, Thurs-Science Lab

The purpose of our Chess Club is to teach the game of Chess to individuals who are not able to play; and to sharpen the skills of those students who already know to play. Chess is a competitive board game in which players

develop analytical and problem solving skills; while building their concentration levels.

Octagon-Thursdays - 3G

The Octagon Club is an active youth service organization whose main goal is to promote positive change in its community.

Peer Counselling – Wednesdays-3D

This group is designed to facilitate a more caring sharing and responsible atmosphere among students who out of respect, concern and an understanding of life's challenges respond willingly to each other.

Cadet Corp- Wednesdays and Fridays- Cadet Unit

Jamaica College Cadet Corp equips students with discipline and training, so that they can become productive members of society.

School Challenge Quiz- Mon, Tues, Thurs, Fri- Library

The School Challenge Club is about educating students and exposing them to new study materials. Members of the team are given notes from various subject areas such as: Current Affairs, English, Mathematics, History, Geography, Chemistry, Biology, Physics, Sports, Information Technology, Art, Music and Foreign Languages

School Band- Mondays and Thursdays -Karl Hendrickson Auditorium

This is a group of instrumentalists, who perform at the college for various functions as well as in the different competitions.

Cultural Drummers - Karl Hendrickson Auditorium

This club engages students in many fun activities and allows them to entertain the school community and engage in competitions such as the JCDC Festival Competitions.

Student Council- Tuesdays- 2A

This group is the link between the student body and the faculty. Student representatives are chosen from each class and are the voice of the student body. These students are active and functional in school life.

Anime Club – Mondays, Wednesdays & Fridays- Gore 1

The Anime Club meets to discuss, show, and promote anime among club members and also focuses on broadening Japanese cultural understanding. In addition to viewing anime, clubs engage in other activities such as viewing anime music videos, reading manga and sketching anime.

STEM: (Science, Technology, Engineering and Mathematics)

Promoting interest in STEM among students at Jamaica College

Automotive Technology – Wednesdays 2:15 – 3:15

The aim is to sensitize students about new and emerging technology in the automotive sector.

High School Television:

Culinary Arts Club

Designed for students to learn both theory and practical skills in the field of culinary.

Sports

JC offers the following sporting/competitive activities:

- Football
- Cricket
- Basketball
- Track & Field/Athletics
- Hockey
- Lawn Tennis
- Taekwondo
- Table Tennis
- Badminton
- Volleyball
- Swimming
- Golf
- Skeet shooting
- Lacrosse



THE HOUSE SYSTEM

Jamaica College has eight houses:

HOUSE	COLOUR	NAMED IN HONOUR OF
1. Chambers	Gold	H.C.W. Chambers, Principal 1946- 1960
2. Drax	Maroon	Charles Drax, original benefactor, whose endowment set up the school
3. Cowper	White	William Cowper, Principal 1925-1933
4. Hardie	Green	W.A. Hardie, Principal 1942-1946
5. DaCosta	Orange	G.M. DaCosta, Former President of the JC Old Boys' Association
6. Murray	Blue	Reginald Murray, Old Boy, Rhodes Scholar (1904) and Principal 1933-1941
7. Musgrave	Red	Lady Musgrave, wife of then Governor Sir Anthony Musgrave, who moved the school from St. Ann to St. Andrew in 1883, and who also made a donation to the school.
8. Simms	Rust	Archdeacon William Simms, the first Principal, who served from the late 1870s until 1915

House Assignment

On entering Jamaica College, each boy is assigned to a House and remains a member of that House throughout his school career.

The House System fosters a sense of “family unity” within the school, while helping to build character and develop leadership skills. It also encourages a spirit of positive competition, as House teams compete in sports and other co-curricular activities, and each boy’s performance, on the sports field and off, affects the standing of his House.

In addition, boys of different ages learn to relate to each other.

Older students get the opportunity to guide the younger ones, who, in turn, get the opportunity to work with their seniors.

Most importantly, students learn to appreciate the hard work and discipline that goes into winning, how to win gracefully and cope with the disappointment of defeat as well as how to recover to compete again.



ACADEMIC POLICY

Each student must maintain a satisfactory level of academic performance to maintain his place at Jamaica College. He is expected to achieve a passing grade in all subjects. To advance from one grade or form to the next, he must get a pass mark in most subjects, and must satisfy the requirements of the-School's Promotion Policy, shown below. His academic record is reviewed at the end of each school year.

Official Grading System

A	90 – 100	Excellent
A-	80 – 89	Very Good
B	70 – 79	Good
C	60 – 69	Satisfactory
D	50 – 59	Weak
E	40 – 49	Poor
F	0 – 39	Unsatisfactory

Academic Misconduct

Academic misconduct includes:

- Cheating or attempting to cheat in an examination
- Plagiarism of all forms
- Attending school unprepared for classes
 - Without text(s) or Without instrument(s)
- Consistently failing to attain a passing grade

These are serious offences, for which students will be punished. In the case of failing to attain a passing grade, the student may be placed on **academic probation** and may be asked to **withdraw from the school**.

JAMAICA COLLEGE GRADUATION POLICY

ACADEMIC AND BEHAVIOURAL CRITERIA

1. Minimum of fifty percent (55%) average in fourth and fifth form
2. All SBAs completed and submitted
3. Eight (8) subjects sat in External Examination or all subjects recommended by Principal/Vice Principal(s).
4. Students who withdraw from subjects in fifth form must receive written approval from the Principal/Vice Principal's office.
5. Students who sit compulsory subjects (e.g Math and/or English) in 3rd and 4th forms must attain grade 1s to receive automatic exemption from re-sitting them in 5th form.
6. Must satisfy the internal examination requirements of the school including the sitting of the internal assessments in fourth and fifth forms.
7. High standards of behaviour and dress
8. Graduation list will be published at the end of February

FACTORS WHICH WILL AFFECT ELIGIBILITY:

- Any suspensions, especially in third, fourth and fifth forms
- Unexcused absences and/or poor attendance (minimum 95% attendance and punctuality record required)
- Recorded indiscipline and breaking of rules including dress code violation
- Outstanding material/books, monies etc. due to the school

COMMUNITY SERVICE & CO-CURRICULAR PARTICIPATION

- Mandatory thirty (30) hours of community service (recommended fifteen (15) hours in fourth form and fifteen (15) hours in fifth form).
- Consistent participation in at least one co-curricular/sport or leadership activity and attendance at school functions during 1st to 4th forms (e.g. Sports Day).

Students not eligible for graduation may appeal in writing to the Principal.

MEMORANDUM OF UNDERSTANDING FOR PARENTS, STUDENTS & JAMAICA COLLEGE

Jamaica College acts in place of the parent while the student is in our care. The school is committed to offering academic and social programmes that will equip students for life. The school cannot work in isolation. It is therefore important that each party understand his/her role in this joint venture, and the role of the other parties.

Jamaica College agrees:

- 1. to offer academic and social programmes that will equip the student for life;*
- 2. to give regular homework and ensure regular marking of such homework;*
- 3. to do regular reporting of the boy's progress;*
- 4. to provide a secure and well-disciplined environment for the student;*
- 5. to provide a supportive educational environment where the rights of individuals are protected;*
- 6. to foster a close working relationship with the parent or guardian so as to be able to work together with the boy;*
- 7. to guide, counsel, mentor and respond to every student to the best of our abilities, to ensure that he will be successful, and to apply discipline where and when necessary;*
- 8. in meetings with parents/guardians to discuss their son/ward, the understanding must be that everyone is treated with equal respect, that the discussions must be held between adults and that children will have their opportunity to participate; emotions must be contained, and we must be able to discuss matters with respect for all concerned and*
- 9. to confirm that we have read and agree to the many regulations and requirements set out in this Handbook*

As a Student of Jamaica College, I agree to:

- 1. Attend school regularly and on time*
- 2. Always try my best with my class work and home work;*
- 3. Obey and abide by all the rules of the school;*
- 4. Interact with teachers in the best manner and conduct myself in a way that will show the level of respect that is considered socially acceptable;*
- 5. Never show disrespect to any member of the school community (all adults and fellow students);*
- 6. Understand that while in uniform i represent the school family and must conduct myself properly;*
- 7. Work hard in all my school activities to become a functional, successful and valuable member of the school and, in the future, of the society.*
- 8. Having carefully read, understood, accept and agree to abide by the conditions, rules and requirements set out in this handbook.*

As Parent(s)/Guardian(s) I/we agree to:

- 1. Ensure excellent attendance and punctuality of my/our boy;*
- 2. Ensure the correct school uniform is worn at all times;*
- 3. Encourage and support my/our child's study, including checking home-work to ensure completion;*
- 4. Support the rules and policies of the school and ensure that they are reinforced at home;*
- 5. Treat all members of staff of the school with respect;*
- 6. Pay all fees on a timely basis;*
- 7. Understand that the school will guide, counsel, mentor and respond to every student to the best of its abilities to ensure that the boy is successful, and that discipline will be applied when necessary;*
- 8. Attend meetings called at the school to discuss my/our child's welfare;*
- 9. Meet with the school to discuss my/our child, the understanding must be that everyone is treated with equal respect, that the discussions must be held between adults and that children will have their opportunity to participate; emotions must be contained, and we must be able to discuss matters with respect for all concerned.*
- 10. Attend, participate in and support the meetings and activities of the parent teachers' association*
- 11. Having carefully read, understood, accept and agree to the conditions, rules and requirements set out in this handbook or any other rule the school may add at any time.*

Appendix 2

The Jamaica College Uniform

New Shirt Rules

The school has recently made modifications to the existing school uniform as it relates to the shirts only. These are outlined below:

First Forms/Grade 7

Regular Blue Shirt with Crest on pocket
White Griffin with red outline



Second Form/Grade 8

Regular Blue Shirt with Crest on pocket
White Griffin with gold outline



Third Form/Grade 9

Regular Blue Shirt with blue epaulette
with three white stripes
Regular white crest on pocket



Fourth Form/Grade 10

Regular Blue Shirt with blue epaulette and
two white stripes
Regular white crest on pocket



Fifth Form/Grade 11

Regular Blue Shirt with white epaulette
and one large blue stripe down the middle
Regular white crest on pocket



Sixth Form

White shirt, (long or short sleeves),
with round coloured crest on shirt pocket



Who we are

The school of Champions!

Jamaica College operates ethically and fosters positive character traits of **Honesty, Integrity, Respect, Excellence, Discipline and Spirituality (HIREDS)**

- We are College men and we are good at everything.
- We wear our uniform with pride and conduct ourselves as gentlemen

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