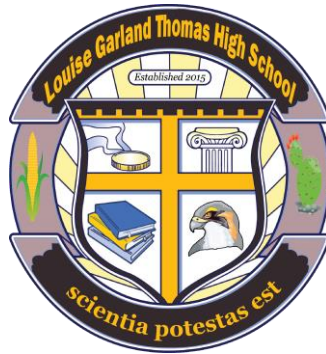


Est. 2015

STUDENT & PARENT HANDBOOK



“Scientia potestas est”- Knowledge is Power

Our School Affirmation

We at Louise Garland Thomas High are Respectful & Accountable with Integrity & Decorum, Determined to become world-class citizens, reaching for the stars.”

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Foreword

It is indeed my pleasure to present the foreword for the 2021 revised student and parent handbook. Welcome to the Louise Garland Thomas High School, the premier learning public secondary institution in the Turks and Caicos Islands. The Louise Garland Thomas High School, seeks to be an inclusive, child friendly school assisting each student to unleash his or her potential. The Child-Friendly School draws from the three guiding principles of the UNICEF's framework: Child-centeredness, Inclusiveness and Democratic Participation.

We recognize our national and global commitment to provide accessible, equitable and quality education to all our students. Therefore, having a document that clearly outlines our vision, mission and core values is important as we seek to cultivate world class citizens. The Louise Garland Thomas High School student and parent handbook will serve as the framework for school-wide student positive behavior expectations.

*With each new academic year, we invite the **full participation** of all students and all families as we build on our year theme: **“Be kind to yourself be kinder to others”**. I encourage you to read and use this handbook as your guide. Thank you to all persons who contributed to the revised version of the handbook.*

*Please demonstrate respect and care for each other and our school environment by keeping all spaces safe, clean and beautiful. We will continue to **“Reach for the Stars”**, creating a world-class school and family, that we can be proud of, whilst taking our space in the local, regional and international education arena.*

Thank you, students and parents for choosing Louise Garland Thomas High School. You are our most valued stakeholders in education and we look forward to meeting your educational needs. May God bless you and may God bless our school always.

Mrs. Kordell Campbell-Forbes, B.Ed., M.Ed.

Principal, A. Louise Thomas High School

School History and Profile

After two decades of having one government secondary school (which was Clement High School) on the island of Providenciales, the government took the decision to build another high school on the opposite end of the island in 2013. This high school was Louise Garland Thomas High School.

The establishment of this school addressed the demand for additional secondary school space and the reduction of overcrowding at the Clement Howell High school. Louise Garland Thomas High School (later renamed Louise Garland Thomas High School) was officially opened, and welcomed a population of approximately 198 students and 14 teachers on September 7, 2015.

The school's building was not completed at the time of the establishment of the school; therefore, students were housed at Clement High School. The official ribbon-cutting ceremony for the new facility took place on November 26, 2015, and the keys were handed over to the first Principal, Dr. Carlton Mills. On January 4, 2016. Formal classes were officially held at the new facility, located in the Louise Garland Thomas Hills area.

The school started only with form one and offered subjects such as English Language, English Literature, Integrated Science, Information Technology, Mathematics, Social Studies, Home Economics, Industrial Arts, Visual Arts, Music, Spanish and Physical Education.

For the purpose of extracurricular activities, students were placed into three houses, namely Thomas (turquoise), Clare (orange), and Adams (lime green). Mills (red) was established in August 2016 to cater to the expanding student population.

The school's name was changed to Louise Garland Thomas High School in November 2020. Mrs. Thomas advocated for a second government high school to be established on Providenciales during her service as Education Officer for Government High Schools. She died before seeing her hard work come to fruition.

Principal and Vice Principals



Kordell Forbes (Principal)



Sheena Stubbs (Vice - Principal)

School's Contact Information

Louise Garland Thomas High

27 Long Bay

Long Bay Highway

Providenciales

Turks and Caicos Islands

TKCA1ZZ

Phone: 649 946 5107

Email: longbayhigh@tciedu.tc

Students' Prayer

O Divine Creator,
I place my studies under your powerful protection.
May the Holy Spirit fill me with light,
strength, intelligence and humility.
So that my behaviour will bring honour to your name.
I implore the Creator of all things
to grant me the ability to grasp things correctly,
and the talent of being exact in my explanations.
Amen

Closing Prayer end of school day

Dear Father and Lord of all,

Thank you for our school and everybody who works and studies in it.
We are so grateful for all the things we have learnt today.
Be with us now as we journey home.
Please keep us safe and watch over all our families and friends.

In the name of Jesus, we pray.
Amen.

Strategic Goals

Our Mission

To prepare well-rounded learners in a safe environment, to be dynamic, innovative, world-class citizens ready to shape the future.

Our Vision

To become the premier centre for learning in the region that is a catalyst which moulds the global leaders of tomorrow.

Our Core Values

Respect

It is expected all that all school personnel will exhibit behaviours that show respect for the rights, property, safety, feelings, wishes and traditions of themselves and others.

Accountability

It is expected all that all school personnel will hold themselves accountable for their behaviours, to maintain a safe and productive learning environment.

Integrity

It is expected that all school personnel will operate with honesty and fairness and adhere to sound moral and ethical principles.

Determination

It is expected that all school personnel will always hone the quality of being determined and exhibit firmness of purpose towards achieving excellence in all areas of school life.

Decorum

It is expected that all school personnel will always exhibit behaviour in keeping with good taste and propriety to maintain a good reputation for themselves and Louise Garland Thomas High School.

Our Motto

Our school motto in Latin is "Scientia potestas est" which means "Knowledge is Power."

Our School Affirmation-R.A.I.D.D.

We at Louise Garland Thomas High School are **Respectful & Accountable** with **Integrity & Decorum, Determined** to become world-class citizens, reaching for the stars."

Our House System

The House System consist of four houses, named after the following individuals. The first appointed principal Mr. Carlton Mills, the vice-principal Hr. Hugh Adams, Mrs. Louise Garland Thomas, deceased and former Education Supervisor for Secondary Schools and Mrs. Claudette Clare former educator and Education Officer. The names and colours are as follows:

HOUSES
CLARE
ADAMS
MILLS
THOMAS

Identification of Classes

Our classes are identified using the symbols connected to our national heritage here in the Turks and Caicos Islands for example: 1 Cactus, 1Island Heather, 1 Pelican, 1 Flamingo, 1 Orchid, 1 Hibiscus and 1 Mahogany.

The National Anthem

God Save The King

God save our gracious King,
Long live our noble King,
God save the King!
Send him victorious,
Happy and glorious,
Long to reign over us,
God save the King!

Thy choicest gifts in store,
On him be pleased to pour,
Long may he reign!
May he defend our laws,
And ever give us cause,
To sing with heart and voice,
God save the King!

The National Song

This Land of Ours

1

Oh we salute this land of ours
Our country we declare
This Promised Land
With its beauties grand
Though small it is our own

Chorus

Turks and Caicos, Turks and Caicos
Our country firm and free
Our allegiance, Turks and Caicos
We pledge and we affirm.

2

From the east, west, north and south
Our banks and oceans meet
Surrounding sands and hills of glee
Our pristine beauties see

3

Its people forged and blend
With multiplicity
Of race and kind and creed and tongue
United by our goals

Chorus

Turks and Caicos, Turks and Caicos
Our country firm and free
Our allegiance, Turks and Caicos
We pledge and we affirm.

4

We stand with courage brave
To maintain this land of ours
With islands scattered here and there
With trust in God we stand

Composed by Dr. Conrad Howell

The School Song

We build our school on Thee, O Lord,
To Thee we bring our common need;
The loving heart, the helpful word,
The tender thought, the kindly deed.
Dear Lord we pray thy spirit may
Be present in our school always.

We work together in Thy sight,
We live together in Thy love;
Guide Thou our faltering steps aright,
And lift our thought to Heaven above.
And so we pray thy spirit may enrich and bless
Our school always.

Hold Thou each hand to keep it just,
Touch Thou our lips and make them pure,
If Thou art with us, Lord, we must
Be faithful friends and comrades sure.
Dear Lord, we pray thy spirit may
Be present in our school always.

We change, but Thou art still the same,
The same good master, teacher, friend;
We change; but Lord, we bear Thy name,
To journey with it to the end.
Dear Lord we pray thy spirit our may
Be present in our school always.

Textbooks and Materials

Students are required to have all the textbooks and materials needed for their classes. The booklist is available on the school's website.

All students are also required to bring their tablet and/or computer to class.

Assessment

Homework Policy

There is a "NO-ZERO POLICY" ALL homework must be submitted on time unless a medical is submitted. Homework must be of high quality, neat and completed according to the guidelines given. Parents are expected to ensure that all homework is completed. All forms of cheating, including plagiarism, are prohibited.

Examinations

External Examinations

External examinations are still conducted at the school. External Examinations include the Certificate of Secondary Level Competence (CCSLC). This curriculum lasts for three years. (Form 1- Form 3). Students sit the CCSLC external examinations at the end of Form 3 and receive a certificate in the common core subjects which comprises of English, Integrated Science, Mathematics and Social Studies. There is a portfolio component that must be completed with each of the subject offerings in order for the student to receive their certificate of competency.

Internal Assessments

At the A. Louise Garland Thomas High School, we provide opportunities for learning for our diverse students through technology. The EduPage online learning system is used for student assessment, and provides feedback to students and parents in real time. Students are assessed internally on homework, classwork, and test. At the end of the assessment, a mark sheet is given to each student. Marksheets are sent electronically to parents and parent consultations are conducted virtually to discuss the progress of the child/ward with their teachers. Gaining unauthorized access to actual questions on examinations papers and divulging or attempting to divulge said information prior to the official start of that examination is prohibited.

The distribution of marks are as follows: Sixty percent (60%) examination and 40% course work. The required pieces of course work should be consistent in all schools. Students will be assessed on at least three (3) assignments and two (2) tests during each term.

Examinations are conducted at the end of the term. Report cards are prepared for these examinations. The internal assessment process is as follows:

MICHAELMAS

Term 1(September-December)

Two Mark Sheets

End of Term Examination

End of Term Report Card

HILLARY

Term 2 (January – April)

Two Mark Sheets

No End of Term Examination

TRINITY

Term 3 (April – July)

One Mark Sheet

End of Year examination

End of Term Report Card

Pass Mark

School Pass mark-60%

Honour Roll-75% and over

Bell Times

Forms 1- 3






































Sample timetable showing bell times

2022 - 2023

1 Orchid

Long Bay High, Long Bay, Providenciales

Class teacher: Samantha Tanis

	Mo	Tu	We	Th	Fr
Devotion 8:00 - 8:15	Devotions and Registration				
1. 8:15 - 8:50	DEV 	Math 	S.S. 	Math 	S.S. 
2. 8:50 - 9:25	S.S. 	Info.Tech 	M.A.H. 	Math 	Eng.Lang 
BREAK 9:25 - 9:45	BREAK				
3. 9:45 - 10:20	HFLE 	PE 	Eng.Lang 	Eng.Lang 	CLUB 
4. 10:20 - 10:55	Math 	K.Young 	J.Clarke 	Mus 	
5. 10:55 - 11:30	Math 	TechVoc 	Int. Sc 	R.Walcott 	
LUNCH 11:30 - 12:30	LUNCH				
6. 12:30 - 13:10	Info.Tech 	Int. Sc 	Math 	V.Arts 	TechVoc 
7. 13:10 - 13:45	Eng.Lang 	A. Jacob 	Spanish 	J.Alexander 	O.Griffiths-King / S.Harris 
8. 13:45 - 14:30	J.Clarke 	TechVoc 	V.Pittam 	FormTime 	Int. Sc 

Validity: 1/9/2022-31/12/2022

aSc Timetables

Devotion Exercise

General assembly is held on Monday 8:15- 8:50 a.m.

Class devotions are held Tuesday-Friday from from 8:00- 8:15 a.m.

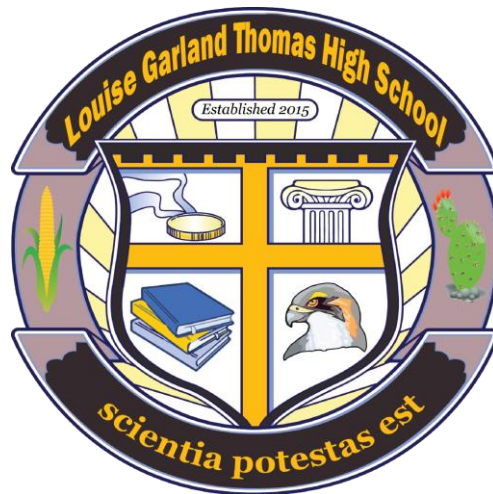
Clubs

At the A. Louise Garland Thomas High School, we seek to provide opportunities for students to become involved in their school life through extracurricular activities. **Every student MUST join at least one club.** Below is the list of clubs that are offered:

1. Cultural & Heritage TCI
2. Debate
3. Visual Arts
4. Programming/Robotics
5. Environmental/Go Green
6. Science
7. Dance
8. Drama

9. Boys' club
10. Girls' club
11. Sports
12. Choir/Music
13. 4H
14. Steel Pan & Band
15. Junior Achievers
16. Gaming -Chess
17. Build & Tech
18. Girls Guide
19. Culinary Arts
20. Sign Language
21. Red Cross

The School's Crest



The school's crest and identification card must be worn daily and for the entire time that the child is wearing the uniform.

Description

The crest consists of the **corn**, **cactus**, the **golden medal**, **books**, and a **pillar**.

The idea behind the symbols was to show the link among the Turks Islands and Caicos Islands as well as to make students aware of their national heritage. The corn and cactus- represents the commodities that were traded in these islands.

The Cactus known for its resilience and was also used in dishes (buds and rice) on the islands of Grand Turk and Salt Cay.

The corn was a staple used on the Caicos Islands especially on North Caicos, it was used to provide food for the people of the Turks and Caicos Islands.

The golden medal is used to represent excellence in sports.

The books represent freedom of education and that reading empowers persons.

The pillar is a Roman symbol of information representing strength and power.

The School's Mascot



The fish hawk was selected as the school's mascot, because of its keen eye. The fish hawk represents the institution as a place where persons are in pursuit of knowledge.

The school's dress code is strictly adhered to at A. Louise Garland Thomas High School.

Dress and Grooming

All students should wear school uniforms and their grooming should be modest, clean and consistent with healthy, sanitary and safety practices. Failure to wear the prescribed school uniform and to be appropriately groomed as set out by the individual school rules is a major infraction.

Boys

Forms 1-3



Boys' school uniform consists of:

1. White button-down oxford shirt, school crest **MUST** be sewn onto the shirt pocket.
2. A plain white undershirt can be worn under the uniform shirt and it should **NOT** be visible.
3. The sleeves of the undershirt must **NOT** be longer than the shirt and there should be **NO** visible logos or any kind of design.
4. Grey long pants with *two regular pockets* (**additional side pocket on the leg of the pants is NOT permitted**).
5. Pants leg **SHOULD** break at the top of the shoe and should **NOT** be bungled on top of the shoe or tucked underneath or placed in the socks.
6. Black white or grey dress socks and black dress shoes are required.
7. A black belt with regular buckle is permitted.
8. Cloth belts, designer belts with fancy buckles are **NOT** permitted. The belt **MUST** be properly looped and secured and **NOT HANGING**.

Physical Education (P.E.) Boys:

1. Boys' uniform for Physical Education consists of their house colors. Tennis or some other type of sports footwear **SHOULD** be worn. Basketball shorts and plain white tee is also permitted in the absence of house uniform.
2. NB: Tennis shoes **SHOULD** be worn during physical education practical classes.

Girls:

Forms 1-3



Girls' school uniform consists of:

- White blouse and double-pleated grey skirt.
- The school crest **MUST** be sewn onto the upper left breast side of the blouse.
- Blouses **SHOULD** be neatly tucked in.
- The skirt length **SHOULD** extend just below the knee.
- A plain white undershirt **MUST** be worn under the blouse.
- Coloured undergarments and tee shirts with logos or designs are **NOT** permitted.
- The school shoes **MUST** be all black and worn with white socks.
- Slippers and stockings are **NOT** permitted.

Physical Education (P.E.) uniform (Girls)

1. Physical Education uniform are represented by their house colors.
2. Tennis or some other type of sports footwear should be worn.
3. Basketball shorts and plain tee is also permitted in the absence of house uniform. Girls' shorts must be knee length and tights must be worn under shorts.

All students are required to be in correct gear for Physical Education classes. Students who do not change into appropriate clothing for PE classes will not be allowed to participate in the class. If the behavior continues, parents/guardians will be called in to address the matter.

Girls' Hair

1. Female students are **NOT** permitted to use extension pieces when braiding their hair.
2. Extension hair sewn in is **NOT** permitted.
3. Hair must be natural colour; adding colour/dye, bleached hair is not permitted.
4. The wearing of a bandana/head scarf is **NOT** permitted.
5. Fades, Mohawks and road designs in girls' hair are not permitted.

Nb: The school reserves the right to determine if a male student does not meet the specified requirements for grooming.

Boys' Hair

1. Male students must always keep their hair neatly groomed at all times.
2. Male students' hair should be kept low at all times.
3. Fades, Mohawks and designer cuts are **NOT** permitted.
4. Inserting a cut mark in the eyebrow is **NOT** permitted (**STUDENT WILL BE SENT HOME TO CORRECT THIS**)
5. Facial hair must be shaven.
6. Adding color/dye to the hair is not permitted.

Nb: The school reserves the right to determine if a male student does not meet the specified requirements for grooming.

Jewelry

1. One pair of knob earrings is allowed for girls. This can be gold, silver, white or pearl.
2. Girls are **NOT** permitted to wear coloured earrings, hoops, or earrings with designs.
3. Boys are **NOT** allowed to wear earrings.
4. A wrist watch is also allowed. **Smart watches are NOT permitted**
5. **NO** other form of jewellery is allowed. This includes the wearing of anklets, rubber armbands, friendship bracelets, necklace, or any similar ornament. If a student is found wearing jewellery, the item will be confiscated, and the parent/guardian will be notified to retrieve the item from the school.

Electronic Items

Any form of electronic item(s) brought on the school premises without the permission of the administration or subject teacher will be confiscated will **ONLY** be returned to a parent/guardian. These include but are **NOT** limited to cell phones, smart watches, and hand games. Students will

only be allowed to take tablets and/or laptops to school (**Form teacher or subject teacher will inform parent/guardian**). All other electronic devices will be confiscated and will **ONLY** be returned to a parent/guardian.

Other items

Any non-electronic items brought on the school premises without the administration's permission will be **confiscated and discarded**. These include but are not limited to the following items: chewing gum, combs, brushes, gel, mirrors jewelry, friendship bracelets, caps, hats, tams and other prohibited or illegal items.

If the confiscated item is electronic, the item will be confiscated. The parent will be asked to retrieve the at the end of the school term.

Attendance and Punctuality

Student Absenteeism

A letter must be written by a parent/Guardian and submitted to the form teacher in the event a student is absent from school. This letter must state the reason for the child being absent. (See sample letter in Appendix 1).

If a student is absent more than six sessions in a week without medical excuse, the parent will be notified, and the matter turned over to the school's truancy officer. Parents are to notify the school immediately if a child will be absent from school beyond this period.

Absenteeism from an Exam

Any student that is absent during an exam (Mark Sheet Exam, End of Term, and End of Year) must provide a medical to support the absence to be able to re-sit the exam.

Punctuality

Students are to be on the school grounds by 7:50 a.m. Parents will be called in if a student is late more than twice for the week. If the behavior continues, the student will face disciplinary action based on the school's behavioral policy. A student who is late will be given a warning the first time. The names of all students arriving after the specified period will be logged in the school late book for students. Students are to arrive to all scheduled classes on time.

Absconding (skipping) of Classes

All students are to remain in class from bell to bell, unless given permission to leave by the subject teacher. Form period and club time should be treated as any regular class. Any student found skipping form time or club time will be subjected to as outlined in the above.

Exemption from Physical Education Practical

Any student that is unable to participate in Physical Education classes must bring an excuse to be submitted to the Physical Education teacher. If the student is unable to participate due to medical reasons, a medical must be provided stating the length of time the child should be exempted for.

Changing for physical education (P.E.) classes

Students are required to change for all practical physical education classes. A student will be given a warning for the first offence. The parent of any student that fails to change for two consecutive occasions without a medical reason or some other written valid reason will be notified of their child's failure to participate in the classes.

Leaving School Early

All students are required to be on the school's premises for the duration of the school day. The parent or guardian of any student found leaving the school premises without permission will be immediately notified. Parents must notify the school if a guardian is being sent to pick up the child during school hours. Permission will only be granted in the event of special circumstances such as medical reasons, travel etc. If a student falls ill at school, the parent/guardian will be notified to pick him or her up. Students are not permitted to take a jitney home upon arrival to school unless written consent is provided by the parent/guardian. **Further, parents/guardians MUST sign student out of daily logbook at the office before leaving the compound with student.**

Destruction of School Property

Any student found destroying school property or defacing school buildings and classroom furniture will be subjected to the school's behavioral policy. The parent/guardian will also be immediately notified. If there is damage to school furniture, the parent/guardian will be responsible for repairing the damage or replacing the furniture. Neither chewing gum nor candy is permitted on the school campus or the school bus. These items will be confiscated if found in the possession of students. If the behavior continues, parent/guardian will be notified.

VENDING ACTIVITIES

Students are not permitted to engage in the selling of products or services for personal benefit. The school will not be held liable for injury caused by such acts.

Food and Drinks

During the break and lunch periods, students will be able to purchase food and beverage from the school's canteen. Students are encouraged to have a hot breakfast in the mornings before coming to school and to bring a fruit. Students are also encouraged to drink plenty water to stay hydrated during the day.

Request for Official Documents

Official letters are prepared by the school's administrative officer. Parents can put in writing the type of letter that they are requesting and send the information and funds with the student. Parents can also call the school directly to make the request. The following are the types of letters that can be prepared by the school at a cost. Please allow 2-3 school days for processing, and you will be notified when the letter is ready for pickup.

1. Transfer letter
2. Transcripts
3. Immigration letter
4. Student Attendance/Behaviour letter
5. Recommendation

Security Protocols

To ensure the safety of staff and students, all students will have their personal items checked by school security before accessing the classrooms. Students who arrive late to school will have their personal items checked at the main entrance of the school before proceeding onto the campus.

Visitors to LGTHS

Parents/guardians and other patrons of the community are welcomed and encouraged to visit the school.

- All visitors are expected to report to security officers and sign in before proceeding to the office and sign out upon leaving.

- Visitors to the school must respect the learning environment and maintain proper behaviour and decorum. Disruption of the orderly process of the school is prohibited.
- Visitors bringing items onto the campus will be subjected to a security search.
- Visitors must dress appropriately; see through attire, revealing shorts are not permitted. The school reserves the right to deny access to persons who are deemed inappropriately attired.
- The principal or designee is authorized to deny access, remove or request the removal of any visitor whose behaviour is a threat or disruptive to the educational/working environment of the school. Visitors must adhere to all security instructions.

Meeting with Administration and Staff

Unless otherwise directed, all visitors wishing to speak with the Principal, Vice-Principal or teachers should call the school to make an appointment through the school's Administrative Officer. This will reduce your wait time, avoid disruption of classes and loss of teaching time.

Use of School Phone

Students will only be permitted to use the school phone to contact parents in the event of an emergency. Parents should ensure that students have all necessary requirements before coming to school, inclusive of lunch money, textbooks, lab resources and stationery.

Suspension of Classes

Parents will be notified in advance regarding suspension of classes.

Parent-Teachers' Association Meetings

These meetings will be hosted by the PTA executive. Meeting dates and times will be announced monthly.

School Dismissal Procedure

Providing a safe and protective school climate remain the goal of the Louise Garland Thomas High School. The last teacher with the class at the end of the school day, will be responsible for supervision of the dismissal. Subject teachers are not to release the students even if the bell rings. A Year dean will be in charge of each block and will signal when a class is to exit the room. In addition, there will be an order in which classes are to exit for each Block.

Classes will be released one at a time. Classes will be called in the order outlined below. Please do not release students until it is your class's time to exit. Subject teachers ARE NOT to leave their students. They are to accompany their students on the line until their class exits through the gate. Teachers, are to stand on the outside of the classroom to receive the signal from the year Dean. **Students are not to exit the room before the signal is given.**

Discipline Policy

Discipline of students will be addressed by all staff members. Teachers are responsible for addressing everyday infractions.

Minor Infractions

Minor Infractions Minor infractions are those less severe infractions which involve a low degree of dangerousness and potential harm to others. The Positive Behavior Policy for The Education Sector in the TCI identifies the following as examples of minor violations:

- disrespectful language
- non-compliance with a staff directive
- dress code violations
- failing to bring books/equipment to class
- homework not completed
- inattentive in class
- late for class/registration/assembly
- littering

Some situations, such as repeated minor offences by a student may constitute a major infraction.

The following mechanisms can be used by the school to address major infractions:

- Student conference
- Parent/ guardian contact
- Conference with parent/ guardian
- Student Support Services Intervention
- Student Behaviour contract
- Removal of privileges

Major Infractions

Major infractions pose a threat to the safety of staff and students and threaten the orderly functioning of the school. The Positive Behavior Policy for The Education Sector in the TCI identifies the following as examples of major infractions:

1. possession of suspected illegal drugs
2. the wilful or malicious destruction of school property or the property of other persons in the school.
3. conduct or behaviour, including racial slurs, that demeans, degrades, antagonizes, humiliates, or embarrasses another person or group of persons or which in any way disrespects another person or group of persons;
4. bullying including cyberbullying;
5. fighting or other harmful or disruptive physical contacts between two or more students which does not constitute self-defense.

Major infractions will be referred immediately to the Principal who will manage these infractions along with support from the relevant stakeholders (Vice Principal, Year Dean, Guidance counsellor). Any teacher or other school employee may report to the principal any pupil who commits a major infraction. The principal shall review and act upon such information submitted, to determine what disciplinary response is necessary (suspension, recommendation to the Department of Education for further action) The following actions can be taken by the school to address major infractions

1. Parent consultation
2. Student probation program
3. Referral to external agency
4. In-School Suspension
5. Out of school suspension
6. Restorative justice
7. Internal and external community service

Extreme Misconduct

The Positive Behavior Policy for The Education Sector in the TCI identifies extreme misconduct as acts, whether on or off school property, including but not limited to attendance at school-sponsored events, extracurricular activities, field trips, transportation to and from school, which result in violence to another's person or property or which pose a direct threat to the safety of others in the school. Examples of extreme misconduct include:

1. extortion
2. any threat, by word or act, to do violence or harm to a student, school employee or volunteer which creates a fear that violence is imminent
3. the unlawful and willful entry or attempted forcible entry into any school property or the personal property of any other student and school personnel

4. the possession, smoking, use, distribution or sale of tobacco products on school property or at a school function or an extracurricular or co-curricular activity
5. the possession, use, distribution of alcoholic beverages

Extreme Misconduct will be referred immediately to the Principal who will manage these infractions along with support from the relevant stakeholders (Vice Principal, Year Dean, Guidance counsellor, the Police). Any teacher or other school employee may report to the principal any pupil who commits a major infraction. The principal shall review and act upon such information submitted, to determine what disciplinary response is necessary (suspension, recommendation to the Department of Education for further action) The following actions can be taken by the school to address major infractions

1. Parent consultation
2. Student probation program
3. Referral to external agency
4. Out of school suspension for up to 5 days
5. Recommendation to the Department of Education for expulsion

Fighting/Assault/Threats

Students and school personnel are entitled to a school environment free from threat, aggression and assault.

1. Actions, comments or written messages, including messages sent via social media, which threaten others or are intended to incite others to fight are prohibited.
2. Intentionally hitting, shoving, scratching, biting, kicking, blocking the passage of, or throwing objects at school personnel are prohibited.
3. Conveying by gestures, notes or verbal comments the intent to cause bodily injury, or to deprive any member of school personnel of his/her rights, or demonstrating hostile acts, are prohibited.
4. Fighting, (involving two or more parties in conflict, when they are striking each other) with the intent of causing harm or injury, is prohibited. This action may extend to mutual shoving, wrestling, or other aggressive actions which may result in the harm or injury to either party, bystanders, or school property.
5. The willful use of physical violence which is intended to result in bodily injury, or the use of a dangerous object to cause bodily injury, is prohibited.
6. Assault upon a member of staff or other school personnel is prohibited.
7. The willful use of physical or verbal threats or physical abuse intended to cause bodily harm to students or school personnel is prohibited.

8. The willful use of physical or verbal threats or physical abuse that result in an involuntary transfer of money or property to another student is prohibited.
9. Unsafe conduct which endangers either oneself or others is prohibited.
10. The use of threats to engage in terrorist acts or related utterances is prohibited.

Transportation

The Ministry of Education provides a transportation service for students of Louise Garland Thomas High School using an approved list which is managed by the principal of the school. This service offers transport to and from school and for instructional field and sporting trips. Students must always conduct themselves appropriately whilst using this service. Students found damaging the buses and/or misbehaving in an obscene or disorderly manner while using the bus service will be debarred for a period determined by the bus providers.

Disrespect of school or bus personnel and use of obscene language is strictly prohibited. The driver of the bus has the authority and responsibility for maintaining order and providing a safe environment. Potentially harmful situations must be reported by the driver to the principal. Students are prohibited from violating the rights of others including homeowners, apartment dwellers, other pedestrians/students and businesses on their way to and from school. A bus schedule will be displayed on the school's notice board.

Expectations of Parents/Guardians

The parent/guardian is responsible for:

1. Making sure the student attends school daily and on time, properly attired in full uniform and equipped for effective learning to take place.
2. Reading and reviewing school expectations, guidelines, rules and regulations.
3. Cooperating with school officials regarding matters of discipline.
4. Seeking help from school and community agencies in correcting student misbehavior.
5. Informing school officials of concerns relative to student behaviour and medical conditions that may affect the child's well-being or performance.
6. Promoting and improving children's health and well-being.
7. Supervising and ensuring the completion of homework and other assignments and for providing an appropriate environment for learning at home.

8. Mandatory reporting of any suspected/alleged child abuse or situations of neglect.
9. Providing all reasonable data requested by the school or Ministry of Education (MoE) or Department of Education (DOE) as may be required to improve service delivery.
10. Routinely updating contact, medical, social and other relevant information of your child or ward.
11. Supporting policies of the Ministry of Education.
12. Visiting the school promptly when requested to discuss student academic performance, behaviour and medical matters.
13. Desisting from violent, abusive or inappropriate interaction with any child or adult on the school's compound.
14. Maintaining cordial and civil relationships with other parents of the school.
15. Providing written explanations for all absences and, for three or more days, a medical certificate from a registered medical practitioner where applicable.
16. Attending all appointments set with the school and or other agencies to which the child was referred for further assessment.

Appendix 1

Sample Letter of Excuse

(Parent's home address)

street name

Village/Town

Providenciales

Turks and Caicos

Phone Contact

Email address

Date (Month/day/year)

Dear Mr./Mrs. (Form Teacher's Name),

(Your child's name) will not be at school on (date), as I am taking him/her to (to the hospital, a doctor's appointment, travel etc.).

Please inform his/her teachers so that they can give (child's name) all assignments missed. I will make sure he/she completes them. In case you have any questions or concerns I can be reached at (Your phone number or email address).

Thank you very much for your assistance and have a wonderful day.

Sincerely,

Parent/Guardian's Signature

(PARENT/GUARDIAN'S NAME BLOCK LETTERS)

***Please type or write all letters on a clean sheet of paper and place it in an envelope.**

Appendix 2

School Wide Positive Behavioural Matrix

A LOUISE GARLAND THOMAS HIGH SCHOOL
SCHOOL WIDE POSITIVE BEHAVIOURAL EXPECTATIONS

		CLASSROOM	HALLWAY	LABS/SPECIALIST ROOMS	CANTEEN	BUS	ASSEMBLY	TOILETS/SHOWERS	FIELD TRIPS	LIBRARY	RECREATIONAL AREA
RESPECTFUL	1	Always stand when an adult enters the classroom	Observe the "Quiet" zone in the hallway.	Follow all instructions given by any members of staff.	Make a queue and wait your time.	Follow all instructions that are given by the Bus Conductor	Stand orderly at all times.	Respect other person's personal space.	Listen to and follow the instructions of the teacher/chaperone	The library is a quiet area. be quiet at all times when using the library.	Respect your peers personal space.
	2	Raise your hands and wait to be identified before speaking	Say excuse me when moving about the corridor	Move about carefully and avoid playing in the lab	Say please and thank you when placing an order	Join the queue and wait your turn to get in/off the bus.	Remain in your group / class designated area unless you are instructed to do otherwise.	Join a queue and wait until it is your time to use the bathroom.	Always remain with the group.	Electronic should be used with earphones and with the volume turned down	Use only designated areas for designated sport.
	3	Respect other person personal space in the classroom. Avoid touching other people's property Use kind words and actions	Avoid conversing in the hallway. Keep corridor clear at all times	Enter and exit the lab in an orderly manner.	Avoid pushing and say sorry if you bump into someone	Speak positively to bus conductors and to peers	Be punctual at all times for all scheduled activities.	Avoid any act that will damage the bathroom/toilet facilities.	In case of emergency, report to the teacher/chaperone.	Avoid eating and drinking in the library.	Use the equipment on the playground in the manner that it was intended
ACCOUNTABLE	1	Keep your classroom environment clean.	Always say sorry if you accidentally bump into someone.	Handle all instruments/instruments with care. avoid removing lab equipment and materials without teacher's permission.	Follow all instructions that are given by canteen workers	Remain seated in assigned seats for the duration of the bus ride	Endeavour to arrive and depart the assembly area expeditiously.	Wash and dry hands appropriately	Keep all your belongings with you or store them in the designated areas.	All library books should be returned on time.	Avoid risky behaviors that you endanger your peers.

School Wide Positive Behaviour Matrix

	2	Protect the personal property of others. Respect the personal space of your peers and teachers.	Keep the corridors free from litter and graffiti at all times.	Replace all equipment/instruments in the correct area after using them.	Keep the canteen area clean and tidy at all times.	Refrain from throwing litter through bus windows and into the streets.	When assigned to conduct devotional exercises, ensure that you plan ahead and use your time wisely.	Use bins to dispose of your disposables. Avoid putting graffiti on the walls.	Always ensure that the teacher is aware of where you are at all times.	Handle all library books with extreme care to ensure that they last long.	Ensure that any equipment that is borrowed and taken to the playground is returned immediately after use.
	3	Take care of all school furniture.	Walk in a single file on the corridors to avoid accidents.	Keep the lab environment clean and neat at all times.	Place all litter in the garbage bins.	Refrain from inappropriate touching and gesticulations and sitting in someone else lap during the bus ride.	Communicate promptly in the event of any challenges.	Flush toilets after use.	Visit restrooms with a buddy/partner. Avoid going anywhere alone.		Enjoy the playground within the break and lunch, ensuring that you leave the playground in time to arrive at classes on time.
BE DETERMINED	1	Take the initiative to get missed work. Speak up and ask for help!	Report all incidents of bullying that is happening to you and others.	Be alert and cautious when in the lab.	Make healthy eating choices. Make your requests in a polite tone.	Demonstrate positive behaviour at all times on the school bus. Choose seating wisely.	Take initiative where possible to ensure that devotional activities are completed.	Use restroom only when necessary.	Strive to be solution-driven at all times.	Use the resources wisely.	Demonstrate good sportsmanship. Be fair on the playfield.
	2	Participate respectfully in all classes. Always believe in yourself.	Always encourage positive behaviour in your peers.	Inform your teacher immediately if there is an accident and remain calm.	Plan ahead and know exactly what to purchase. Ensure that you have the correct change before leaving the	Speak up immediately and report all incidents of bullying and harassment to the bus conductor. Follow the correct	Listen and focus on the speaker. Be solution driven at all		Maximize the positive opportunity.	Return books in a timely manner.	Explore new sports and playground activities. Try new activities/sports

					canteen	protocols and rules.	times.				
	3	Always use positive words.	Give support to peers who may need additional assistance when moving about the corridors	Provide support for peers who may require assistance	Report any form of bullying or extortion on the canteen line to a teacher	Always be encouraged to do what is right.	Manage emotions and distractions.		Ensure that you are appropriately groomed for the excursion.		Accept guidance from your teacher or expert regarding playground activities.
DECORUM	1	Always wear the required school uniform.	Speak in hushed tones while on the corridors Speak calmly and quietly when moving about the corridor	Avoid eating food and chewing gum in the labs	Remain neatly attired while on the canteen line	Remain neatly attired at all times while on the school bus	Avoid talking out of turn, ensure that you listen.	Respect others privacy when using the restrooms.	Conduct yourself with class and decorum at all times.		Engage in physical and sporting activities which is acceptable to high levels of sportsmanship.
	2	Speak kindly to each other	use the eating spaces around the school to have your lunch	Always wear the required clothing when working in the lab.	Say please and thank you to the canteen workers	Greet/thank the driver politely on entering or leaving the bus	Avoid outbursts and side conversations during assembly.	Dispose of sanitary napkins in the appropriate bins.	Develop positive relationships.		
	3	Wear your school uniform with pride.	Always say good morning, good day when passing adults on the corridor	Always use positive behaviour in the lab.	Demonstrate positive behaviour at all times	sit quietly during the drive and be courteous, use words such as please, thank you, excuse me.	Remain in your form lines at all time unless otherwise instructed.	Respect others privacy when using the restrooms.	Always let your behaviour and attitude show your school in a positive way. Always remember that you are representing the school and should carry yourself in a dignified manner.		

Student Prayer

Lord, make me an instrument of your peace.

Where there is hatred, let me sow love;
where there is injury, pardon;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
and where there is sadness, joy.

O Divine Master, grant that I may not so much seek
to be consoled as to console;
to be understood as to understand;
to be loved as to love.

For it is in giving that we receive;
it is in pardoning that we are pardoned;
and it is in dying that we are born to eternal life.

Amen.

—*St. Francis of Assisi*

A. Louise Garland Thomas High School Student Handbook Agreement

At Louise Garland Thomas High School-LGTHS, we will strive to meet the educational needs of your child. It is important that you and your child/children understand LGTHS' policies, procedures and expectations. Please read the LGTHS Student Handbook along with your child/children. The school reserves the right to make changes to any policy or procedure as necessary in the best interest of the students of the Louise Garland Thomas High School.

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CONSENT FORM

I fully understand and agree to abide by all the polices outlined in the Louise Garland Thomas High School 2018 Parent and Student Handbook. I acknowledge and accept the consequences of the discipline policy of Louise Garland Thomas High School Please sign below:

Date	Parent/Guardian Print Name and Signature
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Date	Student Print Name and Signature
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Additional Student Signatures:

Date	Student Print Name and Signature
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