

PROSPECTUS 2014 – 2016



GEORGETOWN TECHNICAL HIGH SCHOOL

"THE LOVE FOR LEARNING REMAINS WITH US"



1. Introduction

Georgetown Technical High School opened its doors on 11th September 2007. This was as a result of the need for more secondary schools in the Stann Creek. It was also incumbent at that time to honor such need as it is a part of the millennium development goal that Belize has signed to and also because of Ministry of Education's commitment to Universal Secondary Education by 2010. As a school in its infancy stage, it is of paramount importance that it meets the national standard of Secondary Schools as mandated by the Belize Association of Principals of Secondary Schools. In order to meet those requisite standards, and to become a reputable institution, parents, students and stake holders need to become cognizant of how the institution functions and what are expected of students and parents.

By becoming familiar with the policies, standards and practices of the school, students' pursuit for education at this institution will be fulfilling, as less problematic situations will arise. It is therefore the hope of the institution that students, as well as parents, understand the regulations stipulated in this document as its purpose is to instill discipline, foster responsibility, encourage equal justice and provide avenues for freedom of expression. It also highlights how integral the role of parents can be in the discipline of their children as they strive for higher learning, all of which will make Georgetown Technical High School a fun place to be in.

2. Philosophy

The curriculum caters to a wide variety of educational matters, with emphasis on skills and knowledge to survive in an ever-changing society full of uncertainty, and currently dominated by rapid growth in information and communication technology. Our philosophy of a secondary curriculum certainly underpins UNESCO's Imperatives for Learning in the 21st Century: learning to learn; learning

to do; learning to be; learning to live together. It is very much inclusive of CARICOM's vision of an ideal person—love of life; emotionally intelligent; environmentally sensitive, democratically engaged; culturally grounded and historically conscious; has multiple literacy; gender and diversity respectful; and entrepreneurially capable.

The institution, in no way, adheres to the notion that the responsibility of educating students rests solely on the shoulders of the teachers. A great deal of the responsibility has to be taken up by parents. Parents play a vital part in the education process and should therefore assist in completion of assignments; ensure adequate wearing of school uniform; comply with school rules; assist in appropriate students' behavior; collect reports on a timely basis; pay school fees and fulfill nutritional requirement; and communicate freely with administration.

Augmenting the valuable role of parents is the invaluable contribution of teachers. We view our teachers as professionals that produce a high-quality educational service to our institution. Teachers are, therefore, expected to respect one another, work collaboratively, and carry out their duties at the highest level of quality. Our belief is that every member of the faculty and staff of Georgetown Technical High School puts the interests of those being served before self-interest; respects differences, honors choices, and works to eliminate discrimination and learning disparities. Our teachers have a commitment to lifelong learning and are responsible for maintaining the knowledge, skills and attitudes necessary for high-quality performance.

Every member of the faculty and staff has a commitment to safeguard the privacy of personal and sensitive information about families, co-workers, students and the institution. Our teachers are therefore truthful, trustworthy and accountable and as such are expected to be good stewards of the resources entrusted to the institution. Because we are serious about our mission and vision, every member of the faculty and staff is committed to support our mission to reduce barriers and promote access to education. We are unwavering in our commitment to excellence

by providing the best quality of education, research and administrative support possible and the honest dissemination of work; and the appropriate application of our knowledge. As professionals we are expected to use higher emotional tones such as enthusiasm, cheerfulness, interest and contentment. We believe that the interest of the students always comes first.

We respect the students' individuality. We believe that they are capable of applying their mind to gain knowledge of any field and that they are committed to advance themselves academically, physically, socially, and psychologically for their personal development and the welfare of society. Our approach to discipline is grounded on the belief that students are God fearing and have the desire to do good; willing to participate in school events; enthusiastic in participating in the development of the institution; have respect for individuals and authority and have high self esteem. We are of the belief that the approach to discipline should employ a corrective approach with the mind to achieve character reformation.

3. Mission Statement

Georgetown Technical High School, as an educational institution in Belize, in collaboration with stakeholders of education, will efficiently and equitably deliver quality and relevant education to students. Through the total development of the students, it will prepare students to develop positive attitudes and behavior; acquire technical and vocational skills; and promote innovations and academic proficiencies, in order to assume positive roles in society.

4. Vision Statement

To provide students with necessary skills, attitudes and knowledge to enable them to pursue higher education, become functional and competitive, and adapt to societal changes.

5. Goals/ Aims

To enable the students to:

- i. To develop competency skills
- ii. Acquire life skills in order to adapt to societal changes
- iii. Appreciate the environment
- iv. Function effectively in the world of work
- v. Perform well at higher level institutions
- vi. Become productive citizens of Belize
- vii. Develop entrepreneurship skills
- viii. Develop love for self and country
- ix. Keep up with the technological advances and changes of our universe
- x. Learn the importance of health; spiritual, mental and physical
- xi. Become positive icons in spite of despair situations in life

6. Entrance Requirements

- i) The student has completed Primary School
- ii) The student has taken the Primary School Examination
- iii) The student has completed the application form along with copy of birth paper, social security or any Identification Card, PSE Result and Standard Six Report card, recommendation from the standard six teacher and principal of the last Primary school attended
- iv) All new Students will only be accepted during the first two weeks of each semester
- v) The student has attend two weeks of orientation

7. Registration & Fees

- i) Application fee and registration fee are charged at the beginning of the school year
- ii) An application fee must accompany the application form
- iii) Half of the registration must be paid before admission to school
- iv) The remaining half may be paid in two installments- one before first mid-semester and the balance before the end of semester one

- v) Failure to pay the fees and arrears may result in the child not getting his/ her mid-semester report and Report card
- vi) Even if pledges to pay the registration fees are made by other parties, parents will be held responsible to pay their child's registration

8. Academic Requirements

In order to be eligible for promotion:

- i. The student must attain an over-all GPA of 2.0 during the two semesters
- ii. Mandatory passes in Mathematics and English
- iii. Cannot fail more than two subjects
- iv. Cannot be absent for more than 30 days for the school year
- v. In third and fourth form student cannot fail two (2) of his/her majors

9. Honor Students

- i) Any student with an over-all GPA of 3.0 or more in a given semester will be placed on the honor roll
- ii) The cumulative average for the four years at Secondary School/s is used to determine the top three students and honor students in graduation
- iii) Only students that attend Georgetown Technical High School in third and fourth forms are eligible to participate in Valedictory, Salutatory or Vote of Thanks Speeches in Graduation.

10. Graduation Requirements

- i) The student must obtain a yearly average GPA of 2.0 in the final year of school
- ii) Must pass at least two of their majors and English and Mathematics
- iii) Cannot fail more than two subjects
- iv) Pay required fee

11. Grading System

- i) A GPA of 2.0 is the passing mark
- ii) Course work and final exams make up the semester grades, i.e. three-fourths (3/4) for course work and one-fourth (1/4) for final exams, applies for second semester only.

MEANING OF GRADES

EXCELLENT	90-100	A
VERY GOOD	85-89	B ⁺
GOOD	80-84	B
ABOVE AVERAGE	75-79	B ⁻
AVERAGE	70-74	C ⁺
SATISFACTORY	65-69	C
PASS	60-64	C ⁻
FAILED	0-59	F

12. Repeating

- i) Repeating students will be placed on academic and disciplinary probation for one semester.
- ii) Repeating students may be asked to withdraw if conduct or academic performance after the first semester are not appropriate
- iii) Counseling will be enforced for repeating students; a report will be submitted to the homeroom teacher upon his/her request.
- iv) Every repeating student will need to pay a repeating fee

13. Summer School and Orientation

- i) Every first form student must attend two weeks of summer classes with emphasis in Discipline and Rules, Mathematics and English
- ii) The summer classes shall be for two weeks in June and/ or July
- iii) Each student shall pay a summer classes fee
- iv) Summer classes will be available for first second and third form students who fail English or Mathematics
- v) Forth form students who fail mathematics or English will be required to attend the first semester of classes of the following school year before eligibility for completion

- vi) Students attending summer classes can only do so if they can attain a specified grade substituted for the first semester and the second semester grades
- VI. Any student taking summer classes in Mathematics or English because of failure in yearly average in the subject can only attain a maximum yearly GPA of 2.0 in the subject.
 - i) Students attending summer school will be required to pay a summer classes fee before attending

14. Policy on Uniforms

- i) The boys' uniform shall consist of dark green trousers with straight legs, and front and back pockets (not patch pockets). "Dickies" pants are not acceptable. Baggy pants are not allowed. The pants' foot should be between 12 inches and 18 inches in diameter. No sagging; and boxer shorts or other underwear must not be visible
- ii) The shirt shall be light green with white buttons. There shall be four pockets and side split in shirt at bottom, about 1 inch. The shirt should have one shade of green, no patches will be allowed and it shall be worn outside. A sample will be provided to parents at registration. Epaulet must be sewn on sleeve and under collar at joining seam of collar. It must be a 1x5 inch strip of bright green material. This will signify the first year students. Second form uses a strip of bright yellow; third form a blue strip and fourth form a red strip. It must be sewn on.
- iii) The footwear shall be totally black. No sandals or slippers. The socks shall be plain white
- iv) The girls' uniform shall consist of a dark green skirt with two inserted pockets on the side and black zipper. The length shall be three inches below kneecap. Green long pants may be worn in place of the skirt.
- v) The pants shall have regular straight legs with two inserted side pockets. Pants foot should be between 12 inches and 18 inches in circumference.
- vi) The blouse shall be light green, a little longer than ordinary blouse to accommodate bottom pockets. There shall be four pockets. The buttons shall be white. No trim.

- The blouse shall have one inch side split at the bottom. It shall be worn hanging outside to bottom edge of skirt pocket. Epaulet must be sewn on seam of sleeve and under collar at joining seam of collar. It must be a 1x5 inch strip of bright green material. This will signify the first year students. Second form uses a strip of bright yellow; third form a blue strip and fourth form a red strip. It must be sewn on.
- vii) The footwear shall be totally black. No slippers or sandals are allowed
 - viii) Girls are to wear plain white socks
 - ix) Earrings should be the size of a nickel
 - x) The hair color is to remain natural and no makeup nor nail polish
 - xi) The PE uniform shall consist of short black pants, worn at or below the knee, and the college "T-shirt"
 - xii) Blouses and shirts must be buttoned up at all times
 - xiii) Boys are required to get regular haircuts and must be neatly groomed. No beards are allowed
 - xiv) Males should wear white under shirts and not T-shirts. Females should wear white vest
 - xv) All trousers must be worn with a black belt
 - xvi) Students should not wear more than one piece of jewelry.
 - xvii) No earrings for males or plugs in the ear for males. No marks in the males' hairdo.

15. Transfer

- i) A transferee will be placed on probation for a complete semester.
- ii) Transferee will not be accepted after the first two weeks of classes after the semester has commenced.
- iii) The student must present an original transcript of grades from his or her previous school when applying for Georgetown Technical High School.
- iv) Grades will be reviewed, and subsequently placement in a class
- v) **Transferees will be interviewed and will sign a contract ensuring good behavior and good academic performance**

16. Discipline

- a. The homeroom teacher will be the focus of the discipline in the class

- b. The subject teacher will deal with minor infractions in the class; and, with discretion, will document behavioral problems in a conduct logbook
- c. The homeroom teacher, with the subject teacher, will have conference with the student at a convenient time before the end of the day
- d. The homeroom teacher, after conference with student, with discretion, will determine the next course of action (which can include referral to the school counselor, Head of Department and Vice Principal)
- e. Vice Principal, counselor or Head of Department will determine the next course of action, which may include: detention, conference with parents, referral to disciplinary committee, consultation with relevant outside agencies, recommend suspension, referral to Principal.
- f. Every disciplinary action taken will be recorded in one or more of the following disciplinary log book: Home Room Teacher, School Counselor, Head of Department, Vice Principal
- g. There are two homeroom sessions for the day: morning before classes begin and afternoon after classes

17. Detention

- a. Detention will be conducted on Saturdays or other non school days.
- b. During detention the students can perform a variety of tasks including machete work, cleaning of yard and any other task determined by the administration.
- c. Students will Write a reflection paper before serving the detention, pass it to the supervisor. Then forwarded to the counselor, Vice Principal & Homeroom Teacher.

18. Suspension/ Expulsion

- a. Suspension can be from one day to ten days
- b. Suspension will be determined based on the nature of misconduct and the number of times an offense has been committed.
- c. Only the Vice Principal or the Principal can suspend a student
- d. The type of suspension can be working suspension or out of school suspension

- e. A student may be expelled for serious offenses such as threatening a teacher, peers, or using physical force to intimidate others.

19. Prohibited Items

- i) Students will be penalized for the unauthorized possession of knives, guns, machetes, sharp edged tools, or any item considered to be a weapon. In some cases, the legal authority will be contacted and student will be subjected to three days working suspension.
- ii) Drugs, tobacco, alcohol and any other controlled substances are prohibited and can be subjected to expulsion, as well as reported to legal authorities

20. Non-negotiable Infractions

- i) Consumption of alcohol, marijuana, or any other illegal substance, while on campus, may result in either suspension or expulsion.
- ii) Attending public dances will result in three days suspension
- iii) Abortion will result in expulsion
- iv) The following items are prohibited and are grounds for suspension or expulsion: knives, daggers, dangerous/sharp objects, tobacco, guns, drugs, alcohol, gang emblems, and any other weapons.
- v) Attending public functions after 9:00 P.M. unless prior approval is granted by administration will result in three days working suspension

21. Other Infractions

- I. After 9:00 P.M. students must not be seen on streets or other public functions without parents, guardian, or an adult. Violation of this rule will result in three days working suspension.
- II. Students must not be seen in discos, clubs or bars, or any other adult functions. Disobeying this rule could amount to three days working suspension.
- III. Without prior notice by administration, the penalty for the abovementioned shall be three days working suspension

- IV. Students caught smoking, whether on campus, in uniform, or in public places, will be penalized by serving a three day working suspension.
- V. Possession of electronic devices, without permission, will result in confiscation and returned only to parents
- VI. The penalty for fighting will range from three days suspension to expulsion, depending on the gravity
- VII. The penalty for disrespect to any member of faculty will range from three days suspension to expulsion, depending on the gravity
- VIII. Students may not have encounter with visitors on campus at any time. Visitors must first get permission from Principal before transacting any business with students.
- IX. Only parents, guardians, or close relatives can have encounter with students. Violation of this rule will result in automatic detention
- X. Disruption of school functions shall result in a minimum of one day working suspension
- XI. Stealing will result in three days working suspension
- XII. Cheating in exams will result in a zero on the exam along with automatic detention
- XIII. Possession or access to exams will result in three days suspension or expulsion depending on the outcome of the investigation. The exams may also be called off and rewritten

22. School Bus/ Class Trips/ Extra-curricular Activities

- I. The rules and practices applied to students in the classroom shall also be applied on extra-curricular activities, including but not limited to: class trips, sporting events, travelling on the school bus, and any other school-related function on or off campus
- II. Any misbehavior or misconduct that constitutes a violation of the school rules as it relates to extra-curricular activities will be dealt with swiftly by the disciplinary committee, vice-principal, or principal.

- III. Students travelling on the school bus shall not travel on any other means of transportation to and from school unless otherwise permitted by the administration in such cases like emergencies, mechanical failures of school bus, etc.
- IV. Students will be assigned seats on buses. Students are not to occupy any other seat other than the assigned seat.
- V. Only with the following can a student be eligible to go on a school trip:
 - a. Permission has been granted by parents or guardian.
 - b. The required non-refundable trip fare has been paid in full.
 - c. He/she is not on suspension or has been sent home until further notice.

23. Policy on Pregnancy:

- I. A student will be allowed to return to school after pregnancy only after a careful review of her case has been conducted by the Board of Management
- II. The principal, on recommendations of the Board of Management, will decide, based on time of confinement, time of graduation, and beginning and ending of the semester, when a pregnant student will be suspended from class and when that student will be asked to return to continue school.
- III. Student who is pregnant whilst attending Georgetown Technical High School must sign a withdrawal form before they withdraw from school.
- IV. Students who were pregnant at another school will be accepted only after a thorough review of their individual case is done by the Board of Management

24. Disciplinary Committee

The purpose of the committee is to ensure fair and rapid hearings of major infractions and to make recommendations to Administration for referral to the Board. When deemed necessary they can entertain appeals.

- Hearings will take place within one week from the date of the appeal.
- Parent, students, witnesses and other relevant parties be informed of the date of the hearing at least two (2) days prior to the date of the hearing.

- Parent(s)/Guardian(s), students, and witnesses should be present for the hearing.
- A quorum will consist of five voting members.
- The Committee will hear issues concerning the violation from parties
- The Committee will submit recommendations at the end of the hearing
- The school's Counselor will keep a record of each case and do follow-up on the case.

Major Infractions to be addressed, but are not limited to:

- Drugs and /or alcohol on and off campus
- Sexual harassment
- Assaulting students or staff
- Disrespect to Faculty
- Fighting
- Appeals – *Must be done in writing where the committee will review and determine if there are grounds for hearing*

Committee Members:

- P.T.A Representative
- Staff Representative
- School Counselor who serves as secretary
- District Education Manager
- Vice Principal
- Students' Representative
- Board of Governor's Representative
- Principal Convener; non-voting

Procedures for hearings:

- Overview of committee by Principal: Principal relates incident as told; Principal makes reference to relevant sections of the *Prospectus*.
- Person(s) who witnessed incident present case
- Student presents his/her side of the incident

- A material witness is called if necessary
- Committee questions student
- Parents state view
- Counselor presents case study
- Parents, students and witnesses are asked to leave the hearing room
- Committee deliberates
- Parties are called (parents, students and witnesses)
- Principal presents recommendations to the parties
- Committee's recommendations are submitted through the Principal to the Board of Governors as required by the Board

24. BULLYING (negative intimidation of another person)

In the event that a student becomes bullied by another student to indicate harm, (whether, physical and/or psychological) the bullying student will be advised by the home room teacher and if the need is greater, by the Head of Department and/or the counselor and be given a detention;

1. First offence:

Should the aggression continues, the student will be placed on three days working suspension and will be mandated to consult with the counselor for the number of counseling session deemed necessary by the counselor.

2. Second offence:

In any instance the aggression persists, the child will be required to participate in a conference with the Vice Principal, Counselor, and parent/guardian. Depending on the gravity of the aggression, the student will be placed on a two weeks stay home suspension. If the behavior continues, the student will be brought before the disciplinary committee and his/her enrolment at the institution will be decided. The Board of Management will be informed of the entire situation and will approve all actions in place to resolve the situation.

Should a student bully any member of the staff the student will be referred to the Disciplinary Committee, who will determine the necessary action to be implemented to resolve such behavior. The student will be placed on two weeks stay home suspension subject pending the outcome of the hearing. The decision by the disciplinary committee will be made before the return of the student to classes.

25. Threats

1. First offence

Should a student threaten another student; the threatening student will be placed on one week working suspension. The student will be mandated to attend counseling sessions with the counselor.

2. Second offence.

On completion of the suspension, and the threats continue, the threatening student will be placed on two weeks stay home suspension. The student will be required to attend counseling session and a conference with the vice-principal, the counselor and parent/guardian.

Should these threats continue then the case will be brought to the disciplinary committee for review and those results will be relayed to the parent/guardian. These procedures and decisions will be approved by the board.

26. Petting

Should a student become involved in petting with another student on campus, the students will be referred to the counselor to be advised in the discontinuation of the behavior. The students involved will be placed on two days working suspension. On the completion of the suspension and the behavior continues, the students will be called in for a conference with the Vice principal. Attending the conference will be the parent/guardian of the students and the counselor. They will also be placed on one week working suspension. Should the behavior continues, the situation will be forwarded to the disciplinary committee and a decision will be made concerning the issues. These decisions will be approved by the Board of Management before being implemented.

27. Obscenities

The use of obscene language is very disrespectful and requires disciplinary actions. On the first instance the student will be placed on detention for two days. On the second offence the student will be placed on one day working suspension. On the third offence the student will be placed on three days working suspension and parent/guardian conference is mandatory before the student returns to class. Sessions with the counselor will be required after the conference. The duration of these sessions will be determined by the counselor. Should the use of the language continue, the matter will be referred to the disciplinary committee. The decisions made by the committee will be implemented on approval of the Board of Management and will take effect immediately.

Should a student use this language to a member of staff, he/she will be placed on a minimum of three days suspension and will hold a conference with Vice Principal. If the offence is repeated the parent/guardian will be required to come in for conference with the Vice Principal. If this should continue, that student will be referred to the disciplinary committee and the committee will determine the course of action.

28. Fighting

When a student is involved in a fight all the other students who participated in that fight will be required to have conference with the Principal or the Vice Principal. All participants in the physical hitting of another student will be required to bring their parent/guardian.

There will be a conference with the student, principal/vice principal and his/her parent/guardian to resolve the issue. These students will be placed on two weeks working suspension that is to be assigned by the Principal or the Vice Principal.

Should a student become involved in a second fight that includes physical hitting of another student, that student will be placed on two weeks stay home suspension with the recommendation for expulsion. The matter will be brought to the disciplinary committee. The decision by the committee will be on the student's continuing his/her studies at the institution. These decisions will be approved by the Board of Management.

Students that are associated with any fight and are not involved with the physical hitting of another will be placed on one week suspension and required to attend a conference with the principal/vice principal and the parent/guardian of the student (first offence).

Should the student become involved in other fights, his/her participation being outside of hitting other student, he/she will be placed on two weeks working suspension with counseling and another conference (second offence). If the student is involved for a third time, that student will be placed on two weeks stay home suspension and the matter brought to the disciplinary committee. The decision by the committee will be approved by the Board of Management and will be put into effect immediately.

29. Vandalism

Students found guilty of destroying school's property are responsible for the complete restoration of the item or replacement of the item if the need arises. The student will be required to have sessions with the counselor and the principal/vice principal. There will also be a conference with the parent/guardian of the student. The student will meet his/her responsibility in the form of financial payment or the replacement of the item as prescribe by the institution.

Should a student be found practicing graffiti on school property, that student will be responsible to restore the item, wall or structure to its original form or provide for someone to complete the restoration as prescribed by the institution. The student will be required to have sessions with the counselor and the principal/vice principal. There will also be a conference with the parent/guardian of the student. For the practicing of graffiti and vandalism the student will be provided a dead line that is mandated. If the dead line is not met the student will be placed on two weeks stay home suspension or until the requirements are met.

30. Tattoo

Tattoos are to be registered with the institution upon the enrolment of a student. A record of this registration will be kept on the student file for further reference. Should a student be found with new tattoos, that student will be placed on two weeks working suspension. He/she will be mandated to attend counseling sessions and have a conference with the counselor, vice principal and the parent/guardian. Should the student acquire more tattoos then the parent/guardian and the student will be mandated to attend counseling sessions with the school counselor. And the student placed on two weeks stay home suspension.

31. Cell Phones

- Cell phones and other electronic devices are prohibited at school. The possession of those items can lead to theft and unnecessary distraction before, after and during classes. If found with students, they will need to pay a fine of \$15.00, in the first instance, and returned after three weeks; \$15.00 in the second instance and returned only to the parent at the end of the semester.
- If students need to bring cell phones to school regularly, parents will need to sign a contract and pay a monthly rental fee of \$15.00. Students, however, will need to declare the phone every morning and collect it in the evening before leaving.

32. Courses / Classes/ Schedule

CLASS SCHEDULE

TIME:	CLASSES/PERIOD
7:45- 8:00	HOMEROOM
8:00 -8:45	1 ST PERIOD
8:45 – 9:30	2 ND PERIOD
9:30 – 10:15	3 RD PERIOD
10:15 – 10:45	BREAK
10:45 – 11:30	4 TH PERIOD
11:30 – 12:15	5 TH PERIOD
12:15 – 1:00	6 TH PERIOD
1:00 – 1:30	LUNCH
1:30 -2:15	7 TH PERIOD
2:15 – 3:00	8 TH PERIOD
3:00 – 3:10	HOME ROOM

