



WESTMINSTER COLLEGE

Come Of The Diplomats

OUR VISION

To put Christian principles into practice through viable academic, leadership and social programmes that nurture the life-long development of our students.



WESTMINSTER COLLEGE

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OUR MISSION

To educate young men and women, in an academic and Christian environment, so that they are fully prepared to meet their responsibilities as citizen leaders in a manner that reflects alertness in mind, soundness in body, consideration of others, and a high sense of duty, honour, loyalty, courage and integrity.

To foster love of God and country, gentlemanly and ladylike qualities, and high moral standards; characteristics that will make these young men and women a credit to themselves, their families, their alma mater, their country, and their God.



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DRESS CODE

Politeness and courtesy of speech and conduct as well as cleanliness of dress and person are expected from **every** student, who shall wear the prescribed uniform at all times to school and to all official functions.

At NO time will an excuse or reason be sufficient for a student to be out of proper and complete uniform; therefore, penalties will be imposed for students not properly attired. Where the conduct is repeated, the student will be sent home to correct the infraction with immediate effect.

FEMALE STUDENTS (Diplomatic Corps): GRADES 7-12

- ❖ White half-sleeved, monogrammed blouses with the school's crest and motto.
- ❖ Blouses **must** be tucked in at ALL times.
- ❖ Plaid V-NECK (not crisscrossed) monogrammed ties **must** be worn at ALL times.
- ❖ Black shoes not more than one (1) inch in height should be worn.
- ❖ Plain KNEE HIGH white socks ONLY without decorations must be worn.
- ❖ NO make-up, nail polish, decoration, artificial or long nails must be worn.
- ❖ NO excessive jewelry should be worn, except a wristwatch. (Chains, bracelets, rings and hoop earrings are not permitted as they can be dangerous at interactive play. **Items that do not conform to the uniform dress code will be removed from the student and WILL NOT be returned until the end of the school year.**)
- ❖ Knob earrings (silver/gold) should be worn, if desired.
- ❖ Moderate hairstyles must be worn; devoid of excessive ornaments. (Buds and unkempt natural hair styles shall not constitute acceptable hair grooming.)
- ❖ Physical Education uniform for the selected house: FAITH | HOPE | LOVE
- ❖ Plaid pleated skirts must fall below the knee.
- ❖ **Grey sweaters** ONLY during the winter months.

MALE STUDENTS (Diplomatic Corps): GRADES 7-12

- ❖ White half-sleeved, monogrammed shirts with the school's crest and motto.
- ❖ Shirts **must** be tucked in at ALL times.
- ❖ Plaid monogrammed ties **must** be worn at ALL times.
- ❖ Gentlemen **shall not** wear earrings while in class, in their school uniform or on the premises of Westminster College. (Chains, bracelets, rings are not permitted. **Items that do not conform to the uniform dress code will be removed from the student and WILL NOT be returned until the end of the school year.**)
- ❖ Gentlemen **shall** wear low cut hairstyles at ALL times devoid of decorations. (Plaits, buds or unkempt natural hair styles shall not constitute acceptable hair grooming.)
- ❖ NO facial hair must be worn.
- ❖ Black socks **must** be worn
- ❖ Black shoes ONLY (BOOTS and tennis are not acceptable footwear).
- ❖ **Grey** LONG pants which **must** fit ABOVE the hips.
- ❖ Pants with pockets by the legs **are not** accepted as part of the uniform.
- ❖ The hemline of all long pants **must** rest on the shoes.
- ❖ **Simple** black belts – without name brand - **must** be worn.
- ❖ Physical Education uniform for the selected house: FAITH | HOPE | LOVE.
- ❖ **Gray sweaters** ONLY during the winter months.



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FEMALE (PRIMARY) STUDENTS (Diplomatic Corps):

- ❖ White half-sleeved, monogrammed blouses with the school's crest and motto.
- ❖ Plaid V-NECK (not crisscrossed) monogrammed ties **must** be worn at ALL times.
- ❖ Plaid jumpers (with crest) which **must** fall below the knee.
- ❖ Black shoes not more than one (1) inch in height should be worn.
- ❖ Plain KNEE HIGH white socks ONLY without decorations must be worn.
- ❖ NO excessive jewelry should be worn, except a wristwatch. (Chains, bracelets, rings and hoop earrings are not permitted as they can be dangerous at interactive play. **Items that do not conform to the uniform dress code will be removed from the student and WILL NOT be returned until the end of the school year.**)
- ❖ Knob earrings (silver/gold) should be worn, if desired.
- ❖ Moderate) hairstyles **must** be worn; devoid of excessive ornaments. (Buds and unkempt natural hair styles shall not constitute acceptable hair grooming.)
- ❖ Physical Education uniform for the selected house: FAITH | HOPE | LOVE
- ❖ **Grey sweaters** ONLY during the winter months.

MALE (PRIMARY) STUDENTS (Diplomatic Corps):

- ❖ White half-sleeved, monogrammed shirts with the school's crest and motto.
- ❖ Shirts must be tucked in at ALL times.
- ❖ Plaid monogrammed ties must be worn at ALL times.
- ❖ Gentlemen shall wear low cut hairstyles at all times devoid of decorations. (Plaits, buds, or unkempt natural hair styles shall not constitute acceptable hair grooming.)
- ❖ No facial hair must be worn.
- ❖ Black socks must be worn
- ❖ Black shoes ONLY (BOOTS and tennis shoes are not acceptable footwear).
- ❖ Grey SHORT (Bermuda length) OR LONG pants which **must** fit ABOVE the hips.
- ❖ The hemline of all long pants **must** rest on the shoes.
- ❖ **Simple** black belts – without name brand - must be worn.
- ❖ Gentlemen **shall not** wear earrings while in class, in their school uniform or on the premises of Westminster College. (Chains, bracelets, rings are not permitted. **Items that do not conform to the uniform dress code will be removed from the student and WILL NOT be returned until the end of the school year.**)
- ❖ Physical Education uniform for the selected house: FAITH | HOPE | LOVE.
- ❖ **Gray sweaters** ONLY during the winter months.

STUDENTS WILL NOT BE ALLOWED TO ENTER THE CAMPUS OR ATTEND CLASSES WITH BLATANT UNIFORM VIOLATIONS.



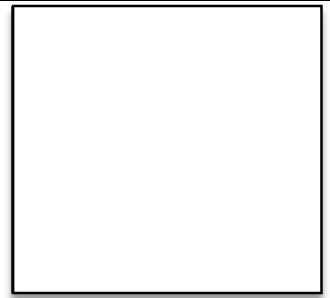
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MEDICAL INFORMATION FORM

Student's Medical Record

This form must be completed fully and accurately.



Photo

STUDENT ID # _____

ACADEMIC YEAR: _____

DOCTOR'S REPORT

PERSONAL INFORMATION

First Name: _____ Middle Name: _____ Family Name: _____

Date of Birth: Day _____ Month _____ Year _____ Age _____ Sex: Male Female

Nationality: _____ Place of Birth: _____

I have examined the above student and give my report as follows:

HEIGHT	
HEARING	
WEIGHT	
TEETH	
VISION	

MISCELLANEOUS MEDICAL INFORMATION (attach additional information/explanation, if necessary)

1. Are you personally acquainted with the student's medical history? Yes No
2. List any known allergies, including drug sensitivities:

3. Is the student now receiving medication that you advise continuing? Yes ____ No ____ If yes please list

4. Is there any reason that the student should be limited in a regular education program? Yes ____ No ____ If yes, explain _____
5. Has the student ever been restricted in a physical program before or one that would prevent the student from following the school's academic and sports program? Yes ____ No ____ If yes, explain

6. Are there any additional problems, which should be called to our attention? Yes ____ No ____ If yes please explain _____
7. Are the student's age- appropriate immunizations correct? Yes ____ No ____



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DOCTOR'S PROFESSIONAL INFORMATION

Doctor's Name: _____ Date Of Examination: _____ (mm/dd/yyyy)

PLEASE PRINT

Doctor's (Postal/Street) Address: _____

Telephone Contact: (Office) _____ Email: _____ Emergency: _____

Doctor's signature and stamp _____

Please state the initial date and dates of the last immunization boosters of the following:

	Date	Booster (s)		Date	Booster (s)
Diphtheria			Hepatitis		
Measles			Mantoux (TB Skin Test)		
Mumps			Polio		
Rubella			Tetanus		
Whooping Cough (Pertussis)					

To be completed by the child's Parents

The following information is most important to the school. Please complete all parts fully and accurately. This form must be completed and placed on file in the Admissions Office when the student enters school. This enables us to care for your child.

Medication Permission

I hereby give permission for the above child to be given temporary medication by the school's nurse, including Tylenol, Calpol, Motrin, Cough Medication and Antacids. Yes No

Accident/Illness Treatment Permission

I understand that, whilst every effort will be made to contact parents or guardians in the event of an accident or illness at school, sometimes emergency measures have to be taken immediately. I hereby give permission for emergency measures to be initiated in the case of accident or sudden illness of the child. In the case that hospitalization is necessary I wish my child to be taken to:

Doctor's Hospital

Princess Margaret Hospital

Please circle below if this child has/ has had any of the following:

Allergies/ Asthma	Congenital Abnormalities	Convulsions/Epilepsy	Ear Infections
Frequent Headache	Fainting	Hearing Difficulties	Heart Problems
High/Low Blood Pressure	Kidney/Urinary Infections	Menstrual Problems	Orthopedic problems
Rheumatic Fever	Skin Problems	Tuberculosis	Vision Problems



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Please comment on any circled items or any other conditions:

- Does this child wear spectacles (glasses) or contact lenses? Yes No
- Is this child under special medical care? Yes No
- Does this child routinely take medicine? Yes No
- Does this child have any problems which adversely affect her/his ability to study? Yes No
- Is there any medical reason why this child cannot participate in physical education or sports? Yes No
- Does this child have any known allergies to medication? Yes No
- Is this child in good health, generally speaking? Yes No

If you answered "Yes" to any of the above questions, please give a brief details below.

*Please complete forms and return to Admissions and Records
BEFORE your child starts school. Thank You!*



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PARENT'S AGREEMENT

I, _____ (Parent

(father/mother), guardian or other adult representative) hereby agree to attend at least fifty percent (50%) of all PTA Meetings at Westminster College while my child is a student.

I also agree to ensure that my child abides by the school's rules and regulations or face the consequences for disobedience.

I understand that my failure to live up to this Agreement and the institution's policies may jeopardize my child's academic and behavioural standing in the school.

I further realize that if my child does not perform to an acceptable standard as required by the school and/or the Ministry of Education that she/he may not be offered a place at Westminster College during the next academic year or may not graduate.

Parent's | Guardian's Signature: _____

Child's Name: (Please print) _____

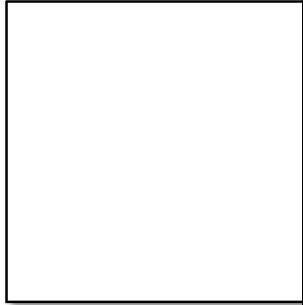
Grade: _____ Term: _____ - _____

Date: (dd/mm/yyyy) _____



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STUDENT APPLICATION FORM

\$25.00 NON-REFUNDABLE APPLICATION FEE

To process this form, the applicant must submit a recent photograph, and a valid passport (first two (2) pages).

PREPARATORY SCHOOL (1- 6) [] HIGH SCHOOL (7 – 12) []

Photo

A GRADE APPROPRIATE ADMISSIONS EXAMINATION IS MANDATORY FOR ALL APPLICANTS.

APPLYING TO GRADE: _____ TERM: (CHRISTMAS/EASTER/SUMMER) _____ - 20 _____

NAME: _____
Last First Middle

DATE OF BIRTH (MM/DD/YYYY) / / AGE: _____ [] MALE [] FEMALE

DENOMINATION: _____ COUNTRY OF CITIZENSHIP: _____

ADDRESS: _____
Street City Country

P.O. BOX: _____ PHONE CONTACT: _____

PRESENT SCHOOL: _____ GRADE: _____

HOBBIES: _____

ANY HEALTH PROBLEMS? _____

WITH WHOM DO YOU LIVE? MOTHER [] FATHER [] BOTH [] OTHER []

PARENT/GUARDIAN INFORMATION

MOTHER'S NAME: _____ FATHER'S NAME: _____

MOTHER'S OCCUPATION: _____ FATHER'S OCCUPATION: _____

TELEPHONE (WORK) _____ TELEPHONE (WORK) _____

TELEPHONE (HOME/CELL) _____ TELEPHONE (HOME/CELL) _____

EMAIL ADDRESS: _____ EMAIL ADDRESS: _____

Westminster College is a private Christian School, which encourages an atmosphere in which high Christian education can flourish. In accordance with the objectives of the college, certain standards have been adopted. Therefore, this institution expects its faculty, staff and students to maintain a personal life, which is spiritually and morally constructive and uplifting.

I hereby make application on behalf of my child to Westminster College for admission. I certify that this application is accurate and complete to the best of my knowledge. Further, I understand that withholding information requested in this application or giving false information may render my child ineligible for admission.

Student's Signature: _____ Parent's Signature: _____

OFFICIAL USE ONLY

DOCUMENTATION

FINANCIAL

Transcript/Report Card: _____ Citizenship proof _____ Examination Fee _____ Seat Fee _____ Receipt: _____

EXAMINATION RESULTS

English Language: _____ Mathematics: _____ General Knowledge: _____ Interview: _____



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INFRACTIONS AND PENALTIES

There might be an incident or a series of incidences concerning a student, which will necessitate a meeting of the Administration at which time expulsion will be considered and approved.

INFRACTIONS	PENALTIES
Being in Trouble with the Police	Expulsion
Bringing Dangerous Items to School	Suspension/Expulsion Liable
Classroom Misconduct (Eating/ Sleeping/ Excessive Talking)	Detention/Suspension/Probation
Congregating/ Loitering in Corridor	Detention
Cutting/ Being Put Out of Classes	Detention/ Suspension
Defacing, Graffiti (Writing On) or Destroying School Property	Suspension/Expulsion Liable
Disruptive/ Disrespectful Behaviour	Detention/Probation/Suspension
Disobedience/ Rudeness/ Insolence	Detention/Probation/Suspension
Hair/ Dress Code Violation	Detention/Suspension
Lateness	Detention/Suspension/Probation
Leaving Campus/ School/ Premises without Permission	Detention/ Suspension/.Probation
Littering	Detention
Missing Chapel/ Clubs	Detention/Suspension/Probation
Missing Detention(s)	Suspension/ Expulsion
Misbehaviour on Public Transportation (Bus)	Detention/ Suspension
No Note/ No Call When Absent	Detention/Suspension
Non-submission of Homework/ Assignments/ Coursework	Detention/ Suspension/Expulsion
Possession of or Being Under the Influence of Drugs/ Alcohol	Expulsion
Possession of Weapons	Expulsion
Possessing Obscene Literature or Videos	Detention/Suspension
Smoking or Chewing Gum	Detention/Suspension
Sexual Misconduct/ Improper Behaviour	Detention/Probation/Suspension
Truancy or Unexcused Absence	Suspension/Expulsion Liable
Theft/ Cheating/ Fighting	Suspension/Expulsion Liable
Using Foul (Profane) Language/ Verbal Abuse	Detention/Suspension
Unacceptable Behavior Outside of School	Suspension/Expulsion Liable
Unprepared for Class (Not Having Texts/ Exercise Books)	Detention



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POLICY AGREEMENT

Each student is required to participate in the full programme of the school. By signing the prescribed Application Form and this Agreement, the student and the parent (father/mother) and/or legal guardian signify their acceptance of the fact the Westminster College is a Baptist school.

We accept children of other faiths; however, they must participate in the overall programmes of the school, except there is a medical condition as verified by a medical physical (not more than 6 months old) that prohibits participation.

I, _____ parent (father/mother) and/or legal guardian) of _____ have read the “major school rules” and I understand the penalties if these rules are not followed.

I agree that: (1) Religious Education is compulsory for all students throughout their school career (2) attendance at assemblies and other religious services/functions is mandatory and (3) there must be full compliance with the dress code, rules and regulations; and (4) failure to abide by the major school rules will result in consequences.

I also agree Westminster College will have my understanding and co-operation, that my child will work hard at all times and be supported to perform to an acceptable standard in all classes and examinations as required by the school and the Ministry of Education.

Parent’s Signature: _____

Student’s Name: _____

(Please Print)

Grade: _____ Term: _____

Date: _____

(dd/mm/yyyy)



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CHARACTER EDUCATION

We base our Character Education on the Six Pillars of Character as defined by the Josephson Institute of Ethics.

The Six Pillars: TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, CARING, FAIRNESS and CITIZENSHIP are taught throughout the school year across all areas of the curriculum and at all grade levels – Grade 1 through Grade 12. Each pillar is highlighted during a specific month. However, in order for Character Education to be effective, it must be taught and reinforced in school, at home, and in our community.

Our Expectations

- Each student is a critical thinker and problem solver.
- Each student is a responsible, productive citizen.
- Each student is a self-directed learner.
- Each student is an effective communicator.
- Each student embraces and applies the six pillars of character.

Our Standards - Character Literacy

The student:-

- demonstrates comprehension of concepts related to character.
- communicates effectively the beliefs, ideas, and information about character.
- analyzes the influence of culture, media, technology and other factors on ethical behaviour.

Character-Enhancing Behaviour

The student:-

- applies interpersonal and social skills in relationships that lead to individual growth, maturity and good character.
- knows how to use goal-setting and decision-making skills that enhance character.
- avoids behaviors that pose a threat to him/herself or others.

Character-Enhancing Behaviour

The student:-

- identifies and addresses issues that impact personal, family, community, state, national and world character.
- advocates for positions, policies, and programs that are in the best interest of society and are intended to enhance character.



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CODE OF CONDUCT

The purpose of this Code of Conduct is to nurture students and prepare them to make meaningful and positive contributions to their school, community and society during and after their high school experience. In an effort to help students understand and accept the consequences of their actions, students who do not conform to the Code of Conduct will be subject to disciplinary actions in accordance with the prescribed school policies.

All students of Westminster College are responsible for conducting themselves in a manner that is appropriate to good citizenship. This conduct is founded on the basic concept of respect, consideration for the rights of others, school policies, and applicable codes and laws.

The philosophy of our faculty and staff is that all students are provided with a safe learning environment which helps develop a positive self-concept, enhances individual potential, and increases respect towards others.

This Code Of Conduct is the standard for all students (Diplomatic Corps) and was developed to define the expectation for appropriate behaviour and goals at the school.

STUDENTS:-

- are expected to show respect and behave appropriately with teachers, staff, administrators and campus guests at all times.
- must use respectful, proper language when speaking to each other and to staff members. Profanity is prohibited at all times.
- must carry their student identification (I.D.) cards at all times. If an I.D. is requested, the student must show it to the adult staff.
- must maintain a minimum 2.0 G.P.A. for participation in extracurricular or school activities.
- must have a valid hall pass or office summons when out of class during instructional time.

STUDENTS MAY NOT BRING ANY OF THE FOLLOWING ITEM(S) TO THE CAMPUS:-

- Weapons
- Alcohol, tobacco, cigarettes, matches, lighters, drugs, or drug paraphernalia
- Paint or other intentional materials for defacing or destroying school property
- Pets
- Anything that would be considered a safety hazard by school officials

STUDENTS ARE FULLY EXPECTED TO ADHERE TO ALL THE INSTITUTION'S EXPECTATIONS FOR ITS STUDENTS. THEY ARE TO:-

- Adhere to the prescribed Dress Code
- Learn and follow school and classroom rules.
- Exercise classroom etiquette at all times.
- Attend school and be present to classes on time, every day
- Be prepared to learn.
- Resolve conflicts without physical contact, violence or verbal abuse.
- Keep a safe and clean campus that is free of graffiti, weapons, and drugs.
- Create a positive school environment, reporting any bullying or harassment or immorality.
- Display good sportsmanship both on and off the athletic field or anywhere on campus.
- Keep social activities safe and fair.



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In addition, our STUDENTS will:-

- Portray an appropriate conduct and respectful manner
- Fulfill their responsibilities as successful students and citizens
- Respect all school policies.
- Demonstrate appropriate and positive behaviour conducive to academic success and individual achievement.
- Recognize and exercise their rights while fulfilling all of their responsibilities.
- Respect and understand the rights of others
- Respect the laws of our society
- Respect the opinions of others.
- Commit to participate and capitalize on the educational opportunities provided.

STANDARDS OF STUDENT BEHAVIOUR

- Students are responsible for knowing and obeying all school rules and regulations.
- Every student is expected to be on time to school, to attend all classes.
- Every student is expected to behave in a proper manner, adopting good study habits and abstaining from using vulgar or profane language.
- Students are expected to comply with all reasonable requests from adult staff members.
- Students are expected to conduct themselves in a manner respectful to the school, home, family and community. Horseplay is dangerous and will not be tolerated.
- Students are expected to resolve conflicts or personal problems in a socially acceptable manner with the help of deans, counselors, or other members of school related organizations.
- Clothing and accessories that are considered distracting to the instructional programme are unacceptable. Gang-related clothing or paraphernalia must not be worn and will be deemed inappropriate. Likewise clothing depicting gambling or gaming devices are inappropriate and must not be worn.
- No oversized pants or shorts are to be worn. Pants must stay up without a belt.
- No cutoffs with high stockings are to be worn.
- No belts with initials on them are to be worn or extra long belts.
- No baseball style caps are to be worn unless they are Westminster College hats.
- No pants that are stapled or artificially creased are allowed.
- No extra-long chains, hairnets, spikes, or curlers are to be worn.
- Cell phones, electronic games or music devices are not to be brought to school.
- Bicycles, skateboards, and roller skates are not to be ridden on campus. Clothing displaying names or graphics involving drugs, alcohol, tobacco, profanity, obscenity, weapons, violent or illegal acts, or graffiti vandalism is unacceptable.
- No clothing that degrades any culture, gender, religion, or ethnic values is to be worn.
- No objects related to gambling are to be brought to school.
- Students are not to bring squirt guns or water balloons to school.
- Young women are to dress appropriately without exposing themselves; wearing shorts or dresses that are obviously too short is unacceptable. Undergarments are not to be exposed.
- Clothing is to be neat and clean.

FAILURE TO OBEY THE ABOVE STANDARDS OF STUDENT BEHAVIOUR MAY RESULT IN DISCIPLINARY MEASURES, WHICH COULD INCLUDE SUSPENSION, TRANSFER AND/OR EXPULSION.



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RECOMMENDATION FORM

(Students entering Grade 8 and above)

PERSONAL INFORMATION:

First Name: _____ Middle Name: _____ Surname: _____

Date of Birth: Day _____ Month _____ Year _____ Age _____ Sex: Male Female

Current Grade: _____ Institution: _____

Address: _____

Telephone Nos: _____

How well do you know the student academically?

What are the first three words that come to mind to describe this student?

How long have you known this applicant?

Do you believe that the applicant will be academically successful at Westminster College? (Why/Why Not?)

What are some of the applicant's strong points?

Do you recommend that the applicant be admitted into Westminster College?

Please describe the applicant's general attitude towards academic work, his/her reliability and ability to work in a group with other students.



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Has the student ever been dismissed, suspended placed on probation or received other serious disciplinary actions?

Please add any additional information that will give us a more complete picture of the student. Such as the applicants scholastic promise and achievement, personality, special accomplishments or talents and level of motivation. (Use additional paper if needed.)

Please tell us about the student's most important characteristics, personally and academically. What do you feel sets this applicant apart from other students? Why do you feel he/she is well suited for Westminster College? (Use additional paper if needed.)

Printed Name Of Recommender: _____

Signature of Recommender: _____

Official Position: _____

Contact Number(s): _____

E-Mail Address: _____

Date: _____
mm /dd/ yyyy





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GRADUATION CRITERIA

From Grade 10, each student is made aware, individually or collectively with others, of the institution's graduation requirements as it is essential that they are reinforced in school, at home and in the community.

Approval for graduation is based on the institution's Mission and Philosophy, the student's past records, performance and achievements. Therefore, the student must have concluded successfully a prescribed period of academic and character education and the mandatory completion of at least 180 days of formal instruction.

Our Academic Education is based on the standard set by the Ministry of Education of the Commonwealth of The Bahamas and our Character Education is based on the six pillars of Character as defined by the Josephson Institute of Ethics: **Trustworthiness, Respect, Responsibility, Caring, Fairness and Citizenship**, which are taught across the curriculum. For further character strengthening, we added **Personal Responsibility** for Actions.

A student who does not meet the requirements as set out will have to repeat Grade 12 .

GRADE ADVANCEMENT: For a student to be accepted to or advance to Grade 10, he or she must have passed with a grade of C or above four(4) subjects in the Bahamas Junior Certificate (BJC) Examinations including: Mathematics, English Language, a Science(Health or General), Social Studies or a career and a technical education subject. This is also a **basic** requirement for the student to receive a High School Diploma.

GRADE POINT AVERAGE (GPA) ~ Each student is expected to maintain a **minimum cumulative 2.0** grade point average for Grade 10, Grade 11 & Grade 12 to receive a High School Diploma.

ATTENDANCE & PUNCTUALITY ~ Each student is required to have **90%** attendance and punctuality as adherence to these form character throughout the student's life. If a student is habitually late and/or absent, he or she would have missed required academic sessions.

ACADEMIC SESSIONS ~ Each student must attend at least **90%** of the academic sessions and exhibit a good attitude to work.

PARENTAL INVOLVEMENT ~ Parents and guardians are required to have 80% attendance at PTA Meetings, Parent-teacher conferences and other school activities.

COMMUNITY SERVICE ~ Each student is required to complete a total of thirty (30) hours of community service in Grades 10-11.

DEPORTMENT/DISCIPLINE ~ A student must have a satisfactory record of acceptable behaviour each term. Students with more than two (2) suspensions for the year or more than three (3) detentions will not participate in the graduation exercises. All students are required to conform to the uniform policies set forth by the school. Students that frequently violate the policies may not participate in the exercises.

FEES /ACCOUNT BALANCES ~ Any student with an outstanding balance which is not settled in full by **May 31** of the graduation year **will not** participate in the graduation exercises.



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STUDENT PROFILE

Please tell us about yourself.

Last Name: _____ First Name: _____ Middle Name: _____

How old are you? _____ What is your birth date? _____ (mm/dd/yyyy) Male Female

Which school do you attend? _____ Grade: _____

Address: _____

Do you belong to any clubs at school? Yes No (If "Yes", which ones?) _____

What is your favourite subject, and why? _____

What is the last book you read? _____

Author? _____

What is your favourite TV programme? _____:

What is your favourite song? _____

What is your favourite radio station? _____

What is your favourite food? _____

Do you know how to operate a computer? Yes No If "No" would you like to learn its operation? Yes No

Do you have a personal computer or access to one? Yes No at home at school

Are you an A, a B or a C student? _____

Do you enjoy school? Yes No Please tell us why or why not? _____

Why do you want to become a student at Westminster College? _____



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CONSENT AND CONTACT FORM

Name of Student: _____

First Middle Surname

Grade: _____ Relationship to student: Mother Father Legal Guardian

In the event the above named student is injured or ill, I understand that the authorized agent or this institution will attempt to contact me, the other parent or the legal guardian at the telephone number(s) provided below:-

Parent's | Legal Guardian's Name: _____

First Middle Surname

Telephone Nos: _____ (Home) _____ (B) _____ (other)

Email address: _____

INFORMATION OF SECOND CONTACT PERSON:

Relationship to student: Mother Father Legal Guardian Other

Parent's | Legal Guardian's Name: _____

First Middle Surname

Telephone Nos: _____ (Home) _____ (B) _____ (other)

Email address: _____

In the event that I, as parent, am not available or the other person listed is also not available, I give permission to the institution's agent to provide first aid to the student named above and to take the appropriate measures including contacting the emergency medical services (EMS) system and arranging for transportation to a medical facility: Princess Margaret Hospital, Doctors Hospital or a Walk-In Clinic. (At no time will the institution's agent drive an ill or injured child to an emergency medical facility unless accompanied by another adult.)

The parent or legal guardian ("the Undersigned") hereby waives any claims which he or she may have against Westminster College|Atlantic Educational System arising from the granting or withholding of the aforesaid consent. In the event that emergency medical treatment is provided to the student, the Undersigned hereby guarantees payment of any and all costs and expenses incurred in connection with the same.

Signature: _____ Date: _____



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OPERATIONAL PROTOCOL FOR REOPENING

School will reopen for face-to-face and virtual learning and where there is face-to-face learning, EACH classroom will **not** exceed fifteen (15) students.

The following Protocols will be enforced as part of our measures to safeguard the health of both students and staff. The procedures that are described aim to reduce the chances for viral spread and have been adopted as advised by both the Ministry Of Health and the Ministry Of Education.

PRE-ARRIVAL PROCEDURES

Parents are asked to be on the lookout for one or more of the following symptoms:-

- New onset of coughs
- Sore throat
- Difficulty breathing
- Chills
- Fevers or higher than normal body temperatures for extended periods
- Sudden loss of taste or smell
- Muscle aches
- Sinus pain
- Excessive fatigue
- Diarrhea

If your child has:-

- a. Strong manifestations of any of the listed symptoms identified above
- b. Flu or other cold-like illness,

It is strongly recommended that the student remains at home until he/she has completely recovered or has been tested to determine that he/she does not have COVID 19.

ARRIVAL

Checkpoint

- Students must be dropped off before the checkpoint. No cars are allowed beyond this point.
- All students will be checked for proper school attire.
- Masks or face shields are required for entry.
- Each student must have his/her own hand sanitizer.
- Each student will undergo a quick temperature check (using a hand held laser thermometer) and a quick evaluation for obvious signs of the flu.
- Those who present symptoms of any flu-like illness or that of common colds will not be allowed on campus.
- Parents and all other visitors who wish to pass the checkpoint are subject to the same level of scrutiny.



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After Checkpoint

- Students will proceed directly to a designated area. This area has been appropriately organized so that everyone is at least 6 feet apart.
- Movement from this area to classrooms and other parts of the campus will proceed in one direction to minimize face to face encounters. Such paths are clearly designated and are strictly monitored.
- The corridor monitor will be stationed at the end of the passage way to ensure that minimal traffic is maintained.
- The use of the restroom is subject to limits. ALL restrooms are sanitized after every break period.

CLASSROOM OPERATION

- Each student will be assigned a specific seat relevant to their homeroom.
- Each desk will be separated by no less than the recommended distance of 3ft-6ft.
- Teachers will go to classes but the student will remain in his/her assigned seat.
- There will be absolutely no sharing of equipment.
- Each person will leave completed work in a specific folder assigned to each desk.
- Each desk will be sanitized after break, lunch and dismissal.

BREAK AND LUNCH

- Lines are spaced and strictly enforced. Students will enter and exit rooms one after the other, separated by a distance of no less than 6 feet.
- The lunch area is set up to separate students at a distance of no less than feet and is sanitized after each use.

DISMISSAL

- Each class is dismissed in a given numerical order to avoid crowding in the corridor.
- Students will proceed to a designated waiting area for pickup. This waiting area is spaced out at appropriate intervals and sanitized after each use.

EXTRA-CURRICULAR ACTIVITY

Contact sports (which include basketball) will be suspended until further notice.

VIRTUAL LEARNING PROTOCOL

Depending on the directives issued by the Ministry Of Education, some days may be assigned to virtual learning. In such cases,

- Virtual learning will focus mainly on students in the high school - Grades 7-12. Students in the primary school will receive take home assignments.
- Students are expected to have a suitable (personal) electronic device with which to access the online portal (ideally a desktop or laptop computer).



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- Each student will be given an online account and relevant login details.
- Classes will begin at the same time as listed on the school timetable.
- Attendance will be taken.
- Students are expected to be in uniform (or otherwise decently dressed) and to make an effort at general formality (no background music and virtual backgrounds for video chats must be appropriate).
- Students are expected to have their material (books, pens, etc.) at hand and be ready to take notes and complete assignments.

The education of our people was and is essential work and, even at the best of times, the process of education has always been difficult. While there is much to learn from the disruption caused by COVID 19, we value the cooperation of students, parents and staff in adhering to these operational protocols. Accordingly, amendments will be made when these health protocols are relaxed nationally and globally.

We ask, and thank, all stakeholders: students, parents and staff, for their continued support, patience and understanding.





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CLASSROOM ETIQUETTE

In keeping with the mission, goals, objectives and philosophy, as well as its Christian teaching, WESTMINSTER COLLEGE requires students and teachers to exhibit a high standard of behavior and deportment at all times.

STUDENTS SHOULD ALWAYS

- ❖ **STAND** when a teacher or authority figure enters the room and **SIT** only after being told.
- ❖ **ADDRESS** members of faculty/staff with “Sir” “Ma’am” or by the teacher’s or staff’s surname preceded by “Miss”, “Mrs.” “Mr.” or “Reverend” or other official designation.
- ❖ **RAISE** their hands to indicate that they have a question, comment or an answer.
- ❖ **WALK** in single file when going to assemblies, Chapel or entering or leaving the classroom.
- ❖ Be **COURTEOUS** to others.
- ❖ **RESPECT** others, and the property of others.
- ❖ Be **WELL GROOMED**.
- ❖ **TURN** off lights and fans when not in use.
- ❖ **CLEAN** up after themselves; and
- ❖ **DO** their class work and homework, and hand in assignments on time.
- ❖

STUDENTS SHOULD NEVER

- **VISIT** the bathroom or **LEAVE** the room during class time, except where there is an emergency.
- **ROCK** the chairs on two legs.
- **SLOUCH** in the classroom.
- **PLAY** in the classroom, the bathroom or in the building.
- **LITTER** in the classroom, in the building or in the yard.
- **SHOUT** to or at other people.
- **DEFACE** or **DAMAGE** property.
- **USE** dialect in a formal setting, such as school.
- **ENTER** a room unless they knock on the door and the teacher or authority figure has given permission.
- **USE** obscene language.