

**Diego Martin Central
Secondary School**



Handbook

2015 – 2016

*for Parents, Students and
Teachers*

VISION:

To be the vanguard educational institution, focusing on the holistic development of the individual, thus enabling meaningful and positive contributions nationally and globally.

MISSION:

To provide students with ample educational opportunity, enabling them to maximize their potential and develop holistically, via a broad based curriculum and a positive, nurturing school culture, thus empowering them to become moral, productive and responsible national and global citizens.

SCHOOL MOTTO:

- **Illuminate** – where there is darkness I will shed **LIGHT**
- **Raise** – where there is despair I will **RAISE HOPE**
- **Support** – where there is necessity I will give **MY SUPPORT**

Words taken from John Milton's – Paradise Lost Bk. 1:-

*"What in me is dark **ILLUMINE**, what is low **RAISE** and **SUPPORT**....."*

THE SCHOOL PRAYER

We place ourselves in God's care and keeping
May His presence protect us,
May His wisdom guide us,
May His love be found in the hearts of all around us,
As we enjoy the blessings of this new day. **Amen.**

GRACE AFTER MEALS

We give You thanks, Almighty God
For the meal that You have provided,
We ask that it sustains us and keeps us healthy,
We thank You for this blessing. **Amen.**

NATIONAL SCHOOL PRAYER

Praise be to You, Almighty God, Creator of the Universe and all that is in it.

We thank You, O Father, for the opportunity which You are giving us to increase our knowledge.

May Your Divine grace enable us to study hard and use what we learn for the good of our fellow citizens.

We pray that You will free us from selfishness, lust, greed, anger and hatred.

Warm our hearts with love, fill our minds with understanding and strengthen our will in the face of all difficulties.

Help us, O Father, to make our beloved country of Trinidad and Tobago the kind of place you want it to be:

- a place where human dignity is respected,
- where equal rights are accorded to all citizens,
- where hard work is encouraged and rewarded
- and where You O God, reign supreme.

FROM THE BEGINNING

Established in the heart of the community of Diamond Vale, which is itself nestled in the valley of Diego Martin, Diego Martin Government Central School threw open its doors to one hundred and six (106) students.

The date was January 16th, 1961 – a time of hope and promise as the nation inched its way steadily toward independence.


By the end of 1961, the name of the school was changed to Diego Martin Modern Secondary. A few years later the school's name was changed again to Diego Martin Government Secondary School and then to its present name – Diego Martin Central Secondary School.

The first principal was Mr. Samuel Thornhill who served from 1961 to 1963. He was succeeded by Mr. Innocent Beddoe, Mrs. Frances Servile, Mrs. Josceline Stewart-Robinson, Mr. Malcolm Bobb, Mrs. Paula Daniel, Mrs. Joan Bosland, Mr. Rodney Romany and Ms. Gayle Khan who retired in 2011.

Our present Principal is Ms. Claudia Lewis.

Welcome to:

Diego Martin Central Secondary School
Wendy Fitzwilliam Boulevard,
Diamond Vale,
Diego Martin,
Trinidad.

 637-3419

STAFF

Our teaching staff numbers fifty-four (54) and our student population is five hundred and thirty-seven (537).

PRINCIPAL – Ms. Claudia Lewis

VICE PRINCIPAL – Mrs. Desner Corria-Paul

LANGUAGE ARTS AND VISUAL & PERFORMING ARTS

Head of Department: Ms. C. Williams

- Mrs. J. Hanoomansingh
- Mrs. C. Dennis-Rodney
- Ms. M. Porther
- Ms. S. Singh
- Js. A. Joseph
- Ms. J. Alexander
- Ms. P. Jugmohan
- Ms. N. Martin
- Mrs. N. Ajodha
- Mrs. D. Salandy
- Ms. A. Padmore
- Ms. R. De Souza

MODERN LANGUAGES

HEAD OF DEPARTMENT: Ms. K. FRANCIS (VOLUNTARY)

- Mrs. C. Garcia-Balkran
- Ms. A. Ector
- Mrs. K. Lewis
- Ms. L. Copeland
- Ms. De Souza

MATHEMATICS, COMPUTER STUDIES AND BUSINESS

Head of Department: Mrs. K. Noel-Des Vignes

- Ms. D. Ramkhelawan
- Mr. G. Spencer
- Mr. V. Stanford
- Mr. D. Ali
- Mrs. C. Ramkissoon
- Mr. C. Benjamin
- Mrs. L. Bynoe
- Ms. T. Wickham
- Mrs. P. Knights
- Mrs. C. James
- Mrs. G. Hewitt
- Ms. D. Turpin
- Mrs. L. Gowrie-Sankar
- Ms. F. Caraballo-Ramgoolie

SCIENCE

Head of Department: Mrs. S. Hill

- Mrs. K. Noel-Des Vignes
- Mrs. S. Ali
- Mr. K. Bishop
- Ms. P. Pemberton
- Mrs. W. Edghill
- Mr. G. Spencer
- Ms. L. Mc Clatchie
- Mr. E. Wellington

TECHNICAL VOCATIONAL

Head of Department: Mr. S. Bute

- Mrs. T. Ruiz
- Mrs. D. Muneal
- Mrs. S. La Vende-Smith
- Mr. R. Smith
- Mr. I. Beharry
- Mr. L. Harold
- Mr. D. Mahabir

MODERN STUDIES

Head of Department: Ms. V. Guppy (Voluntary)

- Mrs. R. Nancoo
- Mr. M. Adamson
- Mrs. R. Dey-Thorne
- Mr. S. Gildharry
- Mrs. K. London-Edwards
- Ms. G. O'Garro

DEANS

- Form I - Mrs. S. La Vende-Smith
- Form II - Mr. C. Benjamin (Voluntary)
- Form III - Mr. M. Adamson
- Form IV & V - Mr. R. Smith & Mrs. C. James

NON-TEACHING STAFF

Clerk III – Ms. N. Laidlow

Clerk Typist I - Mrs. D. Parris

Guidance Officer I – Mrs. L. Baboolal

IT Technician – Mr. S. Marcano

School Safety Officer

- Mr. R. Mussai
- Mr. M. Stuart

Farm Attendant

- Mr. P. Reemaul

Lab Assistant

- Ms. L. Ferdinand

Librarian

- Ms. C. Thomas
- Mrs. C. Noel

M.T.S.

Building Supervisor: Mr. Duke

- **Ms. C. Ramlal (MT2)**

- Ms. A. Paul Dominique
- Ms. P. James
- Mr. D. Charles
- Ms. T. George
- Mr. L. Dyer
- Ms. R. Isaac
- Ms. N. Cuffie-Thomas
- Ms. C. Jeffers
- Mr. Hyman

Security

- Mr. A. Ali
- Mr. S. Reyes
- Ms. J. Mondezie
- Ms. K. Thomas

LOCAL SCHOOL BOARD

Our Local School Board was inaugurated on 24th June 2005 and comprises ten (10) board members who hold office for two (2) years.

SUBJECTS OFFERED

Our school offers a wide range of thirty-three (33) subjects up to O'Level.

- English Language
- English Literature
- Mathematics
- Additional Mathematics
- Information Technology (Computer Studies)
- French
- Spanish
- History
- Geography
- Social Studies
- Agricultural Science
- Integrated Science
- Human & Social Biology
- Chemistry
- Biology
- Physics
- Physical Education
- Technical Drawing
- Technology Education
- Food and Nutrition
- Clothing and Textile
- Home Management
- MET (Metals)
- Building Tech. (Woods)
- Art
- Dance
- Music
- Electronic Documentation Preparation Management
- Principles of Business
- Principles of Accounts
- Economics
- Office Administration
- Religious Instruction } *Non- examinable*
- Values Education } *Non- examinable*

ADVANCED LEVEL

Our Advanced Level classes started in 1994. Since then this area has expanded to include instruction in the following areas:

- Management of Business
- Economics
- Sociology
- Accounting
- Art
- Communication Studies
- Caribbean Studies
- History
- Literature

CO-CURRICULAR ACTIVITIES/CLUBS – *May vary from year to year*

- Rugby
- Scrabble Club
- Cricket (Boys & Girls)
- Basketball (Boys & Girls)
- Football (Boys & Girls)
- Netball
- Swimming
- Lawn Tennis
- Cadets
- Drama
- Athletics
- Water Polo
- Volleyball
- Hockey

1. Parents are to expect notification from the school of such activities.
2. Written parental permission is required for participation in any extra-curricular activity.
3. All such activities will be supervised by a teacher or coach.

HOUSE SYSTEM

There are four (4) school Houses and each is identified by a specific colour and bears the name of a former principal.

- Serville** - Red
- Thornhill** - Purple
- Robinson** - Green
- Beddoe** - Blue

Each student is assigned to ONE of the above mentioned Houses and MUST remain in that House for the duration of his/her stay at Diego Martin Central Secondary.

The following are the teachers assigned to each House.

THORNHILL (Purple)	SERVILLE (Red)	ROBINSON (Green)	BEDDOE (Blue)
Mrs. La Vende-Smith	Mrs. Dennis-Rodney	Mr. Mahabir	Mrs. Noel-Des Vignes
Mrs. Ruiz	Ms. Pemberton	Mrs. Knights	Ms. Jugmohan
Ms. Porther	Mrs. Permaul	Ms. Wickham	Ms. Alexander
Mrs. Muneal	Ms. Francis	Mrs. Bynoe	Ms. Williams
Mrs. Ali	Mrs. Ajodha	Ms. Ramkhelawan	Mrs. Hill
Mrs. Gowrie-Sankar	Mr. Benjamin	Mrs. Garcia-Balkran	Mrs. Hanoomansingh
Ms. Ector	Mrs. Nancoo	Ms. Guppy	Ms. Turpin
Mr. Beharry	Ms. Singh	Mrs. Edghill	Mrs. Hewitt
Mr. Smith	Mr. Bishop	Mrs. James	Mr. Adamson
Mr. Gildharry	Mr. Spencer	Mrs. Ramkissoon	Mr. Harold
Mr. Ali	Mrs. Dey-Thorne	Ms. Martin	Mr. Stanford
Mrs. Lewis	Ms. Joseph	Ms. Copeland	Ms. London
Mrs. Salandy	Mr. Bute	Ms. Padmore	Ms. De Souza

SPORTS DAY

Once every two years our school holds Sports Day.

PARENT DAY

During the course of our Academic year (September – July) the school hosts at least ONE Parents' Day per year group.

Parents are notified via our termly Calendar of Events and are sent notices reminding them of the upcoming Parents' Day. All parents/guardians are expected to attend (with students in FULL uniform).

CALENDAR OF EVENTS

Every term a Calendar of Events is issued to parents.

This schedule is important and should be secured and consulted often to ensure awareness of school/student activities.

PARENT TEACHER ASSOCIATION (PTA)

PTA meetings convene on the first Tuesday in every month during the school term. Meetings are held on the school compound and begin at 5:00 p.m. ALL parents/guardians are invited.

EXAMINATIONS AND EXAMINATION RULES

There are three (3) terms in the school's academic year.

- I. At the end of each term (December, March/April, July) students are evaluated and report books are issued to parents.
- II. Parents are required to sign and return the report books on the first day of the new term.
- III. At the end of Term I (December) and Term III (June) students write formal exams.
- IV. In Term II (January-April), students are assessed continuously. No formal exams are written at the end of the term. Term grades are recorded in each student's report book.
- V. Form 5 students write internal exams in Term I and Practice (Mock) exams in Term II.
- VI. Form 6 students write CAPE (Levels One and Two) at the end of each academic year.

EXAMINATION RULES FOR STUDENTS (INTERNAL, CXC AND CAPE)

MATERIAL(S) ALLOWED IN EXAMINATION ROOM

1. Students are to place bags, folders and textbooks at the front of the class. ONLY BLANK pages and writing material are to be on the desks. Calculators,

geometrical instruments, three-figure tables are permissible ONLY when necessary.

2. **NO CELLPHONES** will be allowed in the examination room. A breach of this regulation will result in immediate disqualification. CXC Regulations RE: cell phones – the same. (Refer to School Rules pg. 13)
3. **BEING SEATED**
Students are to be seated in the classroom at least TEN (10) minutes before the start of an exam.
4. **BORROWING**
Students are NOT permitted to borrow writing materials, instruments, erasers, staplers, correction fluid during exams.
5. **COMMUNICATION OR DISRUPTIVE BEHAVIOUR**
There is to be absolutely NO communication during examinations i.e. NO LAUGHING, NO TOUCHING, NO TALKING, NO COPYING OR PASSING OF NOTES, vocalizing or other distracting sounds.

Copying from or collusion with another candidate(s) in the examination room will result in cancellation of the results in that particular subject.

6. **PUNCTUALITY**
Students arriving THIRTY (30) minutes or more after the start of the exam will NOT be allowed to write the exam.
7. **ABSENTEEISM**
 - a. Students absent from an exam without submitting a medical certificate will NOT be allowed to write an exam supplemental.
 - b. Students on suspension during exams will NOT be allowed to write a supplemental exam.
8. **UNIFORM**
Students arriving for exams wearing incorrect uniform will NOT BE ALLOWED TO WRITE THE EXAM.
9. **UNRULY CONDUCT**
Failure to quickly obey instructions given by the supervisor/invigilator will result in disqualification.

WRITING MATERIAL(S)

Students MUST write answers on the EXAMINATION PADS provided by the school ONLY.

10. **DISMISSAL AT END OF EXAM**

Students are to remain seated in the classroom for the ENTIRE duration of the exam OR until ALL students are finished and ALL are dismissed at the same time by the supervisor.

11. SUSPENSION OF GAMES/SPORTING ACTIVITIES

All games and sporting activities are to be suspended during examinations at the end of Terms I and II.

12. DISMISSAL FROM SCHOOL AFTER END OF TERM EXAMINATIONS

a. EXAM TIMETABLE

Before the start of end of term exams, parents will be issued copies of the exam time table relevant to their child. Parents are asked to secure and familiarize themselves with the information therein as students are expected to leave the school compound and go directly home at the end of daily exams.

b. SIGN AND RETURN

Parents are expected to sign and return the tear-off portion of above mentioned time tables.

SOME IMPORTANT SCHOOL RULES

1. ABSENTEEISM – WRITTEN EXCUSE

- (a) Students are expected to attend school every school day. When this is NOT POSSIBLE students MUST bring a WRITTEN STATEMENT giving

an explanation for their absence SIGNED by a parent / guardian. This signed excuse must be submitted to the Form teacher on the 1st day of the student's return to school.

(b) **ABSENTEEISM FOR MORE THAN ONE WEEK:-**

If a student is absent for more than one week due to illness, a medical certificate must be presented to the Form teacher on his/her return to school.

2. **PUNCTUALITY**

(a) School starts at 8:00 am and students are expected to be on the compound by 7:55 am.

(b) In order to enjoy the maximum benefits of school we urge parents to ensure that students arrive here before 7:55 a.m.

PERSISTENT LATE COMING

In such cases parents will be asked to conference with the Form teacher to address the problem.

3. **DISMISSAL**

Parents are asked to pay attention to dismissal times

School is dismissed at 2:15pm – Monday to Thursday

On Fridays school ends at 1:30pm to facilitate weekly staff meetings.

4. **LEAVING SCHOOL DURING SCHOOL HOURS**

- Parents should try to avoid making appointments involving students during school hours.
- Students are NOT ALLOWED to leave the school compound during school hours or even during the LUNCH BREAK.
- If however, circumstances demand that the student must leave the compound, a WRITTEN EXCUSE SIGNED by parent/guardian - including contact telephone number (for verification) MUST be PROVIDED.
- If the above requirements are unavailable and verbal verification cannot be obtained the student would NOT be allowed to leave.
- Students falling ill during school hours will only be allowed to leave school accompanied by a parent/guardian.

5. **EXIT FORMS**

(a) All students permitted to leave the compound must have an "EXIT FORM". This form is ONLY VALID if it is signed by the Principal / Vice Principal and bears the school stamp.

- (b) These forms are to be presented to the Security Guards at the school gate who would then allow exit.
- (c) Parent/guardian must SIGN this EXIT FORM which is to be returned to the student's Form teacher on the first day of his/her return to school.

6. **ABSENCE FROM EXAMINATIONS**

- (a) Students MUST be present for ALL examinations.
- (b) Students absent from an exam WITHOUT SUBMITTING A MEDICAL CERTIFICATE WILL NOT BE ALLOWED TO WRITE A SUPPLEMENTAL EXAM.
- (c) Students on SUSPENSION DURING EXAMS will NOT be allowed to write a supplemental exam.

7. **CELLULAR PHONES**

- a. Administration and staff will NOT be responsible for the loss of any cell phone owned by students or visitors on the school compound. Students are responsible for the security of their possessions.
- b. All cell phones must be powered off as students enter the school compound. Phones must not be visible and must not be in use at anytime during the school day – 8:00 a.m. to 2:15 p.m.
- c. Cell phones and attachments will be confiscated instantly for infraction of the above regulations.
- d. Parents/Guardians are the ONLY persons authorized to collect confiscated cell phones AFTER a period of ONE WEEK.
- e. CAMERA PHONES ARE NOT ALLOWED.
- f. Ear/head phones are not allowed.

8. **EXTRA CURRICULAR ACTIVITIES, OUTINGS / FIELD TRIPS**

- (a) Parents are to expect notification from the school of such activities.
- (b) WRITTEN parental permission is required for participation in any of the above activities.
- (c) All such activities MUST be supervised by a teacher or coach.
- (d) Formal school trips – full school uniform
- (e) Informal school trips – school's green jersey and long slack jeans.

- (f) Students who are not appropriately dressed for these events will not be allowed to participate, even if they have parental consent.

9. **PENALTY OF SUSPENSION**

The following offences incur the penalty of IMMEDIATE SUSPENSION.

- (a) Insubordination (being rude and disrespectful to anyone in authority)
- (b) Using obscene language
- (c) Fighting/assault
- (d) Bullying/Extortion
- (e) Bomb threats, false alarms
- (f) Possession of weapons or any object that might be considered to be a weapon. The administration, staff and school safety officers have the authority to deem objects 'weapons'.
- (g) **DEFACING / DESTROYING SCHOOL PROPERTY**
Drawing, writing, painting, carving on walls, desks, benches or on any surfaces anywhere on the school premises.
Destroying – desks, chairs, doors, padlocks, upholstery etc.
- (f) **ALCOHOL and DRUGS**
Alcohol and Drug are NOT allowed on the school compound.
- (g) **SMOKING**
Smoking OF ANY KIND is strictly prohibited.

10. The following are regarded as forms of inappropriate conduct and will be dealt with accordingly by the school.

- (i) Kissing or any sexual misconduct.
- (ii) Breaking classes
- (iii) Gambling, card playing
- (iv) ANY THREAT to the safety and well being of students and teachers.
- (v) Any other action that is deemed inappropriate.

UNIFORM: FASHION TRENDS ARE NOT TO BE INCORPORATED WITH THE SCHOOL UNIFORM AND STIPULATED DRESS CODE.

BOYS' UNIFORM

ALL MALE STUDENTS PLEASE NOTE

1) SHIRT JACS

- a) Cream shirt jacs with monogrammed pocket on left side which must be sewn on. Cut-out monograms affixed with pins and snaps are NOT to be worn.
- b) Printed or Coloured T-Shirts or Vests are NOT to be worn under shirt jacs. ONLY white T-Shirts/Vests may be worn.
- c) Rolled sleeves are NOT acceptable and must not be worn at school.
- d) Shirt jacs have buttons and ALL must be kept buttoned at ALL times.

2) KHAKI PANTS

- a) Fancy Khaki OR Corduroy Jeans with multiple pockets, brand names, and zippers are NOT to be worn.
- b) Hems MUST be sewn. Frayed Hems and Folds are NOT to be worn.
- c) No baggy pants or pencil/close fitting pants. Pants MUST fit loosely.
- d) Pants MUST fit on the waistline.
- e) Pants legs must NOT be tucked into socks, shoes or tied with strings etc.

3) SOCKS

PLAIN Black Socks only.

4) SHOES

PLAIN Black Shoes OR PLAIN Black Sneakers only. NO COLOURED STRIPES are allowed.

5) JEWELLERY

The ONLY jewellery that boys are allowed to wear is a WRIST WATCH. Watch bands may be White OR Black OR Silver OR Gold. Earrings, rings (apart from school rings) and chains are not allowed.

ALL UNAUTHORIZED JEWELLERY WILL BE CONFISCATED IMMEDIATELY AND NOT RETURNED UNTIL THE END OF TERM OR UNTIL A PARENT/GUARDIAN COMES IN PERSON TO CLAIM THE ITEM(S).

- 6) HAIR – Excessive fashion trends and fads in hairstyles are not allowed. Hair must be APPROPRIATELY and neatly combed for school. Uncombed hair, signs and marks are NOT allowed. Administration and Staff reserve the right to decide what is an appropriate or inappropriate hairstyle for school.

- 7) NO tattoos.
- 8) No shaved eyebrows.
- 9) Simple hair cut – NO marking/design on scalp.
- 10) NO piercings.
- 11) NO visible white powder on chest.

GIRLS' UNIFORM - ALL FEMALE STUDENTS PLEASE NOTE

Students would be dealt with severely for infringement of the following rules:

1. SHIRTS are to be worn loosely and must be kept buttoned at all times.
2. SKIRTS – skirt hems are to cover students' KNEES, at least two inches below, and are to be worn loosely.
3. SHOES - PLAIN WHITE Shoes or Sneakers. NO STRIPES are allowed.
- 4) SOCKS – Plain white.
- 5) LACES - PLAIN White Laces only.
6. JEWELLERY
 - a. NO EARRINGS and other jewellery (apart from school rings)
 - b. WATCH BANDS – White OR Black OR Silver OR Gold.
7. NO visible white powder on chest.

ALL UNAUTHORIZED JEWELLERY WILL BE CONFISCATED IMMEDIATELY AND NOT RETURNED UNTIL THE END OF THE TERM OR UNTIL A PARENT/GUARDIAN COMES IN PERSON TO CLAIM THE ITEM(S)

8. HAIR – Fads and excessive fashion trends in hairstyles are not allowed.

Hair must be pulled into one for school. NO BEADS, FOIL WEAVES, OR ARTIFICIALLY-COLOURED HAIR STREAKS/DYES ARE ALLOWED. Other hair accessories must be BLACK. NO HEAD BANDS, WIGS OR COLOURED HAIR EXTENSIONS are to be worn. Braids must be pulled into one with a 'bun' no larger than the size of a fist. Administration and Staff reserve the right to decide what are appropriate or inappropriate hairstyles for school.

9. MAKE-UP/NAILS

ABSOLUTELY NO MAKE-UP is to be worn – e.g. KAJAL, EYE LINER, EYE BROW PENCIL, NAIL POLISH, LIP-GLOSS, ACRYLIC NAILS, FALSE EYELASHES.

10. NO tattoos.

THE PHYSICAL EDUCATION UNIFORM

ALL students in Forms 1 – 3 do Physical Education (PE) as a subject and are required to come prepared with their uniforms for their PE classes.

At the Forms 4 and 5 levels ONLY students who elect to do PE at CXC Level are expected to have the PE uniform.

The PE uniform is a requirement for participation in PE classes.

THE PE UNIFORM IS THE SAME FOR BOTH BOYS AND GIRLS.

MONOGRAMMED YELLOW 'T' shirt
GREEN SLACKS

SWIMMING

Girls: must wear one-piece swim suits, mid-rise with NO spaghetti straps.

Boys: Boys are to wear loose fitting swim shorts with drawstrings to be securely fastened.

BOOKS AND OTHER EQUIPMENT

ALL students must be prepared for ALL their classes.

This requires them to bring to school:

- I. Relevant text books
- II. Accompanying copy/note books
- III. Pens, pencils, geometrical equipment, erasers, brushes, paints etc
- IV. Uniforms, aprons etc (when necessary)

DRESS CODE FOR VISITORS

I. PANTS

Three-quarter short pants and longer – NO short pants. NO skin fitting pants. NO frayed hems.

II. TOPS, DRESSES AND SKIRTS

- No see through tops.
- No body-hugging tops.
- No tops with thin straps.
- No short tops – NO midriff showing.
- No low necklines showing cleavage.
- Backs must be covered
- No slinky, body-hugging dresses.
- Hemlines – no shorter than 6" above the knee.

ADMINISTRATION/SECURITY RESERVES THE RIGHT TO REFUSE ADMISSION TO ANYONE IN BREACH OF THESE GUIDELINES.