

National Anthem

Guard us with thy mighty hand
Keep us free from evil powers
Be our light through countless hours
To our leaders, Great Defender,
Grant true wisdom from above
Justice, truth be ours forever
Jamaica, land we love
Jamaica, Jamaica, Jamaica, land we love.

Teach us true respect for all
Stir response to duty's call
Strengthen us the weak to cherish
Give us vision lest we perish
Knowledge send us, Heavenly Father,
Grant true wisdom from above
Justice, truth be ours forever
Jamaica, land we love
Jamaica, Jamaica, Jamaica, land we love.

National Pledge for Schools

Before God and all mankind, I pledge the love and loyalty of my heart,
The wisdom and courage of my mind,
The strength and vigour of my body,
In the service of my fellow citizens.
I promise to stand up for Justice, Brotherhood and Peace,
To work diligently and creatively,
To think generously and honestly,
So that Jamaica may, under God,
Increase in beauty, fellowship and prosperity,
And play her part in advancing the welfare of the whole human race.

National song for Schools

I pledge my heart forever To serve with humble pride
This shining homeland ever, So long as earth abide
I pledge my heart this island, As God and faith shall live
My work, my strength My love and my loyalty to give
Oh green Isle of the Indies, Jamaica strong and free
Our vows and loyal promises, Oh heartland tis to thee

Table of Content

| | |
|------------------------------------------------------------------|-------|
| Vision Statement & Mission Statement..... | 1 |
| School Song | 2 |
| Personal Data | 3 |
| Board Chairman’s Message | 4 |
| Principal’s Message | 5 |
| Head Prefects’ Message..... | 6 |
| Statement of Commitment and Expectations | 7 |
| Our History | 8 |
| Administration | 9 |
| Motto and School’s Crest | 10 |
| Health Protocols..... | 11-13 |
| Electronic Devices..... | 13 |
| Admissions and Fees..... | 14 |
| Transfers, Repeating and Obtaining Documents..... | 15 |
| School Hours, Cafeteria and Assemblies..... | 16 |
| Uniform..... | 17-23 |
| Basic Expectations of Students..... | 23-25 |
| Social Grace Practices and Relationships..... | 25 |
| Disciplinary Guidelines..... | 26-34 |
| Academics..... | 35-38 |
| Sixth Form and Cap Subjects, Award System and Prize Giving | 38-39 |
| Valedictory Service..... | 40 |
| Clubs, Societies, House System and Sporting Activities..... | 41-42 |
| Library, Medical Facilities and Guidance and Counselling..... | 43 |
| Student Leadership..... | 44 |
| Appendix..... | 45-49 |

SAMPLE QUERY FORM FOR STUDENTS’ GRADES

NAME OF STUDENT: _____

FORM: _____

DATE: _____

I wish to query my child/ward’s 20____ Christmas Easter Summer

term grade for the subject _____.

OR

I wish to query the grade my child/ward received for the subject _____

in the Christmas Easter Summer 20____ Examination

The grade received is _____ which I believe to be incorrect

Name of parent/guardian: _____

Signature of parent/guardian: _____

Signature of child/ward: _____

1st-6th Form Merit Record

TERM 1

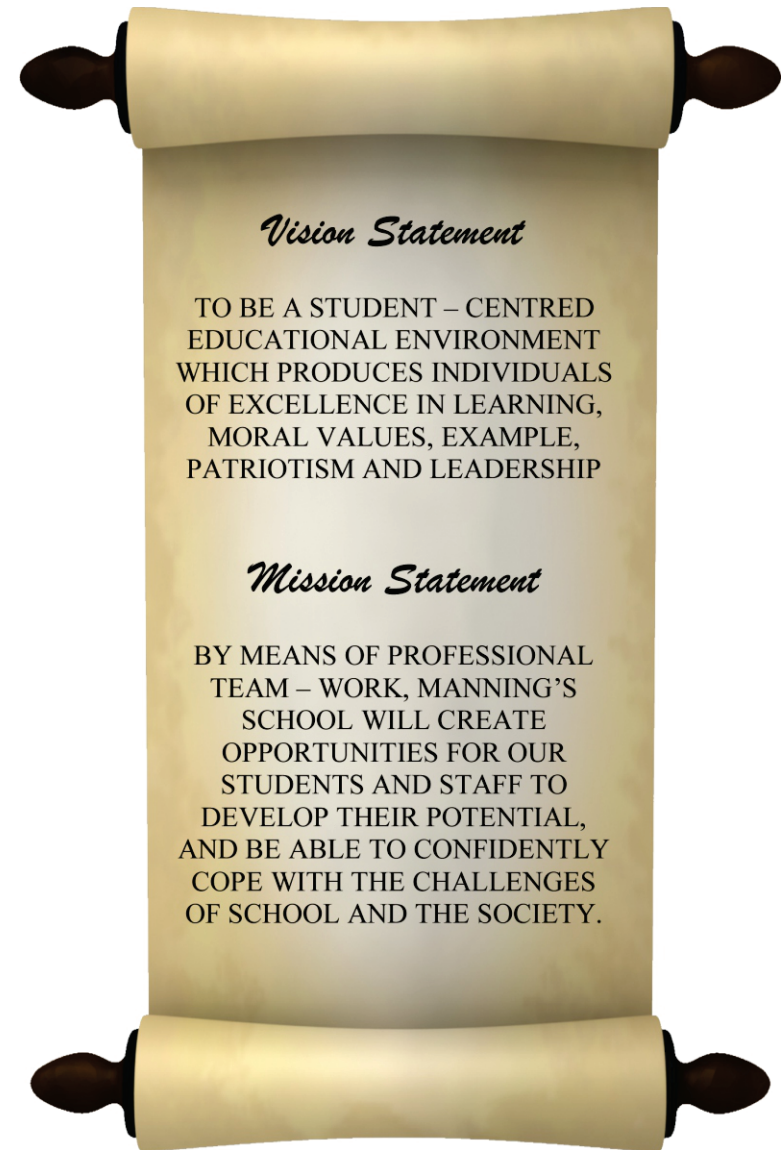
| | | | | | | | | | | | | | | | | | | | |
|--------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--------------|
| DATE | | | | | | | | | | | | | | | | | | | |
| MERIT CODE | | | | | | | | | | | | | | | | | | | <u>TOTAL</u> |
| POINTS | | | | | | | | | | | | | | | | | | | |
| TEACHER | | | | | | | | | | | | | | | | | | | |
| FORM TEACHER | | | | | | | | | | | | | | | | | | | |

TERM 2

| | | | | | | | | | | | | | | | | | | | |
|--------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--------------|
| DATE | | | | | | | | | | | | | | | | | | | |
| MERIT CODE | | | | | | | | | | | | | | | | | | | <u>TOTAL</u> |
| POINTS | | | | | | | | | | | | | | | | | | | |
| TEACHER | | | | | | | | | | | | | | | | | | | |
| FORM TEACHER | | | | | | | | | | | | | | | | | | | |

TERM 3

| | | | | | | | | | | | | | | | | | | | |
|--------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--------------|
| DATE | | | | | | | | | | | | | | | | | | | |
| MERIT CODE | | | | | | | | | | | | | | | | | | | <u>TOTAL</u> |
| POINTS | | | | | | | | | | | | | | | | | | | |
| TEACHER | | | | | | | | | | | | | | | | | | | |
| FORM TEACHER | | | | | | | | | | | | | | | | | | | |



School Song

Dear Manning's School, Our ancient light of learning,
In splendour shining over all the west,
For Thee Thy sons' and daughters' hearts are burning
With gladsome voice to tell they love Thee best
Westmoreland's Hope, Jamaica's march maintaining,
From days of yore Thou dost example set,
Thy sober task to teach without complaining
And, God be praised, Thou hast not faltered yet.

Thy lessons these, to love the land around Thee,
To learn from lore of science how to till;
Harness the streams and waters that surround Thee,
To love the trees the herb upon the hills.
To play with zest, to fight with strength and spirit
Defend the right and evil to eschew
With might and mein to hold what we inherit,
And for our sons to work for treasures new.

To lose with grace, with ne'er a frown or whimper
At referee's ruling or at umpire's word;
To show good taste and tact and keep our temper
To mind our talk nor gossip all we've heard
O School Of Ours, We Pledge Thee Our Devotion
O School Of Ours, Let This Be E'er Our Rule,
Where'er We Walk Or Sail On Land Or Ocean,
That We Remember Thee, Our Own Dear Manning's School.

(L. A. Prescod
Headmaster, 1949-1961)

To the tune of "The Londonderry Air"

| Code | The Thomas Manning Merit and Demerit System |
|----------|-----------------------------------------------------------------------------------------|
| D01 | Failure to follow staff instruction |
| D02 | Uniform Violations |
| D03 & 04 | Lateness for school and class |
| D05 | Unsafe actions (throwing objects, running, Rough housing in class or on campus) |
| D06 | Classroom disruption |
| D07 | Misconduct off the school compound (including on public transportation) |
| D08 | Habitual need of reminders |
| D09 | Being out of class without permission |
| D10 | Confiscation of electronics or cell phone |
| D11 | Destruction of personal or school property |
| D12 | Defiance to any school employee |
| D13 | Cheating, copying |
| D14 | Habitual, profanity or vulgarity |
| D15 | Rudeness or disrespect to any school employee, Volunteer, substitute teacher or student |
| D16 | Threatening |
| D17 | Discrimination |
| D18 | Fighting or encouraging bodily harm to another person |
| D19 | Possession of weapon or dangerous objects (including knives) |
| D20 | Stealing, receiving stolen property, extortion |
| D21 | Intimidating or harassing behaviour |
| D22 | Inflicting bodily harm |
| D23 | Being in an out of bounds area |

The Thomas Manning Merit and Demerit System

The Thomas Manning Merit and Demerit System is designed to encourage our students to strive to achieve their fullest potential and display positive virtues while simultaneously discouraging mediocre performance and anti-social behaviours.

Merits will be awarded to students who achieve or exemplify positive qualities while demerit points may be given to discourage negative behaviours. These points are entered on students’ reports as well as commented on in students’ recommendations, particularly when positive virtues are displayed.

| Code | The Thomas Manning Merit and Demerit System |
|-------------|----------------------------------------------------------|
| M01 | Attendance |
| M02 | Outstanding Participation in Extra Curricular activities |
| M03 | Outstanding Community Service Participation |
| M04 | Exemplary Conduct |
| M05 | Honour Roll Recognition |
| M06 | Helpfulness |
| M07 | Contribution to environmental enhancement |
| M08 | Parental Involvement at School Function |
| M09 | Parental Involvement in Students School life |
| M10 | PTA Meetings |
| M11 & M12 | Punctuality – to School and Class |
| M13 | Dress (Correct Uniform) |
| M14 | Preparedness for Class |
| M15 | Homework |
| M16 | Class work |
| M17 | Academic Improvement |
| M18 | Behavioural Improvement |



MANNING’S SCHOOL
 P.O. BOX 20, Savanna-la-mar, Westmoreland, Jamaica W.I.
 email: manningsschool@yahoo.com
 Telephone: 876-955-2634/2835
 Fax: 876-918-0656

PERSONAL DATA

Name: _____

Form: _____

Form Teacher: _____

Year Supervisor: _____

IN CASE OF EMERGENCY, PLEASE CONTACT

Name: _____

Relationship to student: _____

Telephone Number: _____

Allergies/ Illnesses: _____

Medication: _____

Board Chairman's Message



Mr. Moses Chybar

Congratulations! you are now a member of the Manning's School family, a community where everyone is equal regardless of name, race, colour, religion or gender.

At Manning's School, the standards are high and as you venture on a path to attain your academic goals, you are expected to do your best each and every day.

We foster an evolving culture epitomizing respect for each other, including but not limited to respect for the teachers, administration and ancillary staff, while vowing to protect property, furniture, equipment and tools of the school.

The Board of Management holds each student in the highest esteem and we encourage you to perform to the best of your ability in academics, extracurricular and curricular activities and to be a multifaceted student.

Collectively, we promote the spirit of learning and growing together by uniting and bonding together. We are committed to providing support for all stakeholders and to continue to improve the infrastructure and governance structure as we adapt to the dynamism of the external environment pivoted by the rapid changes taking place across the globe.

Manning's School is a noble institution that has produced professionals from all walks of life such as Doctors, Lawyers, Teachers, Nurses, Entrepreneurs, Pilots and Scientists, just to name a few. We are confident that you too will make a good career choice and will be a resounding success joining the elite group of graduates of this great institution.

Stay focused, stay disciplined, be truthful, be respectful, walk with dignity, pride and decorum and endeavor to be the best version of yourself twenty-four hours per day, whether at school, at home or at play.

The Board of Management takes great pleasure in a welcoming you to the high school of choice in Westmoreland where many have succeeded in meeting their career goals. Now is your time, make the best of it, go beyond the skies and achieve greatness.

APPENDIX

DM/OM FORM

Manning's School

P.O. Box. 20, Savanna la mar

DATE:

FORM:

STUDENT'S NAME: has been given one detention mark/ one order mark for poor behavior / late-coming / breaking school rules / academic work / poor attitude. This will be recorded on the student's report sheet and school file.

Steve Gordon Principal

School, Parent and Student Agreement (Contract)

N.B. Please read the "Disciplinary Guidelines" and complete the agreement below. This must be returned along with the application form and other documents, which will be placed on the student's file.

AGREEMENT FOR PARENT(S) / GUARDIAN(S)

We, _____

(PARENTS'/GUARDIANS' NAMES – USE BLOCK LETTERS)

Have read and understood the rules and guidelines. We agree to abide by them and do our part to ensure that our child,

(CHILD'S NAME – USE BLOCK LETTERS)

Observe them as long as he/she attends Manning's School.

Signed: Parent/Guardian _____

Date: _____

Student Leadership

The student government consist of elected and appointed students' representatives who support the staff in maintaining discipline among their peers and advocating for the rights of their colleagues. There are three major groups within this leadership – The Prefect Body, Students' Council, and the Form Captains.

C. The Prefect Body

The Prefect Body consists of the Head Boy, Head Girl, a Deputy Head Girl, Deputy Head Boy and Prefects. These students leaders are selected based on leadership ability, behavior and school standing. Their responsibility is to assist the staff in maintaining discipline among their peers.

B. Students' Council

The Students' Council consists of two elected students from each class. The Executive is elected by the students after a period of campaigning. They are responsible for leading the Councillors in advocating for the rights of the students. The President also sits on the Board of Management as the voice of the Student Body. The Students' Councillors also help to maintain order and discipline in students.

C. Form Captain

The Form Captains are elected by each class and function at the class level. They assist the Form Teachers in ensuring that students adhere to acceptable standards of conduct in and around the classroom.

Principal's Message



Mr. Steve Gordon

Welcome to the Manning's School family!

Manning's School has a continuing tradition of excellence which you as a student can be proud of. As one of the oldest high schools in Jamaica, we have the distinction of being a pioneer in educational leadership. Our innovative spirit and willingness to surpass boundaries, have enabled us to produce and continue to produce some of the nation's most outstanding men and women who have served OR are continuing to serve with distinction in every sector of society, nationally and internationally.

The current Covid-19 pandemic continues to have an impact on the way we operate as an institution. We implore you to abide by the health protocols that are outlined in this handbook and be guided by information from the Ministry of Health. By doing so, you will not be only protecting your own health, the health of the Manning's family and those you live with, but you will be playing your part in reducing and helping to eliminate the spread of this virus in Jamaica.

Now that you are a part of this great institution, you are expected to work diligently; set goals each term/year and aspire to achieve them. Students in partnership with parents are expected to add value to this noble institution while developing a spirit of loyalty and goodwill.

Manning's offers the unique opportunity of obtaining the optimal blend of academics, co-curricular activities, sports and culture. You only need to immerse yourself in the life of the school to gain this educational package. I therefore urge you to be an active and positive team player in all areas as you learn and appreciate the history and culture of Our Own Dear Manning's School. Pay homage to the rich legacy handed down by our forefathers, leaders and community members who have contributed immensely to the school you now hold dear. Respect the uniform you wear and hold fast to our motto- VITA SINE LITTERIS MORS EST ... Life Without Learning is Death!

Welcome to GREATNESS!

Welcome to MANNING'S SCHOOL!!!

Head Prefects' Message



Epic tales of bravery, heroic feats of strength, legendary battles between good and evil, traditional folktale to last the test of time and memories to last a lifetime, all began 'somewhere'. This is your high school experience 'somewhere'. This is Manning's. Welcome to the Blueblood Family. Congratulations for making it here!!

The outside world will recognize you right away as caretakers of history, seeing that our historic library, the Thomas Manning Building, is an embodiment of such. This is of course good; all beacons of excellence have their symbols. You are now a part of a long line of visionaries, change makers, innovators, etc.- who represent that symbol and the Manning's brand throughout Jamaica and the world, so we encourage you at all times to be mindful of this. You are now sitting at a table where greatness sat. Starting right now, everything you do can make the difference between harnessing the greatness that is in each and everyone of you or leaving it dormant.

While walking through the gates of Manning's School, you most likely experienced an overwhelming surge of emotions such as sadness, excitement, fear, uncertainty, among others. Great accomplishments like these warrant many different emotions and reactions. We implore you to have fun, perform well and keep adding to the legacy of greatness that we are known for. This place created, creates and will create legends. "So any stars and everybody gets to shine (Encanto 2021)."

Always keep in mind that the future WILL come in due time and no one knows what it holds. Here, you are equipped with some of the best teachers, facilities and opportunities to ensure the brightest of futures, so take advantage of that.

As you start your high school chapter here, I urge you to welcome and embrace the changes as these will add to your overall growth. William Shakespeare once said, "Some are born great, some achieve greatness and some have greatness thrust upon them." The world is now your oyster to take your pick of whatever way you want to choose to be great.

Welcome once again to 'The Manning's School' new bluebloods. Remember "When at Manning's do as the bluebloods do and when leaving Manning's take the lessons with you."

Library

The school library exists to support the Curriculum of the school in educating its students. Its core functions are to provide: Resources for curriculum support, and facilities for study and research.

Please Note: The library is open from 8:00 a.m. – 4:00 p.m. No food or drink is to be taken inside the library or consumed on the library building. The computers are for educational purposes only. Books must be used with care. Students will be required to replace lost, stolen or damaged books. Read carefully the library rules on entering the room.

Failure to observe the rules, including code of conduct, may result in disciplinary actions or the loss of privileges and/or access to the library.

Medical Facilities

The **School Nurse** deals with medical emergencies and other ailments affecting to entire school population. She also makes referrals to specialists and hospitals where necessary.

Parents/guardians should ensure that they inform the school in writing (on the Student's Application Form or otherwise at a later date) about students with asthma and other chronic illnesses, and that the students travel with their prescribed medication.

All students seen as patients at the sick bay are given a written pass to take to their respective classes. Students must use the sick bay for genuine cases only. Loitering, at the sick bay will not be tolerated.

Guidance and Counselling

There are two Guidance Counsellors available to assist in resolving personal or school-related concerns.

Students are encouraged to utilize the counseling services available to assist them in addressing matters such as academic performance, time management, study schedules, conduct, adjustment to a new environment, future career, interpersonal skills, family and social relations, sexuality, depression, preoccupation with weight and personal growth.

Counselling sessions are conducted by appointments which must be strictly kept and promptly attended.

First to Third forms are timetabled for one session of Guidance and Counselling each week.

House Devotions are held on the first and third Thursday of each month

| Name of House | House Colour | House Symbol | Meeting Place |
|---------------|--------------|--------------|--------------------------|
| Dickenson | Purple | Phoenix | Auditorium |
| Fiddler | Blue | Bulls | Rooms S1 & S2 |
| Clarke | Orange | Tigers | Art Room |
| Levy | White | Lions | West of Library |
| Prescod | Green | Pythons | Gen. Sci. Lab |
| Nicholson | Black | Knights | West of P Block |
| Neita | Red | Dragons | Opposite Lower Staffroom |
| Jackson | Yellow | Jaguars | A Block |

Sporting Activities

The school participates in most of the competitions organized by the Inter Secondary Schools' Sports Association (ISSA).

First Term:

- The boys compete in the Da'Costa Cup Competition
- The girls compete in netball competition in two categories: Juniors and Seniors

Second Term:

- Grace Headley Cup Cricket
- Western Track & Field Competitions for boys and girls
- Other Track & Field meets
- National Boys' and Girls' Athletic Championships
- Inter-House Sports Day
- Cheerleading Regionals Championships (Locally & Internationally)

Third Term:

- Volleyball
- Under 13 Netball Competitions
- Cheerleading National Finals

Other Inter-House sports competitions (football, volleyball, netball, cricket, basketball, etc.) are held throughout the school year. The CSEC Physical Education students assist in organizing these competitions as part of their SBA projects

Statement of Commitment and Expectations

The Board of Management, Administration, Teachers, Administrative and Ancillary Staff, Parents and the wider community of Manning's School hold our students in the highest esteem and encourage them to develop their innate talents, display self-respect for others and their property and care for the physical environment.

We are therefore committed to the mission and vision of the school.

We will do everything possible to preserve our rich legacy and maintain a disciplined learning environment. Thus any infractions of discipline on or off the school compound which will adversely affect the health of the school community will be appropriately dealt with.

School's Pledge

As a student of Manning's School and with God as my helper, I will endeavor to press on to success. I will cooperate with my teachers, obey the school rules and do all school work assigned to me. I will learn and exhibit good values and attitudes. All this will result in my success, the satisfaction of my teachers, and the praise of my parents and the whole family.

Our History

Manning's School, Jamaica's second oldest secondary school was founded in 1738. Provisions were made for the establishment of the school in the Will of Thomas Manning, a planter of Burnt Savannah in the parish of Westmoreland. In his Will which he penned in 1710, Thomas Manning left 14 Negroes and Indian slaves, 100 heads of cattle, two riding horses, two mares, two colts... and land to be used to establish a free school in the parish of Westmoreland.

The Will was signed by the then Governor's Secretary in Spanish Town and sent back to Westmoreland where it was signed by the Custos, John Guthrie. On July 19, 1738, by an act of the assembly which established the Manning's Trust, Manning's Free School, named after Thomas Manning was founded. It catered to white boys only from Westmoreland, who belonged to the plantocracy class. Its doors were closed to coloured boys and girls. About the time of Emancipation, provisions were made for six coloured boys to be admitted and in 1835 the then Principal, Rev. Daniel Fiddler, was successful in getting distinctions based on colour removed.

By the beginning of the 20th century, Manning's was providing education for boys and girls at the secondary level. The Old Building, an outstanding structure on the Manning's landscape served as the entire school in the early years. It has a history of its own as it has served as the staff room, 6th form room and first form block. Presently it houses the library, the senior Vice-Principal's office, the Evening School Office, a meeting room and a classroom. Students were exposed to various co-curricular activities which bore fruits. In the late 1960's the Drama and Cadet groups won several awards in the School's Drama Festival and the annual Cadet Inspection respectively. Several cadets were selected to represent the school overseas in the Annual Cadet Exchange programme. This period also saw the Girls' Track and Field Athletic Team winning the All – Island Athletic Championship twice and the Netball Team cupping the All Island Netball Championship Trophy.

In the late 1970's, the school got its auditorium, a metalwork, woodwork and technical room. There was also the introduction of technical and commercial subjects so that more students could be prepared for vocations in industry and commerce. Students have excelled in all subject areas. They have won scholarships or national and regional awards because of their performances in the sciences, technical and business subjects, home economics and the liberal arts.

Currently, students from several western parishes attend Manning's School. The population has grown from a mere eighty four (84) in 1738 to approximately 1800 in 2018. It has also seen twenty nine (29) headmasters from 1780 to its present principal, Mr. Steve Gordon.

Clubs and Societies

All students **MUST** be involved in at least one (1) co-curricular activity which may take the form of service clubs and societies, sporting or cultural activities. These include:

- 4H Club
- Athletics
- Cricket
- Cadet Unit
- Leo
- Girls Guides
- United Nation Club
- Chorale
- Key Club
- Debating Society
- Football
- Math Club
- Environmental Club
- I.S.C.F.
- Peer Counselling
- Performing Arts Society
- Interact Club
- Quiz Club
- Science Club
- Netball
- Students' Council
- Tourism Action Club
- Spanish Club
- Volleyball
- Manning 's Writers Club
- Junior Achievement / Business Society

House System

There are eight houses named in honour of former headmasters of the school.

House members consists of Students, Teachers, Administrative and Ancillary Staff.

The House System is not only about sporting activities but it is interwoven into other areas of school life. Students may contribute points to their houses based on their academic performance, their conduct, as well as their participation in organized competitions such as in culture, Spanish Quiz, Debating, Football, Cheerleading, Volleyball and others.

1. VALEDICTORY SERVICE

This service is held at the end of the Summer Term for all Fifth and Upper Sixth Form Students who satisfy the criteria below. The parents of those who do not qualify will be informed. Students are expected to wear a Mortar Board and a gown over their uniform at the Valedictory Service.

2. CRITERIA FOR VALEDICTORY SERVICE AND DINNER

- a. Students should have attended at least 90% of the total sessions for the school year. Where there is illness or other legitimate absence, support by written evidence on the students file, the Principal will assess the case.
- b. Students should have attended all classes timetabled and continued to attend until officially excused from them. Students should do all required S.B.A and school examinations.
- c. Students should not have been suspended during the Fourth, Fifth or Sixth form years.
- d. Student should have settled all fees.
- e. Student should have returned all school property.
- f. Student should not have a record of habitual disregard of school rules nor should the student have a record of poor behaviour.
- g. Student should not be involved in any activity which brings the school into disrepute

NOTE CAREFULLY:

- Students who do not meet the criteria for Valedictory Service will not be considered for repeating or for Sixth Form at Manning's.
- The school reserves the right to withhold recommendations, school records and transcripts for any student who does not display proper behaviour after being informed of his/her graduate status.

Administration

The school is managed by a Board of Management but the Principal is responsible for the day - to - day activities. He/She is assisted by two Vice-Principals; one for the general operation of the school and the other for academic related matters.

Senior Teachers play a major role in the smooth operation of the school. These include: Grade Supervisors, Culture Agent, Book Room Administrator, Prefect and Student Council Advisors and Head of Department.

Each year group, First to Sixth, is supervised by a Grade Supervisor while the Culture Agent ensures that students develop an appreciation for our culture. The Book Rental Administrator oversees the Book Rental Scheme and the Student Council and Prefects Advisors ensure that students receive the necessary support and guidance to function at their optimum.

The Bursar is responsible for the finances of the school while the Business and Students' Affairs Office Staff (Members of the Administrative Staff), undertake the vital role of clerical duties such as record keeping and preparation of documents. Administrative and Ancillary Staff members are supervised by Vice Principal for operations. Members of the Ancillary Staff provide a wide range of services including canteen services, maintenance and upkeep among others.

Our Motto

VITA SINE LITTERIS MORS EST

The motto is in latin and the English translations is “Life Without Learning is Death.”

This motto is very significant to our school family as it reflects our beliefs and philosophy that the pursuit of knowledge will empower us to embrace and overcome life’s challenges

Our Crest



Meanings of icons on the crest

The icons on the crest have historical meanings.

1. Head of the cow: the 100 heads of cattle left by Thomas Manning
2. Plant: Thomas Manning’s plantation
3. Book: represents learning. It also shows the year in which the school was established
4. Crocodile: inhabited the Cabarita River and nearby swamps close to Thomas Manning’s plantation
5. Water: Manning’s School is located close to the sea
6. Cross: symbolizes health (well-being of the school community)

Subjects Offered

Communication Studies/Caribbean Studies (one in each year) and three (3) other subjects usually from one of the following groups:

| GROUP 1 | GROUP 2 | GROUP 3 | GROUP 4 |
|----------------|---------------------|-------------------------|-------------------------|
| Spanish | Economics/F&N | Chemistry | Data Operation |
| Literature | Accounting | Physics | BPO |
| Geography/I.T. | Mgmt. of Business | Biology/En. Sci./E.E.T. | Floral arrangements |
| History | Sociology/Law/Spain | Mathematics | Renewable energy |
| Sociology/Law | Design Arts | Geography | Industrial Security Op. |
| | Information Tech. | Spanish | |

***BPO – Business Processing Outsourcing – (Rebranded Customer Engagement Operation)**

NB.

- a. Applicants are required to have a Grade One at CSEC in any subject they desire to pursue at the CAPE level.
- b. To do Sociology you need a pass in two (2) of the following subjects: Social Studies, History and Literature
- c. To do Economics you need a pass in Mathematics and /or P.O.B.
- d. To do M.O.B. you need a pass in Principles of Accounts.

N.B. The above is subject to revision. Sixth (6th) Form is selective. Application does not guarantee the applicant a place.

System of Awards Honour Roll

1. Students who have achieved at least 85% on the monthly assessment are placed on the School’s Honour Roll. They are publicly recognized by having their photographs placed on the Honour Roll Board and identified and recognized at General Assembly.
2. Recipients of awards (eg. Scholarships, CXC Awards, etc) are also recognized on the Honour Roll Board.

Prize Giving

An annual Prize Giving Ceremony is held to recognize students who have achieved excellence in academics and co – curricular activities.

Prize Giving is held in the Second Term of each School Year. Parents/guardians will be informed of the date and time by a letter from the school. They will also be invited to be in attendance at this ceremony to share in their children’s achievements.

N.B. Parents should make prior arrangements that will allow them to spend a part of Report Day to interact with teachers as it is very important for them to know as much as they can about their children/wards academic performance and conduct. The children of parents/guardians who fail to collect their reports on Report Day will be asked to remain at home until their reports have been collected

Parents are required to collect Summer Term reports in August at the General Office. Interim Reports will be given to 1st-4th Form students or parents might be asked to collect these.

Fifth and Sixth Formers will be given their Interim Report for the Christmas Term as well as their Easter Term Reports.

Please Note: At present, due to the Covid-19 pandemic, students and parents are required to view reports online via the myschool Jamaica website.

Querying of Grades

If a parent/guardian or student wishes to query a grade, he/she should do so no later than one (1) week after receiving the report. A Query Form should be obtained from the General Office, filled out with the required information and then returned to the General Office. If more than one subject is being queried, EACH subject should be submitted on a separate Query Form; eg. Two (2) subjects will require two (2) Query Forms.

A response in the form of a letter or another report will be given to the student in question if corrections/adjustments have to be made to the report or if there should be NO corrections/adjustments to the report.

N.B. Please see sample Query Form in the Appendix of this Handbook.

With the exception of Grades, any other issue with students' reports should be communicated to the Year Supervisor responsible for that particular Form.

SIXTHS FORM / CAP ENTRY CRITERIA AND PROGRAMME

Students who have done well in the CSEC examinations may apply for a space in Sixth Form. However, students should:

1. Have passes in seven (7) or more subjects (CSEC Grades 1 & 2 and G.C.E Grades A & B) with at least three Grade 1's and three Grades 2's.
2. Have passed at least five (5) subjects at one sitting.
3. Have passes in English and Mathematics
4. Not be 18 years of age before September of the year of entry.
5. Have a proof of good disciplinary record and positive overall attitude.
6. Select a skill from the CAP category which is mandatory

Health Protocols

1. All students entering the Manning's School compound **MUST** observe the guidelines posted on the sign at the main entrance. Failure to do so will result in non-entry.
2. It is mandatory that each student entering the compound wears a face mask. This mask should blend in with the student's uniform and should not bear any offensive or inappropriate language (Examples include: skulls marijuana leaves, expletives etc.)
3. All students **MUST** have their temperature checked by the person on duty as soon as they enter through the main gate.
4. Anyone having a temperature of 38° Celsius or greater will not be admitted in school but will be isolated and further processed by the nurse.
5. After temperature is checked, hands **MUST** be properly washed with soap at one of the sanitization stations provided by the school before proceeding any further on the school's compound.
6. Each student should take his/her own sanitizer (at least 62% alcohol-based) for frequent hand sanitizing during movement from one class to another after the bell rings.
7. Each student should take his/her own disposable wipes to assist with the sanitization of his/her various work areas.
8. At break and lunch times, all students **MUST** wash their hands thoroughly before and after eating, after using the bathroom and before returning to class.
9. Students are encouraged to take their break, lunches and beverages to limit large gatherings at the canteen and tuck shops.
10. With the exception of the classroom setting where the full six feet of physical distancing may not be feasible at all times, students are reminded that the physical distance of six (6) feet must be maintained at all other times.
11. All students **MUST** have their own books, pens, pencils, materials and equipment needed for school as nothing should be borrowed or shared with anyone.
12. Students **MUST** dispose of their garbage in the bins provided and **NOWHERE ELSE**. Afterwards they **MUST** wash their hands with soap.

14. If a student is having a cough, sneezing, or having any flu-like symptoms at home, he/she **MUST** stay home and self-isolate until that student recovers.
15. If a student is having a cough, sneezing, flu like symptoms or any respiratory problem while at school, he/she should inform a teacher and then go immediately to the assigned Medical Bay for isolation by the nurse. The parent/guardian will be notified.
16. If a student observes another student displaying the symptoms in number 15, please alert the nurse and then allow the nurse to take charge of the situation.
17. Disposables (paper towel, tissues, wet wipes, etc.) are recommended for persons sneezing or coughing which **MUST** be disposed of immediately in the bins provided.
18. It is recommended that students bring their medication with them to school.
19. No student should enter the staffrooms. Arrange with your teachers the best way to speak with them outside of class time.
20. Students **MUST** sanitize cover of books and their hands whenever teachers returned books to them.
21. If you are asked to place collected books on a desk outside the staffroom, sanitize your hands after doing so.
22. After school, there should be no loitering. Students **MUST** go straight home if they do not have evening classes.
23. Students who are waiting for evening classes, **MUST** wait either in the room where the class will be held or under the trees directly in front of the playfield. Students **MUST** maintain a physical distance of six (6) feet while waiting. If student are seen in other areas, **STRONG DISCIPLINARY ACTIONS** will be taken against you.

RE-SIT EXAMINATIONS

Students in First to Fourth Form who failed English Language and Mathematics in the official Internal December Examination will be required to attend Intervention Classes for at least two (2) months and then re-sit a new examination in February.

N . B .

- If a student fails the intervention examination but is promoted to the next Form for the new school year, that student will still have to attend intervention classes for the subject(s) he/she failed the previous year.
- Students who fail re-sit exam (in February) will have a mandatory Summer School, with the purpose of assisting them with area/s of concern. At the end of the summer school an intervention test will be given.

Students who fail *scheduled exam*, *re-sit exam* and then summer school make-up exam may be:

- asked to complete their studies at another institution that may be able to assist the student in the area in which the student is failing.
- **If a student is promoted to 4th Form but still fails intervention exams, that student** will be disqualified from participating in the 5th Form Valedictory Service.

The school leaving certificate of the student will not bear the subject/s the student has failed.

Kindly note, that all re-sit examinations will attract a cost.

Collection of Reports

Parents and guardians are required to collect their child's/ward's report twice per year; January and August. Parents/guardians who are unable to collect reports themselves are asked to send a letter of authorization with a responsible, properly identified adult. Students' reports **WILL NOT** be given to students or unauthorized persons.

The collection of the Christmas Term reports takes place in January of each school year for students in 1st-4th Form. Parents/guardians will be informed of the date by circular/letter which will be given to each student to take home.

Report Day begins at 8:30 a.m. in the auditorium with a general session where the Principal will speak to parents/guardians on matters concerning their children/wards. Thereafter, parents/guardians will collect reports from Form Teachers and then speak with subject teachers as well as Form Teachers about academic and behavioural concerns.

EXAMINATION GUIDELINES

For Forms 1- 4, the school sets two internal examinations per year - one at the end of the first term (December) and the other at the end of the school year (June). A report is written for both periods; a copy is given to parents and a copy placed on the student's file. An interim report for the Easter term will also be generated for Forms 1- 4

Fifth and Sixth Form students receive an Interim Report for Term **1**. In addition, Fifth Formers will be required to sit a mock (pre-CSEC) exam in the Second Term and an Easter Term Report will be done for this period. Sixth Form students will also receive an Easter Term report.

Students who absent themselves from examinations without adequate, written explanation will be graded **ZERO** for the particular paper. However, in mitigating circumstances, once valid proof of absence is provided students will be allowed to sit the Examination no later than **TWO (2)** days after the Examination was done. In the case of illness which lasts for more than **TWO DAYS**, the student will be given an absent for the particular subject(s) that he/she missed.

All students **MUST** attend at least 80% of all their classes, whether physical or online, in order to be allowed to sit their final examinations. **ONLY** in extenuating circumstances where there was prior communication with the Principal will consideration be given for a student to sit the final examination without completely fulfilling the above criterion.

Internal Examination Guidelines

Arrival at the Examination Room

1. Candidates are to arrive at the examination room at least fifteen minutes before the scheduled start of the examination.
2. Candidates must take to the examination room their own pens, pencils, eraser, ruler, etc. that they **NEED** for the examination. **Borrowing will be permitted.**

Late Arrivals

1. Candidates who arrive after the first 30 minutes of the exam **MAY NOT** be admitted to the examination room.
2. Candidates who arrive after the examination has started **WILL NOT** be given extra time

During the Examination

1. There must be no communication between students.
2. If the candidate needs assistance he/she must raise his/her hand to get the Invigilator's attention.
3. Both sides of the writing paper must be used.
4. A candidate who cheats **WILL** have his/her examination paper cancelled.

Leaving the Examination Room

1. No one is allowed to leave the room until the end of the time allotted for the paper **UNLESS** the invigilator deems it imperative that the candidate leaves the room.
2. Candidates must remain quietly in their seats until **ALL** papers are collected.

24. Students who are waiting for pick-up **MUST** wait at the front of the Thomas Manning Building and along the side opposite the front lawn.
25. No more than **TWO (2)** persons are allowed in the General Office at any one time.
26. Students who wish to enter the General Office are to wait in the designated area until you are allowed to do so. Students will be attended to on a 'first come, first served' basis.
27. You are required to sanitize your hands before you enter the General Office and stand in the marked area.
28. Students **MUST** have their own pens for writing purpose before you enter the office.
29. Students should not discriminate against others and they should keep themselves abreast with the most up-to-date information on Covid -19 from informed and verified sources.
30. Please note that the Guidance and Counselling Center is located in the Victor Lowe Building
31. The Nurse's Station is now located at the former Principal's Cottage.

Electronic Devices

1. Electronic devices **MUST NOT** be seen or heard during school hours. **ONLY** 4th-5th Form students are allowed to use electronic devices in classes that are supervised by their subject teachers.
2. 1st-3rd Form students are **NOT ALLOWED** to use electronic devices in classes.
3. No electronic device should be used by students for any other purpose except what is mentioned above.

Breach of these guidelines will result in the following:

- a) First Offence: Confiscation of device and a warning. Parents **MUST** collect device on Wednesdays, 2:00-3:00 p.m. OR Fridays, 3:00-3:30 p.m. at the General Office
 - b) Second Offence: Confiscation of device and detention
 - c) Third Offence: Confiscation of device, suspension and student banned from taking a device to school
 - d) After 3rd Offence if the student is seen with a device, he/she is liable to be taken to the School Board.
4. The school will take no responsibility for damaged, lost or stolen devices.

ADMISSIONS

Administrative Policies and Guidelines Admissions

Students are admitted mainly through the Ministry of Education's Primary Exit Profile (PEP) Examination. However, based on the availability of space and individual circumstances which will be assessed by the administrators, a very limited number of other students may be admitted

Registration: All new students will be provided with a number of forms:

- *Registration Documents
- *Questionnaire
- * School fee voucher
- *Medical Report form
- * Agreement for parents
- *Medical Consent form

The forms mentioned above should be completed and submitted with the documents listed below:

- * Immunization card
- * Certified copy of Birth Certificate
- * One recent passport size picture

FEES

SCHOOL INSURANCE

School insurance is provided by Sagicor Insurance Company and is payable at the school's bursar's department. All students MUST be insured and this MUST be renewed each year. Insurance is needed in the case of accidents, as well as for medical attention both at school and at home

All students are expected to pay Parent Support Contribution and User fees which cover the following:

1. PTA Fees
2. Sagicor Health Insurance
3. Identification card
4. School pins for girls and epaulettes for boys
5. Security, maintenance and special projects
6. LT. Laboratory

Payment for other goods and services may become necessary from time to time.

6. Academics

- 6.1 All prescribed classes are compulsory for all students and must be attended, once the child is not involved in another official school activity or is not under the care of the school nurse. Students must be in the area assigned for their class, whether the teacher is present or not.
- 6.2 Students must be properly prepared and equipped for all classes and must do all class work, homework, tests, projects etc.
- 6.3 Physical Education (P.E.) classes are compulsory for forms 1- 3 and the correct uniform must be used for these activities.
- 6.4 In cases where students are engaged in online learning and are experiencing technical difficulties, they should contact the systems administrator by calling 876-327-8779 whether at school or at home.

Academic Policies and Programmes Home and Class Work

The School requires that all students take full responsibility for their own learning and that they present to their teachers, on a consistent basis, class work and home work that are of an acceptable standard.

N.B. A child who is absent for more than ONE (1) week MUST report to the Principal.

Academic Performance & Grade Key

Each student's academic standing will be continuously assessed by means of regular test, homework and class. Twice for the first two terms and once in the third term, the student's cumulative grades will be entered on a Mark Sheet and will form a part of the student's permanent academic record. The school has established the following academic standards:-

Forms 1-5

| | |
|-------------------------|---------------------------|
| 90-100 = A Outstanding | 50- 56 = C Average |
| 84- 89 = A Excellent | 44- 49 = C- Below average |
| 76- 88 = B+ Very good | 38- 43 = D + Poor |
| 64- 75 = B- Fairly good | 34- 37 = D-Very Poor |
| 55- 59 = C+ Fair | 20- 29 = Failing |

Form 6

| | |
|------------------------------|-----------------------------|
| 91-100 = A+ Most Outstanding | 41- 45 = C Average |
| 75- 90 = A Outstanding | 36- 40 = C- Below average |
| 70- 74 = A Excellent | 31- 35 = D+ Passing |
| 61- 69 = B+ Very Good | 26- 30 = D Poor but passing |
| 56- 60 = B Good | 20- 25 = D- Failing |
| 46- 55 = C+ Fairly good | 1- 19 = Failing badly |

| | OFFENCE | SANCTION |
|------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| CATEGORY THREE | Stealing | Replacement of item & or Suspension/ Referral to Guidance Counsellor |
| | Extortion | Replacement of item & Suspension |
| | Use or possession of dangerous implements. These include guns, knives, sticks, scissors, broken bottles etc. | Confiscation/Suspension |
| | | |
| | Sale of prohibited goods | Confiscation/Suspension |
| | Possession and or use of dangerous or substances | Confiscation/ Suspension/ expulsion & Referral to Guidance Counsellor |
| | Engaging in sexual intercourse | Suspension/ Wear black/ Expulsion |
| | Soliciting sexual favours | Suspension/ Expulsion |
| | Wounding with intent | Pay for medical expenses/ suspension/ Expulsion |
| | Graffiti / Vandalism | Repaint area/ Restore area/ Order mark/ Suspension |
| | Indecent language | Suspension |
| | Indecent behavior on or off school grounds | Suspension/ Wear black/ Expulsion |
| | Causing serious injury | Suspension/ Expulsion |
| | Any illicit activities; eg. Smoking, gambling, partner plans | Suspension/ Expulsion |
| Rioting/ inciting riot | Suspension/ Expulsion | |
| All criminal acts | Suspension/ Expulsion | |

- *All sanctions are subject to the principal's discretion*

Kindly not that Category 3 offences are considered criminal matters and will also be reported to the police to ensure that the law takes its course.

For the three (3) categories of offences the following will apply:

Categories 1 & 2: **Repeat offenders in this category may be suspended and the matter reported to the school board.**

Category 3: Students who commit these acts will be reported to the administration where they are likely to be suspended, expelled and/or required to carry out community service. The matter will be reported to the school board.

In addition to the actions listed above other possible actions may be:

- Sending for parent/guardian
- Referring to Guidance Counsellor/ Probation officer/ Police
- Conflict resolution

A written report will be placed on the students file

A student may be suspended after getting

- Three detentions from category one
- Two detentions from category two or
- For committing any category three offence

TRANSFERS

Transfer of students from other schools may be allowed if:

- a) space is available
- b) the student's report card indicates good conduct and positive work attitude.

Students who are requesting a transfer from Manning's must:

- a) provide written request addressed to the Principal.
- b) hand over all school materials for example, rented books to the school.
- c) settle all accounts with the school
- d) on probation for the first year

REPEATING

The School has a 'no repeating' policy. The Principal, however, reserves the right to make exceptions to this policy at his/her discretion.

OBTAINING DOCUMENTS FROM THE SCHOOL

This service may be obtained at the Business and Students' Affairs Office (General Office). Services include the preparation of transcripts, recommendations, letters to Embassy, and other school and school-related documents.

COLLECTION OF DOCUMENT

1. Only authorized persons are allowed to collect documents on behalf of a student.

(a) Transcript: Students who require a transcript from the school must make their request at the Business and Students' Affairs Office. A fee is payable at the Bursar's Office for this service.

(b) Recommendations: Requests for recommendations must be made by completing the prescribed form at the Business and Students' Affairs Office.

(c) Document Search: over 1 year. This is at a cost to the individual.

(d) Letters to the Embassy. This is at a cost to the individual.

(e) Other letters may be requested at the Business and Students' Affairs Office – **no fee.**

(f) P.T.A Room: Offers computer related services and printing of materials. **Requests for documents must be made seven working days in advance, and every effort will be made to satisfy request. The fees are set by the Administration and are payable in advance.**

Financial matters are conducted in the **Bursar's Department**, and school items such as epaulettes, P.E. outfits, and school pins are sold there.

SCHOOL HOURS

Mondays, Tuesdays, Thursdays and Fridays 7:55 a.m. – 3 p.m.

Wednesday, 7:55 a.m. – 1:50 p.m. (Common planning time for teachers)

BREAK 9:30 a.m. – 9:55 a.m.

LOWER SCHOOL LUNCH 11:05 a.m. – 12:05 p.m.

UPPER SCHOOL LUNCH 12:05 p.m. – 1:05 p.m.

Cafeteria and Tuck Shops

These provide balanced nutritional meals daily for all members of the Manning's School family. Students can access cooked meals, snacks, juices, milk products, etc.

OPENING HOURS – 9:30 – 9:55 a.m. (**Break – All Year Groups**) and 11:05 – 12:05 (**Lunch – Forms 1-3**) and 12:05 – 1:05 (**Lunch – Forms 4-5**).

Sixth Form students may use these services during any of the above time periods.

Students are not allowed to purchase items outside the operational hours, unless they are given written permission from the school Nurse, Guidance Counsellors or Principal/Vice Principals.

ASSEMBLIES

Group Assembly serves to provide moral and spiritual education for our students, as well as to make announcements, give general instructions and register students.

General Assembly is held in the auditorium at 7:55 a.m. twice per week as follows

Mondays ... for First to Third Form Students

Wednesdays ... for Fourth to Sixth Form Students

Class Devotions are held on the other mornings, except the mornings when House Assemblies and Year Group Devotions are scheduled.

House Assemblies are held on first and third Thursdays of each month.

Year Group Devotions: Devotion is held for each year group once per month in the auditorium as follows:

Misdemeanours and Sanctions

Violations are categorized based on the severity of the misconduct. Each infraction is viewed as it relates to oneself and the school community at large. A Disciplinary Committee supervises this.

| | OFFENCE | SANCTION |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| CATEGORY ONE | Absent from school without a doctor's certificate or letter from parent/guardian | Ask to get letter |
| | Late for school or class | Detention mark/ Community service |
| | Talking during devotion | Detention mark/ Community service |
| | Idling during school time | Detention mark/ Community service |
| | Littering | Detention mark/ Community service/ Order mark |
| | Failure to complete assignments | Complete assignment/ Detention mark |
| | Eating on the street | Detention/ Community service/ Order mark |
| | Chewing/ eating during class | Public reprimand/ Detention mark |
| | Absent from devotion or class while at school | Disciplinary Report Card/Report to Guidance Counsellor. |
| CATEGORY TWO | Lying | Essay writing/ Public apology/ Detention mark |
| | Any breach of dress code | Sent to correct uniform/ Detention mark/ Suspension |
| | Possession of cell phone or other prohibited devices | Device confiscation/ Suspension |
| | Verbal / Physical abuse | Order mark/ Suspension |
| | Entertaining unauthorized visitors | Order mark/Community service |
| | Leaving campus during school time without a valid pass signed by the Principal/ Vice Principal or designate; or using fraudulent excuse. | Suspension |
| | Disrespect to any member of staff/student leader | Detention mark/ Community service/ Suspension |
| | Creating whatsapp groups for school purposes without having the subject teacher or parent involved | Detention mark/ Community service/ Suspension |
| Bullying / Cyber bullying | Referral to Guidance counsellor/ suspension/ expulsion | |
| Fighting | Order mark / suspension | |

Legislation Governing Student Behaviour

Page 20 Section 29 Paragraph 1-3

The Education Act of 1980 governs the operation of all Public Schools. As such, it is important that all parents/guardians and students are aware of its contents. Here are relevant extracts from the Education Act of 1980.

1. A student shall obey the rules of the school he/she is attending.
2. Where a student considers that he/she has been victimized or otherwise unfairly treated, he/she may appeal to the principal and if necessary, the Board.
3. Without prejudice to the powers of a principal under regulation 30, where a student breaches the rules of a school and if, after normal disciplinary actions and counseling have been taken, his/her behavior continues to be disruptive and wasteful of time and resources, the matter may be referred by the principal to the Student Council for their study and recommendation.

Pages 20 & 21 Section 30 Paragraph 1

1. The principal of a public educational institution may suspend from the institution, for a period not exceeding ten (10) days any student:-
 - (a) Whose conduct in his/her opinion is of such nature that his/her presence in that institution is having or is likely to have or is likely to have a detrimental effect on the discipline of the institution.
 - (b) Who commits any act, which causes injury to any member of staff or to any other student in that institution.
2. Where a principal suspends a student he/she shall forthwith:-
 - a. Give notice of the suspension to the Student Council and the parent or guardian of the student and
 - b. Make a report to the Board, stating the reasons for the suspension,
3. On receipt of the report referred to in paragraph (2) (b), the Board of a public educational institution shall, during the period of the suspension, investigate the matter and may, after investigation:-
 - a. Reinstatement the student with or without a reprimand or a warning to the student and where appropriate, to his/her parent/guardian.
 - b. Suspend the student for a further period not exceeding five school days beyond the period of suspension already given or
 - c. Instruct the principal to exclude permanently the student from attending that institution and shall inform the Minister of such action.
4. At any hearing by the Board into the conduct of a student who has been suspended, the student and parent or guardian shall have the right to be present and if the student is aggrieved by a decision of the Board, he/she may appeal to the Minister.
5. A student who has been permanently excluded for disciplinary reasons from a public educational institution may be admitted to another public educational institution if a confidential report of the circumstances surrounding the exclusion is given to the principal of that other institution.
6. Where, in the opinion of the principal, the behavior of the student appears to be abnormal, the principal may, with approval of the parent or guardian, report the matter to the Minister who shall take steps to ensure that specialist opinion and treatment is obtained for the student.
7. Except in special cases, a student shall only be suspended or excluded from a public educational institution after other efforts have been made to attend an improvement in the conduct of the student.

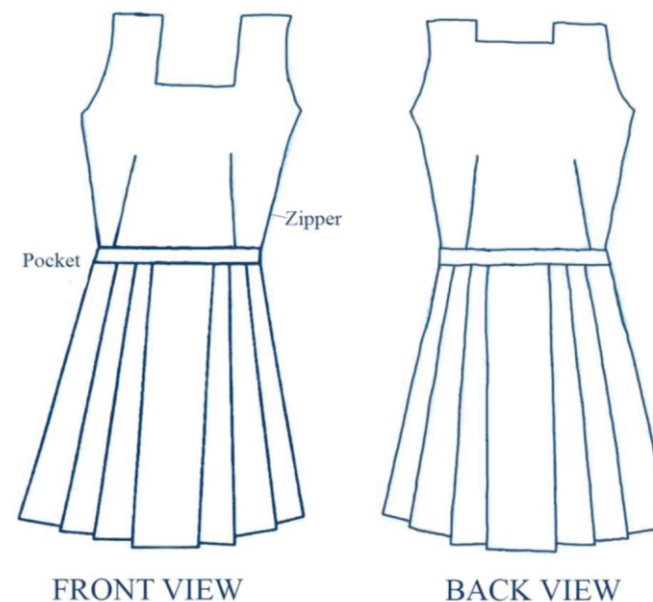
First Friday ... First Form Students
Second Friday ... Second Form Students
Third Friday ... Third Form Students
Third Tuesdays ... Fourth Form Students
Fourth Friday ... Fifth Form Students
Fourth Thursday ... Sixth Form Students

UNIFORM

School uniforms as prescribed on pattern given are to be worn on all school days and to all school outings and school functions. Students not in school uniform must bring a letter from their parent/guardian explaining why. For girls the alternative is a white dress. For boys the alternative is a white shirt and dark dress pants.

SCHOOL UNIFORM FOR GIRLS

TUNIC: Made from navy blue material. Not less than four inches below knee; square neck, back and front, effective September 2014. Box pleat in middle front and back of shirt; two knife pleats on either side. Hem of skirt should not be stitched down and should be turned up at least two inches. Pleats should be stitched flat three inches from the waist down. Zipper in left side; pocket in seam of the skirt on the right side. Belt of same material, not more than two inches wide with covered buckle. No loops at waist. Shoulder straps must be kept on the shoulder and belt buckled around the waist.



BLOUSE: Break neck with button down front. Break must end at neck of tunic showing one button, short sleeves turned outside about 1 1/4 inches and stitched down. Effective September, 2010, the collar of the blouse worn by each year group is different.

As shown on the diagrams the collar of the blouse has a stripe made from the tunic material stitched onto it.



5.4 Disciplinary Report- to monitor generally poor work, conduct, attitude, school uniform, attendance, punctuality, etc., for a prescribed period. (Forms satisfactorily completed are to be handed in to year Supervisor or Vice Principal or Disciplinary Committee Co-ordinator for filing.)

5.5 Suspension-suspension may be given by the Dean of Discipline, Principal or his designate for any single grave violations or after repeated (violations); poor conduct. As prescribed by The Education regulation (Ministry of Education), Form Teacher, Student Council, Parent/Guardian and School Board are informed. The child must be accompanied by parent/guardian to see the Principal before returning to school. On the third suspension, the student will be referred to the School Board.

5.6 School Board -The School Board has the right to deal with ~~any~~ matter that comes before it as it sees fit.

5.7 GENERAL

- In addition to the foregoing, teachers may use their own reasonable, legal forms of punishment.
- Where reporting is necessary, the following sequence is normally used: Subject Teacher - Form Teacher - Year Supervisor / Head of Department
- Students are taken to Vice Principal/Principal only for severe cases or prolonged problems.

The Guidance Counsellors are here to assist with problem students. Teachers are encouraged to refer problem students to Guidance Counsellors before the problem escalates and reaches the Vice Principals and Principal.

PROCEDURE

DOCUMENTATION

1. All offences along with the action taken will be documented in the book/on the prescribed form provided.
2. All remediation efforts by the Guidance Department will be documented in the disciplinary logbook / the prescribed form.

DISCIPLINARY COMMITTEE

1. A disciplinary committee will be instituted to adjudicate in cases where the administration thinks it necessary.
 - a) At least one member of the administration
 - b) one Senior teacher
 - c) Dean of Discipline/Guidance
 - d) President of the Students' Council
 - e) Head Boy or Head Girl
 - t) A Police officer (Safety & Security)
2. Before implementation the principal should approve all decisions made by this committee.

5. CONSEQUENCES OF MISCONDUCT

Dealing with discipline is the responsibility of **ALL TEACHERS**. However, all workers can speak to students about their behaviour. The Dean of Discipline and Student Development Committee will monitor the system and deal with excesses. Failure to obey school rules will result in punishment.

This may also affect students' participation in school-leaving activities at the end of Form 5/ Form 6.

5.1 DETENTION SYSTEM

Detention will be applied to:

- Late attendance (late for 3 times per week).
- Disrespectful behaviour.
- Other offences (see **Demeanours and Sanctions**)

Step 1 – Detention served

Step 2 – Parent intervention / Probation for 3 months (In house detention, PTA forum, letter, group intervention)

Step 3 – Suspension

A student who is late **three (3) times** for the week will serve a late detention. If the student gets **three (3)** detentions during the term, a letter will be send home to the parent. The child should then be accompanied by the parent to the school. Failure to do so will result in the student not being allowed to attend classes. The parent will then be asked to keep the child at home until he/she is able to visit the school.

The child must be on time for school for the probationary period of **three (3)** months. Failing that he/she is liable to be suspended. **Refusal to abide by school policy will result in the child NOT being allowed to:**

- Participate in the Valedictory Service
- Matriculate to Sixth form

Detention Mark (DM); Order Mark (OM) – for poor behaviour, breaking school rules, late coming, poor attitude, depending on the seriousness of the offence. **DM** or **OM** will be recorded on prescribed form, the original given to student and a copy placed on student's file.

5.2 **PARENTS WILL BE CALLED IN** for severe or persistent breaches of school rules.

5.3 **Confiscation** – items in violation of school rules may be taken; they can be discarded or returned at the teacher's discretion. Valuables like telephone and jewellery will be handed to Principal/Vice Principal for tagging and safe-keeping for return to child/parent.

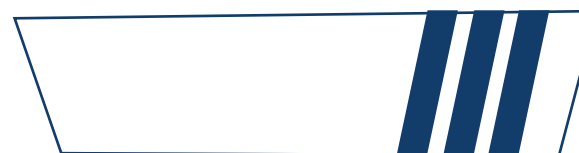
FIRST FORM



SECOND FORM



THIRD FORM



FOURTH FORM



FIFTH FORM



First – Third Forms: First Form girls will have one stripe stitched onto the collar, Second forms have two stripes and third forms have three stripes.

- Stripes are ½ inch wide and placed on the left side of the collar.
- The first stripe is stitched on ½ an inch from the edge of the collar.
- There is a ¼ inch space between stripes for second and third forms.

Fourth Form: One ½ inch wide stripe at the base of the collar.

Fifth Form: The space between the stripes must be ¼ inch.

Fifth Form: Two ½ inch wide stripes with ¼ inch between them as illustrated on the diagram.

There must be strict adherence to the uniform prescribed

- SHOES:** Solid black with heel not more than two inches. No shoes above the ankle, rubber (plastic) shoes or sneakers.
- Suede shoes are allowed once they are not upper shoes (above the ankle). No cheese bottom shoes are allowed.
- SOCKS:** Black and navy blue without colour pattern or brand names folded one inch above the ankle; should not be thin or nylon ankle socks.
- SCHOOL PIN** to be worn on left of tunic.

GROOMING

Girls

- Hair must be neatly restrained at all times. Hair ornaments, such as 'scrunchy', side clips, bubbles should be black or matching school uniform; they should be small and should not exceed six pieces. Crystal bubbles and elastic bands must be black only.
- No artificial hair of any kind or hair colouring must be worn
- No beads no bandeau , no headband , no showy hair ornaments are allowed.

SCHOOL UNIFORM FOR BOYS

- PANTS:** Brown khaki waist pants with crease to be worn with **plain black belt only.** (No cloth, rope or rubber belt), plain buckle : no patterns. Pants **MUST NOT** be tight-fitting or close-fitting and should have no cuffs or splits.
- The seam of pants **MUST NOT** be altered and no additional fabric should be stitched into the seam of pants.
- The hem of pants **MUST** fall on top of shoes and the socks should not be showing

SHIRTS: Brown khaki shirts to match pants: no pattern. The placket of khaki shirt should not be double stitched and the collar should fold over. Undershirt must not be seen.

4. GENERAL

- All students are required to use the lunch facilities provided on campus. Students will therefore not be allowed to go on the street for lunch, or order lunch from outside, neither should parents/guardians take lunch to school for their children/wards.
- Past students or students from other schools are not allowed on the school compound except to do business with the school. Our students who accommodate them will be punished.
- During school time, students must wear their uniform when coming on the compound to conduct business.
- Only parents/guardian or authorized persons may be allowed to see students. These visitors must report to the Business and Students' Affairs Office. The student in turn will be sent for.
- Students must have written permission from parent/guardian indicating the reason/s for departure and time. The letter must be written on appropriate stationery, dated and signed by parent/guardian. Failure to submit a letter will result in the child not being permitted to leave the campus.
- In the case of student being picked up by parent/guardian, the request must be made at the office of the Principal or a Vice-Principal. In the case where the pick-up is being done by a designate, then a letter signed by the parent/guardian must be submitted.
- A permission slip **MUST BE SIGNED AND DATED** by the Principal or a Vice-Principal. The student is required to take this to the General Office, enter his/her details in the designated book and have the permit stamped. The permit **MUST** be shown to the Security Guard at the gate before leaving.
- Students must **NOT** entertain any visitor in the vicinity of the visitor's vehicle. NB: Meetings with student and visitors **MUST** be conducted in the vicinity of the Office.
- Students **MUST** have IDs with them at all times. IDs however, should **ONLY** be worn while at school. Each student has a responsibility to ensure that he/she obtains and retains a School ID. They will be required to present Identification Cards at the Book Shop, Library, School Gate and during spot checks and for internal and external examinations.
- All textbooks provided under the School's Textbook Programme should be handled with the utmost care. Students will be asked to replace books that they have damaged. If a book is lost and is not recovered by the bookroom, then the student is expected to replace that book. Students with outstanding books will **NOT** be given any rental books in the new school year until they have returned all books previously received.

FROM TIME TO TIME, OTHER RULES MAY BE INTRODUCED OR EXISTING ONES MAY BE CLARIFIED. THIS SET OF RULES IS THEREFORE NOT EXCLUSIVE.

2. Banned Activities/Items

- 2.1 No form of weaponry must be in the possession of any student attending Manning's School. This could lead to suspension or expulsion.
- 2.2 No CDs, radios, tapes, earphones, electronic or other games, etc. are to be taken to school. These are liable for confiscation and attract a penalty upon their return.
- 2.3 No form of drugs such as cigarette, marijuana, tobacco or alcohol is to be used, carried or traded by any student.
- 2.4 Students are not allowed to engage in any form of selling on the school compound, except for authorized fundraising events.
- 2.5 Students are not to engage in gambling, partner plans or gang activities.

N. B. Please see Misdemeanours and Sanctions at the end of this section.

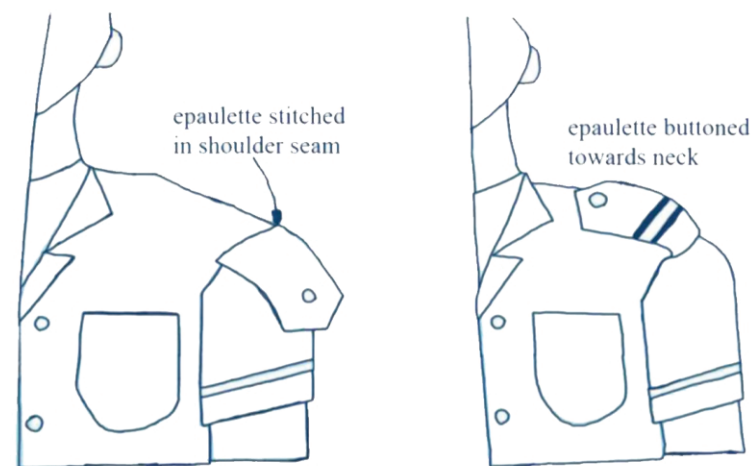
3. Off Campus Behaviour

- 3.1 Students must maintain good behaviour off campus, in taxis, on the bus and on the road. They must use the road properly, and must not eat on the road. They must conduct themselves with decorum and respect the school with dignity at all times, thus avoiding any activity which will harm the name or reputation of the school or themselves.
- 3.1 When dismissed from school, students **MUST** find their way home as quickly as possible. Uniforms **MUST** be removed as early as possible after reaching home. Students **MUST** not be in the following areas, unless accompanied by parent or legal guardian:
 - * Hendon Mall
 - * Beckford Plaza
 - * All game shops
 - * Corner Stone Mall
 - * Texaco and Rubis Gas Stations
- 3.4 If the behaviour of students off campus is deemed inappropriate, students will be reprimanded/disciplined in the same manner as if they were on campus.

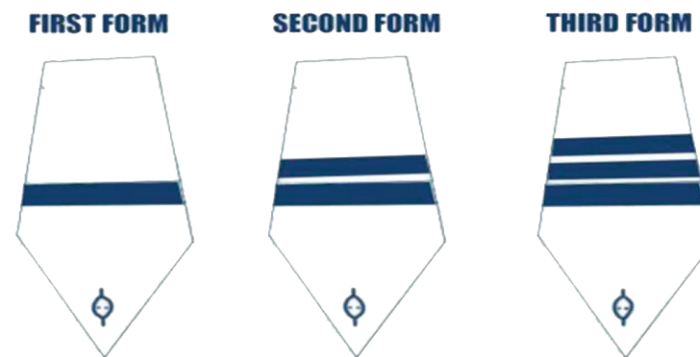
- iv. **SHOES:** Solid black. Shoes should not pass the ankles. No upper shoes, sneakers or rubber (plastic) shoes.
- v. Suede shoes are allowed once they are not upper shoes (above the ankle). No cheese bottom shoes are allowed.
- viii. **EPAULETTES:** (Available at School) to be stitched into shoulder seam and bottom on shoulder towards neck. Effective September 2010, there is a specific style of epaulette for each year group.

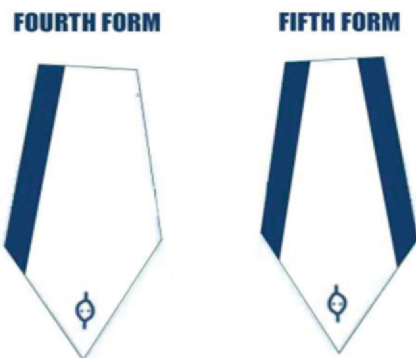
N.B. BOYS

There must be strict adherence to the uniform prescribed.



EPAULETTE DESIGN





Grooming

Boys

1. Simple hairstyle with hair even-height all around; low cut, no hair colouring or mousse
2. Clean-shaven face: no beard, sideburns or moustache is allowed.
3. Hair must be combed at all times.
4. No shaving or plucking of the eyebrow.
5. No bleaching of the skin.
6. No eyeliner should be used around the hairline.

- e) The parking area/open space beside the main Staffroom
- f) The Front Lawn
- g) The entire area beyond the gate leading to the farm, except for students living at Staff Flats
- h) Male bathrooms for the females; Female bathrooms for the males
- i) All year-group blocks except your own
- j) All classrooms except your own
- k) Area of land behind Biology/Chemistry Laboratories
- l) All the area of land beside the road stretching from the technical area to the Auditorium.

1.5 Students not involved in organized activities supervised by a Staff Member must be off the campus by 3:15 p.m. (or 2:05 p.m. on Wednesdays)

- 1.6 Parents will not be allowed to pick up children on the compound before 3:15 p.m. or (2:00 p.m. on Wednesdays), as this poses an accident risk.
- 1.7 School Property must be used only for the purpose intended and must be well taken care of by all students. The students in a Form are solely responsible for the care of the room and any furnishings in it. Any damage done, whether deliberately or accidentally, must be reported immediately to Form Teachers by the person(s) responsible or by other responsible members of the Form. If school property is destroyed or defaced, students/parents will be required to give monetary/physical assistance for replacement.
- 1.8 The grounds of the school and the buildings must be kept free of litter. Rubbish bins in the various locations are to be used appropriately. Eating is restricted to the eating areas. Absolutely no eating/drinking is to take place on the Thomas Manning Building (library building), in the auditorium or under the trees.
- 1.9 No field games are allowed indoors, (only on the playfield) and students are not permitted to play field games in school uniform.

Disciplinary Guidelines

AIMS

1. Students will learn and practice acceptable personal and relational habits and behaviour, which will mould them for their future life in the society.
2. Student **MUST** accept responsibility for their actions and the consequences which ensue.

School Rules and Guidelines

The School Rules and Guidelines forms the basic guidelines for students' behaviour and work. Violation of these guidelines and/or other unwritten, generally acceptable, society norms of conduct will attract punishment.

If students have to be punished, they should see this as a learning experience, and so improve their conduct and performance.

All students of Manning's School are expected to abide by the following rules and guidelines governing operations at the school.

1. School Premises/Property

- 1.1 All students should enter and leave the school compound via the front gate using the pathway provided. The driveway is to be left for vehicular traffic.
- 1.2 Absolutely no riding of bicycles is allowed on the school compound before, during or after school hours.
- 1.3 Students are not allowed off campus until dismissal time, unless special request was obtained in writing from the parent/guardian, approval by the Principal or Vice Principal OR in cases of emergency where the Principal or Vice Principal grants permission after contacting the parent/guardian.
- 1.4 Each year group should use designated bathrooms.

These areas are out of bounds, except for authorized business or by permission:

- a) The Principal's Yard
- b) All Offices at the school
- c) The area in front of it, including the bicycle shed
- d) The Staffrooms

General

1. No jewellery, except a simple plain watch with bands which may be navy blue, black, silver and gold. Sixth Formers and Repeaters may wear their Manning's School Graduating ring.
2. No make-up which includes lip-gloss, eyeliner or foundation. Natural looking lip balm can be worn.
3. There should be no shaving or plucking of the eyebrows, no false eyelashes or fashionable contact lens should be worn.
4. **NO** earring, **NO** tongue or nose ring should be worn.
5. There should be **NO** bleaching of the skin and tattoos are not allowed.
6. Caps or head gears are **NOT** allowed except for medical and religious reasons. A letter **MUST** be written by parent/guardian, addressed and submitted to the Principal requesting this privilege.
7. Nails must be cut low and neat; no nail polish is allowed.
8. Sweaters when worn should be solid colour with no markings. Hood should not be used.
9. While in uniform, on or off campus, students are **NOT** to wear any item not prescribed as being a part of their uniform.

School bags **MUST** be of sober, solid colours e.g. grey, black, dark brown, dark blue (no neon colours) and must size appropriate (no "matey" bags or handbags).

BASIC EXPECTATIONS OF OUR STUDENTS

1. Students are required to line up when moving from class to class, or one organized grouping if number is more than two.
2. Students are required to stand when a Teacher/ Prefect or other visitors enter the classroom. (Note students are expected to say the appropriate greetings as necessary).
3. Students when required to use corridors and stairs must keep to their left. The right of passage must always be given to seniors, prefects, and teachers.
4. All students are to greet fellow students and staff members as necessary.
5. Students (1st -5th) are expected to address Sixth Formers the same way they should address teachers.
6. All students are required to ask permission to leave or enter/re-enter a classroom once a teacher/perfect is present
7. After a class is dismissed students are not permitted to leave the room until the teacher leaves. (As a general rule the teacher should be the last to enter.

and first to leave the classroom). **Students should only leave if permission is given by the teacher.**

8. Students are reminded that fixing attire outside of bathroom areas is strictly prohibited.
9. All classes should have a duty roster posted on the top right of the white board in each classroom (devotion/clean-up/class organization/arrangement).
10. Students are not to sit on the desk at any time.
11. Students should not stand or sit in doorways or on corridors. Furniture is not to be taken out of classrooms.
12. Students in each class are responsible for the areas outside their Form Room, (must be kept clean by them).
13. Students are to clean up their classroom at the end of each class.
14. It is the responsibility of the students in each class to ensure that the classroom is clean and ready for teaching/learning.
15. Students are required to be as quiet as possible whilst on campus, especially when it is class time. Shouting is prohibited except in the case of emergency drills.
16. Students should NOT be in any classroom except their own unless assigned or given permission by an authorized person.
17. Students MUST stand at attention when the National Anthem/School song is being played/sung; **all** persons in the vicinity MUST respond accordingly.
18. During School Assemblies, students are expected to be absolutely quiet and be respectful during devotions, the singing of the National Anthem, the saying of the Pledge and the singing of the school song.
19. Students are expected to respond promptly when they are summoned to any activity by the bell or by other means

20. At all times students must be respectful and polite to all members of staff (Academic, Administrative, Ancillary) and other workers on the school compound. Staff Members are to be addressed as “Miss” or “Sir”. Students are expected to follow the directive of anyone placed in authority over them at any time. This include School Prefects and Form Captains.
21. Chewing gum is prohibited and students should not eat or drink during class
22. Students are to have their lunches in their classrooms
23. Shouting, indecent language and other such vulgar behaviours are prohibited.
24. No student should be under the trees, loitering on the corridors or making purchases from the tuck shops/canteen/vendor during class time.

Social Grace Practices

Students should:

1. Stand and extend a pleasant greeting whenever teachers, school administrators and official visitors enter their classroom
2. Use Standard Jamaica English while conducting business on the campus.
3. Provide assistance to teachers and fellow students whenever the need arises.
4. Not eat food while walking on the streets.
5. Always offer a seat to the elderly first, then to any adult that is standing
6. Avoid obstructing doors, aisles, or walkways. Step aside to allow others to pass without being ask to do so.
7. Keep doors open, and allow the person behind you to enter before closing.
8. Offer a hand shake, or thank you to a person who has rendered service, or assistance to you.

Relationships Between Sudent

1. Students are expected to treat each other with respect at all times; as such, no student is to be taken advantage of in an way by any other student(s).
2. Students must not take upon themselves to fight other student who have treated them wrongly. Such disputes must be reported to the first available teacher or prefect.
3. Physical contact such as sitting in laps, hugging, kissing or any other familiar behaviour of any type between students is forbidden.
4. Extortion of any kind is forbidden.