



INDEPENDENCE HIGH SCHOOL

# STUDENTS' HANDBOOK

Revised 2021

# TABLE OF CONTENTS

FROM THE DESK OF THE PRINCIPAL	1
HISTORY OF INDEPENDENCE HIGH SCHOOL	2
MEANING OF THE I.H.S. EMBLEM	3
THE NATIONAL SECONDARY SCHOOL PHILOSOPHY OF EDUCATION	5
I.H.S. PHILOSOPHY OF EDUCATION	6
MISSION STATEMENT	7
VISION STATEMENT	8
🎵Belize National Anthem🎵	9
🎵I.H.S. School Song🎵	10
SCHOOL RULES AND REGULATIONS	11
BASIC REMINDERS FOR THE FEMALE DRESS CODE	16
BASIC REMINDERS FOR THE MALE DRESS CODE	17
HAIR STYLES - Male students	17
BOARD OF GOVERNORS	18
I.H.S. Board Members	18
COMMUNITY SERVICE	19
THE STUDENT COUNCIL	20
INTRAMURAL SPORTS – HOUSECOORDINATORS/MEMBERS	23
STUDENT AND PARENT INFORMATION	24
DETENTIONS	26
DISCIPLINARY COMMITTEE	27
POSITIVE BEHAVIORAL RE-ENFORCEMENT PLAN	28
EXTRA-CURRICULAR ACTIVITIES	31
CREDIT HOURS PER SUBJECT	32
ACADEMIC INFORMATION	34
CALCULATION OF REPORT CARD AVERAGE	34
PROMOTION CRITERIA	34
GRADUATION REQUIREMENTS	34
HONOUR GRADUATES	35
SELECTION OF TOP THREE STUDENTS FOR GRADUATION:	35
HONOR ROLL	35
EXAMINATION GUIDELINES	35
SUMMER CLASSES	36
SUMMER PROGRAM	37
ORIENTATION	38
PROGRESS REPORT	40
COURSE OUTLINE	40
REPETITION	40
REMEDIAL PROGRAM	40
REGISTRATION PROCESS	41
CLUBS	42
STAFF SCHOLARSHIP PROGRAM	43
TIME TABLE	44
PERMISSION SLIP	45

## FROM THE DESK OF THE PRINCIPAL

Dear Student:

The administration and staff of our institution consider it a privilege to be afforded the opportunity to be an integral part of your educational development. The very existence of our profession results from the decision of your parents and you to continue your formal education at the secondary level.



Since the establishment of this institution in September of 1989, we have made every effort to implement programs that provide our students with a well-rounded education and one that enables them to be functional - be it in higher learning or in their choice of employment.

As you embark on this chapter of your young life, we urge you to surround yourself with positive minded people and commit yourself to your scholastic endeavors. Always be respectful of self and others and be ever conscious of the need to abide by all school rules and regulations.

Our ever committed and supportive parents, the success of your child depends largely on the support you provide her/him. Always be mindful of your responsibility to your child and make every effort to continuously check on her/his performance in respective subject areas as well as find time to visit with teachers in an effort to stay abreast with her/his general comportment at our institution.

Students, as you journey through our institution, always be mindful that to accomplish great things, you must not only act, but also dream; not only plan, but also believe. Do more than belong: participate. Do more than care: help. Do more than believe: practice. Do more than be fair: be kind. Do more than forgive: forget. Do more than dream: work.

As you continue on the ladder of success, I want you to always remember the four steps to achievement:

Plan purposefully  
Prepare prayerfully  
Proceed positively  
Pursue persistently

Always remember that the future belongs to those who understand the value of hard work and continue to strive for excellence in all their endeavors.

---

Omar Longsworth (Mr.)  
Principal



## HISTORY OF INDEPENDENCE HIGH SCHOOL

Independence High School opened on September 12, 1989 with 65 students enrolled and housed temporarily in the Community Center. In October 1990 teachers and students moved into their new four-classroom building. Expansion continued as the student body grew and in 1991 with a student body of 175 students the institution obtained its second four-classroom structure.

Independence High School continues to grow and develop. In 1993, we acquired a science lab and a building to house our agriculture equipment and supplies. In that same year, we celebrated our first commencement exercise. Initially, our offerings included Arts and Business, which were structured to emphasize practical education in an effort to ensure functionality of our students in the varied industrial undertakings in our immediate surroundings.

In 1994, through the joint efforts of Government and The Michael A. Ashcroft Foundation, we saw the construction of a new business center and library and the acquisition of six computers.

The contribution of the business sector in our area cannot be overemphasized as we have been blessed with numerous assistances in the form of scholarships to deserving students, a cafeteria that is second to none, the provision of expertise in agriculture and business and financial contribution for the further growth and development of our institution.



The scholastic achievements of many of our students are further complemented by the school's achievements in sports. We have become very recognized and respected by schools nationally for the success we have had in all sporting competitions at the secondary level. As a matter of fact, some of our students have represented Belize on national teams at the regional level.

We are now 32 years old and we have had to fine-tune and expand our existing offerings to provide for the demands of the business sector in Southern Belize. We now boast a school of over 900 students with our offerings expanded to include Industrial Studies, General Studies, Tourism and the Sciences; 28 classrooms; well-equipped science and computer labs; an Agriculture Program that continues to grow and a very motivated staff of 55 teachers.



We continue our resolve to provide our young people with a well-rounded education that will enable them to effectively contribute to the further development of Southern Belize, and by extension – Belize.

Independence High School looks to the future with hope and optimism because of its many well-wishers and supporters. Thanks!

## MEANING OF THE I.H.S. EMBLEM



### Background

In 1989, the then Area Representative, Honourable Charles Wagner, and a core of educators and concerned citizens from Independence and other surrounding villages such as Placencia, Seine Bight and Monkey River, saw the need for an institution of higher learning for the many youths who would leave primary school without the possibility of furthering their education. This need created an impetus to fill that void and so a Board of Governors was formed and chaired by Mr. Charles Longworth, the then Principal of St. Pius X RC School.

The need for an emblem that would represent the core ideology of the institution was later requested from the student body during the year leading up to the first graduation. Consequently, the Board received submissions and Anton Leslie's emblem was chosen by the Board.

### Significance

Within the "Green Shield" is stated the year the school was established. Above the year, there is an "Open Book" and a "Torch", both of which are in yellow. The significance of these is that the "Torch" lights the "Book of Knowledge" thereby rekindling our consciousness to a new awakening. The "Green Shield", which has the "Torch" and the "Open Book" engraved on it, propagates fertility and therefore, guards the young and naïve from being deprived of achieving knowledge and of expressing their full potential.

The "Green Shield" is placed within a "Yellow Circle." The "Yellow" is an indication of the young having achieved maturity and sophistication. This circle contains

two letters of the acronym in "I.H.S." "I" stands for "Industry" or hard work given by all parties to grow the institution and its programs. And the last letter "S" represents "Success" or a triumph, a realization from all our untiring efforts. Now an artistic twist is the middle letter "H" which is placed in the "White Circle". This letter represents "Honour", a tribute of respect and admiration resulting from our hard work. Of course, "Success" can be achieved through "hard work" without any measure of "Honour" but the artist behooves us to reason that our labour and success should contain elements of consecration and gratitude. In the final analysis, our successes at day's end, compliment the tripartite self: mind, body and soul.

Encompassing the "Yellow Circle" is a "White Circle" that is further ensuring the protection of the innocent and also nurturing the continuity of the fire from the "Torch" which triggers the temptation to examine the "Book of Knowledge." Also, within the "White Circle" is the name of the school being so named after the village where the school is located. In addition, there is the "School Motto" noting the philosophical enterprise of the institution which is the expectation for students "To Prepare for Life."

The sustenance for our school comes from the "Solid Brown Colour" that encircles and contains the integrity of the emblem. It represents that enduring support from our local businesses, parents, past alumni, and the various industries that till the rich, brown, agricultural soil that fuels the economic machinery in our locality. With these respective parties' support, our school has surpassed the unimaginable in a short time, both in construction growth and programs development.



## THE NATIONAL SECONDARY SCHOOL PHILOSOPHY OF EDUCATION

Belize is a multi-ethnic, multi-cultural, multi-lingual society. Education is fundamental to the overall development of Belize and one of the greatest safeguards of the freedom of our people, and the best guarantee of our spiritual, social, political, and economic well-being. While it is true that the Secondary education of the past served its recipients well, it must also be remembered, that the secondary education at that time was geared to meet the needs of the top ten percent of the nation's children. Today Secondary Education in Belize must be prepared to meet the needs and abilities of all our children. The future of education in Belize demands a philosophy of education that emphasizes the need to be relevant, accessible, and equitable to each individual in the process of his/her secondary schooling.

We believe that:

- Every child is entitled to a secondary education that will prepare his/her for life-long learning and active participation in the development of Belize and in a changing global environment.
- Every child is capable of learning and has potential that should be developed to the maximum, and educators must build on this assumption.
- Each child is equally valued, regardless of race, gender, political affiliation, religious belief, ethnicity, intellectual and physical ability or challenges and economic status.
- Each child is unique and develops in his or her own way.
- Secondary education in Belize should be relevant, equitable and accessible to all. In addition it should provide curricular arrangements and choices that ensure that cultural, ethnic and gender needs are appropriately addressed.
- Secondary education in Belize must labour to develop a spiritual, morally, physically, intellectually, emotionally, and ethnically sound individual.
- Secondary school students vary in natural ability. Secondary schools in Belize should, therefore, provide opportunities and programs which are adapted to varying abilities, which provide opportunities for students to develop differing personal and socially useful talents, and which will help students achieve the highest possible standards.
- Secondary education is a shared venture which involves parents, students and management as well as state, church, businesses, and the wider community. The well-being of the child can best be served by maintaining a strong partnership between the school and all these relevant stakeholders.



## I.H.S. PHILOSOPHY OF EDUCATION



Independence High School values change through a renewed emphasis on innovation given the complexity of today's world. Our success depends on the strength and quality of collaborative relationships. As such, we strive to influence and motivate teachers, parents, students and administrators to achieve educational goals by means of creating a shared culture and shared values.





## MISSION STATEMENT



Independence High School is a Government Co-educational institution, dedicated to the wholesome development of the mental, spiritual and physical needs of its multi-cultural student population.

Through relevant programs, qualified and dedicated staff and community stakeholders, and the utilization of advanced technology, it will provide equal access to education and opportunities for its students to develop good moral character, pursue academic excellence, develop problem-solving skills and grow into knowledgeable, open minded, creative and confident young men and women as citizens of Belize as well as in the changing, dynamic global community.

## VISION STATEMENT



To work with all stakeholders to provide for the educational needs of a diverse student body by offering relevant programs that foster the development of knowledge, skills, values and attitudes. These are necessary for meaningful employment and a holistic formation important to pursue further training and to lead meaningful lives as citizens of Belize and the global community.



## BELIZE NATIONAL ANTHEM

O, Land of the free by the Carib Sea,  
Our manhood we pledge to thy liberty  
No tyrants here linger, despot must flee  
This tranquil haven of democracy  
The blood of our sires which hollows the sod,  
Brought freedom from slavery oppression's rod  
By the might of truth and the grace of God.  
No longer shall we be hewers of wood.

### *Chorus:*

Arise! Ye sons of the Baymen's clan,  
Put on your armors, clear the land!  
Drive back the tyrants let despots flee-  
Land of the free by the Carib Sea!

Nature has blessed thee with wealth untold,  
O'er mountains and valleys where prairies roll;  
Our fathers, the Baymen, valiant and bold  
Drove back the invaders; this heritage hold  
From proud Rio Hondo to old Sarstoon,  
Through coral isle, over blue lagoon;  
Keep watch with the angels, the stars and moon;  
For freedom comes tomorrow's noon.

*By: Samuel Haynes*



## I.H.S. SCHOOL SONG

Where the stately pine tree  
shelters us,  
And as champions  
we stand tall  
As we marched along in victory  
Standing conquerors of them all.

As the eastern sun  
shines bright on us.  
Every ray brings true delight  
With our hearts and minds  
we cherish.  
Our Independence High

While our gardens  
beautify our school  
We make sure our work is done  
To succeed in everything we do.  
Making sure our battle's won.

So with motivated hearts we sing  
Though the steps we take are high  
Keeping faith, always believing  
Exalting Independence High  
Exalting Independence High.

*By: Natasha Cabral*



## SCHOOL RULES AND REGULATIONS

All Students of I.H.S. must comply with the following Rules and Regulations

- **Procedure for entering the school grounds**

- a. Students will be checked upon entering the school campus at the main entrance for security purposes.
- b. Security personnel, Punctuality and Level Coordinators will conduct regular uniform inspection of all students in the morning. This process will be supervised by the Vice Principal of students' affairs.
- c. Areas to be monitored are:
  1. Uniform
  2. Identification Cards
  3. Punctuality

### 1. Punctuality/Tardiness

- a. Be seated in class by 7:50 a.m.; after 7:50 a.m. students should obtain a late slip issued by the punctuality coordinator. For any other tardiness to class (e.g. after breaks), students should obtain a late slip issued by the Vice Principal of student affairs.
- b. The third offence of tardiness to school in the morning in a semester will result in a verbal notification of parent/guardian.
- c. The fifth offence of tardiness to school in the morning in a semester will result in a written note inviting parent for an audience.
- d. The eighth offence of tardiness warrants a one day in-school detention and an audience with the vice-principal of student affairs.
- e. Tardiness exceeding eight times will be forwarded and dealt with directly by the principal.

### 2. Attendance

- a. Students should be present and accounted for at all sessions and school related functions at all times except for illness and genuine emergencies.
- b. All absences for an illness require a note signed by a medical practitioner or parent/guardian upon return to school. All other absences require a note signed by the parent/guardian.
- c. If a student does not have a written note from the parent/guardian after being absent, the student must obtain a note from the Vice Principal that is responsible for the respective level to remain in class.
- d. After five absences in one semester the parent/guardian comes in for an audience with the vice-principal/Homeroom teacher. Absences exceeding five days will be addressed by the principal of the school.
- e. Ten percent (10%) of absences in a semester may result in a student receiving an incomplete for the semester. Consideration may be given for absences that result from a medical outbreak e.g. Conjunctivitis (pink eye) and Varicella (chicken pox).
- f. A student who is absent from school for twenty percent (20%) of school days due to illness may be asked to withdraw with the option of returning the following year.

### 3. Personal Attire

- a. All students are required to be properly attired in school uniform for regular classes

- and at all designated official school functions.
- b. If a student must attend school/school functions without the required uniform or a component thereof, he/she must present a written note from parent/guardian and must be decently dressed.
  - c. Students are NOT to play any games/sports or conduct agriculture practical while wearing their school uniform. They are to ensure the use of their Physical Education uniform and a T-shirt is worn for agriculture practical.
  - d. Epaulets must be sewn on shoulder of shirts.
  - e. A student, who shows up without proper uniform will, in the first and second instance, be excused on the strength of a legitimate note from parents. Thereafter the administration will intervene, communicate with parent(s) and make arrangements to resolve this issue as soon as possible.
  - f. Students are not allowed to wear excessive jewelries. One chain, one ring, one bracelet, one pair of small earrings (girls) is allowed. No anklets nor chokers are allowed. Jewelries in excess of those mentioned will be confiscated and a minimum fine of \$5.00 will be charged to reclaim each piece of jewelry confiscated.
  - g. Male students must be properly groomed, that is, beard must be neatly shaved/trimmed, hair neatly cut, of acceptable length, combed and without any mark, Mohawk or excessive style (see page 17). They must not wear any earrings during regular school hours or during official school functions, if not it will be confiscated and the minimum fine above will be charged to reclaim each piece.
  - h. Female students are not allowed to use acrylic or gel nails with or without colorful nail polish. Similarly, the use of colored lip gloss and any form of make up during school hours is not allowed. This includes excess beads in hair, hair dyes, and long extensions that do not match original hair color.
  - i. No visible tattoos are encouraged/allowed. In a case where this may occur and the student is allowed to remain in school, the student will need to cover the tattoo with an acceptable apparel.

#### **4. Interpersonal Relationships**

- a. Mutual respect and good healthy relationships is required between teachers and students both in and out of school.
- b. Stealing from another student or damaging his /her property will result in an automatic suspension and paying for the item or returning it in good conditions. A repeat offender may be subject to exclusion. A student reportedly involved in stealing or other criminal activities, will, if proven guilty, be dealt with as the laws of Belize stipulate. The high school method of dealing with the case is set in rule # 16a.

#### **Policy on Students' Petting**

- a. Students caught petting, kissing, hugging and fondling on campus or off campus shall be given up to three days suspension and undergo counseling.
- b. A continuation of such behavior may result in those students not being allowed to be in company of each other on campus.

#### **5. After School Hours**

- a. All students enrolled at I.H.S. are required to be home at 9:00 p.m. daily. In our present very dangerous society, our children should not be out at night except

accompanied by a parent to and from the function. Penalties for students found out of their homes after 9:00 p.m. will be subject to the following:

1st Violation - 1 day suspension

2nd Violation - 3 days suspension

3rd Violation - 5 days suspension

Student surpassing 3 is subject to exclusion

## **6. Weapons**

- a. No dangerous tools are allowed on campus, unless authorized by a teacher or the principal. These tools include knives, scissors, ice picks or any sharp objects.
- b. Any student found in possession of a firearm will be expelled.

## **7. Student Finance**

- a. Only students not in arrears will be able to receive report cards. All bills must therefore be paid on or before distribution of mid-semester reports.
- b. Report Cards, Diplomas, Transcripts or Recommendations will not be issued to any student who has arrears with Independence High School, or is in possession of school property.

## **8. Alcohol and Drug Use**

- a. No students are allowed to consume or be in possession of any kind of alcoholic beverages. Any student found guilty of breaking this rule will in the first instance be subjected to three (3) days automatic suspension, a meeting with parent/guardian, meeting with counselor/community health worker to educate on the effects of alcohol.
- b. A second offence leads to a one-week (5 days) automatic suspension with continued counseling. A third offence may lead to exclusion.
- c. A student found guilty of using or possessing drugs will be subject to a minimum of two weeks (10 days) automatic suspension with counseling. A second offence results in an automatic exclusion.
- d. Students are not allowed to smoke or use tobacco in any form. When found guilty, the suspension protocol will be applied as seen above.
- e. In the best interest of the student body and the institution, students showing symptoms indicative of use of illegal substances may be subject to mandatory blood or urine test. Parents or other representatives will be informed prior to these tests and are encouraged to be present as witnesses along with institutional representatives.
- f. A student or class or selected students may be interviewed or searched by a Justice of the Peace, the Administration or police if the circumstances warrant such an exercise. Relevant personnel such as the Homeroom teacher, Principal or Vice-Principal must always be present for these exercises.

## **9. Dances/Public Functions**

- a. Parents are NOT to allow their child to attend public dances. Parents are NOT to allow their child to visit any place (bar, disco, pool room) where alcoholic beverages are sold and consumed on the premises. Parents are to further disallow their child from serving or buying alcoholic beverages at any venue where these are sold; the same applies if the child works in a family run establishment. Any student found guilty of breaking these rules will in the first instance be subject to a three (3) days automatic suspension. A second offence will result in an automatic one-week (5 days) suspension. A third offence may result in an immediate exclusion.

**10. Pregnancy/Abortion**

- a. A student who commits an abortion will be expelled immediately. If credible reports of a student surface regarding pregnancy and or abortion, the student is subject to a mandatory test that must be performed by a certified medical practitioner. Parents/Guardians will be invited to be present for such tests.
- b. Any student who becomes pregnant in the last semester of a school year will be allowed to complete all scholastic obligations leading up to promotion or obtaining her diploma. Attendance to school is restricted to where the pregnancy is not too noticeable and that the student is living with her parents.

**11 Classroom Rules**

- a. There is to be absolutely no playing, eating or running in classroom; classrooms are to be locked during break sessions. Any students found guilty of doing these must be taken out immediately by the teacher(s) on break supervision and the case reported to the administration.
- b. Students should not enter any classroom other than their own without permission.
- c. If a student should need to leave class for any reason, he/she must obtain a PASS from the subject teacher.

**12. School Property/Facilities**

- a. The facilities of the school must be wisely used and protected at all times. Any damage or negligent use of facilities, such as writing on walls, marking desks, damaging chairs or deliberately damaging any part of the campus will result in punishment of the offender which will be decided by the Principal in collaboration with the homeroom teacher.

**13. Leaving Campus**

- a. Students are not allowed to leave campus, without a written permission signed by the Principal or Vice Principals.
- b. Students will ONLY be allowed to leave campus for appointments with the doctor, nurse, dentist etc., if they have a written note from parents/guardians. On their return from receiving any medical attention, they must present relevant documents from the pertinent medical authorities.

**14. Communications/Devices**

- a. Students are now encouraged to bring electronic devices (cellular phones, laptop computer, tablets, etc.) on campus for educational purposes. These devices should be turned off in class unless permission is granted by the subject teacher. Inappropriate use of devices will result in confiscation of the item until the parents comes in along with the child to review expectations. A second offense will result in parent coming in and paying a fine of \$25. A third offense will result in a conference with the principal.
- b. Be aware of what you post online. Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see. If your posting brings disrepute to the image of the institution, penal measures as stated in rule 16 (A) will be taken.

**15. Collection of funds in the School's name**

- a. No student, class, teacher or group is authorized to collect any money or



donations on behalf of the school without the written permission of the principal or without a document to which his/her signature is affixed. In case of students, this will result in an immediate exclusion.

## 16. Exclusion

- a. Students are expected to comply with all school rules and regulations and any reported or known unacceptable behavior (fighting, drug related offences, stealing, sexual misconduct, and any breaking of the school rules) that reflects discredit on the school's philosophy or objectives. Failure to comply will be punished following the suspension protocol and in severe instances it will result in exclusion.
- b. Exclusion entails that a student will be put out of school indefinitely with the possibility of readmission at a later time. Grave offences or the acquisition of three (3) or more suspensions may lead to an automatic exclusion at any time.

## 17. Involvement in Sports

- a. Students who wish to be involved in any sporting program are expected to meet all academic requirements and must not display any unacceptable behavior in order to qualify for participation in sports and to represent the school in regional and national competitions. Consideration may be given to students who are marginally failing no more than two (2) subjects provided that the child attends extra classes with subject teacher(s) or a member of the sports committee.
- b. Students who are currently repeating a school year, will be suspended from participating in any sports for a portion or the entire repeating year, pending semester evaluations reflecting where the child has redeemed him/herself academically.

The administration has taken the liberty of identifying for you, those specific areas in our school rules that are considered Non-negotiable behaviors. This means that should your child involve him/herself in any of the said behaviors, he/she will be excluded or expelled from the high School. These include:

- **Possession and use of illegal drugs**
- **Peddling and/ or sharing of illegal drugs**
- **Drinking (3 or more Offenses)**
- **Possession of firearm**
- **Attending Public Functions (3 or more offenses)**
- **Abortion**

## BASIC REMINDERS FOR THE FEMALE DRESS CODE



### HAIR

- Must be combed and neatly kept
- Must remain its natural color
- No excessive attachment in the hair

### JEWELLERY

- One small ear ring, one chain and one ring allowed.

### ID'S

Must be worn at all times while on campus

### BLOUSE

- Must be white and neatly kept
- It must be loosely fitted.
- Undershirt must be white

### PANTS/SKIRT

- Pants and skirt must be brown and loosely fitted
- Pants foot must have a diameter of 7.5 inches.
- Skirt must be three inches below the knee.

### SOCKS

- Must be white and above the ankle.

### FOOTWEAR

- Must be fully black



## BASIC REMINDERS FOR THE MALE DRESS CODE



### HAIR

- Must be neat and well-kept
- Must remain its natural color
- No marking in the hair

### • JEWELLERY

- **NO EAR RING**, one chain and one ring allowed.

### ID'S

Must be worn at all times while on campus

### SHIRTS

- Must be white and neatly kept
- It must be loosely fitted.
- Undershirt must be white

### PANTS

- Pants must be brown and loosely fitted
- Pants foot must be 7.5 inches in diameter

### SOCKS

- Must be white and above the ankle.

### FOOTWEAR

- Must be fully black

## HAIR STYLES - MALE STUDENTS

The hair for our male students must be properly groomed, that is, beard must be neatly shaved/trimmed, hair neatly cut, combed and without any mark, Mohawk or excessive style.

We, the administration and staff of Independence High School have taken the liberty to identify exemplary hair styles from the various ethnic groups so that we can all have a clear understanding of the rule.

### CREOLE/GARIFUNA



### MAYAN



### HISPANIC



### EAST INDIAN



## BOARD OF GOVERNORS

The composition of the Board of Governors is in accordance with the Handbook of Policies and Procedures for School Services. It is constituted as follows:

- a) the principal and Dean who are ex-officio members;
- b) two representative of the staff selected by the staff – 1 from I.H.S./1 from I.J.C.
- c) one representative of parents elected at a PTA meeting;
- d) one representatives from feeder primary schools;
- e) two representatives of the alumni selected by the Principal and staff – 1 from I.H.S./1 from I.J.C.
- f) 4 Proprietor Representatives
- g) One representative selected by the governing authority of the municipality
- h) One representative of the ministry of education

I.H.S BOARD MEMBERS	
<b>MR. OMAR LONGSWORTH</b>	Principal –Secretary
<b>MRS. MARIE YOUNG</b>	Dean
<b>MRS. ELMAROSE LAMBEY</b>	Staff Representative - IJC
<b>MRS. ABIGAIL PARHAM-</b>	Staff Representative – I.H.S.
<b>MR. DOMINGO VALERIO</b>	Parent Representative
<b>MR. VINCENT NUNEZ</b>	Feeder School Representative
<b>MR. KENT PARHAM</b>	Village Council Representative – V. Chair
<b>MR. RUSSEL LAMBERT</b>	MOE Representative
<b>MR. PHIL PETE CASTANEDA</b>	Alumni Representative – I.H.S.
<b>MR. KENROY WESTBY</b>	Alumni Representative – I.J.C. - Treasurer
<b>MR. DERRICK GARCIA</b>	Proprietor Representative - Chairman
<b>MR. EMILIO ZABANEH</b>	Proprietor Representative
<b>MR. JOSE ALEMAN</b>	Proprietor Representative
<b>MRS. CINDY LINAREZ</b>	Proprietor representative



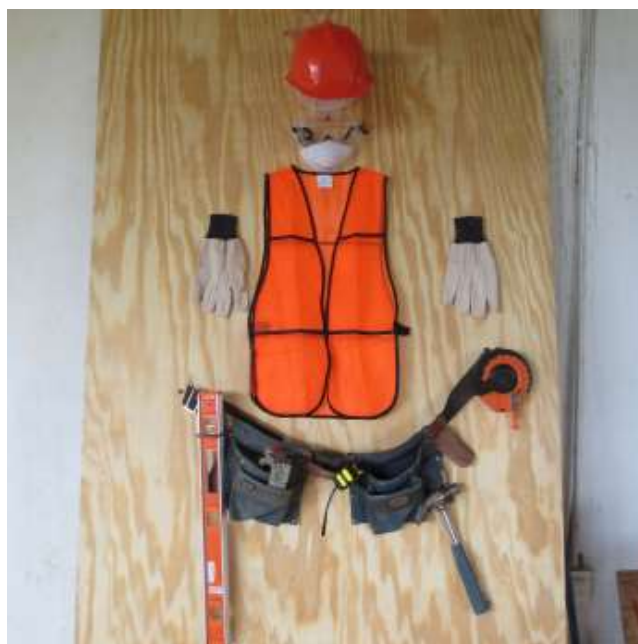
## COMMUNITY SERVICE

“Community service is altruistic and is a vital part of many small communities. Getting involved in your community makes it healthier and livelier. Things which could be considered community service include tutoring children, building homes in low-income areas, assisting the elderly, socializing animals at animal shelters, contributing to the operations of volunteer fire departments and emergency services, or helping with civic beautification” (WiseGeek, 2011).

In our mission statement, Independence High School as an institution pledges to provide every opportunity for its students to develop good moral character, pursue academic excellence, develop problem-solving skills and grow into knowledgeable, open minded, creative and confident young men and women. Therefore, this new and revised community service format will lend itself to develop our students' community-centered learning and appreciation for giving back to their communities that have and are supporting them in their pursuit of education.

This program is intended to be carried out by third form students of Independence High School and will be implemented in two phases: Christmas Break and Summer Break. Before school reopens for the new school year, administration will send out letters to each community that it serves; informing them of the community service program and that students and teachers may seek their assistance, as well as ask for their kind cooperation and understanding.

During the first week of classes, third form students will be oriented on the program and will be asked to sign up (for either phase) with members of the community service committee. N.B only half of the third form population will be able to do their project in each phase. The members of the community service committee will, within a week, meet with the respective students of each phase.



## THE STUDENT COUNCIL

It is the belief of the Administration and Staff of I.H.S. that the student body should have some input in the planning and implementation of activities and development that exist at I.H.S. Some of these responsibilities will be given to the student through its student council.

### DESCRIPTION OF COUNCIL

The council will be comprised of President, Vice-president, Secretary and Treasurer, to be selected from among the Class Presidents. The President must be a 2<sup>nd</sup> or 3<sup>rd</sup> form student since 4<sup>th</sup> formers are usually overwhelmed with work associated with graduation. All other members of the Council will be selected from 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> forms only. In addition to the aforementioned members of the Student Council, seven (7) prefects will be chosen from among all the presidents.

The council shall hold office for a period of two school years after which a new council is elected; the outgoing president will function as an ex-officio member on the newly elected Student Council. Nominations are expected by the beginning of the second week of September; after which students will be given 2 weeks to campaign. Elections will then be held, in a democratic fashion, in the last week of September; All students are expected to vote. The swearing in of student council members, should take place by the first week of October.

### FUNCTIONS OF THE COUNCIL

1. Hold meetings at least once a month or as is necessary to review development and discuss plans on important issues.
2. Report its business/decisions, etc. through the student president to teacher in charge of Student Services. This teacher will in turn convey such recommendation to the Administration and Staff.
3. Plan annual student activities.
4. Organize and conduct sessions to ensure that school rules are known and obeyed.
5. Organize sessions to help students with academic, financial or behavioral problems.

### CRITERIA FOR ELEGIBILITY OF STUDENT COUNCIL OFFICE

1. Students office holders must have an obligation to demonstrate academic involvement, achievement and progress.
2. All students' office holders must maintain a minimum Average of 70%.
3. Students must be articulate and be prepared to make presentations on behalf of the school and student body at all times.
4. Students office holders must be a student at Independence High School.
5. Student office holders must NOT be on academic, disciplinary or administrative probation.

## FUNCTION OF STUDENT COUNCIL PRESIDENT

- Serve as the head of the council
- To air out all students' grievances to the administration for solving.
- To make sure that all students are comfortable in the school with the teachers and all the prefects, so that they can learn smoothly.
- Sit in staff and Board meeting (subject to approval) to voice students' concerns, especially when it is the general consensus of the student body that no other avenues exist through which to create the desired change.
- Coordinate all activities of the Student Council.
- Seek to ensure that students are aware of school rules and that they are obeyed.
- Plan with his/her council, activities for the student body.
- Make annual plans and activities and submit these for approval to Vice Principal – Student Affairs.
- Be responsible for scheduling and running all meetings of the council
- Oversee the general operation of the members and to ensure their duties are being fulfilled
- When necessary, initiate voting on council matters

### The Vice President shall:

- Be responsible for upholding the Council's Constitution and By-laws
- Evaluate all Student Council proceedings, events, and activities, to ensure they are in-line with the expectation of policies of the school.
- During general meetings, the Vice President will be responsible for taking general notes on the board and ensuring the meeting is running smoothly, and effectively, and that all present members are sufficiently engaged

### The Secretary shall:

- Be responsible for writing and distributing an agenda for each meeting.
- Maintain records of official minutes for all Meetings.
- Report on the previous meeting's minutes at each meeting before submitting them as official record
- Report progress made in any council goals, activities, or events

### The Treasurer shall:

- Be responsible for reporting at each meeting the status of the council's budget. This information shall include profits, expenditures, and available revenue.
- Advise the council on any matters potentially involving fundraising or the use of council funds

## SCHOOL PREFECTS

Prefects are students who are basically an extension of the school administration and are utilized to enforce school regulations. Prefects are usually chosen because of their maturity, leadership qualities and good behavior, so being chosen as a prefect, while it has its limitations, is considered an honor.

### DUTIES AND FUNCTION

- School prefects can serve as a liaison between students and teachers, helping both to get their sides heard and understood, and speaking on behalf of students who are too shy, frightened or cynical to speak for themselves.
- Prefects are often used to pass on information to the students, both formally and informally.
- Prefects are used as buzzer monitors. They ensure no one is outside of classes, unless they are authorized.
- Prefects are counted on to enforce the school rules and to report infractions to teachers or administrators.



## INTRAMURAL SPORTS

### HOUSE COORDINATORS/MEMBERS

#### EMPATHY (YELLOW) 2E

HOUSE LEADER: LEOMAR LONGSWORTH

SHERMAINE YOUNG  
ROMINA POP  
ANITA SMITH  
CURTIS GODOY  
JOSHUA TECK  
STEVEN CHUN

#### EXCELLENCE (RED) 1E

HOUSE LEADER: MARLON MELENDREZ

APOLONIO MAI  
WILMA LONGSWORTH  
GERMAN TZUL  
FLORENTINA SANCHEZ  
MARGARITA JUAREZ  
GLADYS WOOLERY

#### HONESTY (PURPLE) 2H

HOUSE LEADER: M. YOUNG

SHANNON AUGUSTINE  
VANITA BARDALEZ  
KARL BURKE  
JENARO LOZANO  
VILMA VILLANUEVA  
CONSTANCIO TEUL

#### JUSTICE (BLUE) 1J

HOUSE LEADER: DELANO PALACIO

LUWANI LAMBEY  
LUCERO BARBOSA  
KELLY WESTBY  
DENISHA BURGESS  
ADIN XOL  
DEON WESTBY

#### PATRIOTISM (ORANGE) 2P

HOUSE LEADER: PROFILIO TEUL

JEFFREND REYES  
DEVON RAMOS  
ANELE GUZMAN  
LILIA VILLARMA  
DOROTHY CHOC  
PATRICIA POP

#### RESPECT (GREY) 1R

HOUSE LEADER: ALDOS FOREMAN

GENARO CHIAO  
TIANA FELIX  
LYNETTE DUBON  
ELMAROSE LAMBEY  
CAREENA ROBINSON  
ANSUCION TUSH

#### RESPONSIBILITY (GREEN) 1R

HOUSE LEADER: BART ELLIS

CARLOS HUITZ	ALVA KEN
SHARON MONROY	ISEVERIO SALAM
LEAH LOPEZ	JAPHET TORRES

#### **PROGRAM COORDINATORS (2020 -2021)**

HEAD - ANTONIO BAPTIST  
JAVIER VASQUEZ



## STUDENT AND PARENT INFORMATION

### PREAMBLE

Based on the Education Rules we are mandated to “establish and promulgate rules and regulations governing the responsibilities, behavior and dress code of students. Such regulations shall dictate the behavior, dress and responsibilities of students while at school but may also impose school-related responsibilities and dictate general comportment while not at school.”

### ASSEMBLY

Each class is responsible for organizing and presenting an assembly which should last between twenty to thirty minutes. The assembly should consist of the following:

- Raising of the flag and singing of the national anthem
- A scripture reading followed by a prayer
- A theme that should be portrayed and expounded on
- A safety tip for the week

Assemblies begin five minutes after homeroom period and all are required to be punctual and in attendance. Students are to be attentive and respectful during assembly. Caps are not to be worn during this time.

### BICYCLES

Students bringing their bicycles to school are to ensure that it is properly locked and parked in the designated areas (bike racks). The school is not responsible for lost or stolen bicycles. Bicycles are not to be ridden on school grounds during regular school hours. Failure to comply will result in bicycle being locked up until parents come in to retrieve it.

### CHANGE OF ADDRESS

If you have a change of address or a change in phone number at any time after completion of registration, or throughout the school year, you should notify the office immediately.

### CLASSROOM CODE OF CONDUCT

For learning to take place in the classroom, a certain level of discipline must be exercised by the students. Although we recognize that “kids will be kids” and a certain level of mischief will exist, students must realize that poor discipline in the classroom causes them to be non-productive and has a negative effect on everyone.

Students are thus expected to:

1. Observe a code of conduct befitting all citizens by the use of proper language, etiquette and appearance.
2. Be prompt in arriving to their assigned places.
3. Keep their desk, their classroom, and their surroundings tidy and orderly.
4. Refrain from eating in the classroom.
5. Have their textbooks, supplies, and equipment.
6. Do their homework.
7. Respect their teachers, even when they disagree.
8. Respect themselves and the worth and dignity of others.
9. Respect the rights of fellow students.
10. Devote all their energies toward realizing their potential.

11. Refrain from being loud in and out of class.
12. Follow school rules and regulations.

### COMPUTER ETHICS

Students have access to the computer facilities at I.H.S. The computers are to be used for school related work only. The same applies if students choose to bring their personal computers (laptops). Students must ensure the safety of their laptops; the school is not responsible for lost or stolen laptops.

Computers must never be used:

- To tamper with other people's files
- To look through other people's files
- To play or download games
- To access social networks (facebook, hi5, twitter)
- To steal information (hacking)
- To access pornographic materials

### COUNSELING

I.H.S. has two school counselors whose major role is for personal counseling (confidential discussions of personal concerns or crisis). However, educational and career counseling is also provided. Students may seek the help of the counselor of their own initiative but teachers or parents can also recommend the students for counseling.

### SCHOOL NURSE

In the case of minor medical circumstances (headache, diarrhea, menstrual issues, minor cuts and bruises, etc), students can visit the office of the school nurse. However, students must first obtain teacher's pass or a note from the Vice Principal of students' affairs to see the nurse during class sessions; they can visit the nurse at their discretion only during break sessions. In the case of severe injury, trauma or illness students are referred to the Independence Polyclinic; parents/guardians will be notified in the event the student is transferred for treatment. To facilitate this process, parents are advised to ensure that their child/children obtain a valid social security card and provide a copy of it to the administrative office.

### LIBRARY SERVICES

Students can access the services of the library and/or librarian for purposes of research, investigation or recreational reading during break sessions or after school hours. During class sessions, subject teachers may make arrangements for a particular class to visit the library to utilize resources.

Currently, the I.H.S. library is equipped with encyclopedias, magazines, novels, academic related books, newspapers and over ten (10) fully equipped desktop computers. Students also have the option of signing out books or other resources provided that they are returned in good condition on the date established upon extraction. In the event that extracted resources are not returned on the due date established, a small fine of \$1.00/ per day will be charged. Students must pay the imposed fine before being allowed the option of extracting further resources. Copy and printing services are also provided to students at a cost of \$0.25 per page.

## CAMPUS SECURITY

Independence High School is currently in the process of upgrading its security system. Currently there are two security officers on staff equipped with metal detectors who execute routine inspections of students at the main entrance, students around the campus during school hours and campus hotspots.

The security officers are also charged with the responsibility of identifying, logging and tagging of visitors. All visitors must obtain a visitor's pass in order to gain access to campus grounds. The security officers also reserve the right to deny the entrance of any visitor pending confirmation by administration.

## OTHER RELEVANT INFORMATION

### FUND RAISING

Students are required to participate in fund-raising activities either by selling tickets for raffles, food sales, etc. or by making direct contributions if they are unable to do so because of their religious affiliation.

### ID CARDS

Each student will be issued an ID card at the beginning of the school year. This must be worn at all times when on campus and while attending any school related activities. Students may not be allowed on campus without an ID card.

*If the card is lost it must be replaced at the student's expense.*



## DETENTIONS

### DETENTION

All detentions are served on school Days and can be for a duration of two hours (2) between 3:00 and 5:00 p.m. Provision may also be allotted for detentions to be held during break times depending on the severity of the infraction (left to the discretion of the admin.). During a suspension, a student is disallowed from participating in all school related activities. Suspensions can also be served on Saturdays from 8:30 – 3:00 once provisions are made with the parent and admin.

Detentions and suspensions will be supervised by designated staff personnel. The librarian/detention and suspension coordinator will provide a reminder to students who are to report for detention.

### STUDENT SUPPORT COMMITTEE

The Student Support Committee, which comprises of five members, shall convene to consider serious disciplinary problems and make recommendations to the Board.

The five members are: The Vice-Principal of student affairs, one parent from the PTA Executive and two staff representatives, a senior level teacher and a junior level teacher and a member of the Board of Governors.



## BEHAVIORAL PLAN

- The behavioral plan will categorize the different levels of infraction. Each level of infractions will be complimented with its corresponding level of consequences.
- Consequences are itemized to minimize what can appear to be biased judgment calls by different teachers. You can choose to be lenient (no one will be held accountable); otherwise, you need to follow protocol.
- In the case where a child has exhausted all levels for a particular infraction/consequence and the problem persists, the child will be referred to counseling or other professional support. If the problem continues, the child will need to sit with the principal and eventually the disciplinary committee to either find solutions or eventually recommend exclusion.
- Level 1 and 2 are considered minor infractions and during the intervention process a minor infraction form is used for documentation purposes (See Appendix i)
- Level 3 are major infractions, during the intervention process a major infraction form is used for documentation purposes (See Appendix ii)
- When students are sent to the office due to continuous violation of similar/same infractions, they will be required to fill a form for reflection purposes (See Appendix iii)
- When students are referred to the counselor, a referral form is filled out (See Appendix iv)

Level One Infractions	Level One Consequences
<b>Type A:</b> <ol style="list-style-type: none"> <li>1. Breaking class rules</li> <li>2. Sleeping in Class</li> <li>3. Out of seat without permission</li> <li>4. Wasting time</li> <li>5. Tardy</li> <li>6. Noisy/talking without permission</li> <li>7. Cursing (accidental)</li> <li>8. Pushing and running in corridors</li> <li>9. Assembly misbehaviors</li> </ol>	<ol style="list-style-type: none"> <li>1. Warning and remind students of rules</li> <li>2. Put student away from class setting for 10 minutes; student is to write a reflection on the situation and suggest solutions to the problem (Appendix v for Reflection form)</li> <li>3. Refer student to VP to be Logged in the abacus and refer child to counseling</li> <li>4. Keep student in after school for detention and will not be allowed in class until a parent, student &amp; teacher conference is held witnessed/arranged by an administrator</li> </ol>
<b>Type B:</b> <ol style="list-style-type: none"> <li>1. Lack of school supplies</li> <li>2. Incomplete assignment</li> <li>3. Throwing objects</li> <li>4. Excessive use of restroom</li> </ol>	<ol style="list-style-type: none"> <li>1. Warning (student/teacher conference)</li> <li>2. Send to Vice – Principal which may follow by a verbal warning, advise &amp; logging or a detention depending on student's cooperation</li> </ol>

5. Not following Dress Code (note should be given to student to remain in class) 6. In class during break or any other time when they should be at a lab/agriculture/expressive art etc. 7. Not following proper procedures when it's time to visit the nurse or use the bathroom	3. Call parents (parent, student, teacher & administrator conference) followed by counseling 4. Keep student in after school for detention and will not be allowed in class until a parent, student & teacher conference is held witnessed/arranged by an administrator
<b>Type C:</b>  Use of makeup	1. Make up should be removed by students, accessories taken away and turned in to the office 2. Send student to VP who will log the situation and follow same procedures as above 3. Same procedures as in 2 plus detention 4. Call parents for a conference 5. Detention
<b>Type D:</b>  Not having I.D	1. A note will be provided by HR for the for two offences 2. At the third offence, students will be sent to the office to purchase an I.D 3. Call parent (parent/student/teacher/vice- principal conference)

<b>Level Two Infractions</b>	<b>Level Two Consequences</b>
<b>Type A:</b>  Using electronics/cell phone	1. Confiscate electronics and hand in to V. P in which parents will be required to come in to claim the item 2. Send to vice- Principal in which parent will be required to come in and pay a fee of \$25 3. Call parents (parent, student, teacher and vice- principal conference). The phone will be confiscated until the end of the semester or a minimum of one month if the phone is confiscated at the end of first semester and pay a fee of \$25. In case of the phone being confiscated at the end of the second semester, the parent will need to come in to retrieve it and pay a fee of \$25
<b>Type B:</b> 1. Tardy with disruption 2. Chronic class disruption 3. Leaving class without permission 4. Not showing up for in class detention 5. Refusal to follow instructions 6. Misuse of equipment and /or classroom materials	1. Warning (student/teacher conference and log in the abacus) 2. Send to vice-Principal for advice and logging of situation 3. Send to vice-principal for detention followed by counseling 4. Call parents (parent/student/teacher/vice- principal

7. Intentionally missing class 8. Bus violations 9. Defiance/Disrespect to teacher/ Talking back 10. Habitual tardiness 11. Minor destruction of school property 12. Lying 13. Teasing 14. Disrespect of teacher/student personal space and property	conference followed by a suspension and counseling) 5. Send to Principal 6. Session with Disciplinary committee
<b>Type C:</b>  Verbal sexual harassment	1. Warning /teen talk/ have student do in class apology to student / class /teacher and log in abacus 2. Send to vice – principal for advice/logging and counseling 3. Send to vice-principal for detention 4. Call parents (parent/student/teacher/vice- principal conference followed by a suspension and counseling) 5. Send to Principal 6. Session with Disciplinary committee
<b>Type D:</b>  Cheating and/or forgery	1. Allow students to complete assessment to avoid embarrassment. An investigation is carried out and if proven guilty, the child will be counseled and thereafter be allowed to sit assessment in a controlled environment 2. Send to vice-principal who will contact parent and inform them of the chronic behavior; if proven guilty, a zero will be recorded followed by counseling. The teacher is expected to strategize the test taking setting to further help the child 3. Call parent (parent, student, teacher & vice- principal conference), record zero and find professional help for the child
<b>Type E:</b>  Failure to do or complete home- work/assignment/Test/Quiz/Projects	1. Arrangements should be made by the teacher for the student to complete the assessment e.g., Put the student out of class to complete it or keep the child after school to do it 2. Send to respective Vice- Principal 3. Call parents (parent/student/teacher/vice- principal conference) and grade assessment after consultation with admin, given that conditions from the session are met 4. Parent will be called in to be informed of child's failure to complete work and a zero will be recorded

Level Three Infractions	Level Three Consequences
<b>Type A:</b> <ol style="list-style-type: none"> <li>1. Deliberate use of profanity</li> <li>2. Verbal threat(s) to student or teacher</li> <li>3. Lab safety violation (extreme)</li> <li>4. Theft</li> <li>5. Tantrum like or highly odd behavior</li> <li>6. Bullying (excessive esp. physical)/racism or other forms of discrimination/verbal aggression</li> <li>7. Runs from authority figures</li> <li>8. Deviant behaviors/misuse of school property or equipment student has no business with such as heavy or emergency equipment</li> </ol>	<ol style="list-style-type: none"> <li>1. Send to Vice-Principal which will result in immediate jug followed by counseling sessions</li> <li>2. Call parents (parent/student/administration conference) and will result in a suspension followed by counseling sessions</li> <li>3. Send to Principal</li> <li>4. Call Police Dept.</li> <li>5. Session with Disciplinary committee</li> </ol>
<b>Type B:</b> <ol style="list-style-type: none"> <li>1. Vandalism/Major destruction of school or other's property /graffiti</li> <li>2. Inappropriate use of matches and/or lighters on school property</li> <li>3. Verbal and/or physical threats</li> </ol>	<p>Send to principal to call parent (student repaint / rebuild/apologize/counseling) followed by a suspension or exclusion depending on gravity</p>
<b>Type C:</b> <ol style="list-style-type: none"> <li>1. Bomb threat</li> <li>2. Sexual harassment (physical)/sexual behavior</li> <li>3. Fighting/physical aggression</li> <li>4. Inappropriate representation of the school/disrepute including that of social media</li> <li>5. Leaving school campus without permission</li> <li>6. Drugs and /or alcohol/smoking</li> <li>7. Weapons</li> </ol>	<ol style="list-style-type: none"> <li>1. Send to Vice-Principal/ Principal/usually results in an immediate suspension and a session with parents followed by counseling sessions as well</li> <li>2. Conference with parent, child, admin and the police followed by counseling sessions</li> <li>3. Session with disciplinary committee</li> </ol>
<b>Type D:</b> <ol style="list-style-type: none"> <li>1. Defiance to administration or authority figures</li> <li>2. Refusal to do or complete any disciplinary measure</li> </ol>	<ol style="list-style-type: none"> <li>1. A conference with the parent followed by an apology and completion of any outstanding disciplinary measure</li> <li>2. Conference with parent with added disciplinary measure</li> <li>3. Session with disciplinary committee</li> </ol>
<b>Type E:</b> <ol style="list-style-type: none"> <li>1. Hacking or tampering in any way with grade program</li> <li>2. The use of cell phone or social media to lure outsiders to the campus that leads to any form of confrontation and put others in danger</li> </ol>	<ol style="list-style-type: none"> <li>1. A session with disciplinary committee, principal/vice principal and parent(s) to determine disciplinary measures and based on the gravity of the infraction it may result in or a combination of: removal from school activities, suspension, extended evening detentions, exclusion</li> </ol>

## EXTRA-CURRICULAR ACTIVITIES

Student involvement in extra-curricular activities at IHS is a privilege. Students are required to sustain an overall passing average while involved in extra-curricular activities, and at all times must comply with the expectations set down by the school.





## CREDIT HOURS PER SUBJECT

SUBJECTS	FORM 1	FORM 11	FORM 111	FORM 1V
ENGLISH	<sup>E</sup> 8/11	8	6	6
MATH	<sup>E</sup> 8/11	8	6	6
SPANISH	4	4	4	4
KEYBOARDING/I.T.	3	3	4	4
BELIZEAN STUDIES	5	5	STI/B/AG OTHERS/B/G 4 / 3 / 5	4 / 3 / 5
LIFE/STUDY SKILLS	2	2	OTHERS/G 1 2	OTHERS/G 1 2
REL. STUDIES	<sup>EMP/</sup> - / 2	2	-	-
INT. SCIENCE	4	4	-	-
HUMAN & SOCIAL BIOLOGY			A/G - B/T 5 4	A/G - B/T 5 4
P. E.	1	1	1	1
LITERATURE	-	-	A 6	A 6
HISTORY	-	-	A 6	A 6
AGRICULTURE & AGRIPROCESSING	<sup>EMP/</sup> - / 4	4	G/S 6	G/S 6
FOOD PREP & SERVICE			T 6	T 6
RECREATIONAL & SUST. TOURISM			T 4	T 4
P. O. B.	-	-	B/G 5	B/G 5
O. A.	-	-	B 4	B 4

P. O. A.	-	-	5/4	5/4
			B	AB
EDP & M			1	1
			S	S
BIOLOGY	-	-	6	6
			1/S	1/S
PHYSICS	-	-	3/6	3/6
			S	S
CHEMISTRY			6	6
			I	I
ELECTRICAL			5	5
			I	I
BUILDING CONST			5	5
			1	1
TECHNICAL DRAWING			5	5
EXPRESSIVE ARTS/MUSIC	-	2	-	-
CLUBS	1	1		
CREATIVE ARTS	2		-	-
ASSEMBLY/HOMEROOM	1	1	1	1

#### COMBINATION OF SUBJECTS FOR ARTS/BUSINESS

#### **4<sup>TH</sup> FORM**

##### BUSINESS

PRIN OF BUSINESS(5)

PRINCIPLES OF ACCOUNTS(5)

OFFICE ADMINISTRATION

##### ARTS

HISTORY (WOOD BLDG)

LITERATURE (WOOD BLDG)

SOCIAL STUDIES



## ACADEMIC INFORMATION

### CALCULATION OF REPORT CARD AVERAGE

The Credit hour system is used for the calculation of grades. For example, Henry James has the following results for semester I of 2009-2010.

Subject	Grade	x	Credit Hours	=	Total Points Obtained
Math	75	x	6	=	450
English	70	x	8	=	560
Int. Science	80	x	4	=	320
Spanish	90	x	4	=	360
Social Studies	78	x	4	=	312
Keyboarding	85	x	3	=	255
Agriculture	82	x	4	=	328
Rel. Studies	95	x	2	=	190
P.E.	92	x	1	=	92
Total			36		2,867

Total Points Obtained	÷	Total Credit Hours	=	Semester Average
2,867	÷	36	=	79.63

The average is rounded to one decimal point. i.e., 79.6

The same process is repeated for Semester II and yearly grades.

### PROMOTION CRITERIA

To qualify for promotion, a student:

- Must pass English and Mathematics
- Must not fail two majors
- Must not fail more than two subjects
- In cases where a child fails three(3) subjects, he/she will be allowed to sit summer class in one to be determined by the Administration based on feasibility of subject offering
- Must obtain an overall average equal to or greater than 60%

### GRADUATION REQUIREMENTS

To qualify for graduation, a student:

- Must have met promotion criteria
- Must do 40 hours of community service at either 3rd or 4th Form and 4 hours of school service.
- Must be in compliance with all rules and regulations of Independence High School
- Must attend Parents' Appreciation Night
- Must have attended our institution for a minimum of three years to qualify for any of the top three positions ie. Valedictorian, Salutatorian or Vote of Thanks.
- Is expected to comply with all graduation requirements. (Attending marching practice, use of proper dress code, attending singing practice.)
- Is required to uphold a strong value system indicative of a respectable citizen.



## HONOR GRADUATES

In order to graduate as an honor student, the student cumulative average for the four years must be equal to or greater than 85%. This earns the students the privilege to participate in the graduation exercise in a white gown as opposed to the other students who will march in the regular green gown.

## SELECTION OF TOP THREE STUDENTS FOR GRADUATION:

Valedictorian, Salutatorian and Vote of Thanks

Students become qualified for the top three positions primarily on an academic basis. The students' averages from first to fourth forms are being calculated in order to determine these positions. The averages are summed up and divided by four. The student with the highest cumulative average is awarded the valedictory position, the second highest is awarded the salutatory position and the third highest is awarded the vote of thanks position.

## HONOR ROLL

Honor Roll recognition is given to students who achieve an Average of 85% or above at the end of each semester.

## SUMMER CLASSES

A student is eligible for summer class if he/she fails:

- English and/or Mathematics
- two majors – will need to do summer class for one
- three (3) subjects – will need to do summer class for one to be determined by administration based on subject feasibility

This program starts after the distribution of final report cards and runs for two (2) weeks. The cost is dependent on the number of students doing the program. If a student should fail four or more subjects, he/she will have to repeat.

## Calculation of Grade

On completion of program, new Semester II and Yearly Averages are calculated (Old Semester 2 Average is replaced by the summer program average). For example, Henry James final result for Mathematics is as follows:

FORM II	SEMESTER I AVERAGE	SEMESTER II AVERAGE	OLD YEARLY AVERAGE	SUMMER PROGRAM AVERAGE	NEW SEMESTER II AVERAGE	NEW YEARLY AVERAGE
HENRY JAMES	54	60	57	74	74	64

(Semester I Average + New Semester II Average) / 2 = New Yearly Average

54 + 74 = 64



Henry James now qualifies to move on to the next level. An adjustment is made to Henry's Information Sheet on file. This is enacted as follows:

## INDEPENDENCE HIGH SCHOOL SUMMER PROGRAM – STUDENT RESULT FORM

STUDENT'S NAME: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

STATUS:

PROMOTED TO: \_\_\_\_\_

REPEAT FORM: \_\_\_\_\_

\_\_\_\_\_  
Omar Longworth (Mr.)  
Principal.

### OFFICE COPY - STUDENT FILE SUMMER PROGRAM 2017

STUDENT NAME	SEMESTER I AVERAGE	SEMESTER II AVERAGE	OLD YEARLY AVERAGE	SUMMER PROGRAM AVERAGE	NEW SEMESTER II AVERAGE	NEW YEARLY AVERAGE
HENRY JAMES	54	60	57	74	74	64

\_\_\_\_\_  
Omar Longworth (Mr.)  
**Principal.**

## ORIENTATION

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An orientation for all first form students is held during the first week of July. The program of activities is as follows:

Day 1 – students are introduced to their classes and Homeroom Teacher. Each Class is involved in the following:

- Preparation of duty list
- Checks on uniform
- Preparation and explanation of timetable
- Tour of campus
- Providing size of physical education uniform
- Taking of ID pictures
- Develop classroom rules
- Preparation of classrooms
- Discussion of school rules
- Discussion on general expectations

### HOMEROOM

All effort is made to provide students with a Homeroom Teacher who will work with them for the remainder of the school year.

Students are exposed to the following subject areas by teachers who will be teaching these students for the new school year. Subjects include:

English	4 periods
Math	4 periods
Spanish	3 periods
Social studies	2 periods
Science	3 periods
Information Technology	2 periods
Life Skills	2 periods

Day 1 - 2 – teaching of respective subject areas

Day 3 – parent/students/teachers appreciation day

First part of the day is intended for homeroom teachers to continue the familiarization process with their students. Surveys are conducted followed by an individual discussion with each student and the teacher.

Parents are asked to attend school for a familiarization session with teachers and students. This runs from 10:00 a.m. through 1:00 pm. and refreshments are served after formal session.

Day 4 - 5 - regular teaching of respective subject areas. A class function is to be organized by homeroom teachers for the second half of day 5.

Class	TEACHER
1A	Homeroom tr. 1
1B	Homeroom tr. 2
1C	Homeroom tr. 3
1D	Homeroom tr. 4
1E	Homeroom tr. 5
1F	Homeroom tr. 6
1G	Homeroom tr. 7

## HOMEROOM ACTIVITIES

Homeroom arrangement/duty list/uniform check/ check all data on class list/explanation of timetable

- P.E. teacher obtains sizes for P.E. Uniforms
- Picture taking for ID
- Discuss discipline plan and classroom rules
- Discuss ideas for preparation of classrooms
- Discuss class executives
- Discuss club listings
- Labeling of chairs with student name taped on back rest
- Fund raising activities – commitment to school
- Plan class function for Friday afternoon
- other matters as necessary

## COURSE OUTLINE

Each subject teacher is required to provide a plan of work for the two weeks of orientation. All content should be an introduction to the subject area to determine students' level and identify areas that will need to be dealt with.

## DIAGNOSTIC EXAMS

A diagnostic test is carried out in Mathematics to test the first form students' proficiency level. This will determine how teachers can develop lessons and implement differentiated learning with the objective of building students to be equally competent across the level. All first form students also participate in a diagnostic reading test to determine their reading level. If a student is reading at the acceptable standard, he/she is placed in the regular classroom setting. However, if the child's reading level is below the acceptable standard, he/she is placed in a reading support program to assist the child.

The reading diagnostic test focuses on elements such as:

1. Vocabulary
2. Effective reading Skills
3. Comprehension

Students who display deficiency in both Mathematics and English will be placed in a class with reduced subjects to focus on core subjects and be able to work on fundamental concepts in these courses and improve in competence for years to come at I.H.S. Once students have developed acceptable competence, they can be placed back into a regular classroom setting.

## ADDITIONAL INFORMATION

### REPETITION

A student may repeat twice during her/his time at our institution. The government of Belize will continue to pay tuition in full for a first-time repeater. If this student should fail again, the parent will be required to pay 35% of the cost to have her/his child repeat. For students in first and second form, the government of Belize does not pay subsidy for repeaters; thus, parents will need to cover this expense on their own once their child repeats.



## REGISTRATION PROCESS

For application to be processed, all applicants must present the following:

- A copy of Birth Certificate and Social Security Card. For non-Belizeans, a residency-card or passport is required.
- \$10.00 application fee for all applicants.
- P.S.E. results and standard VI report card.

### Payment of the following fees:

- \$20.00	Registration Fee for all students
- \$40.00	for Physical Education Uniform
- \$10.00	Identification Card
- \$10.00	Security Fee
- \$70.00	for school development (paper, furniture)
- \$37.00	Fundraising fee
- \$187.00	TOTAL

### PLUS

1st and 2nd Form Students

- \$200.00 semester fee for one year. (Sports, agriculture, lab, computer, typing, building)

3rd and 4th Form Students

- \$200.00 semester fee for one year. (Sports, agriculture, lab, computer, typing, building)

## CLUBS

In order to enhance the school spirit at our institution, we promote informal education through the idea of CLUBS. One session per week is allotted for the first and second form students to participate in a club activity of their choice. These students are given the opportunity to sign up and participate in these weekly organized activities by their club leaders and in turn receive a letter grade on their report cards.



MUSIC



SPORTS



ENVIRONMENTAL



CHESS



DANCE



TABLE GAMES



READING



YEARBOOK



DRAWING



POETRY



NEWSPAPER

## STAFF SCHOLARSHIP PROGRAM

The I.H.S. Staff Scholarship Program was developed out of an arrangement where staff members agreed to make a \$10 monthly contribution to a common fund. The funds pooled from this arrangement are used to provide financial assistance to deserving students from any of the 15 villages served by our institution. This program was developed on the premise that the beneficiary must be willing and prepared to work a specified number of hours per week in an area to be determined by the staff.

The scholarship will be granted on a year-to-year basis and retaining the scholarship is dependent on passing each year and also on maintaining very good behavior.

### TO QUALIFY, A STUDENT MUST:

- Be accepted at Independence High School
- Be prepared to work at school for a specified number of hours in a given area of need by the school.
- Has the economic need.
- Demonstrate an interest in community service.
- Demonstrate a positive attitude to education.
- Has the appropriate academic aptitude.
- Has good conduct
- Be recommended by a former teacher and a village leader.
- Write an essay of not more than 200 words indicating why he/she should be awarded the scholarship.

### Additional Financial Assistance Available for Students

1. Belize Telemedia Limited Scholarship Program
2. Belize Social Security Scholarship Program
3. Rotary Club scholarship (Peninsular students only)
4. Government of Belize Assistance Program
5. NGO's Scholarship Program



## TIME TABLE

Classes at Independence High School run for 40 minutes on an ordinary day. This means that students at all levels receive nine sessions on any given day.

40 MIN SCHEDULE	
TIME	CLASS
7:45-8:00	Homeroom
8:00 - 8:40	SESSION 1
8:40 - 9:20	SESSION 2
9:20 – 10:00	SESSION 3
10:00-10:30	BREAK
10:30 - 11:10	SESSION 4
11:10 - 11:50	SESSION 5
11:50 – 12:30	SESSION 6
12:30 - 1:00	BREAK
1:00 – 1:40	SESSION 7
1:40 – 2:20	SESSION 8
2:20 - 3:00	SESSION 9









## PERMISSION SLIP

A permission slip is used in the event students violates a particular code of conduct, requires permission to access first aid assistance or need to leave campus.

In the event a student is not properly attired, late, absent from class or needs first aid, a permission slip must be granted to the student before he/she enters the classroom setting. A note from a parent is required in some instances prior to the permission slip be granted by a member of staff.

If a student needs to leave campus for any apparent reason, he/she must access a permission slip from a member of the administration before leaving.

FOR OFFICIAL USE	FOR STUDENT USE
<b>INDEPENDENCE HIGH SCHOOL</b>	<b>INDEPENDENCE HIGH SCHOOL</b>
<b>PERMISSION SLIP</b>	<b>PERMISSION SLIP</b>
Name: _____	Name: _____
Date: ____/____/20__	Date: ____/____/20__
Class: 1____/2____/3____/4____	Class: 1____/2____/3____/4____
<b>INFRACTION</b>	<b>INFRACTION</b>
<input type="checkbox"/> Improper uniform	<input type="checkbox"/> Improper uniform
<input type="checkbox"/> Late	<input type="checkbox"/> Late
<input type="checkbox"/> Absent	<input type="checkbox"/> Absent
<input type="checkbox"/> Unable to do P.E.	<input type="checkbox"/> Unable to do P.E.
<input type="checkbox"/> Leaving Campus ( admin only)	<input type="checkbox"/> Leaving Campus ( admin only)
<input type="checkbox"/> First Aid	<input type="checkbox"/> First Aid
REASON: _____	REASON: _____
TR. / ADMIN: _____	TR. / ADMIN: _____
	
<b>FOR OFFICIAL USE</b>	<b>FOR STUDENT USE</b>
<b>INDEPENDENCE HIGH SCHOOL</b>	<b>INDEPENDENCE HIGH SCHOOL</b>
<b>PERMISSION SLIP</b>	<b>PERMISSION SLIP</b>
Name: _____	Name: _____
Date: ____/____/20__	Date: ____/____/20__
Class: 1____/2____/3____/4____	Class: 1____/2____/3____/4____
<b>INFRACTION</b>	<b>INFRACTION</b>
<input type="checkbox"/> Improper uniform	<input type="checkbox"/> Improper uniform
<input type="checkbox"/> Late	<input type="checkbox"/> Late
<input type="checkbox"/> Absent	<input type="checkbox"/> Absent
<input type="checkbox"/> Unable to do P.E.	<input type="checkbox"/> Unable to do P.E.
<input type="checkbox"/> Leaving Campus ( admin only)	<input type="checkbox"/> Leaving Campus ( admin only)
<input type="checkbox"/> First Aid	<input type="checkbox"/> First Aid
REASON: _____	REASON: _____
TR. / ADMIN: _____	TR. / ADMIN: _____
	

## SUGGESTIONS

Note: Please feel free to remove this page and present to the administration in order for us to review and take into consideration any suggestions you may have which may help us to further improve our student handbook.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## INSPIRATIONAL QUOTES

It is the mark of an educated mind to be able to entertain a thought without accepting it.

*Aristotle*

Education's purpose is to replace an empty mind with an open one.

*Malcolm S. Forbes*

Education is the ability to listen to almost anything without losing your temper or your self-confidence.

*Robert Frost*

In education it isn't how much you have committed to memory or even how much you know. It's being able to differentiate between what you do know and what you don't. It is knowing where to go to find out what you need to know and it's knowing how to use the information you get.

*William Feather*

The mind is not a vessel to be filled, but a fire to be ignited.

*Plutarch*

I hear, and I forget.

I see, and I remember.

I do, and I understand.

*Chinese Proverb*

The objective of education is to prepare the young to educate themselves throughout their lives.

*Robert Maynard Hutchins*

The kids in our classroom are infinitely more significant than the subject matter we teach.

*Meladee McCarty*

It is possible to store the mind with a million facts and still be entirely uneducated.

*Alec Bourn*

## SIGNATURES

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## Independence High School Discipline Report



Student's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Place of Incident: \_\_\_\_\_

Date of incident: \_\_\_\_\_

Principal/Vice Principal: \_\_\_\_\_

Phone Numbers: 523-2220/660-2768

### Parent or Guardian Notification

The following is to notify the parent or guardian that the above named student has violated the discipline code {see checked infraction(s)}. Please note the recommendation(s) provided and feel free to request additional information as to the incident or the corrective action(s) taken.

Infractions	Action(s) Taken
<input type="checkbox"/> Not reporting after school as directed	<input type="checkbox"/> Student verbally corrected
<input type="checkbox"/> Unauthorized absence from class	<input type="checkbox"/> Timeout and reflection
<input type="checkbox"/> No text book or class materials	<input type="checkbox"/> logged
<input type="checkbox"/> Chronic class tardiness	<input type="checkbox"/> Student referred to counseling
<input type="checkbox"/> Prone to mischief/disruptive	<input type="checkbox"/> Detention/Jug
<input type="checkbox"/> Disturbing class or other students	<input type="checkbox"/> Parent, student & teacher conference
<input type="checkbox"/> Damaged/defaced school property	<input type="checkbox"/> Suspension
<input type="checkbox"/> Disrespectful or discourteous to teachers	<input type="checkbox"/> Referral to disciplinary committee
<input type="checkbox"/> Antagonistic towards class routine	<input type="checkbox"/> Seek external support
<input type="checkbox"/> Running in classroom	<input type="checkbox"/> Exclusion
<input type="checkbox"/> Failure to observe class rules	Other: _____
<input type="checkbox"/> Harassment towards others	_____
<input type="checkbox"/> Hitting another student	_____
<input type="checkbox"/> Restless/inattentive	<b>Recommendations(s)</b>
<input type="checkbox"/> Excessive talking/loudness	<input type="checkbox"/> Warning issued
<input type="checkbox"/> Absenteeism	<input type="checkbox"/> Infraction filed
<input type="checkbox"/> Late to school	<input type="checkbox"/> Reimbursement for damaged
<input type="checkbox"/> Visiting night club/disco/ bar room	<input type="checkbox"/> Detention
<input type="checkbox"/> curfew violations	<input type="checkbox"/> Suspension
<input type="checkbox"/> Alcohol consumption/smoking tobacco	<input type="checkbox"/> Assigned after school time to complete work
<input type="checkbox"/> Fighting/Violent behavior	<input type="checkbox"/> Assigned probationary status
<input type="checkbox"/> Disrepute to school/self	<input type="checkbox"/> Referred to:
<input type="checkbox"/> Drug related case	Other: _____
	_____



**Additional Comments:**

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**Parents Acknowledgement of Discipline Report**

We/I have received the Discipline Report given to my child, \_\_\_\_\_ and will see that corrective actions be taken.

Signature of parent/ guardian: \_\_\_\_\_

Signature of child: \_\_\_\_\_

Date: \_\_\_\_\_



# Independence High School

## Major Infraction Incident Report



Name of student: ..... Class: .....

Date of Report: ..... Date of incident: .....

Place of incident: .....

Name of Parent & Contact #: .....

### Incident Report:

[illegible]

**Recommendation (s):**

.....  
.....  
.....  
.....

**Action(s) Taken**

.....  
.....

Student Name (Print): ..... Signature: ..... Date: .....

Parent Name (Print): ..... Signature: ..... Date: .....

Administrator (Print): ..... Signature: ..... Date: .....

Witness (Print): ..... Signature: ..... Date: .....

## Reflective Tool



Student Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

Complete the following statements:

1. One thing I like about myself is:

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2. One Thing I do very well is:

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3. A recent problem I have handled very well is:

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4. A value that I try to practice is:

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5. Something(s) I am handling better this year than last year is/are:

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6. I think that I have the courage to:

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7. One way I successfully control my emotions is by:

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9. People can count on me to:

---

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10. Those who know me are glad that I:

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11. A goal I want to achieve is:

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12. Challenges I am encountering at this moment:

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---

13. The reason why I found myself involved in this situation is because:

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---

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14. One important thing that I intend to do to avoid similar situations is:

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Student Signature: \_\_\_\_\_

Date:\_\_\_\_\_

INDEPENDENCE HIGH SCHOOL

Classroom Incident Report Form	
Student's Name: _____	Date: _____
Teacher: _____	Room: _____
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Refusing to work  <input type="checkbox"/> Throwing Items  <input type="checkbox"/> Disrupting with noises  <input type="checkbox"/> Teasing classmates  <input type="checkbox"/> Making inappropriate gestures  <input type="checkbox"/> sleeping  <input type="checkbox"/> Using inappropriate language  <input type="checkbox"/> Employing excessive and inappropriate attention-seeking behaviors </div> <div style="width: 50%;"> <input type="checkbox"/> Destroying property  <input type="checkbox"/> Talking without permission  <input type="checkbox"/> Refusing to follow directions  <input type="checkbox"/> Moving out of assigned area  <input type="checkbox"/> Using physical aggression </div> </div>	
Supporting Details: _____ _____ _____	
<b>Actions Taken:</b> <input type="checkbox"/> verbal warning <input type="checkbox"/> Peace Area <input type="checkbox"/> Buddy Teacher    _____ <input type="checkbox"/> Lunch Detention    _____ <input type="checkbox"/> Support    _____	
Parent Contact made on: _____ via: _____	
 Love and Learning	

Name of Counselor to Whom Case Is Referred: \_\_\_\_\_

Case Referred to Counselor by \_\_\_\_\_ Date: \_\_\_\_\_

COUNSELOR'S COMMENTS AFTER SESSION(S) WITH COUNSELEE(S): \_\_\_\_\_

\_\_\_\_\_

COUNSELOR'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_





TO PREPARE FOR LIFE