



Barataria South Secondary School

STUDENT MANUAL

Revised: June 2019

MISSION STATEMENT:

To excel in comprehensive Education by providing high quality instruction to all students including those with “Special Needs” whilst emphasizing personal development.

VISION STATEMENT:

To produce highly motivated, lifelong learners, whose awareness of their talent and abilities propels them to achieve their personal best and to make a positive contribution to society.

MOTTO:

‘Respect’ ‘Discipline’ ‘Self-Reliance’

SCHOOL INFO:CONTACT NO:638-3507

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Welcome to the
Barataria South Secondary School Community,

This manual is provided to help you make an easy transition from your primary school to the secondary system. We expect that each child will have a fulfilling, productive and enjoyable experience at BSSS.

Parent and student must read this together and become familiar with this manual and refer to it at regular intervals.

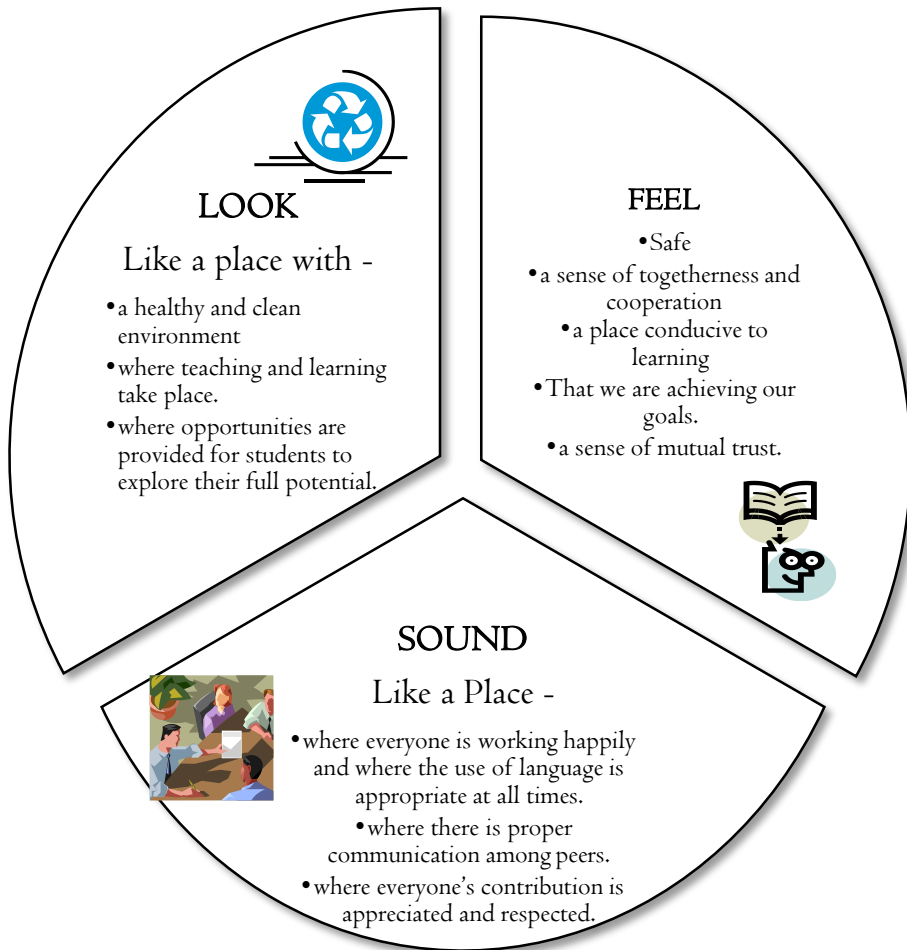
At BSSS we are committed to ‘quality education’. As such, the aim is to provide a safe environment, to give each student the best educational opportunity with dedicated and dynamic teachers and supporting school personnel. Our common goal is to ensure students realise their true ability and understand the value of being a part of the BSSS community.

Students are expected to obey all school rules. These rules are to ensure your safety and the safety of all on the compound. You must also recognise that **there are consequences for your actions.** While it is understood that students have rights they must also appreciate that **with rights come responsibilities.**

Each BSSS student is expected to uphold the school’s watchwords: **Respect, Discipline and Self-Reliance.** By extension it is the school’s intention for each child to contribute positively to his/her community and nation.

EXPECTATIONS

We expect our school to:



NATIONAL PLEDGE

*I solemnly pledge to dedicate my life
To the service of God
And to my country.*

*I will honour my parents,
My teachers, my leaders and my elders,
And those in authority*

*I will be clean and honest in all my thoughts,
My words and my deeds.*

*I will strive, in everything I do
To work together with my fellowmen
Of every creed and race
For the greater happiness of all
And the honour and glory
Of my country.*

**The Uniform is a form of Identification both in and out of school
Once a student is in uniform, Administration is responsible for him/her. There is
a Zero Tolerance on alterations of the school uniform.**

SCHOOL UNIFORM SPECIFICATIONS

GIRLS



BLOUSE

CREAM WITH BLUE TOP STITCHING

Shirt collar blouse with two [2] breast pockets
B.S.S.S. embroidered on right side pocket.
Rolled cuff at end of short set-in sleeves.
Blouse length – 6” from waist down
Band on blouse 2”

SKIRT

ROYAL BLUE

Pleated Skirt: - 2 inch knife pleats all around
7” [18cm] zipper on left side of skirt.
Right side in-seam pockets.
Waist band on skirt 1 1/2” [3.8cm] wide.

***N.B. Length of skirt should be approximately
4” [10cm] below the knee***

SHOES AND SOCKS

Black shoes with black socks **ONLY**

JEWELLERY

Only one [1] pair of stud earrings and a wrist watch are accepted. No neck chains or other jewellery are allowed. Earrings must only be worn in the conventional place on ear lobe.

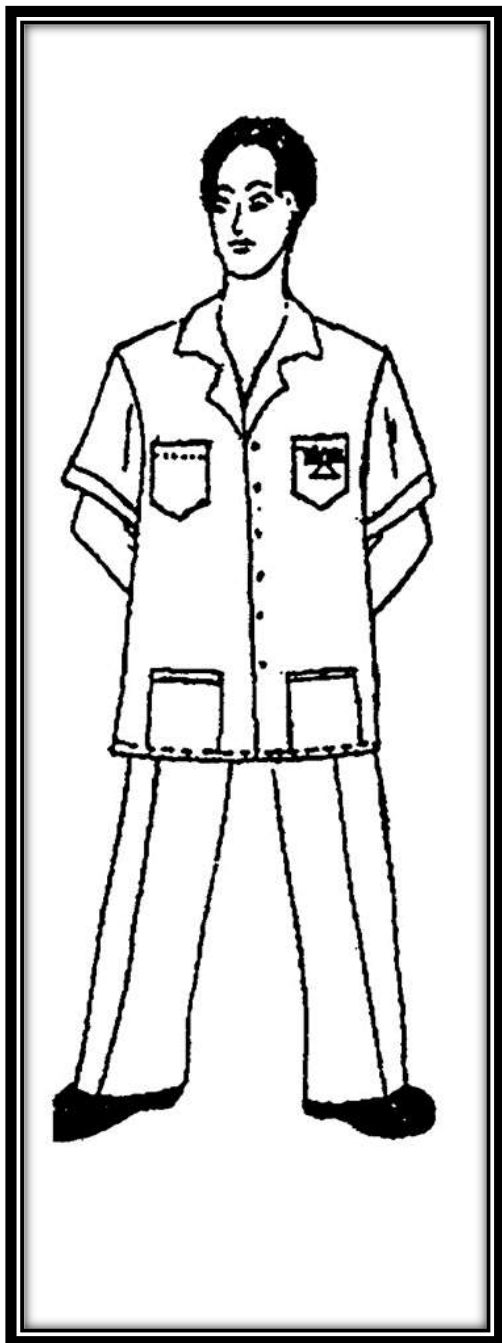
NOTE: Uniform must be correctly worn.

- 6 Students attending school in improper uniform must on the day/days in question present a satisfactory written excuse from their Parents or Guardian. The blouse **MUST NOT** be altered. It is designed to be loose fitting.

SCHOOL UNIFORM SPECIFICATIONS

There is a Zero Tolerance on alterations of the school uniform.

BOYS



SHIRT JACK

CREAM WITH BLUE TOP STITCHING

Shirt collar with two [2] breast pockets and two [2] lower pockets, B.S.S.S. embroidered on left side pocket.

Rolled cuff at end of short set-in sleeves.

PANTS

ROYAL BLUE

Straight leg pants [NO GUN MOUTH STYLE]

Bottom width of pants should cover no less than half of the foot length

Two [2] straight pockets [waistband 3.8cm] [1 ½"] wide with loops

SHOES AND SOCKS

Black shoes with black socks **ONLY**.

Students are not permitted to TAPE shoe.

BELTS

Plain Black or Brown belts 3.8cm [1½ "] wide

JEWELLERY

No jewellery is to be worn. Only a wristwatch is acceptable. No neck chains, no earrings or other forms of jewellery are allowed.

NOTE: Uniform must be worn correctly. E.g. Pants must be buckled on waist.

Students attending school in improper uniform must on the day/days in question present a satisfactory written excuse from their Parents or Guardian.

PROCEDURES:

The following procedures should be observed always:

ENTERING AND LEAVING SCHOOL:

1. Students would be allowed to leave the school premises during class time, break time and lunchtime **only** with the written permission of the Principal, Vice-Principal or Deans after communication with a parent/ guardian. The area along the fence line is out of bound to all students. This is to ensure the physical safety of students.
2. ALL students must vacate the school compound by 2:30 p.m. on school days unless they are involved in some organized activity under the supervision of a teacher or group leader approved by the school.
3. The Barataria North Secondary School compound is out of bounds to all students of Barataria South Secondary School.
4.
 - (a) Students are to enter the school by the main gate at the front and leave by the same gate or in areas or points so designated.
 - (b) Students should dispose of food and drinks **properly** before entering the class.
 - (c) Parents/Guardians and visitors must first report to the Security Booth to receive a Visitor's Pass and then to be **ESCORTED** to the office by security personnel. A picture **ID** must be provided.
 - (d) Parents and visitors must not use abusive or obscene language while on the school's compound.
 - (e) All persons are expected to abide by the stated dress code when visiting the school.

ABSENCES:

- (a) Students returning to school after an absence must hand to their Form Teacher a written excuse signed by their parent or guardian on the first day of their return to school.
- (b) In case of prolonged illness (over two (2) weeks) students are required to submit a medical certificate from a registered medical practitioner.
- (c) Leaving school during school hours:

In cases where students need to be released from school for legitimate reasons (e.g. doctor's appointment), the following procedure must be adopted:

- (1) Students must bring a note signed by parent/guardian, stating reason for leaving and expected time of departure.
 - (2) Signature of Form Teacher, Dean/Vice-Principal or Principal must be obtained before a pass could be issued.
 - (3) All students leaving school must register in log provided for same.
 - (4) Note must be presented to the guard at the entrance/exit.
- (d) In some emergency situations (e.g sudden illness) parents/guardians will be contacted and would be required to make arrangements to collect their children. For this reason we require Parents/Guardians to inform us of any change in contact information.

SCHOOL ASSEMBLIES - 8:10a.m – 8: 20a.m

Whole School Assembly – Mondays and Fridays
Lower School Assembly – Forms (1 – 3) – Tuesdays
Upper school Assembly – Forms (4 – 6)
Class Assembly – Wednesdays

Students Must be on time for Assembly

GENERAL DEPARTMENT:

- 1) **Uniform:** Students are required to wear their uniform always including examinations, unless they have a written excuse from their parent or guardian for being out of uniform, which will be approved by the Vice Principal. Students must show their excuses to the Security Guard or any teacher on demand. Failing to show their excuse for the incorrect uniform may result in the student being sent home for the excuse or the correct uniform.
 - ✓ Black Socks must be worn.
 - ✓ Black belts must be worn by the boys.
 - ✓ **Hairstyles must be appropriate extensions for school-** no carvings or uncombed hair. No Hair colour, weaves, wigs. Braids must be kept in a bun. In particular boys should keep their hairstyle low, neat and properly combed
 - ✓ All students must ensure they are properly groomed before entry on the school compound.
 - ✓ No make-up is allowed.
 - ✓ Tattoos are not permitted. Visible tattoos must be completely covered at all times.
 - ✓ To encourage proper hygiene students are expected to keep nails short and clean at all times. No nail extensions allowed for females.
 - ✓ Nail polish is not allowed.
 - ✓ Students attending labs and/or workshops are required to wear the appropriate protective gear when in the labs or workshops. Students who do not have the appropriate protective gear will not be allowed to participate in the activity for which the protective gear is required.

- ✓ Games Uniform should be worn for Physical Education and Co-curricular sporting activities – (White T-shirt and Navy-blue / Black Track bottom)
- ✓ Avoid the use of powder and cosmetics in visible areas e.g. Neck
- ✓ **BLOUSES MUST BE LOOSE FITTING.**

2) **Jewellery:**

- i) No chains
- ii) ***Girls:*** Only one pair of stopper earring;(gold/silver/pearl/black)
ONE EARRING PER EAR WORN ON THE LOWEST PIERCING One wrist watch (simple)
- iii) ***Boys:*** No earrings; One wrist watch (simple)

b) Sixth form students and repeaters could wear a school ring if they so desire. No other student will be permitted to wear rings.

c) **Gold caps and diamond studs on teeth are not permitted.**

- 3) **Tattoos:** The practice of tattooing is unhealthy and unhygienic and must be avoided.
- 4) **Hats:** Hats are not allowed at any time on the compound unless a medical certificate is produced verifying a medical condition.
- 5) **School ID:** As a security measure students are required to wear their Student I.D. card on their shirts always. Students are also required to produce these cards on demand to the security officer and all other authorized persons, before they are allowed on the compound.
- 6) **Respect:** Students are expected to treat all individuals including prefects with respect (e.g. the use of appropriate language).

CELL PHONES AND ELECTRONIC DEVICES:

- 1) Students must act responsibly with a cell phone
- 2) **Camera phones are strictly prohibited.** Administration reserves the right to confiscate student's cell phones. Students must switch off cell phones upon entry on the school compound.

CELL PHONES MUST NOT BE SEEN OR HEARD

- 3) For school businesses or in cases of emergency students may get permission to use the school phone from the Principal or Vice-Principal.
- 4) Students will not be called from classes to answer the telephone nor will telephone messages be given except in emergencies.
- 5) Parents are not to call students during class time.
- 6) Students must not use devices or social media to gossip, insult or humiliate fellow students/teachers.
- 7) There should be **No** posting of any kind which will bring the school into disrepute: for example, fights, or any suggestive poses or dancing.
- 8) Students are not allowed to bring the following items to school:
 - a) MP3 I-pods, games, headsets and chargers/or other items which may disrupt the proper functioning of their class.

SCHOOL MATERIAL

1. Books and instruments are essential aids in the learning processes. Books and instruments therefore must be provided for students at the start of the school year and brought to class when needed. Students are to derive maximum benefits from their stay at school.
2. Students are expected to be punctual in the completion of all assignments. In cases where the student is unavoidably absent, the student would be required to complete assignments at the discretion of the subject teachers.
3. Chewing gum; permanent markers; soft drink; alcohol; and any item that is considered illegal, are not allowed.

PROBHITED ITEMS

1. Students are not allowed to bring to school: cards; any form of pornography, bandanas, face rags **(no larger than 12"x12") combs with sharp handles or edges or metal prongs;** head phones; tablets; video games; speakers; cassettes; record-players and/or other items that may be used to disrupt the proper functioning of their class.
2. Students are not allowed to bring to school knives, glass bottles or any other item which may be used to threaten or cause injury to or to assault others.

NOTE: The school is under **No** obligation to investigate the theft, loss, or damage of items **Not** on the booklist.

CAFETERIA:

- a) Students should line up orderly so service can be provided more efficiently.
- b) Students are **only allowed** to make purchases from the cafeteria or vendors during the break and lunch periods and within ten minutes after the end of the school day at 2:30 p.m.
- c) Students are Not permitted to sell any items on the School compound
- d) All students will help to keep the compound clean by disposing of wrappers *and* containers in the bins provided.

ATTENDANCE:

- a) Students must be regular and punctual in attendance.
- b) Students should be on time for every class during the school day.
- c) Breaking classes is a major offence that carries disciplinary measures.

EXAMINATIONS & ASSESSMENTS:

1. **Uniform** - Students are expected to wear correct uniforms in conformity with the school's dress code.
2. **Punctuality** - Students are expected to be seated in the examination rooms at least fifteen (15) minutes before the stipulated starting time. Students may be refused from entering the examination 30 minutes after the start of the examination. Students must remain in the exam room for the full exam. Late comers will not be given extra time.
3. **Cheating** - Any student found cheating will be automatically disqualified from the examination. Further disciplinary measures may be taken.
4. **Communication** - Interaction among students will not be allowed during exam (e.g. borrowing, lending, talking etc.).
5. **Assessments** - Monthly Assessments together with termly examinations, are given in all subject areas.

PROPER USE OF SCHOOL PREMISES:

1. Students must stay out of the General Office, Staff Room and the Staff Lounge unless invited to do so by a teacher or member of staff.
2. Students are not allowed to leave the classroom except with the written permission of the teacher in charge.
3. Students must have a movement pass signed by a teacher whenever they are out of the classroom.
4. Loitering on any part of the School Compound (eg. Hall, cafeteria, toilet area) is not permitted.
5. Students are not allowed to leave the school premises during class time, break-time and lunch time except with the written permission of the Principal or Vice-Principal. The area along the front fence line is out of bounds to all students

6. Students are to use the Eastern staircase of Block B when going to the Staff Room. **THE WESTERN STAIRWAY IS FOR TEACHERS ONLY.**
7. Laboratories and Workshops of the school are out of bounds to students except when they are under the supervision of a teacher.
8. Students could only enter lab and/or workshop if a teacher is present. The last 10 mins. of practical classes are to be used to clean the work area. Students are expected to clean and replace tools and equipment after use.
9. Students should preserve the lawns by refraining from walking on them.
10. No riding or parking of bicycles is allowed on:
 - a. The lawns of the school;
 - b. the pedestrian walkways of the school;
 - c. the corridors of the school;
 - d. the classrooms of the school;
11. Bicycles are to be parked at the bottom of the stairways of Blocks C and E.
12. Students are not allowed to remain on the school compound either after 3:00 pm on school days or on Saturdays and Sundays unless they are involved in some organised activity under the supervision of a teacher or group leader approved by the school.
13. Since parking space is limited, only in exceptional cases will students be allowed to park their cars on the compound. In these cases, students must drive with caution on the compound.
14. The Barataria North Secondary School compound is out of bounds to Barataria South Secondary School students. The use of their compound as a short-cut to our school involves damage to the fences of one or both schools and is therefore, clearly unreasonable or unacceptable.
- 15. No football is to be played in the Hall**

SCHOOL RULES:

The following activities will be considered major offences at school:

1. Theft
2. Fighting in school and among students of different schools.
3. Use of various kinds of weapons/weapon possession.
4. Attacks on students and/or non-students, both in and out of the school compound.
5. Drugs and Alcohol usage and sales/distribution.
6. Sexual Misconduct.
7. Threats, or attacks on members of staff.
8. Attack on self.
9. Extorting/bullying (taxing).
10. Involvement in gang activity.
11. In school but absent from class without permission
12. leaving school without permission during school hours.
13. Vandalism: Destruction of school, teachers and students' property.
14. Gambling and Card playing.
15. Obscene language may be subjected to criminal charges.
16. Verbal, sexual and physical harassment of staff and students.
17. Being in possession of pornographic material.

SANCTIONS:

1. **JEWELLERY:** Confiscate jewellery and log it in the Confiscated Items Book kept in the Principal's office. Only a parent can collect jewellery during the term; all jewellery will be returned to students at the end of the school term.

2. **NAIL POLISH:** *Nail polish is to be removed by student immediately

3. **HATS**: *Hats will be confiscated. to be collected by **parents only**.

4) **SEXUAL MISCONDUCT**: Zero tolerance to ANY sexual misconduct

- First Offence – Student (s) remove from class for the day and referred to the Dean.

Based on the nature of the offence parents and/or the Police would be informed.

- Second Offence – Immediate suspension.
- All acts of rape, incest or serious sexual misconduct are to be referred to the Police.

5. DRUGS (POSSESSION, SELLING AND CONSUMPTION):

a) **Cigarettes/Hemp/Vaping**: -

*First Offence – Warning from Dean, call parents.

* Any other Offence – Suspension, call parent, based on quantity and circumstances student may immediately be suspended.

b) **Alcohol/Homemade Wine/Babash/etc.**- parent conference, suspension.

c) **Marijuana**: -

*Referral to Principal, police and parental intervention with immediate suspension.

d) **Crack/Cocaine**: -

*Referral to Principal, police and parents are notified with immediate suspension.

e) **Any other Drug or Illegal Substance**

*Spanish fly, ecstasy, “datoor,” “meta” etc. will also receive immediate suspension upon investigation. Referral to Police and the Principal.

6. EXCESSIVELY LATE:

- First Offence – warn students.
- Second Offence – After school detention at the discretion of the teacher.
- Third Offence – Parents are called in.

7. BREAKING CLASS:

- FIRST Offence – W Second Offence – Student is referred to Dean. Placed on probation reports
- Third Offence – Parents are called in.

8. NO EXCUSE AFTER ABSENCE:

- First Offence – Remind students.
- Second Offence – Student is referred to Dean.
- Third Offence – Parents are called in.

9. FIGHTING:

- Suspension and counselling

10. DESTROYING SCHOOL/PERSONAL PROPERTY

- Must pay for or repair damaged property. (Restoration)
- Community Service or Suspension.

11. LITTERING:

- Student will dispose of all litter found in their classroom for the day.
- Community Service

12. HOMEWORK/PROJECTS/SBA:

- All outstanding assignments are to be completed
- Meet deadlines set by teacher/school.
- Parents are called in if necessary

13. EXCESSIVE MISBEHAVIOUR:

- Student behavioural contract will be drawn up by teacher/principal and the offender, stating the punishment to be faced if offence is repeated.
- Student is put on probation.
- Fortnightly report cards are sent to parents concerning breaches incurred by student during that time period. It must be signed by parents and returned to the teacher.
- Removal of privileges for a period of time.

School's Co-Curricular Policy

Co-Curricular activities are critical for the holistic development of our students. These are programs, and learning experiences that complement what students are learning in school and mirror the academic curriculum. They may take place outside of school or after regular school hours, and they may be operated by outside organizations. A few examples of co-curricular include student newspapers or magazines, musical and dramatical performances, art shows, debate competitions, and mathematics and robotics contests, and sporting competitions.

Any students desirous of participating in sport or co-curricular school activity –

1. Must have a signed consent form from parent or guardian.
2. There must be a 75% attendance by student in the present term of participation.
3. Students of Forms 2-6 must have two signed recommendations – one from their Form Teacher and one from a present subject teacher.
4. Student must maintain satisfactory conduct.

5. Students identified and proven to be engaged in any of the following acts – (breaking class, repeated late coming, cursing, non-submission of homework, incorrect uniform- will
 - i. **1st offence** – given a warning
 - ii. **2nd offence** – pulled from one contest event or activity.
 - iii. **3rd offence** – suspended from participating for the balance of the term.
6. Students identified and proven to be engaged in the following deviant behaviour will be suspended for the rest of the term:
Student found in possession of weapon, gambling, fighting on or off the compound, smoking on the school compound, vandalizing school property, sexual misconduct on school compound, gross disrespect to authority, bullying, taxing.
7. Reports by coordinators of students displaying un-sporting behaviour at an event may result in: **suspension from events or activities for the balance of the term.**
8. Report of misconduct must be reported to the Dean.
9. Discussion / Decision will be made by - Dean and Principal.
10. Decision will be communicated to members of the Sports Committee or coordinators of the co-curricular activities, then to student.

**PLEASE ENSURE YOU AND YOUR CHILD/WARD
READ AND UNDERSTAND THIS STUDENT
MANUAL. FEEL FREE TO CONTACT THE SCHOOL
FOR ANY FURTHER CLARIFICATIONS.**

THANK YOU

School Song

We may go through little hard times

But they will soon be over

We can solve any problem by working together

No life is simple there's a goal called success

But in order to obtain it we must work our best.

B.S.S.S.

We are B.S.S.S. people we can pass any test

We can climb the highest mountains to be the very best

We can go for more but we cannot stand for less

Cause we are the people of B.S.S.S.

We all have to take a road,

It may seem really hard to travel

Even a little wrong will be very bad

But we are very strong

We know where we belong

We put our heart and soul

We're going to get our goal

CHORUS

SCHOOL PRAYER

Praise be to You, Almighty God, Creator of the Universe and all that is in it.

We thank You, O Father, for the opportunity which You are giving us to increase our knowledge.

May Your Divine Grace enable us to study hard and use what we learn for the good of our fellow citizens.

We pray that You will free us from selfishness, lust, greed, anger and hatred.

Warm our hearts with love, fill our minds with understanding and strengthen our will in the face of all difficulties.

Help us, O Father, to make our beloved country of Trinidad and Tobago the kind of place you want it to be:

- a place where human dignity is respected,
- where equal rights are accorded to all citizens,
- where hard work is encouraged and rewarded
 - and where You O God, reign supreme.

