

2019



Parents and Students Handbook



I can do all things through Christ
who strengthens me.

Philippians 4:13
(King James Version)

Vision

A Christian institution that will promote the holistic development of every child, thus enabling him/her to function effectively as a socially responsible citizen.

Mission Statement

To develop well-rounded citizens through providing a wide range of academic and co-curricular programs within a caring and supportive environment, which emphasizes spiritual and moral excellence.

MOTTO: "More than Conquerors"

Preamble

Our multi-faceted educational complex, established in 2001, will constitute pre-primary, primary, secondary and technical vocational components. The Pentecostal Light and Life Foundation (PLLFF) High School is one phase of this facility.

We are delighted that you have chosen this secondary school for your child. Our Faculty is committed to high standards of academic, moral and spiritual training. Our principles are geared towards character development in an environment that is conducive to lifelong learning.

The purpose of this handbook is to help you, parents/guardians and students, to understand the mission of this institution and your role as partners in the educational process.

Your adherence to the policies and guidelines outlined in this booklet will ensure that we all contribute to the effective functioning and success of this institution.

*"Train up a child in the way he should go; and when he is old,
he will not depart from it." (Proverbs 22:6)*

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General Policies

1. The facilities will be open **five (5) days** a week except on public holidays. Gates will open from **7:00 a.m.** to **5:30 p.m.**
2. Each school day begins with Assembly and ends with prayer
3. Parents/guardians or visitors who visit during the school day must first report to the security guard, who in turn will direct them to the General Office
4. Parents/guardians and students should adhere to the dress code of the school. Bare feet, the wearing of short pants, sleeveless tops and slippers is prohibited
5. Students should have no visible tattoos or piercings
6. The school office is opened for business each school day between the hours of **8:30 a.m.** and **3:30 p.m.** Information concerning school policies and activities is available at the office
7. Parent/Teacher conferences to discuss students' progress, needs and conduct will be scheduled during the school year. Parents can request additional conferences, via letter or telephone
8. PLLF High School **WILL NOT** be involved in **CARNIVAL** fetes, parties or any such related activities.

School Rules

School Time

1. School officially begins at **8:10 a.m.** The first bell rings at **8:00 a.m.** This bell signals that students must move **immediately** to their pre-assigned position and await entry into their classrooms or designated Assembly area
2. School ends at **2:30 p.m.** Students must immediately vacate the school compound unless supervised by a teacher. Students awaiting transportation must do so at the front of the school building

3. Loitering and 'Liming' on malls or any other vicinity is strictly forbidden
4. While walking to and from school, students should be orderly and obey the Highway Code. They should walk in a single file on the Highway and Sangster's Hill and Milford Road.
5. Students who travel by maxi taxi should always exhibit exemplary behaviour.
6. Students must always strive to be punctual and regular at school. Habitual late coming will be investigated and appropriate action taken
7. Any circumstances of illness must be reported to the Form Teacher. **Seriously ill students should NOT be sent to school.**

Absence

1. Any student who is absent from school must on his/her return submit a written excuse signed by his/her parent or guardian. All written excuses must be handed to the Form Master/Mistress at the first roll call on his/her return to school
2. Students who have missed a test must report to the subject teacher on his/her return to school
3. **Failure to comply with the rules pertaining to absence would result in the student being sent home until a letter of excuse is submitted. Matters of frequent absenteeism would be dealt with by the Division of Education Youth Affairs and Sport.**
4. Requests to leave the school premises during the school day will only be facilitated after submission of the following: -
 - a. A letter from a Parent/Guardian
 - b. A signed permission slip issued by the Form Teacher which must be shown to Security before leaving the school compound.

Classes

1. All students **must** stand when a teacher enters the classroom.
2. Students will not be allowed to enter a classroom without the permission of the Teacher present
3. **EACH** student **MUST** attend every class on his/her timetable. Failure to do so is considered a serious breach of school regulations
4. Students are expected to be in their designated classes while school is in session. No one should be found loitering on the corridors during class time
5. Students must **NOT** sit on desks, tables or any other furniture, *e.g. cupboards*. **The use of the teacher's desk and chair is strictly prohibited**
6. No games should be played in the classroom, unless instituted by the teacher present
7. Students must always maintain a clean environment and the orderly arrangement of their classroom
8. **ALL** litter should be placed in the bins provided
9. Students who use the classroom during the lunchtime are to ensure that it is clean at the end of the luncheon session.
10. Students should not be found in the Cafeteria after the bell is rung to signal the end of break and lunch times.

Books & Stationery

1. Each student must be in possession of ALL textbooks and other materials indicated on the booklist at the beginning of the school year, once the books are available
2. All books loaned to students must be returned on the last day of the school year.

Homework

1. Homework must be brought in on the specified day
2. Any student who is unable to do his/her homework must produce a written excuse from his/her parent/guardian stating why the assignment was not done.

Personal Electronic Devices

1. Students are not permitted to use mobile phones on school premises during school hours without the explicit permission of the Principal, Vice-Principal or a teacher. Failure to comply will result in confiscation of the mobile device. On the first offence, the phone will be returned to the student at the end of the school day. A second offence will require the parent or guardian to come to the school to retrieve the device. Upon the third offence, the mobile device will be held until the end of the term when it can be retrieved by a parent or guardian.
2. Laptops are only allowed on the school compound as required by the timetable.

Gambling

1. No playing of cards or any form of gambling is permitted on the school compound
2. Students should not loiter near to or visit gambling centers and bars, especially in their school uniform.

Out of Bounds Areas

The following areas are out of bounds to all students:

- ❖ The central lawn
- ❖ The auditorium, unless Assembly is in session or under the supervision of a teacher
- ❖ The Staff Room, unless a teacher gives permission
- ❖ Outside the Staff Room. Students are not to engage in conversation through the windows.

- ❖ Below the stairways
- ❖ The flood drain beside the school
- ❖ Specialized rooms *e.g. Science Laboratory, Computer Laboratory, Art Room, Home Economics Rooms*, unless under the direct supervision of a teacher.

School Property

1. Report books are the property of the school
2. It is an offence to deface, damage or destroy school furniture and fixtures. Students found guilty of such action will be expected to pay the **full cost** for the replacement of damaged property
3. Students should avoid writing or drawing on the walls and items of school property.

Suspension

An offence in any of the following makes the student liable for suspension: -

1. Gambling in any form on the school compound
2. Using profane or abusive language
3. Defacing of school walls
4. Indecent exposure of oneself or acting in a suggestive or sexual manner
5. Acting disrespectfully or unseemly to any member of staff or to a prefect
6. Acting dishonestly, whether stealing, cheating in exams, class work or any aspect of school life
7. Fighting or encouraging/instigating a fight
8. Showing animosity to students of this school or any other school
9. Meeting persons of the same or opposite sex in any intimate and/or clandestine manner or place
10. Possession or use of:

- a. Alcoholic beverages on the compound
- b. Cigarettes or illegal drugs on the compound
- c. Weapons or any object meant to be used as such
- d. Pornographic and/or obscene material such as books, porn on cell phones, writings, pictures, drawing, sketches, cassettes, etc. on the compound
- e. Any incendiary material including matches, scratch bombs and firecrackers

The Pentecostal Light and Life Foundation High School maintains a ZERO TOLERANCE policy on such offences as listed above. Prohibited items which have been seized will only be returned to parents/guardians in person.

The Board of Management and Counselling Personnel in conjunction with the Principal and Parent/Guardian of the child will deal with matters of morality, pregnancy, child abuse, absenteeism and other such matters on a one on one basis.

Code of Conduct

Introduction

Students are called upon to display good conduct in and out of school. Note the following carefully:

The Use of Time

1. Students must use their time wisely and be on time for all school activities. Proper time management will contribute to a student's success both in academic and co-curricular activities
2. Students must always respond promptly to the bell.

Cleanliness and Tidiness

1. Students must maintain a clean environment. This includes keeping their classroom and the corridors clean
2. Students must keep themselves tidy and their books clean and neat.

Neighbourliness

Students must:

1. Encourage each other towards self-improvement and discourage wrongdoing and negligence
2. Avoid the disturbance of class sessions and consider the welfare of their fellow students
3. Avoid shouting and running along the corridors
4. Be kind to others since you would like them to be kind to you.

Respect

All students **MUST** always show respect for themselves, their peers, teachers and other adults. No form of disrespect will be tolerated.

Study Skills

- ❖ Study is a **DAILY** process.
- ❖ **PLAN** your work long before the test, divide the subject matter into units according to the number of days ahead
- ❖ **POST** your **TIMETABLE** where it can be seen daily. Check it off as you go
- ❖ Set a **GOAL** to improve your marks
- ❖ Study **ALONE** Study **ALoud**
- ❖ 3 R's of study
 - **Read** many times.
 - **Recite** in your own words.
 - **Review** often.

- ❖ **Memorize** by the **WHOLE** method. Read a section over and over until thoroughly understood. If you cannot express the ideas clearly in your **OWN WORDS**, you do not understand them as yet
- ❖ **BE ACTIVE** read aloud with expression. Write thumbnail **SUMMARIES**. Emphasize difficult points orally. Always use a pencil, paper and dictionary
- ❖ Keep a **RECORD** of what you have done. Watch it grow.

Uniform

1. **ALL** students **MUST** wear the full school uniform correctly and decently as stated by the school
2. **ALL** students must be well groomed and tidy. Untidy uniforms, dirty shoes, flamboyantly coloured or faddish hairstyles, hats and headbands **WILL NOT** be accepted
3. Elaborate hairstyles bleached or tinted hair are not permitted. Hair must be neatly and simply combed. Shoulder length braids of natural colour tied back from the face is allowed. Wigs and weaves are not allowed.
4. Boys' hair must be cut low and neatly kept; braiding and twisting of the hair is not accepted
5. No jewellery or makeup is allowed except for a wristwatch.
6. Physical Education is part of the school curriculum therefore all students must participate. A medical certificate **MUST** be submitted for non-participation
7. **ALL** students must wear the Physical Education and Cookery uniform on the designated day during the time allotted for these subjects.

Girls' Uniform

- ❖ White blouse with Monogram
- ❖ Blouse collar must be ironed flat. Popped collars are not permitted.
- ❖ Plain white vest/jersey - this must not be seen at the front neckline
- ❖ Pleated skirt $1\frac{1}{4}$ inches knife pleat (red stripe on top)
- ❖ Skirt length should be mid-calf. (two) 2 inches below knee
- ❖ All black shoes or sneakers and black socks. No ankle socks
- ❖ White ribbons
- ❖ A belt should not be worn with the skirt

Physical Education Girls

Yellow T-shirt with burgundy slacks/track pants. All students must appear in the correct P. E. uniform on the day timetabled for Physical Education. Please note that disregarding the above will be treated as a breach of the school rule.

Boys' Uniform

- ❖ White shirt-jack with Monogram
- ❖ Shirt-jack collar must be ironed flat. Popped collars are not permitted
- ❖ Plain white vest/jersey - this must not be seen at front neck line
- ❖ Burgundy pants must be of a length and hem circumference sufficiently cover the ankle when the pants are secured at the waist with a belt. Circumference of hem no less than 16" and must not be tight or baggy. The cut and fit of pants must not reveal or accentuate the thighs, genitals or buttocks.
Allowances can be made for growth spurts but an excessively loose or baggy fit is also undesirable.
- ❖ Black belt
- ❖ All Black shoes/sneakers and black socks

Physical Education Boys

Yellow T-shirt with burgundy slacks/track pants

All students must appear in the correct P.E. uniform on the day timetabled for Physical Education.

Please note that disregarding the above will be treated as a breach of the school rule.

My Positive Confession

I can do all things through Christ who strengthens me

I am confident of this one thing, that He who has begun this good work in me is able to complete it.

... Because I am more than a conqueror through Jesus Christ who loves me.

Student Pledge

I have read the above rules and Code of Conduct and I hereby pledge to be guided by its principles, and to do all I can to improve the quality of life at this school.

.....

Child's Signature

.....

Parent's/Guardian's Signature

Doctrinal Statement

- ❖ **We Believe** the Holy Scriptures, both Old and New Testaments, are the divinely inspired Word of God without error in the original writings, and the final authority for all Christian faith and life (*II Timothy 3:16-17; II Peter 1:21*)
- ❖ **We Believe** in one God, infinite, perfect and eternally existent in three persons, Father, Son and Holy Spirit (*Matthew 3:16-17; 28:19; I Peter 1:2; II Corinthians 13:14*)
- ❖ **We Believe** in the virgin birth of the Lord Jesus Christ, His unqualified deity, His sinless humanity, the eternal all-sufficiency of His atoning death, His bodily resurrection and His ascension to His Father's right hand (*I Corinthians 15:3-4; John 1:1, 20:24-29; Hebrews 4:15; I Timothy 2:5; Revelation 20:1-6*)
- ❖ **We Believe** in the personal and imminent, pre-tribulation return of Jesus Christ for His church, i.e. the rapture; the pre-millennial return of Jesus Christ with His church, and His millennial reign on earth (*Hebrews 9:28; I Thessalonians 4:13-18; Revelation 20:1-6; I Corinthians 15:51; Philippians 3:20-21; Titus 2:13*)
- ❖ **We Believe** that justification is a judicial act of God on the believer's behalf solely through faith in Christ's death and resurrection (*Romans 3:24,26; 4:18-25; 5:1; I Corinthians 6:11; Galatians 3:24*)
- ❖ **We Believe** that man was created in the image of God but fell into sin and is under condemnation, and that it is only through the atoning work of the Lord Jesus Christ and regeneration by the Holy Spirit that salvation can be obtained (*Genesis 1:26-27; 2:17; 3:1-13; John 14:6; Acts 4:12; I Timothy 2:5-6*)
- ❖ **We Believe** that water Baptism by immersion, and the Lord's Supper are ordinances to be observed by the church during the present age (*Matthew 28:19; Mark 16:16; Acts 2:38; I Corinthians 11:17-34*)

- ❖ **We Believe** that the Christian life involves discipleship, obedience to the Word of God, holiness, witness and service through the power of the Holy Spirit (*Matthew 28:19; Mark 16:16; Acts 1:8; 2:38; II Corinthians 6:14-18; 7:1*)
- ❖ **We Believe** in the baptism with the Holy Spirit with the initial physical evidence of speaking in other tongues (*Acts 2:4; 4:31; 10:46; I Corinthians 12:13-14; Ephesians 5:18*)
- ❖ **We Believe** in the demonstration of the gifts of the Spirit, and the manifestation of the fruit of the Spirit (*Galatians 5:22-23*)
- ❖ **We Believe** in the divine healing of the human body as provided for in the atonement, which is a privilege of all believers (*Isaiah 53:4, 5; James 5:14, 15*)
- ❖ **We Believe** in Heaven as the eternal inheritance of the believers, and in Hell and the Lake of Fire as the place of eternal doom for the devil, his angels, and all unbelievers (*John 14:1-3; Revelation 20:10-15, 21:1-6*)
- ❖ **We Believe** that the true Church consists of all who through faith in Jesus Christ have been regenerated by the Holy Spirit and are united in the Body of Christ (*Ephesians 1:22-23; 2:22; 4:3-6*)
- ❖ **We Believe** in and practice the five-fold Ministries and the supporting Ministries to be operational in the Church (*Ephesians 4:11-13*)

