

# HARRISON COLLEGE

Crumpton Street, St. Michael



## INFORMATION GUIDE FOR PARENTS AND STUDENTS

### STUDENT INFORMATION

*(To be completed by Parent/Guardian)*

SURNAME.....  
FIRST NAME.....  
OTHER NAMES.....  
DATE OF BIRTH.....  
. ADDRESS.....  
.....  
.....

### PARENT OR GUARDIAN INFORMATION

NAME.....  
ADDRESS.....  
TELEPHONE: .....(H).....(C)  
EMPLOYER.....  
ADDRESS.....  
.....  
TEL.....(W)

### CONTACT IN CASE OF EMERGENCY

Name of family doctor.....  
Tel.....Blood type.....  
Allergies/Medical Condition.....  
.....

All signatories below declare that they have taken note of the rules and regulations of the school and the information contained in this book.

PARENT/GUARDIAN	STUDENT
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## MISSION STATEMENT

**The purpose of Harrison College as a quality school and the cornerstone of a lifelong learning community is to make all of its students academically prepared, self –reliant, curious, thoughtful of others and capable of using their learning towards their own success and for the good of others in our interdependent world.**

The College crest and motto symbolize the tradition and values of an outstanding heritage school.

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### Management Team

**Principal**

Mrs. K. Kellman-Holder

**Deputy Principal**

Dr. M. Alleyne

### Heads of Department

Biology

A. Gamble

Business Studies/Information Technology

M. Gibbons

Chemistry

V. Bedford

English

T. Walcott (Ag)

Foreign Languages

S. Chase (Ag)

Geography

G. Forde

Guidance / Health & Family Life Education

S. Quimby

History/Religious Education

J. Greaves

Industrial Arts

O. Maynard

Fine Arts

S. Skeete

Mathematics

P. Cadogan

Physics

P. Rudder

Information Technology Coordinator

M. Morgan (Ag)

Caribbean Vocational Qualification Coordinator

J. Nurse

### Curriculum Leader

Physical Education

R. Leacock

**Senior Teachers**

N. Greenidge  
F. Massiah (Ag)  
C. Toppin  
A. St. John (Ag)  
D-M. Jones (Ag)  
G. Corbin

**House Masters/Mistresses**

Armstrong (A)	S. Chase
Deighton (B)	J. Smithen
Collymore (C)	L. Watkins
Dalton (D)	L. Nicholls

**HARRISON COLLEGE  
SCHOOL PROFILE**

**HISTORY**

Harrison College is a premier co-educational school in Barbados. Founded in 1733, the College takes its name from a Bridgetown merchant, who intended it to serve as “A Public and free School for poor and indigent boys of the parish.”

It remained an all-boys school until September 1980 when co-education was introduced.

**ACCREDITATION**

Harrison College is accredited by the Ministry of Education Technological and Vocational Training of Barbados. Students gain entry to the school on the results of the Common Entrance Examination at age eleven. The school receives students among the top performers in this examination, which partly accounts for its high academic reputation.

At the end of their Fifth year, students write the Caribbean Secondary Examination Certificate (CSEC) set by the Caribbean Examination Council (CXC). At the end of the Lower and Upper Sixth years students write Unit One and Unit Two respectively of CAPE, the Caribbean Advanced Proficiency Examination. Typically, Harrison College maintains a minimum 95% pass rate at CSEC and CAPE. Since 1990, more than 300 students have attained Barbados Government Scholarships.

**STRUCTURE**

The school’s population is over a thousand (1000) students. The Junior School (Forms 1-3) offers a broad range of compulsory subjects which include English, French, Spanish, Mathematics, Coding & Robotics, Physics, Chemistry, Biology, Integrated Science, Geography, History, Social Studies, Woodwork, Metalwork, Music, Art, Religious Studies, Technical Drawing, Information Technology and Physical Education.

In the Fourth year all students write CSEC English Language and enter the final phase of study leading to CSEC English Literature, Mathematics, one Science subject (Physics, Chemistry or Biology), French or Spanish, and History or Geography. A choice of two other subjects from any department is also compulsory. All students must take a minimum of eight subjects at CSEC.

The majority of students continue their studies at Sixth Form level. Entry is dependent on satisfactory performance in the CSEC Examinations. There is great flexibility of choice at Sixth Form Level as a wide range of subjects is offered to suit the range of interests and abilities.

Students in the Sixth Form write three Advanced Level subjects. They are also required to study Caribbean Studies and Communication Studies, which are compulsory for Government Awards.

### **THE FACULTY**

The College has over 67 faculty members, including part-time staff, who hold Degrees at the Bachelors, Masters, and Doctoral Levels. A system of teacher evaluation is a feature of the staff development programme.

### **THE CALENDAR**

The academic year has thirty-eight weeks and is divided into three terms in the traditional model: Michaelmas Term, Hilary Term, and Trinity Term. Reports of student progress are sent to parents at the end of each term. In addition, Mid-term reports are sent to parents of Forms 1-5 in Terms 1 & 2.

### **CAREERS**

The great majority of students leaving Harrison College pursue some form of Higher Education, at Universities and Colleges in the U.S.A., Canada, and the United Kingdom and the University of the West Indies (U.W.I.). A Guidance Counsellor is appointed to staff and one of the duties is to advise students on the choice of careers.

### **EVALUATION**

Grade point averages are not used. Instead, marks in individual subjects are obtained by means of course work and continuous assessment in Forms 1-5. Percentages and grades are used to evaluate the performance of senior students with 75-100 for grade A, 60-74 for B, 50-59 for C, 40-49 for D and 40 and under E. Overall ranking is not used.

### **ACTIVITIES**

Within the school grounds there are adequate playing facilities. A wide variety of games including cheerleading, cricket, football, table tennis, volleyball, netball, basketball, road tennis, rugby, track & field and swimming etc are offered.

Competitive fixtures are arranged with local clubs and school teams. Strong emphasis is placed on athletics and the school has produced athletes who have represented the country at the Caribbean, Regional, World and Olympic levels. Obadele Thompson, who gained a bronze medal in the 100m in the Sydney 2000 Olympics is an alumnus of Harrison College. Other world ranked sports persons who are also alumni and Olympians are Andrea Blackett, 400m Hurdles; Melissa Straker, 400m; Mario Burke, 200m; and Sada Williams, 200m and 400m in athletics. Other world ranked athletes include Cherita Howard in long jump, Gavin Cumberbatch in squash, Kibibi Moseley in table-tennis, Nicholas Stoute, Akil Burgess in lawn-tennis, along with Ian Bradshaw, Adrian Griffith and Hayley Matthews in Men's and Women's West Indies Cricket.

The following societies and clubs are available for students' membership: The Collegian Newspaper, Graduating Committees, Choir, Girl Guides, Student Council, Debating Society, Environmental Club, Inter-School Christian Fellowship (ISCF), Boys Scouts, Cadets, Fine Arts Club, Choir, Pop Band, Chess Club, Photography Club, Builder's Club, Key Club, Junior Optimist International (JOI), Math Club, Aeronautics Club, Robotics Club, Culinary Club, Kolij Liborators Gavel Club, and Animal Welfare Society. There is an active Duke of Edinburgh Award Scheme and students are encouraged to join the scheme and work towards Gold, Silver and Bronze medals.

The P.T.A. and the Old Harrisonian Society (the Alumni Association) are also very active.

### **SCHOOL UNIFORM**

School uniform is compulsory, and relevant information is sent to parents prior to the entry of their sons/daughters/wards to the school., and at the end of every school year.

### **NOTE TO PARENTS**

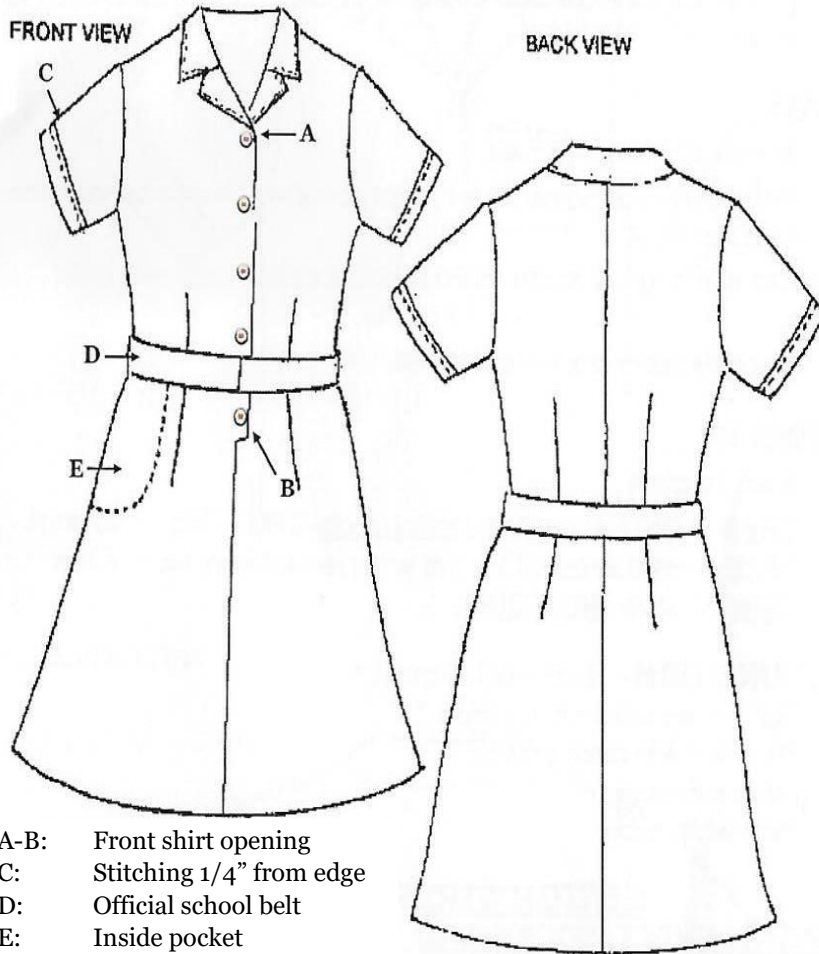
The success of a student depends in no small measure on the interest which a parent shows in all aspects of his/her school life. It is important that parents recognise this role and involve themselves in the activities of the P.T.A. as well as the day-to-day activities of the school. In order to facilitate the efficient discharge of the school's duty of care, there are a number of expectations which the school has in relation to the interaction between home and school.

### **EXPECTATIONS**

- On the student's return to school from 2 consecutive absences for any reason, parents must provide written excuses addressed to the Principal. For absences beyond two days, a medical certificate must accompany the student and be handed or emailed to the Form Teacher.
- Parents are expected to attend all Form Level meetings. Except in cases of emergency, parents should make appointments with teachers to discuss matters affecting their children.
- Written requests should be sought from the school for students to be absent for appointments and any other good and/or sufficient reason.
- Parents should insist that their children deliver all correspondence from the school.

- Parents are not permitted to enter classrooms without the permission of the Principal. On entering the premises, you are requested to stop and check with security personnel before proceeding to the Principal's office.
- Parents are expected to park only in designated areas and should not cause discomfort or inconvenience to others on the premises.
- Persons waiting are to turn off their vehicle engines whilst waiting.
- In seeking clarity on any matter, parents should withhold judgments before all relevant information is presented.
- It is the responsibility of the parent to ensure that all students arrive punctually for school and obey all school rules regulations and policies.
- The school takes no responsibility for students after 4:30 p.m. except in cases where they are in organised school activities.
- Parents should ensure that students leave the premises by 4:30 p.m.
- It is imperative that parents make themselves conversant with all school rules. They should also recognise that this handbook may not reflect all the rules enforced at the time.

**HARRISON COLLEGE UNIFORM**  
**DRESS REGULATIONS - FEMALES**  
**JUNIOR GIRLS: FORMS 1-3**



**DRESS, BELT, SOCKS AND SHOES**

- A loose-fitting **A-line** dress without a waistline. Hem two (2") inches below **the knee**.
- Interfaced notched collar with front shirt opening.
- Closing with four/five buttons and buttonholes depending on size.
- Darts as indicated: 2 front, 2 back and bust darts if necessary.
- Seam down the middle back and front.
- Inside pocket on right side. 1 1/2" hem on sleeve, stitched on right side.
- Woven belt in the school colours with backing, of one and a half inches
- (1 1/2") with a two-sided silver buckle.
- ***Plain brown laced shoes*** with no fancy designs and **with low heels not higher than one inch (1")**.
- Plain white socks capable of being **turned down at least two inches (2") above the ankle after folding**. Absolutely no tube socks or socks with designs.

**HAIR**

- Maroon ribbons.
- Black, brown, or maroon slides/clip /baubles elastic bands/ bandeaux only.
- Girls with long, natural tresses are asked to hold their hair back with plain black or brown slides, clips or baubles.
- **Only students' natural hair colour is allowed. Highlights are not allowed. Wigs are not allowed.**
- Hijabs must match the colour of the school uniform

**JEWELRY**

- A wristwatch.
- **One** pair ONLY of small, matching **plain** GOLD/SILVER earrings (bobs or small sleepers) for girls with pierced ears, worn in the **lowest** piercing of the ear lobe. **NO STONES. NO RETAINERS.**

- Only short natural-coloured nails are acceptable. **NO NAIL POLISH.**
- No make up, mascara, lip liner, lip gloss, lash extensions, or coloured contact lenses are permitted.
- Rings are not permitted. This includes in cheeks, eyebrows, eyelids, nostrils, lips or tongues.

**P.E. UNIFORM**— available in school.

- Black school authorized shorts with maroon stripes.
- Maroon school authorized shirt with maroon stripe.
- Soft wear.
- Plain white/black socks.

**SENIOR GIRLS: FORMS 4-6**

**SKIRT, SHIRT, SOCKS AND SHOES FOR SENIOR GIRLS**

- A six gored grey **A-line** skirt (gabardine/polyester mix) with a minimum of two-inch (2”) ease.
- Back Zipper
- Two inside pockets in front with bound buttonhole finish, fastened with a tab and button.
- No tabs on skirt, no belt.
- Skirt two inches below the knee.
- White shirt with short sleeves: a dress shirt to wear with a tie (specially on formal occasions) or an open neck shirt to wear with epaulettes.
- Plain brown or black laced shoes with no fancy designs and with low heels not higher than one inch (1”).
- Plain white socks capable of being folded at least two inches (2”) above the ankle after folding. Absolutely no tube socks or socks with designs.
- Scarves or wash cloths should not be visible or hanging from pockets or from bags, or worn around the head, neck or face.

**SHIRT**  
**FRONT VIEW**



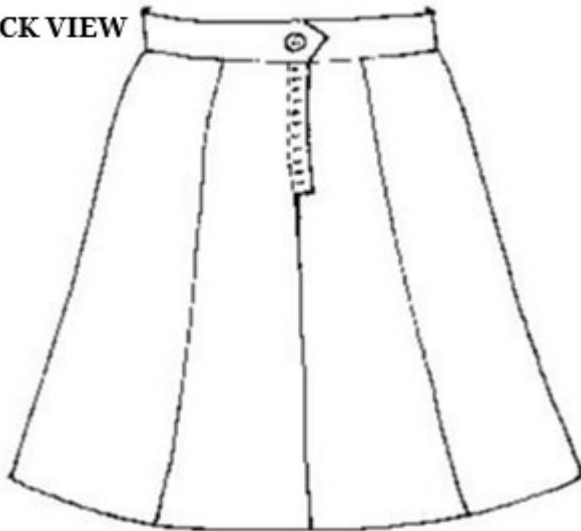
**BACK VIEW**



**SKIRT**  
**FRONT VIEW**



**BACK VIEW**



**HAIR**

- Black, brown, or maroon slides/clips/baubles/elastic bands/ bandeaux only.
- Girls with long, natural tresses are asked to hold their hair back with plain black or brown slides, clips or baubles.
- **Only students' natural hair colour is allowed. Highlights are not allowed. Wigs are not allowed.**
- Hijabs must match the colour of the school shirt.
- Hair styles must be simple, neat, and unobtrusive.

**JEWELRY**

- A wristwatch.
- **One** pair ONLY of small, matching **plain** GOLD/SILVER earrings (bobs or small sleepers) for girls with pierced ears, worn in the **lowest** piercing of the ear lobe. **NO STONES. NO RETAINERS.**
- Only short natural-coloured nails are acceptable. **NO NAIL POLISH.**
- No make up, mascara, lip liner, lip gloss, lash extensions, or coloured contact lenses are permitted
- Rings are not permitted. This includes in cheeks, eyebrows, eyelids, nostrils, lips or tongues.

**P.E. UNIFORM** - available in school

- Black/gold school authorized shorts with maroon stripes.
- Maroon shirt/Gold school authorized shirt with maroon stripes.
- Soft wear.
- Plain black/white socks.

## **DRESS REGULATIONS - MALES**

### **JUNIOR BOYS: FORMS 1-3**

- Khaki short pants, worn at the **waist** with a plain brown belt and ordinary buckle without design.
- Khaki shirt with short sleeves and School epaulettes.
- **No T-Shirt should be seen under the shirt.** A plain white sleeveless vest which does not show above the break in the shirt is acceptable.
- Long khaki socks (must be worn with garters to hold them in position below the knee).
- Plain brown shoes.

**P.E. UNIFORM** - available in school.

- Black school authorized shorts with maroon stripes.
- Maroon shirt/Gold school authorized shirt with maroon stripe.
- Soft wear.
- Plain white socks.

### **SENIOR BOYS: FORMS 4-6**

- Long grey poly wool trousers. The width of the pants leg must be 8-10 cm. less than the width at the knee. **NO BAGGIES. NO DUNGAREE.** Trousers are to be worn at the **waist** with a **plain** black or brown belt and ordinary buckle without design. The belt must match the shoes.
- White shirt with short sleeves: a dress shirt to wear with a tie (specially on formal occasions) or an open neck shirt to wear with epaulettes. No T-shirts should be seen under the shirt.
- **No T-Shirt should be seen under the shirt.** A plain white sleeveless vest which does not show above the break in the shirt is acceptable.
- Plain black or brown, shoes.
- Grey, black or white socks only.

**P.E. UNIFORM** - available in school

- Black/gold shorts with maroon stripes.
- Maroon shirt/Gold shirt with maroon stripes.
- Soft wear.
- Plain white socks.

### **OTHER - BOTH JUNIOR and SENIOR**

- Wrist watches are acceptable as part of the uniform.
- Neither earrings nor retainers may be worn to school.

### **(UNIFORMS)**

**Available ready-made at Yankee Garments, Woolworth, Abeds and Uniforms Unlimited and Uniform Factory Outlet, Wildey.**

**Special sizes can be ordered directly from Yankee Garments, Building #1 Newton Industrial Park, Newton, Christ Church - Telephone 622-1646.**

**These are the recommended sources for uniforms.  
Fabric is also available at Abeds.**

**FOR FURTHER DETAILS, PLEASE REFER TO THE NATIONAL  
GROOMING POLICY FOR ADDITIONAL GUIDANCE  
SCHOOL RULES**

Adherence to the school rules is required to ensure the smooth running of the School Community and to maintain the discipline and dignity of the school. It is therefore in the interest of everyone that they be strictly observed.

**GENERAL**

1. A breach of common sense is a breach of School Rules.
2. **Any conduct which brings discredit on the school, whether it takes place on or off the school premises, is a breach of the School Rules.** Students should therefore speak and behave in a way that is in keeping with decency, good manners and dignity.
3. Prefects are given authority for some aspects of school discipline and must be treated with courtesy and respect. Students have a right to appeal against a Prefect's order to their Prefect Master and Mistress, Deputy Principal or to the Principal or any other member of staff. It is a serious offence to disobey a Prefect's order unless the matter is reported at once by the student or students concerned.

**DRESS**

4. A high standard of personal cleanliness and tidiness should be maintained at all times.
  - No jewelry or adornments of any kind may be worn except in the case of girls with pierced ears who may wear **one** pair ONLY of small, matching **plain** GOLD/SILVER earrings (bobs or small sleepers), worn in the lowest piercing of the ear lobe. **NO STONES. NO RETAINERS**
  - Boys are not permitted to wear earrings, retainers or make-up.
  - Boys should wear hair well groomed, and tidy.
  - Girls in school uniform may not wear nail polish nor make-up.
  - **Hair accessories should be inconspicuous.**
  - Tattoos are strictly prohibited.

5. **Students must wear regulation dress during school hours as well as on their way to and from school.** Students who for any reason have failed to appear in regulation dress must report to the Year Head, Deputy Principal, or Principal for a dress excuse. Any dress infraction that exceeds more than two days must be supported by a letter from parent/guardian. Failure to do so is a serious offence.

**ABSENCE**

Any student who has been absent from school must bring a letter of excuse on his/her return to school.

Where there are, or have been infectious diseases at home, an appropriate medical certificate must be submitted to the Principal before a student is permitted to return to school.

6. Students who arrive at School after registration must report to the School Office before attending class. However, if they are in time for Assembly, they must attend before reporting late.
7. All students must remain on the school premises after their arrival at School and during School hours, including the breaks unless they obtain a signed leave of absence from the Principal's Office. Except in cases of emergency, such leave of absence will not be granted unless written requests are received from Parents/Guardians.
8. If a student takes ill during school hours, such illness should be reported to the Principal's office. If given leave to go home, the parent/guardian must enter the Principal's office, sign off as having taken the student, then produce a signed slip at Security.
9. No student may absent himself/herself from any lesson, whether face to face or online, sport, or other official School activity without the consent of the Principal or the teacher in charge. A student excused from such activity by the Principal, Deputy or Year Head should show his/her excuse to the teacher in charge. Failure to do so is subject to disciplinary action.

### **CLASSROOMS**

10. Students are permitted to enter their classrooms before morning assembly and during breaks on condition that classrooms are used for quiet study.
11. Students are not permitted to enter classrooms apart from their own unless permission has been obtained from a teacher.
12. When the bell signaling the end of a period sounds, students should sit quietly at their desks until the next teacher arrives. If they must go to another section of the school, they should, when released, proceed quickly, and in an orderly manner to the next class.
13. Students are strictly forbidden from defacing the school furniture, walls, and all school property. Any damage to school property must be immediately reported to the Form Teacher and to the School Office. Students responsible for damage will be expected to pay the cost of repair or replacement of damaged items.
14. A student may put a padlock on his/her desk. If this is done, a duplicate key must be kept with the Form Teacher.
15. Students will stand when a Teacher or visitor enters the room. This rule does not apply when students are writing examinations.

### **SPECIAL WORK ROOMS**

16. No student is allowed to enter or remain in the Workshop, the Media Room, the Laboratories, the Geography, Art, Music, Foreign Language or Computer Room unless a teacher or laboratory technician is present or has given the student express permission to do so.
17. No chemicals or apparatus may be removed from any laboratory and no equipment may be removed from any Special Work Room without the sanction of the teacher in charge.
18. Students must not touch any equipment, fittings or chemicals unless instructed to do so by the teacher during a lesson.

19. Students must not have in their possession any key or keys belonging to any door or furniture in the Special Work Rooms.
20. Students who fail to observe Library Regulations will be temporarily denied the use of the Library and are liable to punishment.

### **BOUNDS**

21. Students must enter and leave the College by the regular gates.
22. The Staff Car Parks, the Principal's Lawn, the Retreat Verandah, the Spiral Staircase, the War Memorial, the Scout Hut and the Weymouth Drain aka the dippy are out of bounds.
23. The First Form Block is out of bounds between the hours of 3:30 p.m. and 8:00 a.m. unless students are engaged in a supervised activity.
24. Students are forbidden to loiter near the School Gates, the School Laboratories or on the stairways leading to classrooms.
25. Classrooms are out of bounds after school hours except for Detention and Society meetings. It is a serious offence to force entry into a locked classroom before or after school.
26. Students are not to call at the Retreat (the Staff Room) during the luncheon break unless they are required to do so by a member of staff or have some urgent business.

### **REPORT CARDS**

- Report Cards will be issued electronically to parents subsequent to midterm and end of term. Parents must ensure to provide and update the school with an accurate email address.
27. Any alteration to the report card by students is a punishable offence.
  28. Unless otherwise required, Work/Conduct Cards must be brought daily for signature by the Year Heads, Deputy Principal or Principal.

## GAMES

29. Any student who is selected to represent his/her House or the school at any game must play unless he/she is medically unfit.
30. In the event of an accident the victim should be moved as little as possible. A teacher and/or the Principal must be notified immediately.
31. Equipment must not be taken from the Pavilions without permission. Javelins, Shot Put, Discus and other sporting equipment must not be used unless a teacher or other delegated person is present and in charge.
32. Students must at all times wear regulation dress for the particular sport in which they participate. Only soft shoes must be worn on the courts.
33. Under no circumstances must the School Hall be used at any time for games without special permission.
36. Bicycles must be left in the shed provided and must be secured with a locking device. Students failing to do so are liable to punishment and must accept liability in the event of theft.
37. Bicycles must not be ridden across the school quadrangle or on the grass or footpaths. It is an offence to ride indiscriminately over roadways.

## MISCELLANEOUS

38. Respect for the personal property of others MUST be observed by students at all times. Any breach of this rule will be considered a serious offence.
39. Every student is responsible for the tidiness of the school buildings and grounds. The scattering of litter will be treated as a serious offence.

## **40. It is an offence: -**

- a. to throw stones or missiles.
- b. to bring weapons to school.
- c. to bring chewing gum to school.
- d. to use a cell phone during school hours unless approved by a teacher (for students in Forms 1 – 3).
- e. to damage trees or plants.
- f. to climb walls or fences surrounding the school premises or to climb trees in the school grounds.
- g. to take glass bottles on to any games area.
- h. to play games on footpaths, roadways and their immediate vicinity, on the “Retreat” lawns, Principal’s Lawn, or in the vicinity of the school laboratories.

## **41. While in School uniform, it is an offence to:**

- a. loiter on the road or in or outside shops, hotels, business places, or places of entertainment of any kind.
- b. eat or drink on the street.
- c. smoke or drink alcohol on the school premises or in public.

42. It is an offence to enter any Betting shops or Gaming rooms.
43. Students are not allowed to invite guests unto the compound without the expressed permission of the Deputy Principal or Principal.
44. All students except those engaged in an activity supervised by a teacher must leave the premises **before 4:30 p.m.** unless permission to stay later has been obtained from the Principal or the Deputy Principal.
45. Students waiting to be collected by Parents/Guardians must do so in the school’s quadrangle only.
46. Students who wish to see the Principal should make an appointment with the Secretary.

**NATIONAL CODE OF DISCIPLINE  
AND  
DRESS CODE FOR SCHOOLS**

**SECTION I  
GUIDELINES FOR STUDENTS**

**CODE OF DRESS**

1. Students must wear the correct uniform as set out in the school's guidelines while on the premises and while traveling to and from school on any official school day.
2. All students must comply with the dress code.  
Exceptions will be made on:
  - a) Religious grounds
  - b) Health grounds with the support of a medical certificate.  
However, each case will be judged on its own merit.
3. Skirts must be worn below the knee, and they must not be tight.
4. Shirts and blouses must be worn inside at all times.
5. Shoes must be neat and clean and must be one solid colour (refer to Dress Regulations).
6. Socks must be worn right up and neatly folded around the ankle for all girls, and below the knee for the Junior boys.
7. Trousers must be worn at the waist and must be neither tight nor baggy and only underwear must be worn underneath.
8. Undergarments should not be conspicuous in colour and neither should they be revealing.
9. Only girls are allowed to wear one pair of earrings which must be bobs or sleepers and should be worn in the lowest piercing of the ear lobes. Plasters must not be worn to conceal additional piercings.
10. Elaborate hairstyles will not be permitted. The emphasis should be on simplicity, tidiness and neatness. Hairstyles which distract or obstruct the view of others should be discouraged. Hair ornaments must be limited to stipulated school colours. These should be functional and not decorative. Where hair extensions are allowed, they must not be elaborate and should be neatly plaited.

11. Visible tattoos will not be allowed
12. No jewelry, except functional, like a wristwatch must be worn during school hours.
13. No nail extensions must be worn while in school uniform..
14. Make-up (foundation, lipstick, eye liner, eye shadow, glitter and mascara) must not be worn. False lashes are also prohibited.
15. Where ties, epaulettes, crests or badges are required, they should be worn for the duration of the school day and while traveling to and from school.

**DISCIPLINE**

It is an offence for students to:

1. carry fireworks, knives, firearms or other weapons.
2. smoke and/or vape on or off the school premises while in uniform;
3. take any intoxicants or other drugs or medication which have not been prescribed by a doctor;
4. use abusive language or expose themselves indecently;
5. organize or take part illegally in any form of gambling or games of chance;
6. fight with any student or take away by force the property of any other student or in any way bully them;
7. be insubordinate or exhibit any form of insolence towards any member of staff or prefect;
8. fail to bring to school adequate supplies of pens, pencils, geometric instruments, textbooks, notebooks and all such articles required for school work;
9. attend any arcade during school hours or while in school uniform;
10. engage in any physical display of intimacy with another student or person while on the school premises or in school uniform;
11. fail to do homework set or any assignment. Such failure automatically makes the student liable for disciplinary action.

**In addition—**

12. Students must be punctual for school as well as classes.
13. Students who arrive on the premises after the official start of the school day are deemed to be late and must report their lateness to the principal's office.
14. Students who must be absent from school because of unavoidable, personal or family reasons should seek the prior permission of the principal for any such intended leave.
15. Students who have been absent from school because of illness or injury or any other unavoidable reasons should immediately on their return to school report in person to the principal's office and then their form teacher. Any such students should bring with them on the day of their return a letter signed by their parent/guardian explaining the reason for their absence.
16. Any student who falls ill or is injured while on the school premises should immediately, if possible, report in person to the principal's office. Otherwise, the matter must be immediately reported by someone else.
17. While walking to and from school, students should be orderly and observe the safety code. For example, walking in single file and on pavements where provided.
18. While on the streets, students in uniform must refrain from engaging in physical displays of intimacy.
19. Students must not be seen in stores or other business places unless on legitimate business.

**ATTENDANCE AT RELIGIOUS WORSHIP**

Students will be excused from religious worship provided that their parents/guardians have made a written request to the principal. Each request will be treated on its own merit.

Students must, however, be present for general information and notices given at the morning assembly.

**PUBLIC TRANSPORT**

1. Those students who use the public transport system must form an orderly queue to board buses, - it is an offence:
  - a) to attempt to board or hold on to any part of the outside of the bus while it is in motion.
  - b) to throw or hand any bag or other possessions through the window of any bus for the purpose of reserving a seat;
  - c) to dispose of garbage or throw missiles through the window of the bus.
2. While on a bus/minivan or ZR vehicle, students must exhibit exemplary behaviour. For example, students should refrain from loud speech and engaging in intimate activities.

SOURCE: ***Ministry of Education, Youth Affairs & Culture, Barbados 2004.***

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## **TEXTBOOK/ DEVICE SCHEME**

Under this scheme the School will provide certain textbooks to be used by students. The school will provide a device for those students in need (once these are available). **A fee of \$75.00** will be charged for the loan of textbooks during the current academic year and must be paid at the office of the Secretary-Treasurer, Board of Management, Harrison College between the hours of 8:30 a.m. and 2:00 p.m. **only on the day of issue of textbooks.** The receipt **MUST** be produced when textbooks are collected.

Students **MUST** come in person to collect their textbooks and/or their devices on loan and they **MUST** be accompanied by a parent/guardian who will be required to accept responsibility for any charges made for damage or loss (other than reasonable wear and tear) of any of the books or devices supplied under the scheme.

All charges for damaged or lost textbooks or devices should be paid to the Secretary-Treasurer. **THE RECEIPT MUST BE PRODUCED BEFORE A FURTHER ISSUE OF TEXTBOOKS OR EX-CHANGE OF DEVICE CAN BE MADE..**

To avoid congestion and delays, textbooks will be issued from the School Library to Forms on the assigned dates. Devices will be issued on assigned dates from the school's Information Technology Coordinator (ITC). Parents are requested to collect textbooks and/or devices **ONLY ON THE DATE AND AT THE TIME SPECIFIED** for their child's form. The date and time of issue for the Lower Sixth will be announced as soon as the Fifth Form results have been received and processed.

Persons who, because of unforeseen circumstances are unable to collect their textbooks on the assigned dates will be able to do so on the date and time specified by the Librarian.

## **PETTY FEES**

**Petty Fees of \$60.00 for the ENTIRE SCHOOL YEAR** — must be paid for the ENTIRE YEAR on the same day that payment is being made for text books.

**All receipts for Petty Fees should be kept safely and be available for presentation in order to receive stationery.**

**Students who damage school property will be required to pay for all damages.**

## **STATIONERY**

Stationery will be issued to students **during the first week of the Michaelmas Term on presentation of their receipt.** The issue will be controlled and limited because of rising costs. In order to receive replacements, students must produce their used exercise books with the teacher's signature. A charge of cost price will be made for the replacement of lost or misused books, and for all stationery issued in excess of the amount approved for the academic year, depending upon availability.

**There are certain workbooks and laboratory books which must be purchased by each student.** These must be purchased from the school on the same day when students are collecting their other textbooks.

## GENERAL INFORMATION FOR STUDENTS

### **A ASSEMBLY**

Monday	Full Assembly	Hall
Tuesday	House Assembly	House Rooms
Wednesday	Year Assembly	Year Room
Thursday	House Assembly	House Rooms
Friday	Form Assembly	Form Rooms

### **B BELLS**

8:40 a.m.	-	First Bell
8:50 a.m.	-	Second Bell for Assembly

Bell Times for periods are found on the timetable. **When the first bell rings at the end of lunch, students are to go to their forms to be ready for their lessons when the second bell is rung.**

**C NORMAL SCHOOL HOURS 8:40 a.m. - 2:50 p.m.**

**LUNCH 11:40 a.m. - 12:40 p.m.**

**SPECIAL SCHOOL HOURS—FORM LEVEL MEETINGS**

**8:40 a.m. - 1:05 p.m.**

**FORM LEVEL MEETINGS — 1:30 p.m. until 4:00 p.m.**

### **D BATHROOMS**

All students are expected to make an effort to keep the bathrooms as clean as possible.

### **E FORM DISCIPLINE**

Students should be quiet before the teacher's arrival and must **STAND WHEN A TEACHER ENTERS THE ROOM** and wait for the teacher's instructions to resume their seats. Students must also **STAND WHEN A TEACHER IS LEAVING THE FORM.**

### **F LIBRARY BOOKS**

Library books are the property of the school and must be handled with care.

### **G HOUSE SYSTEM**

All new students are assigned to one of four Houses. This is by random selection with the proviso that if you have/had relatives in a particular House you are placed in that House.

### **H NAMES OF HOUSES**

<b>A</b>	<b>-</b>	<b>ARMSTRONG</b>	<b>BLUE</b>
<b>B</b>	<b>-</b>	<b>DEIGHTON</b>	<b>RED</b>
<b>C</b>	<b>-</b>	<b>COLLYMORE</b>	<b>GREEN</b>
<b>D</b>	<b>-</b>	<b>DALTON</b>	<b>YELLOW</b>

**HARRISON COLLEGE SCHOOL SONG**

Sing we the song of the School that we love  
 Shout we its honour again.  
 Juniors below to the Seniors above  
 Join in the rousing refrain:

**Refrain.....**

For it's Harrison, Harrison, all, for Harrison,  
 Those who will never give up.  
 All in the run of it  
 All for the fun of it  
 Harrison, Harrison, Up!

**II**

Hark to our shout in the Isle of our birth  
 Come many echoes afar  
 Bounding from lands in the ends of the earth:  
 We too of Harrison are.

**Refrain.....**

**III**

Hear from the distant recesses of space  
 Voices of those who have died,  
 Doing their best for their land and their race:  
 They are our glory and pride.

**Refrain.....**

**IV**

Memories bright of the hours that we spend  
 Wielding the pen or the bat  
 Comrades together shall last without end:  
 Nothing can rob us of that.

**Refrain.....**

**R.R.M. Gendall**

		TIMETABLE					HOMEWORK						
		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY							
TIMES													
9:00 -9:40													
9:40 -10:20													
10:20 -11:00													
11:00 -11:40													
11:40 -12:40		L	U	N	C								
12:40 -12:50		R	I	R	I								
12:50 -1:30		E	S	A	O								
1:30 -2:10		G	T	T	N								
2:10 -2:50													