

# BELIZE HIGH SCHOOL OF AGRICULTURE STUDENT'S HANDBOOK 2023/2024



**B.H.S.A**



**Belize High School of Agriculture**

*Student achievement means improving academic outcomes for all students to ensure their success in school and life.*



*Foundation for Student Achievement*



## THE UNITY PRAYER

May our feet journey together.  
May our hands gather in unity.  
May our hearts beat in unison.  
May our souls be in harmony.  
May our thoughts be as one.  
May our ears listen to  
the silence together.  
May our glances  
profoundly  
penetrate each other.  
May our lips pray together to  
gain mercy from the Eternal Father.  
Amen.

SPREAD THE EFFECT OF GRACE OF THY  
FLAME OF LOVE OVER ALL OF  
HUMANITY

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## ***Introduction***

The process of education is dynamic and the policies, rules and regulations must undergo modifications to meet changing situations. In making revisions to the rules and regulations, it is our hope that these changes will enhance the quality of education offered to the students at the Belize High School of Agriculture.

The principal and staff take this opportunity to welcome you to Belize High School of Agriculture. As a student of this institution we hope that you will do your utmost best to live up to the aims and objectives of this school. We are here to help you have a productive and successful year both in the agriculture and academic field.



## ***Principal's Address***

### **WELCOME PARENTS!**

Thank you for choosing Belize High School of Agriculture to provide your child's education. We are very aware of the trust you have invested in our school and our school system, and we work every day to continue to earn that trust. Your child is best served when there is a partnership and an ongoing collaboration between the parents and the school. We believe that well-informed parents are the best resources both our school and our students can have. We believe that well-informed parents promote a positive school environment. We require your child to bring home a copy of the Students' Handbook to provide you with a tool to enhance the information you have and support our mutual efforts to help your child have the best possible experience at school every day. This handbook includes the Code of Students' Conduct and information about academic requirements, and regulations necessary to ensure safety and promote a positive environment for learning. If you have any questions about anything in this handbook, please contact your school's Principal.

### **WELCOME STUDENTS!**

Welcome to Belize High School of Agriculture! We are glad you are here! Your teachers, Principal and other school members, as well as your parents, share the responsibility to you with opportunities for a great education. You have the responsibility to take positive advantage of those opportunities, so you can acquire the building blocks for a successful life. You already know that when people live and work together there is a need for rules to help everyone get along together. We ask that you study the handbook carefully, and understand and follow the rules it contains. If you have any questions about the content of the handbook, please ask your school principal for clarifications.



All policies in this handbook are subject to change due to actions of the Ministry of Education of Belize and Belize High School of Agriculture Board of Management. Parents will be notified when such changes occur.

## **School Operational Changes**

1. All students' temperature will be taken on hands armpit area before they board the school bus.
2. Student must wear their facemask on the bus and while on campus. A free BHSA facemask will be given on orientation day. Parents are advised to provide an additional facemask to their child.
3. Upon arrival at school, health monitors will ensure all students wash their hands with soap and water before moving to class.
4. The school will follow alternate days system. 1<sup>st</sup> and 2<sup>nd</sup> Form will report to school on Monday, Wednesday and Friday. 3<sup>rd</sup> and 4<sup>th</sup> Form will attend on Tuesday and Thursday. On the days students are not on campus, they will engage in online classes and or independent school work at home. The following week, Forms will alternate their days.
5. Both break and lunch will take place in the class under the supervision of the homeroom teacher. Students are asked to bring a healthy snack. Lunch orders will be taken by the homeroom teacher in the morning and the cafeteria personnel will deliver to each class
6. Students will not engage in class duties this academic year.
7. Hand washing and sanitizing of work areas is included in the class schedules.

## GENERAL INFORMATION

### ***Mission Statement***

B.H.S.A.'s main mission is to provide primary school leavers a secondary education with emphasis in agriculture so as to equip them with the knowledge, skills and attitudes required for their own personal development and consequently for the development of the nation.

### *Goals*

#### *General*

- (a) To develop an attitude of respect for personal and public property.
- (b) Develop an awareness of civic rights and responsibilities.
- (c) Develop an appreciation for and an understanding of other people and cultures.
- (d) Develop an ability to communicate ideas and feelings effectively.
- (e) Develop skills in oral and written English.
- (f) Develop ability to examine constructively and creatively.
- (g) Develop reasoning abilities.
- (h) Develop skills to think and proceed logically.
- (i) Develop a cooperative attitude towards living and working with others.
- (j) Develop a positive attitude towards learning and school.
- (k) Develop ability to use leisure time productively.
- (l) Develop abilities and skills needed to complete secondary school education.
- (m) Develop students' capacity to discipline themselves to work, study and play constructively.
- (n) To promote such values as individual dignity, freedom, courtesy, respect and responsibilities.
- (o) To develop a concern for an involvement in community consciousness.

#### *Relevant*

- (a) To provide training in agriculture and academic subjects for primary school leavers thus preparing them to continue their education
- (b) To undertake various agricultural and other related programs with a view to expanding and diversifying agriculture in Belize.
- (c) To work closely with the Ministry of Agriculture with a view to furthering agricultural training.

- (d) Encourage students to be self-sufficient through participation in productive and income generating agricultural ventures.
- (e) To open up and expand knowledge in all areas of agriculture.
- (f) To provide a community resource for other agriculturally related projects.
- (g) To train students and others in livestock farming, poultry farming and general agriculture.

## ***Vision Statement***

BHSA will become an expanded recognized institution of higher learning with an emphasis on agriculture. BHSA will provide all students with an equal opportunity regardless of educational background or financial status. We will cultivate a school culture that allows students to thrive in a learning environment celebrating diversity, excelling in academics and sports at all levels. BHSA will prepare young men and women to realize their potential and contribute to the betterment of mankind by giving back.

### **Students**

They will be actively engaged in learning so that they may be exceptionally skilled academically, physically and socially. They will incorporate into their lives a spirit of cooperation and collaboration, and will show respect and appreciation for diversity of culture

### **Parents**

Parents are to be the backbone of their children's scholastic achievements by providing the necessary support required as their children endeavor to their educational goal.

### **Business Community**

The Business Community can help ensure the right of every child and youth to receive a quality education by supporting government in the delivery of education.

### **Staff**

Our teachers will create an environment conducive to learning. As caring, compassionate, and concerned professionals, the staff will be role models for our students by being coaches, mentors, motivators and leaders. Teachers will become experts in their subject areas and use a variety of teaching methods inclusive of technological advances to support the varied ways in which students can learn. They will work as a team to share knowledge ensuring students' success.



## ***Brief History***

The relevant education of Agriculture Production Programme (REAP) proved to be successful in the Primary Schools. However, students who were motivated to continue in the field of agriculture could not do so before 1984. It was from that concern that the idea of a school of agriculture originated. Fortunately, through the cooperation of Rotary Club, who financed REAP and supported the establishment of an agriculture school; the Roman Catholic Mission, who willingly leased the land; USAID who provided finance, Peace Corps who administered the grant and provided teachers, Ministry of Education who also provided teachers; the Ministry of Agriculture and the community who expressed their support for a school of agriculture. Belize Junior School of Agriculture was founded by Peace Corps Volunteer, George LeBard on July 4, 1984.

Since then, they found that the school's operation has been a working and learning experience. Besides having learned, they have had problems. The main problem was a tendency to lose sight of the original goals of the school. They kept seeing a tendency from the parents, students and teachers to place more importance on the academic subjects. This was supported by the community at large by giving the opportunity to our ambitious graduates to continue their Secondary School Education. The Ministry of Education indirectly pushed us in this position by requesting us to follow the new Secondary School Curriculum Policy developed by the Ministry of Education in cooperation with the Belize Association of Principals of Secondary Schools of which B.J.S.A. was a member.

The original goals of BJSA were to offer primary school leavers, especially from REAP schools an education in agriculture, to encourage diversified farming and to promote self sufficiency through participation in income generating projects. Some of the original goals were changed to meet the demands of the more ambitious students. However, the main focus of the course is still agriculture.

The Board of Directors/Managing Committees of BJSA realized that they had to be flexible with the goals and objectives of the school. As a result; a request of at third year was made to the Ministry of Education in 1986 and 1987. Unfortunately, the government was not in a position to support it at the time. However, the Ministry of Education expressed the ideas that if they were to expand BJSA, it would be to a four year secondary school. Since 1989, the Ministry had this issue on their desk. Nevertheless, because of the many changes in the Ministry's administration and BJSA without a Managing Committee in 1989/90, the issue was not been followed up seriously. In 1991, the Chief Education Officer promised to set up a committee to evaluate BJSA so as to then make recommendations regarding the future of the school.

In 1994 the Ministry of Education gave approval for the expansion of Belize Junior School of Agriculture to a four year High School. In September of 1994, the first phase of the expansion took place to add a third year. In September 1995, a fourth year was added and the name was changed to Belize High School of Agriculture. The first commencement exercise of the four year high school was held on June 1996.

## ***Admission Procedure***

Belize High School of Agriculture welcomes applications of standard VI students or secondary school transferees. The admission procedure includes the following:

1. Complete and submit to the Principal's Office the application form.
2. Submit letters or forms of recommendation from the principal/standard VI teacher of the appropriate primary or secondary school.
3. Submit copies of standard V and VI report cards or transcript.
4. All prospective applicants must complete standard VI and sit the Primary School Examination (P.S.E.).
5. Copy of a valid Social Security Card
6. Letters of acceptance from the Principal's office are sent to all qualifying students.

## ***Annual School Fees***

Form I		Form II - IV	
Registration	\$20.00	Registration	\$20.00
Computer Fee	\$100.00	Computer Fee	\$100.00
Practical Fee	\$60.00	Practical Fee	\$60.00
Activity Fee	\$60.00	Activity Fee	\$60.00
Sport Fee	\$30.00	Sport Fee	\$30.00
Development Fee	\$30.00	Development Fee	\$30.00
Insurance	\$15.00	Insurance	\$15.00
ID Fee	\$15.00	ID Fee	\$15.00
Handbook	\$10.00	Handbook	\$10.00
Summer Course	\$50.00	Agriculture Fee	\$30.00
		Lab Fee	\$20.00
<b>Total</b>	<b>\$390.00</b>	<b>Total</b>	<b>\$390.00</b>

School Badge	\$3.00 ea.
Repetition	\$75.00

### **Payment Plan**

Registration Day	\$140.00
September 29, 2017	\$100.00
October 27, 2017	\$100.00
November 24, 2017	\$50.00

### **Fourth Form**

Graduation Fee	\$ 160.00
Parents Night	\$ 100.00

## ***Curriculum***

Form I	Form II
Reading	Reading
Agriculture Science	Agriculture Science
Literature	Literature
Spanish	Spanish
Integrated Science	Integrated Science
Information Technology	Information Technology
Belizean studies	Belizean studies
English	English
Mathematics	Mathematics

Form III	Form IV
Agriculture Science	Agriculture Science
Chemistry	Chemistry
Literature	Literature
	Spanish
Information Technology	Information Technology
Biology	Biology
English	English
Mathematics	Mathematics
Accounting	Accounting

## ***Schedule for Instruction***

### **Second Form & Third Form Schedule**

Periods				
Name	Short	Start	The End	Len...
1	1	8:15	8:55	40
2	2	8:55	9:35	40
BREAK	B	9:35	9:50	15
3	3	9:50	10:30	40
4	4	10:30	11:10	40
5	5	11:10	11:50	40
LUNCH	L	11:50	12:20	30
6	6	12:20	13:00	40
7	7	13:00	13:40	40
8	8	13:40	14:20	40

### **FOURTH FORM & FIRST FORM Schedule**

Periods				
Name	Short	Start	The End	Len...
1	1	8:15	8:55	40
2	2	8:55	9:35	40
3	3	9:35	10:15	40
BREAK	4	10:15	10:30	15
4	4	10:30	11:10	40
5	5	11:10	11:50	40
6	6	11:50	12:30	40
LUNCH	7	12:30	13:00	30
7	7	13:00	13:40	40
8	8	13:40	14:20	40
9	9	14:20	15:00	40

## ***Grading System***

In keeping with the Ministry of Education's request for "standardization" among secondary schools, BHSA has been adopted the "Grade Point Average" (GPA).

No. Grade	Letter Grade	Point Value
100 – 90	A	4.0
89 – 85	B+	3.5
84 – 80	B	3
79 – 75	C+	2.5
74 – 70	C	2.0
69 – 65	D+	1.5
64 – 60	D	1.0
59 – 0	F	0

### ***Definition Grade Point Average:***

1. A = 4.0, Excellent  
The student exceeds maximum requirements of the course.
2. B+ = 3.5, Very Good  
The student covers all requirements at an above average level.
3. B = 3.0, Good  
The student's work is consistently of high quality.
4. C+ = 2.5, Average  
The student shows steady progress in application of knowledge acquired in the course.
5. C = 2.0, Pass  
The student meets basic requirements of the course satisfactorily.
6. D+ = 1.5, D = 1.0, Fail  
The student's work is generally of poor quality.
7. F = 0, No credit  
The student's work is generally of very poor quality.



# SCHOOL RULES

## ***Promotion Requirements***

First – Third Form

In order to be promoted students must:

- Pass Math, English and Agriculture Science (often called the compulsory subjects)
- Pass four other subjects
- Have a minimum grade of “C” or 2.00
- Attend at least 90% of class sessions (A students should not be absent for more than 18 days.)

Students who show definite weakness in Math or English may be required to take compulsory remedial classes. Students who attended summer school will automatically be on academic probation for the 1<sup>st</sup> semester of their next school year until they show improvement.

Students may be asked to complete summer school and /or re-sit **ONE** exam successfully before being promoted.

Students who do not meet the above requirements may be given the chance to repeat; however, extremely low failures, poor behaviors and/or a high number of slips may result in the student not being offered the opportunity to repeat.

Students who obtain a GPA of 3.25 or above are placed on the honor roll for that semester/year.

## ***Graduation Requirements (Fourth Form)***

In order to graduate students must:

- Pass Math, English and Agriculture Science (often called the compulsory subjects)
- Pass four other subjects
- Have a minimum G.P.A. grade of “C” or 2.00
- Attend at least 90% of class sessions (A students should not be absent for more than 18 days.)
- Complete at least 20 hours community service

Students may be asked to complete a re-sit exam successfully before graduating.

Students who do not meet the above requirements may be given the chance to repeat; however, extremely low failures and/or poor behavior may result in the student not being offered the opportunity to repeat.

Students who obtain a GPA of 3.25 or above are placed on the honor roll for that semester/year.

Parents/guardians and students will be informed verbally or in writing about the students’ successful completion or failure to complete graduation requirements at the time appointed for the release of this information.

## ***School Hours***

Students are expected to be on campus by 7:15 a.m. so that when the first bell rings at 7:40 a.m. they can move to the homerooms for attendance. This homeroom session ends at 8:15 when the first period begins.

## ***Tardiness***

A late arrival may earn the student an evening detention. This decision depends on the number of times the student has arrived late for the school year. In extreme cases the student may be sent back home when late.

Students who come late but have a note stating an acceptable reason, hand in the note to the Vice Principal who then gives them an admit slip to get into class. The admit slip must be shown to the teacher in the class at that time and submitted to the homeroom teacher by the end of the day.

Students who are on the compound engaged in any activity and are not in the class during homeroom session are recorded as late in the class register: for example, eating breakfast, running errands, paying fees, etc.

Students who are with a teacher other than the homeroom, without the knowledge and consent of the homeroom teacher or administration are recorded as late. Such lates will be reflected on the student's progress report.

A student who is caught sneaking into the school late receives a detention which may be served immediately or at the end of the school day at the discretion of the VP.

A student who is constantly late will need to sign a late contract. The parent will also need to sign the contract and ensure that the student abides by the terms therein.

## ***Attendance***

Regular and punctual attendance is the responsibility of the student and parents or guardians. Students who are absent must provide a written excuse from the parent/guardian on the day they return to school. **The note must be on a clean folder sheet and if possible in an envelope or stapled.**

### **Guidelines for Absentee's Notes**

- 1. The date**
- 2. The student's name and class.**
- 3. The reason for absence and days absent**
- 4. A valid contact phone number for the parent/guardian**
- 5. A parent/guardian's name and signature**

A student who returns to school without a note will be issued a detention for not having the note on the first and second days. On the third day of coming without the note, the student may be

sent home for the note. Students whose parents have called in about the absence still need to bring in the signed note to put on file.

If a student is found forging a note, a parent conference will be held and the student will be given an unmarked suspension.

Students are responsible for any missed – homework, quizzes, test, etc. Arrangements to make up any work or tests should be made within three days of the student's return.

A student who is constantly absent will need to sign an Attendance contract. The parent will also need to sign the contract and ensure that the student abides by the terms therein.

In some cases a phone call may be made to the parent/guardian to verify the absence.

## ***Attire***

### **School Uniform**

A uniform, beige/khaki (top) and brown (bottom), is established to provide an atmosphere that enhances learning, teaches hygiene, instills discipline and prevents disruptions. Students should come to school looking neat and clean wearing appropriate uniform and exhibiting grooming that is presentable and acceptable. The Administration reserves the right and responsibility to determine what is acceptable with regards to uniform and grooming.

### ***Boys***

1. Plain beige/khaki sleeve shirt worn buttoned-up and untucked.  
The undershirt (with or without sleeve) must be completely white without any markings whatsoever and worn tucked.
2. Long brown pants with straight foot cutting-no puffs on footing. Pants are to be worn at the waist, no- sagging. Length of pants should not exceed beyond bottom of shoe and should not drag on the floor.
3. Black or brown belt to be worn with the pants.
4. Footwear must be full black shoes or full black tennis. Any words, marking or trimming on the footwear must be full black. The footwear must be properly laced and strapped and these must be the same color as the shoe or tennis.
5. White socks must be worn.
6. School badge and ID cards must be worn
7. Face mask must be worn

## *Girls*

1. Plain cream untucked blouse. Blouses must be buttoned.
2. Brown skirt 2 inches below the knee.
3. Foot wear must be full black shoes without heels beyond 1 inch in height or full black low-cut tennis.
4. White socks must be worn.
5. School badge and ID cards must be worn
6. Face mask must be worn

## Physical Education Uniform

1. For P.E. classes all students must wear the B.H.S.A. T-shirt and short pants not too tight, knee length and tennis shoes.
2. If a student is out of uniform, the student will stay for jug after classes.
3. After three (3) offenses, the student will be asked to report to administration and parents called in.
4. After fourth offense - letter sent home and put in file.

## Personal Appearance

Every student must be properly attired in the school uniform, unless otherwise stated. The uniform must be freshly laundered and ironed.

In extenuating circumstances a student may be allowed in school without the school uniform. In such a case a valid written excuse signed by the parent/guardian must be presented by the student. The student will be required to wear the BHSA shirt with trousers/skirt. No jeans will be allowed.

Hair should be kept clean, neat, and simply styled. Students should not have extreme hairdos or dyed hair while attending school. Students should wear a basic haircut. Males should not grow their hair long and must be clean shaven.

Fingernails must be neatly trimmed, clean and free of nail polish: no artificial nails are allowed. No makeup must be worn.

Fashion accessories/excessive jewelry must not be worn with the school uniform. Such items will be confiscated by school authorities and returned at the end of the semester. A small fee may be charged to re-claim the items.

Male students are not allowed to wear earrings. Female students are allowed to wear one pair of stud earrings. Dangling earrings are not allowed.

Students are to refrain from placing tattoos on their bodies.

Occasionally a Casual Day may be allowed but students are still expected to dress appropriately and jewelry code remains the same. Students may bring...

- Long plain Blue or Black jeans pants
- PE T-shirt
- Footwear can be sandals or tennis shoes

## ***Prohibited Items***

Illegal – Drugs

Guns

Gang paraphernalia

Potentially harmful objects

- Scissors, knives, needles, ice picks

Expensive – Jewelry

Electronic devices – including laptop computers

Personal stereos, CD players, MP3s, iPods, cell phones, computer games

Other items

Explicit romance novels, comic books, hairbrushes, combs, hair gels, lotions, colognes, body-sprays and chewing gum must not be brought to school as part of regular school material.

Students who habitually bring prohibited items will receive a marked detention.

Confiscated electronic devices and expensive items will be handed in to the office. A fee may be charged upon collecting items from the office. Any confiscated items not claimed at the end of the semester will be disposed of at the discretion of the school.

Random inspections will be conducted in the presence of police officers. Incidents where illegal objects such as guns, alcohol, marijuana and others drugs, explosives, pornographic material, drug and gang paraphernalia and any other illegal substances are found will be reported to the proper authorities. The confiscated objects will be handed over to those authorities.

\*Some prohibited items may sometimes be needed for a particular class. In such instances these may be brought to school and handed in to the homeroom or subject teacher immediately upon arrival. If such items are found on the students, they may be confiscated.

**\*The Administration WILL NOT accept responsibility for lost, stolen or missing items that are not allowed.\***



## ***Cellular Phones***

Students are not to bring cellular phones to school. If students are caught with a cellular phone, the phone will be kept at the office for two weeks and a fine of \$20.00 needs to be paid to get it back. If the offence is repeated it will be kept for two months and the student will need to pay a fine of \$50.00 to get it back. On the third offence the phone will be kept at the office for the remainder of the school year and the student will be fined \$50.00.

## ***Textbooks and Materials***

Every day, students are to bring textbooks and notebooks for the subjects scheduled for that particular day. Borrowing of textbooks is not allowed. Students who habitually break this rule will serve a detention.

Students are expected to come to classes prepared with notebooks, pens, pencils, rulers, erasers, sharpeners, coloring pencils, and any other material needed for a particular class. Borrowing of materials within the class, under the supervision of the teacher, must be kept to a minimum.

Students are strongly discouraged from asking staff members to act as overnight guardians of their textbook.

## ***Slip System***

These guidelines will be followed when dealing with teacher managed behavior.

Step 1 - Warning

Step 2 – Teacher/ Student conference (documented)

Step 3 – Parent/Teacher/Student conference (documented) Slips are issued.

Continued failure by student to follow procedure:

Step 4 – Referral by teacher for parent/student/counsellor conference (documented)

Step 5 – Referral to administrator

If after due process the student has been referred to administration then such student will be dealt accordingly and he will be asked to serve a three day suspension.

## ***Behavior in Class/Campus***

Classrooms and their surrounding areas should always be kept clean, neat and attractive. Garbage should be placed in the garbage containers only and emptied daily. Remember, cleanliness is next to Godliness.

(i) Students who shun responsibilities to clean up classroom at 2:40 will have their work doubled.

(ii) Students who willfully deface furniture or walls will have to make the necessary repairs.

(iii) Students who destroy school property will have to pay or replace the damaged item.

(iv) Any student caught littering may be charged a \$50. 00 fee.

1. Except for classes or cleaning duties, students shall not remain inside the classrooms unless a teacher is present. In addition students should not stay on the verandahs for break and lunch.
2. Students should not leave their assigned seats during class, much less their classroom without permission from the teacher. Students are not allowed to leave their classrooms to borrow books nor any other school material.
3. In the absence of a teacher, the class president will be responsible for good order in the classroom. He/She will report any misconduct.
4. The chewing of gum and eating in class are not allowed. .
5. Students should be punctual for each session and after each recess and lunch break.
6. Money and other valuable property must not be left in class. The school does not accept responsibility for losses.
7. Students are expected to take pride in keeping school property in good condition. The facilities must be used and respected for their purpose. Students who willfully damage or deface any school property will have to replace or pay for the article as well as being subject to disciplinary measures. Vandalism in and out of school will be penalized.
8. Students shall not use obscene language or obscene gestures. Anyone found guilty of writing obscene phrases or drawing obscene picture on walls, desks, chairs etc. or in possession of pornographic materials will be disciplined accordingly and will be referred to school administration.
9. Students are not allowed to purchase water during normal class sessions. In cases of medical reasons the student must be sent to the office where water will be provided. A medical certificate will be required.
10. No 'Horse Play' is allowed in classrooms, lab workshop, etc.
11. All quarrels, misunderstandings, etc. must be reported to a teacher or the vice principal or principal.
12. Students who are asked to leave the classroom by the teacher for misbehavior must report immediately to the vice principal.
13. All students shall observe a code of acceptable morals and social conduct so as to give our school a good image. Courtesy towards superiors and peers, tolerance for other peoples' rights are signs of maturity and culture.

### ***Leaving the Compound***

Students may be allowed to leave the compound due to illness, an emergency at home, or to attend a funeral. The parent who is responsible for the student is required to make arrangements to have the student picked up at the compound. No student will be allowed to leave the compound alone, he must be accompanied by a parent or guardian.

The Principal or VP is the only ones who can give a student permission to leave the compound. A permission slip will be given to the student. This permission slip is to be handed back to the Homeroom teacher for the purpose of attendance record keeping.

In the event that a student needs to be taken to the hospital, the parent will be immediately notified. In this case a teacher or counselor will accompany the student to the hospital with the expectation that the parent/guardian will arrive within a reasonable period of time to assume responsibility.

Students who leave the compound without permission receive a marked detention and their parents' needs to come in for consultation before the student is allowed back in class.

### ***Sexual Conduct***

No romancing (hugging, kissing, fondling, holding hands, etc.) is allowed on or off campus at all times because it gives a poor image of the school. Any student caught breaking this rule will be referred to administration who will then request a student parent conference.

Students caught in sexual activity on or off campus, in uniform, shall be given a two day suspension and undergo counseling.

A student who comes to school with that mark known as love bite, hickey, vamp or any other name will be issued a slip by the Vice Principal and will then be sent home to the parent. The student will return to school only after the mark has completely disappeared. Such student is sent to the counselor as well.

A student who is confirmed to be living with a sexual partner or is in a permanent sexual relationship needs to meet with the administration to decide whether the student will benefit from counseling or will need to be asked to withdraw.

### ***Stealing and Cheating***

Honesty is expected of all students at all times.

Students are to respect the space and property of every other student, members of staff as well as of this institution. Theft is defined by the Criminal Code of Belize as "dishonestly appropriating property belonging to another." Theft in any form is unacceptable.

1. A student who is guilty of petty stealing or any misdemeanor as defined by the Criminal Code of Belize may be penalized as follows:

First Offence: A minimum of 2 days Suspension and will be charged for the item(s) if not recovered.

Second Offence: A minimum of 4 days Suspension and will be charged for the item(s) if not recovered.

Third Offence: Exclusion.

In every case parents will be duly informed. Students may be required to undergo counseling and the school reserves the right to report any case of theft to the police.

Students who are caught cheating will have their test/exam papers taken away and receive a zero on the test/exam. A slip and a detention may be given by the teacher or VP. In the case of fourth formers, they may forfeit the privilege to take part in the graduation activities.

### ***Use of Bathroom***

Students are encouraged to use the bathroom before and after classes and during break.

Teachers may allow students to go to the bathroom during 2<sup>nd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> periods.

Students are not allowed to go to the bathroom during 1<sup>st</sup>, 3<sup>rd</sup>, and 6<sup>th</sup> periods except for special cases in which students have bladder problems.

Students who have special needs from time to time need to inform the homeroom teacher so that subject teachers may be informed.

Any student found defacing the bathroom in any way will be held responsible for cleaning and if necessary repainting the bathroom at their own expense.

Students must receive permission to go to the bathroom from the teacher coming to the class, **not** from the teacher who is leaving the class.

### ***Restricted Areas***

The computer and science laboratories are off limits to students. Students are to be in these rooms only under the supervision of the teacher.

A student must not be alone in a closed room with any teacher.

The offices of the Principal, Vice Principal, and counselor are to be visited only when conducting official business. No student is to be in these rooms unattended.

During break time students must keep away from the area immediately outside these rooms.

The staff room is off limits to students. A student who has to see a teacher must wait for the teacher to come to the door. Visits to the staff-room must be kept to a minimum.

Students who are bringing or getting books or heavy items for teachers are to leave or receive such items at or by the door. Under no circumstances must a student walk freely through the staff-room.

\* At no time should a student carry the class register or a teacher's grade book.

\* Students must **never** enter the staff room/teachers' lounge without a teacher's permission.

\* Students must **never** enter the Staff room/teachers' lounge when no teacher is there.

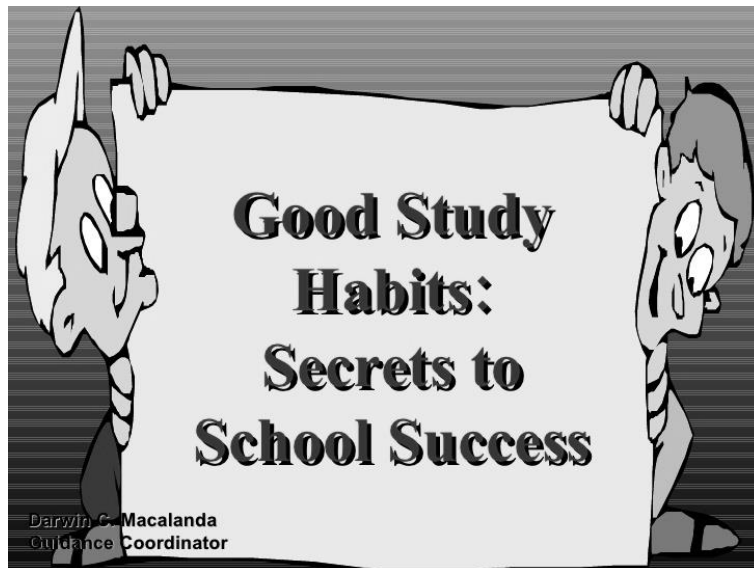
### ***Homework, Study & Work Habits***

1. All students are expected to do homework each and every time it is assigned. A student is expected to study for a minimum of two hours every school night.
2. Homework may include study or course work or notes not just writing or reading assignment. If a student fails to understand an assignment it is his/her responsibility to meet with the teacher to clarify the assignment.

3. Our aim is to provide quality and purpose in homework that will aid independent learning out of school and we should follow these principles:
- i) Homework should be clearly related to ongoing class work.
  - ii) Homework should be varied and call on a range of skills.
  - iii) Home work should be manageable and achievable in a given time.
  - iv) Homework should allow for individual initiative and creativity.
  - v) Homework should promote self-confidence and understanding
- Completed homework should be presented on time and recognized and rewarded.

4. Students who are absent or missed an assessment are responsible for getting all notes for the sessions they missed. They are responsible for seeking out the teacher and finding out if and when they can take the assessment missed.

**\*\* Note that any student not meeting Academic requirements, does not have a G.P.A. of 2. 25 or above, will not be allowed to participate in any sporting activity\*\***





## DISCIPLINARY SYSTEM

### ***Slip System and Detentions***

Students are expected to demonstrate respect for self, others and the school property. To encourage responsibility in these areas, the slip system is utilized.

- There are two types of detentions
- Unmarked detention where the student does not receive a slip.
- Marked detention where the student receives a slip and this is placed on his/her permanent record.

### ***Suspensions***

This is the removal from classes for a designated period of time (2 to 5 days) during which period students may be asked to stay home or work at school. Any student who has been suspended will not be allowed to represent the school for that academic year. Students will be responsible to make up assignment, test or quiz missed during the suspension.

A regular student who after due process (on any teacher managed issue) is referred to administration is placed on his/her first suspension.

A transfer student or student on probation who after due process (on any teacher managed issue) is referred to administration is placed on suspension and the Board of Directors will decide whether that student will be asked to withdraw.

Any student earning three suspensions in one academic year may be excluded.

A student will be placed on contract after he/she has undergone counseling but continues to be a major disciplinary problem. The contract is valid for the remainder of the school year. Breach of the contract will result in exclusion.

Parents/Guardians must speak with administration at school before the student is readmitted.

### ***Student sent out of Class***

A student who has been sent out to the VP or Principal must go directly to the respective office. In case they have to wait they must inform the secretary and wait in front of the main office. There is to be no interference with other students, teachers or office staff. No student is to wander around the compound unsupervised.

## SCHOOL POLICIES

### ***Repeating Policy***

Repeating a class is not automatic. Students are considered for repeating if they have a good disciplinary record and their grades indicate that sufficient effort had been made to pass the class.

Students who fail the year and do not meet the criteria for summer school may be allowed to repeat that class at the first instance. If the student fails a second time at the same level, this student will be asked to withdraw.

Students can repeat twice during a four year cycle providing that it is not at the same level. Transfer students can only repeat once during their years at the institution. The repetition cannot be for the same academic year of the transfer.

### ***Attendance Policy***

Regular attendance and punctuality are important for students' success. Students are expected to be present and punctual each school day and for all classes.

A high school student learns facts and attitudes from class participation. Excessive absence results in a student not having sufficient opportunity to learn from and participate in those learning experiences. Therefore, regular attendance is a necessary part of a student's education. Persistent absences or lateness may lead to suspension or expulsion.

All absences from school will be classified either as excused or unexcused. Absences may be excused for the following reasons:

- i) Hospitalization or home confinement of student due to illness.
- ii) Medical and dental appointments that cannot be arranged during non-school hours.
- iii) Death in the family
- iv) Family hardship caused by dire circumstances beyond family control.
- v) Pre-arranged absences.

An absence for any other reason from those listed above shall be classified as unexcused.

If a student is absent from school, the parent or guardian is to notify either by phone the day of the absence or by a note on the student's return to school. Failure to comply will result in unexcused absence. If absent for a session or more, a student must report to the office for an admittance slip before going to the classroom. Teachers will not admit absent students without an admittance slip.

Students are required to attend classes 90% of the time. This means that for the entire school year a student can only be absent for 18 days. Except in special cases where students are hospitalized they will be considered provided that they can prove that they have been updating their studies and must take make up tests from teachers.

## ***Social Media Policy***

Students must use social media (Facebook, Instagram, YouTube, etc.) responsibly both on and off the school's compound. Students must ensure that use of these tools does not:

1. Infringe on the right of their peers, teachers or administrators.
2. Create negative attention to themselves, their teachers, administrators or the Belize High School of Agriculture.
3. Are not used in any manner to threaten or bully their peers, teachers, or administrators.
4. Are not used in any way to unfairly gain academic leverage (cheat).

Any matters of such kind brought to the school's attention will result in disciplinary measures being taken.

## ***Tattoos Policy***

The Belize High School of Agriculture discourages the display of tattoos. Students who already have tattoos at the time of registration must register such tattoos at the beginning of the school year.

Additional tattoos found on a student during the course of the school year earn the student 3 working days suspension.

In extreme cases, such as when the tattoo is clearly visible and of a sexual or illegal nature the student may be sent home until that tattoo can be covered or removed.

## ***Night Clubs and Beauty Contest Policy***

Students are not allowed to attend public dances, casinos, clubs, bars, discos and pool rooms where alcoholic beverages are sold and consumed. They are further disallowed from serving or buying alcoholic beverages at any venue.

Students will not be allowed to participate in any function such as beauty pageants, modeling, swimsuit contest, posing for advertisement and carnivals where there is indecent exposure of the body.

Failure to comply with these rules will be subject to the following:

- a) A first offense results in hours of detention and parents/teacher conference and counseling
- b) A second offense results in an immediate suspension and community service.
- c) A third offense may warrant recommendation for expulsion.

## ***Parenting Policy***

If a student gets pregnant, she will be asked to withdraw from school for the duration of the pregnancy and the remainder of the school year. She may return at the beginning of the school year provided that she:

- Is not living in any common-law or married union with the father of the child or any other man.

- Can prove that proper arrangements have been made for the care of her child and that this will not disrupt her education in any way.

Boys who become expectant fathers will be required to recognize their child. He will be allowed to continue his education provided that he:

- Makes proper arrangements for the maintenance of the child.
- Is not living in any common-law or married union with the mother of the child or any other woman.

The permission to allow a student to finish high school is not automatic. Individual consideration is given to each student who becomes a parent.

This policy only governs students who are already at the Belize High School of Agriculture. It does not cover transfers or incoming students.

Students who become aware that they are expectant parents should report the matter to the school's administration (Vice Principal/Principal). This disclosure should be made before the start of the second trimester (by the third month). If the student purposely tries to conceal the pregnancy and therefore deceives the school then said student will be expelled.

A consultation will be held with the parent or guardian of the student involved to inform them of the school's position on the case and determine a course of action. A doctor's certificate confirming expected date of confinement must be submitted to the principal.

Students who become parents a second time will be asked to leave with no possibility of return,

Students who expect to become or are parents do not participate in the graduation ceremony.

### ***Policy on Involvement in Court Cases***

Any student who has a criminal case (against him/her) pending with the court remains a student at BHSA until the court passes a verdict. If a guilty verdict is passed the students will be asked to withdraw. A student with a case pending may be suspended if his/her presence at school in any way endangers the safety and well-being of any other or all students on campus.

### ***Drug Use Policy***

All students are asked to be drug free at all times.

Students are not allowed to drink alcoholic beverages. If caught using or in possession of alcohol outside of BHSA:

- On the first offense the student will be referred to mandatory counseling sessions in school or to an outside agency and given hours of detention.
- On the second offense the student will be suspended and compelled to continue counseling.
- On the third offense the student will be asked to withdraw from school and seek professional help. The student may be allowed to return on the completion of his rehabilitation the following year.

Students caught consuming or in possession of alcohol on the school campus will serve immediate suspension. The second offense may lead to a recommendation for expulsion.

Any student who is found in possession, usage or trafficking of illicit drugs on or off campus will be suspended with the possibility of being asked to withdraw from school during which time the child will have to submit to professional counseling and rehabilitation. Upon recommendation of the organization that the student has successfully rehabilitated, the student may be re-admitted to school.

Parents, Board of Management and the Police will be informed of students found in possession, usage or trafficking of illicit drugs.

### ***Fighting***

Students who exhibit signs of violent behavior, verbal abuse and use of obscene language on campus or at any school function will be counseled and parents/guardians will be informed. Students who fight are automatically and immediately placed on three day working suspension. Severe or frequent cases may lead to the students being asked to withdraw. Students who are involved in more than one fight may be put on probation or asked to withdraw.

### ***Searches Policy***

In an attempt to secure the safety of students from violence by other students, there will be random searches of students' desks, bags, personal property and person carried out by the Administration, staff of BHSA and police officers.

### ***Policy on Permission to Attend Funerals***

The family of BHSA makes every effort to reach out to our students and their relatives in their time of bereavement.

When the parent/ guardian or close sibling/relative of a student dies, the entire class is asked to attend the funeral and to provide a wreath. Where the distance is too far, a bus is chartered by the school. Students may be asked to donate at least a dollar towards the payment. In some cases a few representatives from the class may be sent.

Students representing the school at a funeral are to attend in full uniform.

### ***Community Service Policy***

Engaging in community service provides students with the opportunity to become active members of their community and has a lasting, positive impact on society at large. Community service or volunteerism enables students to acquire life skills and knowledge, as well as provide a service to those who need it most. These are some of the common benefits of participating in a community service program:

**1. Psychological benefits:** Volunteering increases overall life satisfaction and helps you feel good about yourself because you are helping others.

**2. Social benefits:** Volunteering engages students with the community, creates special bonds with the population being served, and increases social awareness and responsibility.

**3. Cognitive benefits:** Volunteering helps students enhance their personal knowledge, grow from new experiences, and develop better interpersonal communication skills. Participating in community service helps students develop civic and social responsibility skills and become more aware of what their community needs.

Students will serve twenty hours community service in each Form. This community service can be completed during the summer break except for fourth formers who must complete it before graduation. Community service cards will be issued before Easter of every academic year. Cards must be signed and stamped by the appropriate community leaders, pastors, church leaders, nurse, principals, teachers, or other supervisors.

## ***Anti-Bullying Policy***

### **Rationale**

Bullying at school can have profound effect on children's lives and can have a lasting effect on them into adulthood. It can undermine their self-esteem and self-confidence and often results in them becoming bullies themselves.

Bullying creates a hostile environment at school for the target; infringes on the rights of students at school; substantially disrupts the education process or the orderly operation of a school.

### **Measures to Address Bullying**

- Students may submit to a teacher or administrator a verbal and written complaint of conduct they consider to be bullying.
- Complaints of bullying shall be investigated and resolved in accordance with school rules and regulations.
- When appropriate based on the severity or pervasiveness of the bullying, the administration shall notify the parent/guardian of victims and perpetrators to convey information and may contact meetings for disciplinary actions.
- The school will make reasonable efforts to keep a report of bullying and the results of investigations confidential.

### **Consequences for acts of bullying may include any of the following:**

- Student Mediation
- Parent Conference
- Out of School Suspension
- Referral to Youth and Family Services
- Recommendation for Exclusion



**Belize High School of Agriculture**  
**San Lazaro/Trinidad**  
**P.O. Box 161**  
**Orange Walk District**  
**Tel: 342-9730**



**BOND**

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

1. I understand that school begins promptly at 7:40 a.m. and I understand that punctuality and attendance is expected. I promise to be punctual, be at my desk and remain silent when the buzzer rings. If I am late or if I have been absent from my session I am expected to bring to the office a written excuse from my parents/guardians to receive an admittance slip. I understand if I fail to bring a written excuse I will receive demerits, detention, a jug, and I will be required to bring one the following day.
2. I understand if I miss more that 10% (18 days) of a class, without any valid reason, I may not be eligible for promotion.
3. I will abide by the dress code as specified by the school.
4. I will show respect towards all teachers, staff, administration, fellow students, property, and equipment. I understand that proper speech, actions and attitudes are expected. Failure to do so will result in receiving a slip, detention, and/or jug.
5. I understand that I must be responsible on and off campus and must follow school Policies. I understand that any breach of school policies or illegal behavior could result in serious disciplinary actions.
6. I promise to complete all class and homework assignments/projects assigned to me. I understand that failure to do so will result in disciplinary action.
7. I will follow classroom rules set by the teachers.

\_\_\_\_\_  
 Student's name

\_\_\_\_\_  
 Student's signature

I hereby acknowledge that my child \_\_\_\_\_ has been registered as a student of Belize High School of Agriculture. I agree to pay all school fees as required, pick up my child's Progress Report. I further agree to have my child abide by **all** school rules and go to the school, when requested, to discuss my child's conduct.

\_\_\_\_\_  
 Parent/Guardian name

\_\_\_\_\_  
 Parent/Guardian signature



**Belize High School of Agriculture**





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**TRANSFER STUDENT CONTRACT**

Between

Student \_\_\_\_\_

Parent /Guardian(s) \_\_\_\_\_

And Belize High School of Agriculture

Student is being accepted to Belize High School of Agriculture on probation for the \_\_\_\_\_ school year. During this period the following is required:

Behaviour

- Must not accumulate more than 5 absences during any semester
- Must not accumulate more than 3 late within any semester
- Must adhere to the rules and policies set forth in the Student Handbook

Academics:

- Must have in possession all books and materials needed for school each day.
- Must complete all homework, quizzes, tests, projects and all other assignments/assessments given by teachers in the standard required
- Must meet passing requirements and maintain a final average of at least 70% each term.
- Must adhere to all school rules and policies regarding academic performance.

Failure to meet these conditions will be considered a breach of this contract and will result in the withdrawal of the student from this institution.

-----  
I have read and accept the term of this probation contract.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent/Guardian(s)

\_\_\_\_\_  
Administration

\_\_\_\_\_  
Date



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**STUDENT REFORMATION CONTRACT**

Dear Parent/Guardian

Your child, **Jaslin Cordova**, is on probation for the school year, 2018 - 2019, for being in possession of alcohol.

-----  
**AGREEMENT**

I, **Jaslin Cordova**, student of Belize High School of Agriculture do agree to the contents of this Agreed contract under the conditions that:

1. I will refrain from being around people consuming Alcohol for the remainder of my life. At the end of the school year another test will be administered. In the event the results come out positive then I will exclude myself from school and seek counselling. **I may be readmitted** to school only after I can show prove that I have successfully completed a counselling course, and have changed my lifestyle for the best.

2. I will not be a party to or an accomplice in any activity that breaks or contradicts the school rules.

3. I will participate fully in any counselling session or activity assigned to me by the school.

I, along with my parent or guardian, agree that I will comply to the above stated conditions freely and willing.

\_\_\_\_\_  
 Student

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent/Guardian

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Principal

\_\_\_\_\_  
 Date



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### ACADEMIC PROBATION CONTRACT

Dear Parent/Guardian(s)

For the \_\_\_\_\_ school year, \_\_\_\_\_ of \_\_\_\_\_ will be on probation for ACADEMICS.

Probation for ACADEMICS means that your child must adhere to the following conditions:

- I will have in my possession all books and materials needed for school each day.
- I will complete all homework, quizzes, tests, projects and all other assignments/assessments given to me by my teachers in the standard required.
- I will meet passing requirements and maintain a final average of at least 70% each term.
- I will be ineligible to become a prefect or peer helper during my probationary year.
- If I am failing any subject at any time, I will put in the necessary work to enable me to pass the subject. This includes remaining behind after classes to work with teachers.

Failure to meet the conditions of any of these probations will be considered grave misconduct and may result in the student being recommended for expulsion by the school's managing authority.

-----  
I have read and accept the terms of this probation contract.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent/Guardian(s)

\_\_\_\_\_  
Administration

\_\_\_\_\_  
Date



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### REPEATER'S CONTRACT

I, \_\_\_\_\_, have failed to meet the promotional standards of the Belize High School of Agriculture and hereby request that I be given the opportunity to repeat the class of \_\_\_\_\_ for the \_\_\_\_\_ academic school year.

I thereby promise to observe the following:

- Have in my possession all books and materials needed for school each day.
- Complete all homework, quizzes, tests, projects and all other assignments given to me by my teachers in the standard required.
- Meet passing requirements and maintain a final G.P.A. of at least 2.0 each term.
- Be ineligible to become a prefect or peer helper during my repeat year.
- Put in the necessary work to enable me to pass any subject that I may be failing. This includes remaining behind after classes to work with teachers.
- Will not be absent or late not more than 5 times (except in cases of illness which must be accompanied by a medical certificate) for my repeat year.
- Adhere to the rules and policies set forth in the Student Handbook.

Failure to meet the conditions in this policy will be considered grave misconduct and I may be asked to withdraw from this institution.

-----  
I have read and accept the terms of this probation contract.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent/Guardian(s)

\_\_\_\_\_  
Administration

\_\_\_\_\_  
Date

## Breach of Behaviour Contract

A student (not applicable to transfer students) who breaches a contract will immediately be given the penalty on the same day upon which the breach was committed.

Penalties are as follows:

- Breach I – a marked detention;
- Breach II – a 3-day suspension;
- Breach III – an expulsion

The name of any student who has breached a contract for the third time will be forwarded to the disciplinary committee and/or the Board of Directors. These bodies will make a final decision concerning the student's position here at the Belize High School of Agriculture.



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### RECORD OF SUSPENSION

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

Homeroom: \_\_\_\_\_

Suspension for:

\_\_\_\_\_  
\_\_\_\_\_

Suspension Type:

\_\_\_\_\_  
\_\_\_\_\_

Dates: \_\_\_\_\_

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

\_\_\_\_\_  
Parent/Guardian

Please note:

1. Students are responsible for getting notes, covering material and turning in assignments missed while on suspension.
2. It is the students' responsibility to approach teachers to make arrangements to sit tests missed during the suspension. This should be done as quickly as possible once the student returns to classes.







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**BELIZE HIGH SCHOOL OF AGRICULTURE  
MEETING WITH THE PRINCIPAL**

Date \_\_\_\_\_

Time \_\_\_\_\_

Venue \_\_\_\_\_

\_\_\_\_\_ has a meeting with the principal.

\_\_\_\_\_  
PRINCIPAL



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**BELIZE HIGH SCHOOL OF AGRICULTURE  
PERMISSION TO ENTER CLASS**

Date \_\_\_\_\_

Time \_\_\_\_\_

\_\_\_\_\_ has permission to enter class at this time.

\_\_\_\_\_  
PRINCIPAL/V. PRINCIPAL

