



# NATIONAL CODE OF DISCIPLINE & DRESS

## ALBENA LAKE HODGE COMPREHENSIVE SCHOOL

UPDATED APRIL 2022

MINISTRY OF SOCIAL DEVELOPMENT & EDUCATION

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# CODE OF DRESS & GROOMING

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- Students must wear the correct school uniform as set out in the school's guidelines while on the school premises and while travelling to and from school on any official school day. The uniform is a symbol of the school and as such should be worn with pride and kept clean and tidy.
- ALL students must comply with the dress code. Exceptions will be made on:
  - Religious grounds with written support from clergy.
  - Health grounds with written signed support of a medical certificate.
- Skirts must be pleated and worn at or below the knee.
- Shirts and blouses must be worn neatly tucked inside the skirt or pants at all times.
- Pants must be worn at the waist and must be neither tight, sagging, baggy, nor excessively long and only an underwear garment must be worn underneath.
- Undergarments should not be conspicuous in colour nor should they be revealing.
- Shoes must be neat and clean and be one solid colour. Shoe laces, buckles, straps or velcro must be fastened at all times.

# CODE OF DRESS & GROOMING

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- Socks must be one solid colour and must be worn right up or neatly folded around the ankle.
- Hairstyles that is longer than shoulder length must be tied up, at all times, for safety reasons.
- Students must always keep their hair clean.
- Hair color should be one solid color, your natural hair color.
- Eyebrow designs are not allowed.
- Braids, locs, twists, weaves, wigs, cornrows and other extensions may be worn by girls, but if they pass shoulder length must be tied up.
- Locs, twists, afros, cornrows are permitted for boys.
- Spiky hair styles are not allowed.
- Hairstyles that distract or obstruct the normal view of others will not be permitted.
- A wrist watch may be worn to school; however, no other jewelry is permitted to be worn with the uniform.
- Nail polish, acrylic nails, or make up of any kind is not to be worn with the uniform.
- Where ties, epaulettes, crests or badges are required, they must be worn for the duration of the school day including while travelling to and from school.

# DISCIPLINE

It is an offense for students to:

- Carry fireworks, lighters of any kind, knives, firearms or any other weapons;
- Smoke on or off the school premises;
- Take any toxicants or any drugs or medicines which have not been prescribed by a doctor;
- Use abusive language or expose themselves indecently;
- Organize or take part in any form of illegal gambling or games of chance;
- Fight with other students or take away the property of any other student without his or her expressed permission or in any way bully them;
- Be insubordinate or exhibit any form of insolence towards any member of staff or prefect;
- Fail to bring to school adequate supplies required for school work;
- Attend any arcade during school hours or while in school uniform;
- Engage in any physical display of intimacy with another student or person while on the school premises or in school uniform;
- Fail to do the homework set or any school assignment.

- Parents/Guardians of students who must be absent from school because of unavoidable or personal or family reasons should inform the school's principal or deputy principal about such intended absence prior to or by 9:00am of the day.
- Students who have been absent from school for any reason should immediately upon their return to school report to the Deputy Principal Pastoral's office and then to their Form Tutor/Class Teacher. Any such student should bring with him/her on the day of his/her return, a letter signed by his/her parent/guardian or a medical statement explaining the reason for the absence. Such a letter will be kept on file.
- Any student who falls ill or is injured while on school premises should immediately, if possible, report in person to the principal's office. Otherwise, the matter must be reported immediately by another person who know of the illness or injury.
- While walking to and from school, students must be orderly and observe safety and warning signs. For example,
  - Walking in single file and on pavements, where provided
  - Using the zebra crossings. Jaywalking is prohibited.
  - Students must not be seen in stores or other places of business during school hours, (except with the written permission of his/her Form Tutor and the Principal).



# ATTENDANCE AT COLLECTIVE WORSHIP

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Students may 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. ALL students, however, must be present for general information and notices given at morning assemblies.



# SCHOOL BUS TRANSPORTATION

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Each student riding to school on a school bus is expected to obey these rules:

- Enter and exit the bus in an orderly manner in single file. No physical playing or rough conduct is allowed at any time.
- Remain properly seated at all times and keep head and other body parts inside the bus and out of the aisle.
- Avoid loud communication and singing.
- Do not play musical instruments on the bus.
- Ask the driver's permission before opening windows and only put the windows down halfway.
- Follow any additional directions given by the bus driver.





# SCHOOL BUS TRANSPORTATION

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- Eating, drinking and chewing gum are not allowed on the bus.
- Respect the rights of others inside and outside the bus.
- Suspension of bus-riding privilege will occur when a student's behavior could jeopardize other passengers or the safe operation of the bus, or when a student damages a bus. Parents/guardians will be notified of the disciplinary action taken by the school Principal.
- Students must NOT attempt to board or hold on to any part of the bus while it the bus is in motion.







# UNIFORM

- The uniform is a mark of the school and should be worn with pride. How students wear the uniform displays their attitude towards the school. Students failing to wear the school's uniform correctly will NOT be allowed to enter the school premises. They will be sent home.
- The management of the Albena Lake-Hodge Comprehensive School is appealing to ALL parents/guardians of students attending the ALHCS to ensure that their children come to school appropriately dressed in the correct uniform on a daily basis.

# FORMS 1 & 2

BOYS		GIRLS	
Shoes	Completely black (boots or high tops not allowed) No coloured soles	Shoes	Completely black (boots or high tops not allowed) No coloured soles
Socks	Navy blue (anklets or no shows not allowed)	Socks	White (anklets or now shows not allowed)
Pants	Navy blue (tight, oversized, baggy pants, jeans not allowed)	Skirts	Pleated plaid; knee length or below the knee (allow for growth)
Shirts	White with school logo	Shirts	White with school logo
Belt	Black		
P.E. Uniform Boys		P.E. Uniform Girls	
Shoes	Plain black/white (boots or high tops not allowed)	Shoes	Plain black/white (boots or high tops not allowed)
Socks	White (anklets or no shows not allowed)	Socks	White (anklets or no shows not allowed)
Pants	Navy blue uniform short or pants	Skirts	Pleated plaid knee length
Shirts	White polo with school logo	Shirts	White polo with school logo
Belt	Black		

# FORMS 3 - 5

BOYS		GIRLS	
Shoes	Completely black or mahogany brown (boots or high tops not allowed) No coloured soles	Shoes	Completely black or mahogany (boots or high tops not allowed) No coloured soles
Socks	Beige (anklets or no shows not allowed)	Socks	Beige (anklets or no shows not allowed)
Pants	Plain khaki with inside pockets (tight, oversized, baggy pants, jeans not allowed)	Skirts	Green pleated knee length or below the knee (allow for growth)
Shirts	Plain short sleeve button down beige	Shirts	Plain short sleeve button down beige
Belt	Black		
P.E. Uniform Boys		P.E. Uniform Girls	
Shoes	Plain black/white (boots or high tops not allowed)	Shoes	Plain black/white (boots or high tops not allowed)
Socks	White (anklets or no shows not allowed)	Socks	White (anklets or no shows not allowed)
Pants	Plain khaki pant	Skirts	Green pleated knee length or below the knee (allow for growth)
Shirts	Plain white polo	Shirts	Plain white polo
Belt	Black		



# FORM 6

BOYS		GIRLS	
Shoes	Completely black (boots or high tops not allowed) No coloured soles	Shoes	Completely black (boots or high tops not allowed) No coloured soles
Socks	Blue (anklets or no shows not allowed)	Socks	Blue (anklets or no shows not allowed)
Pants	Grey with inside pockets (tight, oversized, baggy pants, jeans not allowed)	Skirts	Grey pleated knee length or below the knee (allow for growth)
Shirts	Plain short sleeve button down blue	Shirts	Plain short sleeve button down blue
Belt	Black		

# IMPORTANT NOTE

Schools have the option of exploring the possible adoption of 'dry fit' wear for Physical Education (PE). Where schools opt to adopt 'dry fit' wear, the following guidelines should be followed:

- Students should be allowed to wear the 'dry fit' PE uniform for the entire school day, where adequate changing facilities are not available
- Long Pants and shirts for boys; long pants and blouses for girls
- PE Uniforms should be in the school's colours, with the school's crest/logo embedded on the shirt/blouse
- The ALHCS can procure the dry fit PE uniforms and resell directly to students. This can be an on-going source of revenue for the institution.

