



Q BOOK 2026-2027

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2026-2027



A Guide to
Queen's College High School
Codes, Policies, &
General Procedures

HANDBOOK FOR STUDENTS AND PARENTS

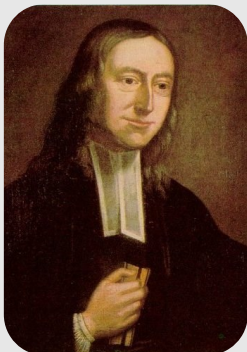
QUEEN'S COLLEGE HIGH SCHOOL



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JOHN WESLEY
Founder of Methodism



“Do all the good you can.
By all the means you can.
In all the ways you can.
In all the places you can.
At all the times you can.
To all the people you can.
As long as ever you can.”

WELCOME TO QUEEN'S COLLEGE

Owned and operated by The Bahamas Conference of the Methodist Church, Queen's College adheres to Christian principles as well as Methodist doctrines and beliefs. The early Methodists that came to The Bahamas stressed the importance of education. Queen's College was the realization of that goal and opened in 1890.

Queen's College prides itself in being the oldest private school in The Bahamas that has at its core, the foundation of Christian values, good character, and the pursuit of academic excellence.

In order to achieve our goals, our community must work together and commit to a high standard of expected behaviour.

At Queen's College, there is a system of expectations, rules, and boundaries around which the school orders itself and which supports students who seek a rich and full academic experience.

The Q Book is a guide to a successful, rewarding life at Queen's College. We require you to read this Q Book thoroughly and follow it closely. **Although not exhaustive or all inclusive, it does serve as an adequate guide and we expect all students to follow it consistently.**

It is impossible for this guide to contain **ALL** that is expected and required, and it is amended each year to improve its relevance. It does, however, contain the major codes and rules, our technology, cafeteria, and substance abuse policies, our statement on character, The Bahamian National Anthem and Pledge, school prayers, senior leader requirements, information on our grading system, and other vital information.

We ask that you seek out the wisdom and guidance of the adults in this school who have committed their lives to your education and the formation of a system of values that will sustain you both during your time here and your life in the years beyond Queen's College.

Above all, remember that it is upon Christian principles of the Methodist Church that all aspects of the school are based.





Morning Registration Prayer

Dear God, we thank you for today. We thank you for life and health, our family and our friends. We thank you especially for our school and our teachers, and as we go through today, we ask for your guidance and your direction. Keep us focused on our lessons, and receptive to all that our teachers impart. May we be fair, upright and honest in all our dealings and may our free time be filled with wholesome activities. May our words, thoughts and deeds be pleasing to you. We ask this in Jesus' name. AMEN

Afternoon Registration Prayer

Father, we come to You as we end our school day, thanking You for all the good that has happened, and all the lessons we have learned. If we did anything wrong, please forgive us. Help us to do better tomorrow. Please take us home safely and bless our school, homes, and families. We ask in Jesus' name. AMEN

QUEEN'S COLLEGE STATEMENT ON CHARACTER

Queen's College perceives character as the personal commitment to all that is good. This commitment should be constantly displayed. In all aspects of life at Queen's College, we attempt to nurture and promote the development of sound character. The elements of sound character that the school has identified as central to a person's life and our life as a school and country are as follows:

- 1. Christianity:** This means the acceptance of Queen's College as a Christian school that has, central to its belief, the fact that Jesus Christ is Lord. The associated Christian qualities and the adherence to a Christian lifestyle are therefore expected to be demonstrated.
- 2. Commitment:** Dedication to all responsibilities and duties is expected. Such should be done with enthusiasm and to the best of one's ability.
- 3. Respect:** Respect involves treating others with dignity. This includes the acceptance, even the celebration of our differences. This respect should be rendered to members of the wider community. Students should also demonstrate respect for themselves.



4. Responsibility: Responsibility includes fulfilling our obligations to each other, to the school and country, as well as taking the initiative when we encounter a problem that needs to be solved. Taking responsibility often requires leadership and courage.

5. Honesty: Honesty requires that we be truthful both in our academic work and our personal lives. Truthfulness includes openness and sincerity, which are crucial for building individual relationships and a community of trust, whether at school or elsewhere.

6. Integrity: Integrity means being whole. We must each work toward self-knowledge and self-awareness. The positive beliefs and values that result should be reflected in our behaviour. As we nurture integrity, we must nurture the ability to stand up for what is right.

7. Compassion: Compassion means to have a true understanding of, and sympathy for, the condition and needs of others.

8. Generosity: Generosity involves helping others at Queen's College and elsewhere. It is a natural outgrowth of compassion and refers to a willingness to give where there is a need.

9. Fairness: Fairness means to treat all people in a non-prejudicial way. In all deliberations and actions, all persons should be given equal consideration and opportunities.

10. Loyalty: Loyalty is an essential precursor to success and is necessary for any harmonious relationship. We expect all who teach, learn, work, and play at Queen's College to demonstrate steadfast allegiance to each other, to our school, and to our country.

11. Good Manners: Good manners and courtesy are integral parts of an educated person. These should be constantly displayed in the speech and deportment of all members of the school body.



1. ABSENCES, LATES, & FEES

1.1 ABSENCE: We understand that there may be times when a student is legitimately absent from school. If a student is absent, upon the student's return, he or she is to bring a note of explanation from their parent or guardian and submit it to their Form Teacher during registration. Additionally, a parent may email the Form Teacher to advise of the student's absence. Failure to do so will result in the student concerned being sent to the High School Office and may be sent home until the note is received. It is the responsibility of the student who is absent to find out what work was missed and complete the work that has already been covered. Except in a case of documented illness, the student should be in attendance at school for at least 90% of the academic year. That means a student cannot be absent for more than 18 days, per year, in order to be promoted or to graduate. If a student is absent more than 18 days per year and this has a negative impact on the student's performance, the school may insist that the student repeat the grade. Also, in order for a student to obtain The Bahamas High School Diploma, he/she cannot be absent for more than 20% of the school year.

1.1.1 Class assignments, homework, notes, or any instructional material will NOT be sent home to students who are not in school due to illness, outstanding fees, or any other reason. Students must make every effort to make up work on their return to school. Students who exceed the number of days on which they are allowed to be absent (no more than 10% of the school year) may be required to repeat the grade.

1.2 LATENESS: Students arriving late (after 8:15 a.m.) on full school assembly days are to proceed to the quad area or the Geoffrey Brown Auditorium until the assembly is finished, and afterwards, ensure they advise their homeroom teacher that they are at school. Students arriving late (after 8:15 a.m.) on all other days are to proceed to their homeroom. If a student arrives to school after the homeroom period or the full school assembly has ended (after 8:50 a.m.), he/she should proceed to the High School Office to sign the late book, get a late pass for their class signed by a member of Administration, proceed directly to their class, and during the first break, report to their homeroom teacher. Also, in order for a student to obtain The Bahamas High School Diploma, he/she cannot be late more than 20% of the school year.

1.3 LESSONS: Lessons begin when the bell rings. A bell will also signal when the lesson ends. Students are expected to report promptly to class. Students arriving late to class may be issued a referral, demerit, Blue Card, Green card or may be asked to stand for a part of the lesson. Habitual lateness will result in the student receiving a Blue Card to monitor tardiness. Students exhibiting signs of misbehaviour may also be asked to stand for a part of the lesson.

1.4 FEES/TUITION: At the beginning of the school year, the school calendar is distributed indicating the beginning and ending of fee terms along with other important dates. **Tuition fees must be paid before the beginning of each FEE TERM.** Failure to do so will result in the student not being allowed to attend classes and write Christmas (mid-year) and Summer (end of year)



examinations. This will have a serious, negative impact on a student's GPA. Students will not be allowed to make up any missed classwork, homework, projects or examinations due to non-payment of fees. **Under no circumstances are missed work, tests, and examinations made up when fees are outstanding.** We implore parents/guardians to plan ahead and make a note of the due dates for fees even before the start of the school year. Students in Grade 12 will not be allowed to graduate, their name will not appear in the Graduation Booklet and will not be allowed to participate in the graduation ceremony if fees are not paid by the stipulated date.

1.4.1 REFUND: Students joining QC from September 2004 to present are not eligible for a seat deposit refund.

2. ACADEMIC RESPONSIBILITIES

2.1 ACADEMIC DISHONESTY/CHEATING

- 2.1.1. Plagiarism** - Presenting as one's own work, materials taken in part or full from some other source, be it published work, material, or any other person's work, or the ideas therein, including internet and other computer sources. In order to uphold the culture of excellence and integrity at Q.C., unless given permission by the teacher, students are not allowed to use AI-assisted technology for assignments, coursework, tests, or examinations.
- 2.1.2 Cheating on or during a test/assignment** – Being in possession of, giving or soliciting unauthorised notes or other aids or assistance (verbal and non-verbal) in a test, quiz, final examination or class assignment (e.g. homework, project, coursework), copying from or being influenced by other student's work during a test, quiz, or class assignment (e.g. homework, project, coursework), responding in any way, whether verbal or non-verbal to the solicitations of another student in a test, quiz, or any other assignment or allowing students to copy work.
- 2.1.3 Cheating before a test or before an assignment is due** - Allowing work to be copied in or outside of class time.
- 2.1.4 Changing answers** - Changing answers after viewing another student's work or after a teacher has shared the answers with the class or with another student, and passing the work off as their own is strictly prohibited.
- 2.1.5 The above infractions-** will be punishable by receiving a zero, and the student(s) may be suspended or expelled. In most written work, students can avoid a charge of plagiarism or unauthorised aid (copying) by acknowledging sources or by checking with the class teacher when in doubt.

2.2 BORROWED EQUIPMENT/MATERIALS: Students are responsible for the proper care and return of all borrowed school property, including but not limited to library books, sports uniforms and equipment, musical instruments, locks, and class revision packets. Report cards, transcripts, and certificates will be withheld until all items are returned or paid for.

2.3 COMMUNITY SERVICE: In addition to meeting academic and behavioural standards, each student is required to involve himself/herself in meaningful community service in order to be promoted. (see *Community Service Guide*). Report cards may be withheld if the required number of community service hours have not been served. Completion of a stipulated number of community service hours is also a requirement of The Bahamas High School Diploma.

**These are the minimum recommended hours for Queen's College:**

Grade 7: 5 hours Grade 8: 5 hours Grade 9: 10 hours
Grade 10: 10 hours Grade 11: 15 hours Grade 12: 20 hours

2.4 EXTRA-CURRICULAR: All students must be involved in, at least, two meaningful extra-curricular activity. The Activities Fair is held in September, which provides an opportunity for all students to sign up for at least two clubs and activities. Colleges, universities, and scholarship committees recommend students have these on their resumes.

2.5 FULL PARTICIPATION: All students must participate in all school activities and those sanctioned by the school, including those of a national, civic or Christian nature, such as Thanksgiving and Christmas services, Flag Raising, National Youth Rallies or Marches, sports meets (e.g. BAISS Track and Field), etc. As an enrolled member of the community, no exceptions can be granted.

2.6 GRADUATION: Students are eligible for graduation only upon the fulfilment of ALL criteria outlined in their "Graduation Contract". (See 7.11 for graduation requirements.)

2.7 HOMEWORK: Homework must be submitted at the designated time. There is a zero-tolerance policy for late homework. Late homework will not be accepted, and students will be given a zero. The use of AI technology in the completion of homework is strictly prohibited. (Also see 2.1.2)

2.8 PHYSICAL EDUCATION: Physical Education is COMPULSORY. The School Nurse only allows non-participation upon the approval of a written excuse from a parent or guardian. For periodic or long-term non-participation, a doctor's note is required.

2.9 ABSENCES AND CATCHING UP ON WORK: Students who are absent because they are representing the school or who have been ill, must seek out their teachers in an effort to get all classwork and homework missed submitted in a timely manner. For illness, a doctor's note is required.

2.9.1 Students who represent the school and will miss classes, must see their teachers before they leave to inform them of their absence and receive permission and also report to them, as soon as possible, upon their return to school, in an effort to obtain all work missed. Work must be submitted in a timely manner.

2.10 PLACEMENT OF STUDENTS IN CLASSES - Students are not permitted to select their teachers. Students are placed in classes and with teachers in accordance with the requirements and demands of each subject and the timetable. At no time are students allowed to switch classes arbitrarily or because they express displeasure with a teacher or his or her style, accent etc. nor are parents allowed to select one teacher over another.

2.11 COURSEWORK: Coursework must reflect the student's thoughts and work. Plagiarism is not allowed. All coursework is to be submitted in a timely manner. Students are expected to submit their coursework according to teacher dead-



lines. Failure to adhere to teacher deadlines for coursework may result in disciplinary action or suspension. Coursework must also be completed to a high standard in order for a student to be entered for a national examination. The use of AI technology in the completion of coursework is strictly prohibited. (Also see 2.1.1)

2.12 TRANSCRIPTS: Requests for transcripts must be made at the High School Office. After paying the transcript fee, please allow 5-7 working days for completion. We ask parents and students to be proactive as transcripts cannot be processed before major school events such as Graduation, Entrance Examination, distribution of report cards, etc. **Transcripts CANNOT be completed: 1) if fees, equipment, library books, library fines, etc. are outstanding, 2) if the transcript fee has not been paid.** Students in Grade 12 should request a FINAL transcript once all Advanced Placement/B.G.C.S.E. examination results have been released.

3. **ARRIVAL & EXIT PROCEDURES**

3.1 CAMPUS: Once students are dropped off on QC property, they must remain until a parent/guardian collects them. Students are to stay on the premises between 8:10 a.m. and 3:00 p.m. unless a written request from parents is submitted and has been approved by the Principal, Vice-Principal, or Deputy Head. Students are not allowed to wait for or meet their parents anywhere else. In case of sickness, **students must report to the School Nurse**, who will telephone parents if it is necessary to leave the campus. Parents are not allowed to traverse the campus.

3.1.1. Parents entering the school gates on Village Road must pull into one of the designated parking spots. Students are to exit the vehicle and proceed carefully to the crosswalk or to the gate nearest the walkway along the drive. In the case of the Back Gate entrance on Strachan's Alley, cars entering the gate will be allowed to stop momentarily to allow students to exit the car. There is absolutely no parking of cars inside the gate. The Southern Gate entrance allows for cars to park for a few moments while children collect their belongings.

3.1.2. Students are to wait under the pavilion at the front gate. The old Early Learning Centre and Global Village are OUT OF BOUNDS. Students are to wait under the pavilion at the back gate, and the Southern Gate.

3.2 ENTERING: Students may enter the campus in one of the following ways:
(1) **Village Road:** Walk through the gates from the Parking Lot, and walk on the **SOUTH** side of the fence (HIGH SCHOOL SIDE) all the way to the top of the drive, (2) **Strachan's Alley Back Gate:** At this entrance, parents are allowed to drive through the gates to drop off and pick up students **without stopping for an extended period of time, or parking**. Parents entering the campus must check in with campus security and follow their instructions. **Southern Gate Entrance:** The Southern Gate entrance allows for cars to park for a few moments while children collect their belongings.

3.2.1. Loitering - There is to be no loitering around the swimming pool, in



front of the **old** Early Learning Centre (now Global Village Offices/CFE Classrooms) or on the front walls (and other walls in the neighbourhood).

3.3 EXITING:

3.3.1. Normal procedure - When leaving the campus after school has been dismissed, students are to wait under the pavilion by the parking lot near Village Road or on the pavilion at the back gate, or the pavilion at the Southern Gate. Those travelling by bus must wait in an orderly manner at the bus stop.

3.3.2. Leaving during the day - Those wishing to leave the campus during regular school hours must do so for a legitimate reason that has been approved by the Administration and follow the procedures outlined. Students are not permitted to leave the campus without permission. Before any student will be allowed to leave, they will have to produce a written explanation from the Parent/Guardian. The Parent/Guardian must collect their child from the **High School Office, sign the exit book** and obtain an Exit Note from the High School Office that has been signed by a member of Administration. This note must be shown to the Security Guard upon leaving the campus.

3.3.3. Without permission - Students who leave the campus without permission will be suspended. Students will not be allowed to wait for their parents in the car park, down the drive or any place other than the office if exiting before 3:00 p.m. Repeat offenders will be asked to leave Queen's College.

4. BEHAVIOUR & CONDUCT

4.0 COMMUNICATING WITH OTHERS IN OUR SCHOOL COMMUNITY –

We require that two of the attributes listed in our Statement On Character, **Respect and Good Manners**, be strictly adhered to when communicating with any member of our school community. Whether the communication is between student and student or student and teacher, or parent and teacher or parent and Administrator or between any other members of our school community, respect, good manners, common courtesy, and politeness **must** be demonstrated. Raising one's voice, entering a person's personal space, using a threatening tone or gestures, intimidating behaviour etc. (this list is not exhaustive) will not be tolerated. Students in contravention of this rule will be severely disciplined, which may include being suspended or expelled. Parents in contravention of this requirement may be asked to withdraw their child and may be prohibited from entering the campus. We welcome dialogue that is courteous, respectful, and beneficial. Parents cannot show up to see a teacher or Administrator without an appointment.

4.1 COMPLICITY: If you are present when any of the major school rules are violated, you may be found guilty of complicity, for which the punishment



may be the same as those who are directly involved. Complicity means that students are responsible for what is happening in their own room and for what is happening around them whether or not they are the main perpetrators. At the very least, a student who sees any wrong or inappropriate behavior should notify a teacher or Administrator immediately.

4.2 CONDUCT: Students are required to conduct themselves in a manner which is compatible with the Christian principles of Queen's College.

4.3 CONSIDERATION: Students are to show consideration for others at all times.

4.4 CRIMINAL CHARGES: Any student charged with or accused of a criminal offense will be placed on an indefinite suspension until the matter is favourably resolved. Any student found guilty of a criminal act will be expelled. All parties involved in a criminal investigation may be placed on indefinite suspension until the case is favourably resolved.

4.5 DISRESPECT & DEFIANCE:

4.5.1. *Disrespect* - Conduct or behaviour toward another person that lacks regard, civility, politeness and/or courteous consideration that goes beyond the bounds of acceptable student behaviour in class, throughout the campus, at recess, lunch, on field trips, during extracurricular activities or in transit to and from field trips or other school activities will not be tolerated. Students engaging in such will be severely disciplined. This may include being suspended or expelled.

4.5.2. *Defiance* - Students who defy rules and requests by Administrators, teachers, other adults under the employ of QC or student leaders either written or spoken will be severely disciplined. This may include being suspended or expelled.

4.6 INSOLENT, INSUBORDINATION, PROFANITY, VULGARITY & UNTRUTHS, LYING BY OMISSION:

4.6.1. *Insolence* (rude or disrespectful behaviour whether verbal, written or otherwise)

4.6.2. *Insubordination* (not doing what someone in authority has instructed)

4.6.3. *Profanity/Vulgarity* (cursing or inappropriate language)

4.6.4. *Untruths/Lies* (lying or telling a half-truth)

4.6.5. *Lying by Omission* - Neglecting to tell the entire truth is a lie of omission.

None of the above will be tolerated. This includes actions by a student to another student or towards a teacher or anyone in authority. Students engaging in such will be **severely disciplined**. This may include being suspended or expelled.



4.7 STEALING/FRAUD/DISHONESTY/ENTREPRENEURSHIP:

- 4.7.1. *Stealing*** - The stealing of property or anything that does not belong to a student, from another student, teacher, faculty or staff member will result in the student having to replace the item along with a suspension/expulsion. Receiving stolen property, whether for money or not is also against the rules. Students are not allowed to purchase items from another student (see Section 4.7.4).
- 4.7.2. *Fraud*** - Forging of parents' signatures, or any part of a letter or slip from the nurse/clinic/parent, attempting to pass off a signature as real when it is not, or pretending to be someone else will result in suspension/expulsion.
- 4.7.3. *Dishonesty*** - Any act of dishonesty by a student toward another student, teacher, faculty or staff member will result in suspension/expulsion.
- 4.7.4. *Entrepreneurship*** - Selling items at school for personal gain is strictly prohibited and those engaging in such behavior will be sternly disciplined. Personal items cannot be brought on campus for sale, neither can items be ordered and brought to school for sale. Students involved in clubs must seek the approval of Administration before engaging in sales or sales promotions.

4.8 OTHER SERIOUS MISCONDUCT: Any other major acts of misconduct or repetition of minor acts of misconduct, which interfere with the orderly operation of the classroom, the school programme, a school function or activity, an extracurricular program, field trip or approved school transportation will not be tolerated. The participation in any such behaviour may result in suspension/expulsion.

4.9 PHYSICAL CONTACT/ABUSE: Any form of physical contact whether playful or otherwise is not allowed.

4.9.1 *Fighting, Kicking, Shoving, Slapping, Pinching*: (This list is not meant to be exhaustive) or any other form of physical abuse will result in immediate suspension/expulsion. Students are not allowed to put their hands on another student.

4.9.2 *Play Fighting, Throwing of Objects* (stones, sticks, water balloons etc), also constitute fighting. Students are not allowed to place their hands on, or throw any object at any other student, teacher or staff member.

4.9.3 *Retaliation*: Retaliation or a claim of self-defense are not accepted as reasons for pushing, fighting, slapping, shoving or any other form of physical abuse.

Students who engage in any of the above will be suspended. Students are asked not to take matters into their own hands but to rather report them to a teacher, Counselor or Administrator. We do not discuss cases of other students with parents. **Repeat offenders may be expelled.**

4.10 RECKLESS ENDANGERMENT: Students may not engage in dangerous practices that pose a threat to personal safety. Students engaging in such acts will be suspended or expelled.

4.11 SEXUAL INTIMACY/AFFECTION: Sexual intimacy of any form, whether willing or coerced, or outward signs of affection between students is not

permitted at Queen's College and may result in suspension or expulsion. This may include but is not limited to kissing, holding hands, hugging, touching and sexual contact. Students are to avoid any physical contact, maintaining a distance of 6 inches between them.

4.12 SEXUAL HARASSMENT: Sexual harassment of any form will be punishable by suspension or expulsion. Sexual harassment may include but is not limited to the following:

- 4.12.1 Touching, grabbing, pinching, rubbing, caressing
- 4.12.2 Comments, gestures, drawings or jokes of a sexual and lewd nature
- 4.12.3 Spreading sexual rumors or commenting on sexual behaviour
- 4.12.4 Staring or leering at parts of someone else's body
- 4.12.5 Displaying sexual pictures or objects (including hard copies, digital photos or pictures or photos on the internet or saved on a computer)
- 4.12.6 Repeated sexual innuendos
- 4.12.7 Repeated pressuring for dates, communication or contact or unwanted sexual activity
- 4.12.8 Physical sexual assault
- 4.12.9 Display or exposure of parts of the body that should remain covered

4.13 SUSPECTED PREGNANCY: In the event that a girl is suspected of being pregnant, she will be asked to produce a negative pregnancy test from a recognized medical doctor or clinical facility in order to remain at Queen's College. The student will also be required to take or repeat the test within 24 hours in the presence of the School Nurse. If the result of the pregnancy test is positive, the student will be asked to withdraw. Failure to withdraw within a reasonable time will lead to expulsion. If the father of the child is a Queen's College student, he too will be asked to withdraw. The **SCHOOL'S POSITION IS THAT WE PAY FOR ANY TESTS THAT ARE NEGATIVE**; the parents are only asked to pay when pregnancy is confirmed by the test.

4.14 SKIPPING CLASS/SCHOOL: Any student who has been marked present to school that day, but is later found to have skipped an entire class or part of a class will be severely punished, which may include suspension. If a student has been brought to school by a parent or guardian or travels to school by bus, but is later found not to attend classes, he/she will also be disciplined. Skipping class is deemed a very serious offense. Students who feel unwell should report to the nurse's office. The nurse will determine treatment and the amount of time that must be spent away from class. Students who skip class and use the nurse as a cover or excuse will be disciplined. At no time should a student stay in the bathroom or out of class for a protracted period of time without the permission of a teacher or the knowledge of the nurse. Students are not allowed to miss a class to do work for another class. Students missing a part of a class without permission will be disciplined. This also applies to the period of time during study leave when some students are required to be in school. (See Section 7.10). Students found to have been dropped to school but absented themselves from classes for the entire day will be suspended or expelled.





4.15 TEASING/BULLYING: All students have an equal right to learn in a non-hostile environment. Bullying is strictly prohibited. Students engaging in such acts will be **severely disciplined**. This may include being suspended or expelled. Teasing, jeering, badgering, spreading rumors, tampering with another's property, playing tricks, and harassing are considered forms of bullying. These may also include acts that are verbal, non-verbal, written, drawn or transmitted via computer. Those who instigate fights, etc through teasing/bullying will also be suspended. Students who use AI technology to generate or manipulate photographs or drawings of a member of the school community, student or staff member, in an offensive or derogatory manner may be suspended or expelled. Portraying a member of staff in a disrespectful manner or manipulating an image of a member of staff on social media or on the internet is also deemed to be a form of bullying and will not be tolerated. Students who engage in this type of behaviour may be suspended or asked to seek an alternative educational environment.

4.15.1 Provocation: Provocation is seen as a form of bullying. Students who provoke other students, which leads to physical contact/aggression will be severely punished. This may include suspension/expulsion.

4.16 VANDALISM/GRAFFITI: Students will be asked to replace or repair any property (school or other student's) that is destroyed or defaced. Other relevant consequences may also be enforced (e.g. cleaning, painting, re-building, replacing etc. damaged materials). A student may also be suspended or expelled for vandalism. This may include using any object to gain entry into an area on campus including a window or door that is closed/locked.

4.17 HARASSMENT— Any student found to be harassing, antagonizing or provoking other students will be severely disciplined. This also includes behavior and postings on the internet. This may result in suspension or expulsion.

4.18 LOUD OUTBURSTS — Students are expected to respect others and their surroundings. Any student engaging in loud outbursts whether in class or at a school gathering such as an assembly or service will be severely disciplined. This may involve being suspended or expelled.

5. CAFETERIA ETIQUETTE

The cafeteria is provided for the students' and staff's convenience and pleasure. To keep your cafeteria clean and orderly for everyone to thoroughly enjoy their meals there, certain rules must be observed.

- Students are to be orderly and quiet when walking to and from the cafeteria
- Students are to line up sensibly and respectfully. Do not cut lines or hold a place in line for your friends. This is not fair to the students already in line. Students observed cutting ahead of others will be placed at the end of the line.
- Students should pick up their lunch and proceed to the eating area. We ask students to have their money or Kanoo card ready before going to the cashier.



- Good table manners and conduct are required at all times. There is to be no screaming, or other forms of disruptive behaviour, including running or horseplay, in the cafeteria.
- Students are not to sit on the tables in or outside of the Q Cafe.
- Students are to be courteous and considerate at all times to their peers and to those employed at the Q Café. We expect students to greet the staff politely and to say 'please' and 'thank you'.
- All litter is to be thrown in the trash. It should never be left on the tables or on the floor.
- Because the cafeteria utilizes a self-busing system, **we ask all students to leave the tables clean for the next patron.** Please cooperate in keeping your area clean.
- Should a student accidentally spill something, he/she should get a cloth or mop to clean the area or seek help from a custodian to clean it up.
- **Gum is absolutely NOT allowed in the cafeteria or anywhere else on campus.** Individuals caught chewing gum will be disciplined.
- Pens, pencils, and other writing equipment must be placed/kept in bags at all times. The cafeteria furniture must not be defaced and/or damaged in any way.

Students who do not comply with the school's cafeteria etiquette will be disciplined. Those who choose to throw food, misbehave, or fail to clean up after themselves will spend time cleaning the cafeteria. This will include wiping tables, sweeping, mopping the floor, and emptying garbage bins. The consequences of vandalism will apply as stated in 4.16 in the Q Book.

Please note: to protect the safety of yourself and others, and to monitor the condition of the cafeteria, this area is under 24-hour surveillance.

6. DISCIPLINE SYSTEM

- 6.1 REFERRAL** – The issuing of a referral is a demonstration that a serious warning has been given for the stated infraction. This can be given when a student neglects to turn in homework, fails to bring their PE kit, arrives late to class etc.
- 6.2 DEMERIT** – This is far more severe than a referral and the student is asked to return the demerit slip with his/her parent's signature. Students who consistently behave in a way that warrants a demerit will be placed on a Green Card or may also be suspended or expelled.
- 6.3 YELLOW CARD** – This monitoring card, which continues for five days is issued when a student's behavior and approach to school work need to be closely followed. This card is taken by the student to each lesson and given to the teacher at the **beginning** of the



lesson. At the end of the lesson, the teacher signs the card if the student's work and behavior have been satisfactory. Unsatisfactory performance and deportment will also be noted on this card. The issuing of consecutive cards will occur if the student is unable to satisfactorily complete the card. This card can be issued when a student neglects to turn in homework consistently, arrives to class unprepared, is disorganized, day dreams and fails to attend to the lesson etc. This list is not exhaustive. Yellow Cards are the property of Queen's College and must be submitted to an Administrator after completion. If the card is lost, an Administrator must be notified immediately and another card will be reissued.

6.4 BLUE CARD – This card is issued to students who arrive late to registration (or who absent themselves from registration) 3 or more times in one week, or to their classes on multiple occasions. It is used to monitor their arrival time to school and class as well as to serve as a corrective measure. This monitoring card will continue for five days. This card is taken by the student to each lesson and given to the teacher at the **beginning** of the lesson. At the end of the lesson, the teacher signs the card if the student arrived on time and if all else has been satisfactory. Unsatisfactory performance and deportment will also be noted on this card. The issuing of consecutive cards will occur if the student is unable to satisfactorily complete the previous card. Chronic lateness will lead to more severe intervention and may jeopardize the student's promotion to the next grade. Blue Cards are the property of Queen's College and must be submitted to an Administrator after completion. If the card is lost, an Administrator must be notified immediately and another card will be reissued.

6.5 GREEN CARD – This is the most serious of cards and indicates that a very egregious infraction has occurred. It can be issued for insolence, bullying, lying, not submitting homework consistently, littering, disruptive behavior, antagonistic actions, inappropriate behaviour etc. This is not an exhaustive list. This card is taken by the student to each lesson and given to the teacher at the **beginning** of the lesson. At the end of the lesson, the teacher signs the card if the student's work and behavior have been satisfactory. Unsatisfactory performance and deportment will also be noted on this card. Administration signs the card each day and the parent is to sign at the end of each day. The card is to be brought to school every day as noted. The issuing of consecutive cards will occur if the student is unable to satisfactorily complete the card. Students who consistently behave in a manner that necessitates a Green Card will be suspended or expelled. Green Cards are the property of Queen's College and must be returned to an Administrator upon completion. If the card is lost, an Administrator must be notified immediately and another card will be reissued.

6.6 SUSPENSION – A student will be suspended for extremely grievous behavior including but not exclusive to fighting, bullying, insolence, disrespect (to teachers or peers), cheating, lying, stealing, defacement/



destruction of school property or the property of another, profanity, behavior that repeatedly warrants the issuing of a Yellow, Blue or Green Card and any other act not listed in the Q book but deemed egregious enough by Administration. Other infractions that warrant suspension are noted in the numerical codes of the Q Book. A suspension will be served on the student immediately after the infraction has occurred following an investigation. Tests, quizzes, class work, homework, and examinations that are missed due to a suspension will be given a zero grade. Missed class-work/homework due to a suspension can be done by the student so as not to miss an opportunity to learn a skill or content, but will not be awarded a grade. **If a student is suspended during an examination or during the examination week, he/she will NOT be allowed to write any examinations during the suspension period and will receive zero grades for the examinations missed.** The length of the suspension is at the discretion of the school. Students involved in fighting will automatically be suspended including the student who may claim retaliation.

6.7 EXPULSION – Students who have served **three (3)** suspensions may be expelled from Queen's College. Also, acts of violence, gross insolence, disrespectful, confrontational, aggressive (verbal and nonverbal) behavior towards any member of the school community, drugs, alcohol, criminal activity and sexual behavior (this list is not exhaustive) and any other act not listed in the Q book but deemed egregious enough by Administration may lead to immediate expulsion. Other infractions that warrant expulsion are noted in the numerical codes of the Q Book. If a student is expelled he/she leaves without receiving any school records. Parents may opt to withdraw a student rather than have him/her expelled. In such cases, students will be able to receive his/her records from the school.

7. GRADING SYSTEM

7.1 REPORT CARDS: Students receive **two** official reports per year - January and June, on which are placed an effort grade, an achievement grade, the final examination score, the overall average and the teacher's comment for each subject. Report cards may be withheld due to outstanding fees (including tuition, Extra Access, Super Saturday, school trips, sports uniforms, etc) overdue library books & fines, lost or damaged locks, academic probation, outstanding community service hours or other school related infractions.

7.2 WEIGHTING: The final achievement grade is comprised of 50% class work, class tests, homework, etc. and 50% final examination score. Various subjects have a 60% / 40% split: Social Studies, History, and Geography; Computers; Modern Languages, and Family and Consumer Sciences.



7.3 GPA SCALE: The grading scale used is shown below:

<u>Grade</u>	<u>Percentage Range</u>	<u>Grade Point Value</u>
A+:	100%	4.00
A:	90% - 99%:	4.00
A-:	80% - 89%:	3.67
B+:	75% - 79%:	3.33
B:	70% - 74%:	3.00
B-:	65% - 69%:	2.67
C+:	60% - 64%:	2.33
C:	55% - 59%:	2.00
C-:	50% - 54%:	1.67
D+:	46% - 49%:	1.33
D:	41% - 45%:	1.00
D-:	35% - 40%:	0.67
E:	21% - 34%:	0.00
F:	below 21%:	0.00

7.3.1 Valedictorian Recipient:

Awarded to the graduating student who has achieved the highest cumulative academic standing in the graduating class, based on the school's established academic criteria.

7.3.2 Salutatorian Recipient:

Awarded to the graduating student who has achieved the second-highest cumulative academic standing, based on the school's established criteria

In the event of a tie for the highest cumulative academic standing, all students with the same final cumulative average shall be recognized as **Co-Valedictorians**. If a tie occurs for the second-highest standing, all tied students shall be recognized as **Co-Salutatorians**.

7.4 WEIGHTED COURSES: Based upon their rigour, AP courses are **weighted courses**, receiving an extra grade point value of 1.0 and Honours courses (Honours Computers, Honours Biology, etc.) receive an extra grade point value of 0.5. This weighting is given in **Grade 12 only**. There is no additional weighting for accelerated B.G.C.S.E. Extended classes.

7.5 HONOUR ROLL: In order to earn a place on the **Honour Roll**, a student must receive a GPA between 3.00 and 3.69.

7.6 PRINCIPAL'S LIST: The eligibility requirement for the prestigious **Principal's List** is a grade point average, GPA, of 3.70 or above.

7.7 PROMOTION GPA: In order for a student to be promoted to the next grade a GPA of 2.00 is required. A student who repeatedly receives a GPA of below 2.00 will be asked to seek a more suitable alternative educational environment. In order to receive a Graduation Diploma, a student must have a cumulative GPA of at least 2.0 from grades 10 to 12.

7.8 PROBATION: Students earning a GPA of less than 2.00 in January

or in June will be placed on Academic Probation. **A meeting is scheduled with a Guidance Counsellor to discuss available support measures and the school's expectations prior to the release of the report card.** In this case, the report card may be collected from the Counseling Center. The student will have until the next term to earn a GPA of at least 2.00 to come off of probation. Students on probation must take two Extra Access classes, attend the Math Lab twice per week, enroll in all lunchtime and weekend classes (many of which are free of charge), and must attend mandatory summer school. Students are also encouraged to attend the Homework Centre, Coursework Writing Sessions and any other revision class or help session offered by teachers.

7.9 MONITORING: Students are encouraged to check with their teachers and PlusPortal periodically so that they are informed of their standing in each subject. Parents must also check PlusPortal very regularly. This will allow them to closely monitor their child's progress and act swiftly should they see their child's grades begin to slip. New students and their parents **MUST** activate their PlusPortal accounts early in September and provide an email address. This allows students and parents to receive grades and important messages from the school. Parents are required to be very accountable in this regard.

7.10 EXAMINATIONS & STUDY LEAVE: Students will sit both Internal Mid-Year (Christmas) and End of Year (Summer) Examinations each year. At the end of the school year, students may also take B.J.C. and B.G.C.S.E., Advanced Placement and other course examinations. Christmas or Mid-Year Examinations will serve as a **mock examination** for those students who aspire to write the B.J.C. or B.G.C.S.E. examination in May/June of the current academic year. Students **must pass these mock examinations** as well as show mastery of all classwork, homework, and coursework if they are hopeful of taking the B.J.C. or B.G.C.S.E. examination. Otherwise, students will not be entered or may be withdrawn. Additionally, coursework must be of a high standard if the student is to sit the examination, otherwise, they will not be entered or may be withdrawn. Students must maintain a high level of performance and motivation up to the date of the examination in order to be allowed to sit for it. Queen's College is solely responsible for determining who is entered, withdrawn, and allowed to sit external examinations.

7.10.1 If students are taking a B.J.C. or B.G.C.S.E. External examination, they may not sit an internal examination in that subject at the end of that school year. Students who are taking external examinations and have a conflict with an internal examination, **MUST** bring this to the attention of their subject teacher and the examination coordinator so that other arrangements can be made immediately. In some cases, students may have to take both the external and internal examinations on the same day.

7.10.2 Students attending school for any examination, whether internal or external, even if for a small part of the day, or a formal class or meeting with a teacher, must be in full school uniform. All other Q Book rules apply.

7.10.3 Cheating during examinations will not be tolerated. If students are found to be cheating during internal examinations, they will receive a zero for that paper and will be suspended, receiving zero grades for the duration





of the suspension. Students who bring any material to an examination, that pertains to that examination will be deemed to have cheated.

- 7.10.4** Study Leave for students taking 5 or more B.J.C.'s (excluding art and craft) and students taking 5 or more B.G.C.S.E.'s will commence at a time prior to the date of the commencement of these examinations. This date will be determined by Administration. During this time, students will not be expected to come to school unless they have an external examination or unless they have a formal class or meeting with a teacher. Consideration for study leave will be extended to other external examinations, as determined by Administration where necessary.
- 7.10.5** Students taking fewer than 5 B.J.C.s or fewer than 5 B.G.C.S.E.'s are not given any protracted study leave. They are expected to attend ALL classes. They are allowed the day off prior to their examination, and the morning of the examination off if it is an afternoon examination. In the event that the examination is a morning examination, students must return to classes after a 45 minute break upon the conclusion of the examination. Students NOT on study leave are required to be in school and attend all classes. **Any student who is NOT on study leave and is found to be on campus and to have skipped class will be suspended.**
- 7.10.6** Students are to dress in their regular school uniform any time they come to school for an examination, or to attend any class required by the teacher even if they do not have an examination that day.
- 7.10.7** Students on study leave will not be allowed to wander about the campus and are only allowed on campus to attend a class, see a teacher, or sit an examination. Otherwise, students should stay at home. They are not allowed to spend time in the QCafe or in the school library.
- 7.10.8** When it is necessary for students on study leave to be on campus (either for class or a meeting, or to pass in coursework or any other reason), **all school rules are in full effect.**
- 7.10.9** Students will not be allowed to register and/or sit external examinations as both a QC student and an independent candidate. Only one ID Number is allowed by The Ministry of Education for each student in one year. Students should not attempt to sit examinations independent of Queen's College. This can lead to in-school examination conflicts AND is NOT allowed by The Ministry of Education. Students who fail to adhere to this policy will not be allowed to make up internal examinations missed due to a conflict.
- 7.10.10** Students missing examinations will not be allowed to re-sit/make-up an examination unless a doctor's note is presented **on the day** that the examination is missed.
- 7.10.11** Examination Schedules will be distributed after some students go on study leave. It is the responsibility of the student to collect their schedule, check their qqcomets email, and/or go on the school's

website and download it and be aware of their examination schedule in order to be present for their internal/external examinations.

7.11 QUEEN'S COLLEGE GRADUATION REQUIREMENTS:

Students not meeting the following criteria will not graduate and may not be allowed to participate in the Graduation Ceremony.

- A minimum Cumulative GPA of 2.0 at the end of Grade 12 (Grade C – Cumulative Grades 10-12)
- Regular attendance and punctuality at school and classes (*Except in a case of documented illness, the student should be in attendance at school for at least 95% of the academic year. No Grade 12 student is to be late more than 10% of the school year*)
- Full preparation and participation in all classes and activities
- Submission of **all** assignments, projects, and activities
- Attendance at **all** external examinations (*This is inclusive of all B.G.C.S.E., AP Examinations, etc.*)
- Completion of 20 hours of community service (Grade 12).
- Participation in at least one extra-curricular activity (Grade 12)
- Compliance with all school rules, including those in the Q-Book, and other verbal rules or requests
- Payment of all outstanding fees (e.g. school fees, library fines, etc.), all library books returned, and any other equipment, notes, uniforms, or textbooks on loan, must be returned
- Payment of Graduation Fee

The following infractions at Grade 12 will result in disqualification from Graduation and the student in contravention may not be allowed to participate in the Graduation Ceremony:

- Conduct resulting in Suspension or Expulsion from School:
 - ☐ Fighting,
 - ☐ Pregnancy
 - ☐ The possession or use of any item deemed to be a weapon
 - ☐ Drugs, cigarettes, cigars, hookah pens, nicotine products
 - ☐ Stealing/Forging
 - ☐ Sexual conduct
 - ☐ Involvement in criminal activity (under investigation by any Law enforcement agency). (*The student will only receive a graduation certificate until the matter is favourably resolved, i.e. found not guilty, charges dropped, etc.*)
 - ☐ Misconduct, which discredits the school (occurring on or off the school's premises)
 - ☐ Plagiarism (Cheating/Copying, unauthorised use of another's words, thoughts, ideas)





Unexcused absences from the Graduation Church Service and Practices.

7.12 REFUND: Students joining QC from September **2004 to present** are **not eligible** for a seat deposit refund.

7.13 THE BAHAMAS HIGH SCHOOL DIPLOMA

The Bahamas High School Diploma (BHSD) is a three (3) year programme leading to qualifying students obtaining a diploma from the Ministry of Education at the end of Grade 12. It came into effect in June 2017. All Queen's College students are required to attain this certificate. Below are the minimum requirements:

To Earn a General Diploma*:

All graduating classes must meet the following criteria to earn a BHSD:

Attain 4 B.J.C. examination passes with at least a D (English Language, Mathematics, plus ANY other two) by the end of Grade 9 or before Grade 12.

Maintain a minimum cumulative GPA of 2.00 on a four-point scale.

Complete 30 hours of community service and 20 hours of job readiness training (earned during participation in '7 Habits' activities in homeroom)

Maintain at least 80% cumulative attendance and punctuality over the three-year period, Grades 10 to 12.

To Earn an Honours Diploma*:

To be considered for the Honours Diploma, the following criteria must be met:

Attain 4 B.J.C. examination passes with a B or higher (English Language, Mathematics, Science (General or Health), plus ANY other one) by the end of Grade 9 or before Grade 12.

Attain 3 B.G.C.S.E. examinations with at least a C grade or higher, **or** SAT score of 1000 or higher **or** ACT score of 20 or higher

Maintain a minimum cumulative GPA of 3.00 on a four-point scale

Engage in three extracurricular activities and at least one leadership role

Complete 30 hours of community service hours and 20 hours of job readiness training (earned during participation in '7 Habits' activities in homeroom)

Maintain at least 80% cumulative attendance and punctuality over the three-year period, Grades 10 to 12.

***Criteria are subject to change at the discretion of the Ministry of Education.**

8. INTERVENTION AND ENRICHMENT PROGRAMMES

The following are programmes, which have been designed to assist students and are organised each term.

8.1 EXTRA ACCESS CLASSES: These one hour classes are held one day per week (except Friday) after school from 3:15 p.m. to 4:15 p.m., in most of the subject areas and continue for 8-10 weeks. They allow students to spend more time with teachers in order to receive additional assistance. These groups are smaller than the regular class size. A small fee is charged.



These classes are mandatory for students on probation but are recommended to all students who desire to improve his/her performance. Forms are available at the High School office, which should be completed and returned to the High School Office for processing.

8.2 SUPER SATURDAY CLASSES: Many teachers elect to hold extra classes on Saturday mornings when students may be better rested and when more time can be allocated to each subject. A student may attend more than one class on a Super Saturday. These groups are smaller than the regular class size. A small fee is charged. These classes are mandatory for some and strongly encouraged for others in Grade 7. The Grade 7 classes begin in September and end in November/December. Letters will be sent home after preliminary tests are given by some departments.

8.3 LUNCH TIME MATHEMATICS LAB, MODERN LANGUAGES LAB, & SCIENCE 911 LAB: Teachers from the Mathematics, Modern Languages & Science Departments take turns working in each Lab at lunch time. Students are able to attend the labs free of charge to receive assistance in Math, Spanish, French, and Science. Students on probation are required to attend at least two sessions each week.

8.4 HOMEWORK CENTRE: This free supervisory/peer tutoring service is offered Monday to Thursday after school and is held in the library from 3:15 to 4:00. Students can sit quietly after school to complete their homework and/or obtain assistance from academically gifted students. At least one teacher is always on duty. Students who have to wait longer than a few minutes to be collected after school are encouraged to attend this center to complete some of their homework or review assignments.

8.5 LAST LAP CLASSES: As internal examinations get closer, many departments organise Last Lap classes in order to review concepts in the leadup to the external examinations. This may involve practice B.J.C. and B.G.C.S.E. practice paper sessions. These sessions have as their objective the singular goal of giving students intensive practice answering external examination questions. These sessions can take place after school and on weekends.

8.6 COURSEWORK SESSIONS: Teachers also organise after school or weekend sessions for students to assist them in properly completing their course work requirements. Practical subjects such as Art and Home Economics are also included in these sessions. **The use of a laptop may be permitted only with approval from Administration and under the supervision of a teacher.**

8.7 SUMMER ENRICHMENT: In this two-week programme, current Grade 7-11 students follow the curriculum for six of the core subjects taught during the year - English, Mathematics, Science, Modern Language, History/Geography/Social Studies and Religious Education. This is the programme in which students on probation are required to enroll. They must attend in long jeans and a Queen's College T-Shirt. **Cell phones and electronics are**



PROHIBITED during Summer School. All other school rules are also in full effect.

8.8 GRADE 6 FAMILIARIZATION PROGRAMME: We strongly recommend that all students who will be entering as a Grade 7 student in the upcoming school year enroll in this programme. This introduces students to the content and skills necessary for success in the first months of the school year. It also addresses the necessary literacy and Mathematics skills for high school. **Cell phones and electronics are PROHIBITED during Summer School.**

8.9 SPECIAL SUMMER CLASSES: Special classes are offered for students who want to begin early preparation for their external examinations. These include coursework writing sessions, assessed practical sessions, and classes that focus on B.J.C. and B.G.C.S.E. Mathematics, English Language, English Literature, Religious Education and other areas. **Cell phones and electronics are PROHIBITED during Summer School.**

8.10 OTHER: Students are not to venture away from the main pavilion/quad/Q Cafe. The basketball courts are out of bounds. **ALL Q BOOK RULES APPLY DURING SUMMER SCHOOL.**

9. MISCELLANEOUS

9.1 AFTER SCHOOL: Please leave the campus unless you have a good reason to stay. You must be in full school uniform or physical education uniform while on the campus and properly attired. Students are representatives of the school in and out of school hours, and are expected to act as such. Students are required to wear their uniforms properly at all times, including the hours after school.

9.2 BALL GAMES: Proper ball games are restricted to the playing fields and basketball courts only. They are not to be played in the quad area or near any buildings. Rough games (eg. porking) are not allowed. Items used in these games will be confiscated and not returned.

9.3 DRIVING: Students who wish to drive a car to school must complete an application and submit a valid driver's license, along with a copy of an insurance policy specifically naming the student as an approved driver, and a permission letter from their parents to drive to school. Once submitted, approval must be given by Administration before they may drive to school. They must park at the bottom of the drive except in the event of inclement weather. They are not allowed to transport students to or from school in their vehicle, nor on campus (except their siblings). They may not store anything in their vehicle belonging to their friends. All of their belongings for the day should be kept in their locker as they will not be allowed to go to their vehicle during the day.

9.4 FOOD/GUM: There is to be NO EATING OR DRINKING during lesson time or assembly. Students are not allowed to eat in any office of the school. Gum is absolutely NOT ALLOWED on the campus.

9.5 FUNDRAISING: All fundraising activities, etc., must have official approval, i.e.: the Principal, Vice-Principal or Deputy Head. These activities can be orga-

nized **only to raise funds for the Walkathon, clubs or Departments** within the school.

9.5.1. Students are not allowed to buy or sell any goods to anyone on campus. (See 4.7.4)

9.6 INCORRECT UNIFORM: Students NOT wearing correct school uniform will be sent to the High School Office until a note of reasonable explanation from a parent or guardian is shown or until the student is taken home by the parent so that he/she can be properly attired. Any note by a parent concerning an incorrect uniform must be presented to the Vice-Principal or Deputy Head to obtain a pass to remain on campus and attend classes. Crocs and Slippers are not a part of the regular uniform and will only be allowed for a medical reason covered by a doctor's note.

9.6.1. HAIR: Hair that is inappropriately groomed, is of an inappropriate colour or it too long will result in the student being sent home until the hair conforms to the standard of the school. Grade 12 students who attend graduation without complying with the standards of the Q book will NOT be allowed to walk and may not graduate.

9.7 LITTER: All students are required to accept responsibility for keeping the campus clean. Any student who litters may be required to complete campus clean-up duties. This may take place during school, on weekends or on holidays.

9.8 LUNCH: Students are encouraged to bring a packed lunch or to patronize the Q-Café. Lunch from restaurants or fast food chains, and/or lunch money is **not** allowed to be brought in to school and will **NOT** be accepted by the office staff.

9.9 OUT OF BOUNDS AREAS: The Primary School and Early Learning Centre are out of bounds for all High School students. Students going to the Nurse's Clinic must walk along the path outside of the Grade 5 Block near the car park. The old Early Learning Centre and Global Village are also out of bounds, including after school. The Geoffrey Brown Auditorium is out of bounds for students unless a member of staff is present. Students may not use the bathrooms in the Auditorium during the school day.

9.10 OUTSIDERS: Students are **EXPRESSLY FORBIDDEN** to communicate with outsiders on the campus at any time. Outsiders/visitors are to go directly to the Accounts Office or the High School Office to request a pass to be on Queen's College property. Such a pass must be worn so as to be clearly visible.

NOTE: This also refers to former QC STUDENTS.

9.11 POSTERS: Posters, letters regarding dances, functions, events, parties, etc., or questionnaires must have the prior approval of the Principal, Vice-Principal or Deputy Head before they can be copied, posted and/or distributed. A member of the Administration must initial all posters.

9.12 SEARCH OF STUDENT/CLASS: Whenever there is good cause, so deemed by the Principal, Vice-Principal, Deputy Head, Guidance Counsellors, or another member of staff, a student and his or her possessions, including lockers can be searched. Whenever a student's possessions are to be searched, they will





be done so in the presence of the student, unless, in the case of an emergency, an immediate search may be needed. Anything that is found in the possession of the student that is not allowed on campus will be confiscated and returned at the end of the academic term.

9.13 STUDENT LOCKERS: Each student will be assigned a locker at the start of the year and given a QC lock. Students are responsible for the proper care of his/her school-assigned locker and lock. The use of personal padlocks on lockers is prohibited. If a student damages a locker or loses a lock they will be required to pay \$25 for its replacement. At the end of June, a student will be required to pay \$25 for a lock that is lost or damaged before he/she can get the report card.

9.13.1 LOCKERS IN PE CHANGING ROOMS: Students should purchase their own combination lock for use in the PE changing room. Bags, clothing and other personal items should be stored and secured with the combination lock before a PE lesson. It should be removed after the lesson. Students should not share their combination with any other student.

9.14 TELEPHONE USE: During school hours, students must have the permission of the Vice-Principal or Deputy Head and a telephone note to use the telephone in the Accounts Office. This is for emergencies only. Forgetting items or homework etc., are not emergencies. The phone in the Security Booth is for after school use only.

9.15 WALKWAYS: Always walk on the LEFT. Use caution when approaching a blind corner. Do not run.

9.16 BIRTHDAY CAKES, FLOWERS ETC.: Items such as birthday cakes, cookies, cupcakes, flowers etc. are NOT to be delivered or brought to school to celebrate birthdays or other special events. They will not be accepted by security or the office staff. These items will be confiscated if found on campus.

9.17 PARENTS REQUIRING A MEETING WITH TEACHERS, ADMINISTRATORS, COUNSELLORS – We ask all parents who desire to speak with a teacher, Administrator or counsellor to make an appointment as impromptu meetings are not always possible or desirable. With respect to assignments, performance, progress and grades, it is beneficial for parents to first consult their child's teacher(s) and/or Guidance Counselor before seeking to speak to an Administrator.

9.17.1 Parents are to report to the High School Office for all inquiries, including speaking with their children. Parents are not allowed to walk their children to their class/homeroom. This is important for the safety of all and to maintain order on the campus.

9.18 DOMINOES & CARDS/CARD GAMES – These are not allowed and will be confiscated and not returned if found.

9.19 COMMON SENSE: Use it at all times.



10. SENIOR LEADERS

We expect all students and especially our Senior Leaders to demonstrate the following:

- 10.1 MUST demonstrate INTEGRITY - exhibiting at all times the qualities of honesty, trustworthiness and dependability.
- 10.2 SHOULD maintain a GPA of 2.0 through Grades 10, 11 and 12 consistently turning in homework and other assignments.
- 10.3 MUST be involved in the life of the school outside of academics (ie. extra curricular activities including *(but not limited to)* sports, visual arts, performing arts, sports days, clubs, band, choir, etc., preferably holding positions of leadership in those clubs.
- 10.4 MUST satisfactorily fulfill ALL Community Service hours in Grades 10 11 & 12.
- 10.5 MUST demonstrate by thought, word and deed a genuine love for their school.
- 10.6 MUST maintain and promote a positive attitude and contribute towards school fundraising events including walkathon, T-Shirt days, thanksgiving donations and other fundraising activities.
- 10.7 MUST demonstrate in the way that they dress, a respect for their uniform and for the school, which it represents.
- 10.8 MUST at all times demonstrate courtesy and respect to faculty and peers.
- 10.9 MUST generally be regarded as good role models.
- 10.10 MUST be respected by their peers.
- 10.11 MUST NOT be shown to consistently be in contravention of rules and regulations as outlined by the Q Book.
- 10.12 MUST NOT have been suspended for any period of time in Grade 11.
- 10.13 MUST be a person of sound conduct and judgment.
- 10.14 MUST be shown to perform random acts of kindness.
- 10.15 MUST demonstrate a fierce loyalty for the school and support for its ethos and activities.
- 10.16 MUST be reliable, hardworking, and take initiative
- 10.17 MUST demonstrate a commitment to, support and attend QC functions including but not limited to sports days, walkathons, school steakout/fair, schoolwide special services, and functions.
- 10.18 MUST always comply with the uniform code and with the stipulations concerning hair specifications outlined in 9.6.



*****The selection of Principal Senior Leaders is made at the end of the Grade 11 year for the upcoming school year.***

11. PROHIBITED DEVICES AND MATERIALS

Note: Confiscated items will be returned on the last school day of the academic term to a parent/guardian. Repeat offenders may be suspended.

11.1 Smart Glasses and Wearable Recording Devices

Purpose

Queen's College is committed to providing a safe, respectful, and academically secure learning environment. As wearable technology continues to evolve, smart glasses equipped with cameras, microphones, artificial intelligence, internet connectivity, and recording capabilities present significant concerns regarding privacy, safety, academic integrity, and student and staff welfare.

Accordingly, the possession or use of smart glasses and similar wearable recording devices is prohibited on the Queen's College campus.

Scope

This policy applies to all students while:



- On school property.
- Attending school-sponsored activities.
- Participating in off-campus events organized or supervised by the school.

Traveling on school transportation.

Definition

For the purposes of this policy, "smart glasses" include any eyewear capable of:

- Taking photographs.
- Recording video.
- Recording audio.
- Livestreaming.
- Connecting to the internet.
- Receiving or transmitting messages or phone calls.
- Accessing artificial intelligence (AI) assistants.
- Displaying digital information through augmented reality.

Storing or transmitting digital content.

Examples include, but are not limited to:

- Meta Ray-Ban Smart Glasses
- Snapchat Spectacles
- Google smart glasses
- XREAL and similar augmented reality glasses

Any future wearable eyewear with comparable capabilities

Policy Statement

Students are not permitted to bring, wear, possess, or use smart glasses or any wearable recording device on campus or during any school-related activity. The prohibition applies whether the device is powered on or off.

Rationale

This policy exists to protect the school community in several important ways.

Protection of Privacy

Smart glasses allow photographs, video, and audio recordings to be made discreetly without the knowledge or consent of others.

Students, staff, and visitors have a reasonable expectation of privacy while on campus.

Unauthorized recording may:

- Violate personal privacy.
- Capture confidential conversations.
- Record sensitive student interactions.

Lead to cyberbullying or online harassment.

Student Safety

Hidden or discreet recording devices may be used to:

- Secretly film students.
- Record teachers without permission.
- Capture disciplinary incidents.

Share embarrassing or harmful content online.

Such activity undermines trust and may place members of the school community at risk.

Academic Integrity

Many smart glasses can:



- Access the internet.
- Display information directly in the user's field of vision.
- Receive messages.
- Use artificial intelligence to answer questions.

Record examinations.

These capabilities create unacceptable opportunities for cheating during:

- Classwork.
- Tests.
- Examinations.

Assessments.

The school is committed to maintaining the integrity of all academic exercises.

Classroom Engagement

Smart glasses may distract both the wearer and surrounding students. The presence of AI-enabled wearable devices is inconsistent with the school's expectation that students remain fully engaged in learning.

Security and Confidentiality

Schools regularly discuss confidential student matters and display sensitive information in classrooms and offices. Wearable recording devices increase the risk that confidential information may be intentionally or unintentionally captured and distributed.

Medical Exceptions

Students who require specialized wearable devices for verified medical purposes may request approval through the Section's Administration. Appropriate medical documentation may be required.

Enforcement

Any student found in possession of smart glasses or wearable recording devices will be subject to the school's disciplinary procedures.

The school reserves the right to:

- Confiscate the device.
- Apply a fee for the storage of confiscated devices.
- Apply disciplinary consequences consistent with the Q Book.

Treat unauthorized recording or distribution of images, audio, or video as a serious disciplinary offence.

Where recordings violate the rights of others or applicable laws, the matter may also be referred to the appropriate authorities.

Relationship to the Cell Phone Policy

This policy forms part of the Queen's College Electronic Devices Policy. Smart glasses and wearable recording devices are subject to the same restrictions and expectations as mobile phones and other prohibited personal electronic devices.

Reporting

Students and others who become aware of unauthorized recording or misuse of wearable technology on campus must promptly report the matter to a member of Administration.

Review

The school reserves the right to amend this policy as technology continues to



evolve and new wearable devices become available.

11.1.1 CELL PHONES and SMART WATCHES: Cell phones are **NOT ALLOWED** on QC property **FOR ANY REASON**. Students will be allowed to use the school phone during the day or after school if the need arises. Transportation arrangements must be made prior to the student coming to school so that there is no need for any student to possess a cell phone on campus to arrange pickups. Any cell phones, or cell phone chargers, batteries or other cell phone paraphernalia found on a student anywhere on the campus (including in the parking lot down the drive), whether or not it is a regular school day, or whether or not the student is 'officially' in school on that day, whether the parent gave it to the student for a particular reason, whether the phone belongs to the parent, **will be confiscated and RETURNED on the last day of the academic term**. Neither the SIM Card, memory chip, nor any associated phone paraphernalia will be returned prior to.

11.2 BANDS/JEWELRY: Bands including power bands, silly bands, rubber bands, scrungie bands, bands from sporting events, or any other type of band are not allowed to be worn around the wrist. No jewelry is allowed except for a simple, inexpensive watch and for girls, earrings (see GIRLS section).

11.3 COMMUNICATION DEVICES: Cell phones, pagers, fitbits (or similar devices) and two-way communicators are **NOT PERMITTED** on campus. If a student is found to be in possession of any of these devices it will be confiscated and returned at the end of the academic term. Should the offence be repeated, i.e. if the student is found with a communication device a second time, the student **will be suspended**.

11.3.1 - SMART WATCHES - are not allowed on campus. Students are allowed to have a regular, simple analog/digital watch. Modern testing standards prohibit the use of a smart watch.

11.3.2 – CONFISCATED ITEMS – Students will be charged a fee for storage of confiscated items. These items will be returned to a parent/guardian on the last day of the academic term. The school is not liable for any damages to confiscated items while in storage. **Repeat offenders may be suspended.**

11.4 DRUGS/ALCOHOL/CIGARETTES: The use, possession (including empty bottles or other containers), of alcohol, vapes, cigarettes, marijuana, or any other controlled substances, any paraphernalia associated with these substances, any facsimile of, or the misuse of any substance will result in immediate suspension and procedures followed in section 13 of the Q book.

11.5 ELECTRONIC EQUIPMENT: Electronic equipment is **NOT ALLOWED ON CAMPUS**. These include but are not limited to the following: radios, tapes, CD players, CD's, mp3 players, ipads, kindles, handheld games, cell phones, headphones, laser pens/pointers or lasers, cameras, camcorders, and battery-operated toys and games (*this list is not meant to be exhaustive*). All of the items mentioned should be left AT HOME. Any electronic equipment brought on campus will be confiscated and re-



turned at the end of the academic term.

11.5.1 Laptops - There may be occasions when a teacher may ask students to bring their laptops for a specific class assignment/coursework (**NOT and ipad/tablet**). Students must hold on to their laptop and use it only in the presence of a teacher. Students are not allowed to randomly bring laptops on campus. QC has computers in the library and the computer labs which can be used for research. QC is not responsible for any damages to or loss of laptops brought on campus by students. At no other time other than that supervised by the teacher is any student allowed to use his/her laptop. Students found to be bringing laptops to school and using them for reasons other than official class assignment/coursework will be disciplined at the discretion of the teacher and/or Administration. The regular school rules concerning electronics may also apply (see 11.1).

11.6 FIREWORKS: Fireworks, stink bombs, poppers and all other similar items are not allowed on campus including the car park or down the drive under/near the pavillion. Students possessing such items will be severely disciplined. This may include suspension or expulsion.

11.7 FLAMMABLE ELEMENTS: The use of any flame (e.g., a match, lighter, candle, sparklers, incense, cigarette – this is NOT meant to be a comprehensive list) is not allowed on campus except under class supervision by a teacher. Students possessing such items will be severely disciplined. This may include suspension or expulsion.

11.8 GUM: The possession of chewing gum on the school campus is NOT permitted. Students may be asked to clean the campus and/or remove gum from surfaces around the campus if found in possession of chewing gum. Repeat offenders will be severely disciplined.

11.9 MISC: Water pistols, water balloons, dominoes, playing cards, toys, spinners, and dice are not allowed on campus and should remain home. They will be confiscated and NOT returned and the student may face suspension or expulsion for possessing them.

11.10 PERSONALLY OFFENSIVE MATERIAL: The school policy prohibits students from keeping, at school, pornographic or gratuitously violent, lewd, sexually explicit, demeaning and deviant magazines, posters, printed pictures, hand-drawn artwork, personal diaries, poems, songs, music essays or other personal writings, books, videos and other such material that are demeaning or offensive to other human beings. The possession of such material will result in suspension or expulsion. Items may also be confiscated.

11.10.1 Any student who posts material that is oral, written, visual (pictures) or videographic that demeans another or themselves or brings the school into disrepute will be suspended or expelled. Counseling may also be recommended. Students who use AI technology to generate or manipulate photographs or drawings of a member of the school commu-



nity, student or staff member, in an offensive or derogatory manner may be suspended or expelled.

11.11 TATTOOS/GRILLS: Permanent or temporary tattoos are NOT allowed. Students who get tattoos may be asked to withdraw from Queen's College. Grills or clip-on gold teeth are not allowed.

11.12 WEAPONS: Students found using or in possession of ammunition, guns, knives, including penknives (even those used for cutting food), or any facsimile of a weapon (toy guns, water guns) will result in suspension or expulsion.

12. SPECIAL DAYS

12.1 BAISS SPORTS DAY – This inter-school sports day, which is usually held at the Thomas A. Robinson Stadium, is a regular school day and attendance is mandatory. Students are required to wear long blue jeans (not camouflage, no holes/cuts/rips), track suit pants or sweat pants (not camouflage) their kelly green **Go QC Comets** t-shirt along with tennis shoes. A small entry fee is required and tickets are usually sold at school a few days before the meet. *Queen's College students are **not allowed to wear their own clothing** despite being willing to pay the additional fee. Students who do so will be sent home immediately and will be severely disciplined when they return to school.* For students' protection and comfort, we suggest that they bring along with them a plain or QC cap, sun block, and extra drinks. Students are to arrive at the stadium at 8:15 a.m. and to report to their Form Teacher. Students are to stay on the bleachers during the day to cheer on their school and not wander around the stadium. **Electronics are to be left at home. CELL PHONES ARE NOT ALLOWED.** The Stadium sells lunch to the students on that day and no one is permitted to deliver lunch from outside nor are students allowed to leave the stadium during the meet.

12.2 QC SPORTS DAY – This inter-house Sports Day, which is usually held at the Thomas A. Robinson Stadium, is a regular school day and attendance is mandatory. Students are required to wear their House T-Shirt and long jeans (not camouflage, no holes/cuts/rips), track suit pants or sweat pants with tennis shoes or their P.E Uniform if they are participating. Students are to arrive at the stadium at 8:15 a.m. and to report to their Form Teacher. For their protection and comfort, we suggest that they bring along with them a plain or QC cap, sun block, and extra drinks. Queen's College sells lunch to the students on that day and no one is permitted to deliver lunch from outside nor are students allowed to leave the stadium during the day. **Electronic items are NOT allowed and should not be brought to the meet. CELL PHONES ARE NOT ALLOWED.** If found they will be confiscated and not returned until the end of the academic term.

12.3 T-SHIRT DAYS – On T-Shirt Days students are permitted to wear any QC t-shirt (e.g. the *Peace* t-shirt, *QC Comets* t-shirt, the House P.E. t-shirt or any QC club t-shirt), **long jeans (no camouflage, no holes/**



cuts/rips) school tennis shoes or their regular school shoes. Slippers, crocs, and other foot wear are not allowed. All other rules with respect to jewelry, hair, and make-up apply. A small donation of \$2.00 is usually asked.

12.4 SWIM GALA – On the day of the swim gala, students that are not swimming are to wear capris or **long** jeans, track suit pants or sweat pants, tennis (not slippers) and a QC t– shirt. Students are expected to stay within the pool area during the day and cheer on their teams. Pajamas are not allowed to be worn. All other rules with respect to jewelry, hair, make-up, and electronics apply. Swimmers are the only students allowed to wear slippers on this day.

12.5 WALKATHON – On the day of the walkathon, students are permitted to wear any QC t- shirt (e.g. the *Peace* t-shirt, *QC Comets* t- shirt, the House P.E. t-shirt or any QC club t-shirt), capris or **long** jeans (not camouflage, no holes/cuts/rips), track suit pants or sweat pants, school tennis shoes or their regular school shoes. Slippers and other foot wear are not allowed. Students are not allowed to stop anywhere along the route. Non-QC students are not allowed.

13. SUBSTANCE ABUSE POLICY

(with particular reference to Marijuana, Cocaine, Alcohol and Nicotine.)

We are disturbed that with all the evidence of the harmful effects of substance abuse, young people are still willing to put themselves at risk. It is policy of Queen's College that any student associated with illicit substances or the misuse of any such substance will be immediately suspended and required to undergo drug testing, and counselling.

We continue to appeal to all our students to create **POSITIVE** peer pressure, where they help each other stay drug free. However, we must continue to have in place those policies that will make it easier for them to **SAY NO** when subjected to negative peer pressure.

Whenever there is a suspicion of drug abuse, parents will be required to immediately take their son/daughter for testing, and the results will have to be submitted to the school directly from the lab in a sealed envelope. Failure to take a drug test within the time frame stipulated by the school, give authorization for results to be sent to the school, and enroll in counselling will lead to expulsion.

VAPES/VAPING: Students are strongly advised to avoid the use of vapes and the practice of vaping as these may lead to serious medical consequences. Students who sell vapes on campus will be expelled. Those who use or possess vapes on campus may be suspended or expelled.

13.1 The school's position is that the school pays for any tests that are negative. Parents are only asked to pay when substance abuse is confirmed by the test (positive result).

13.2 Students are expelled immediately for drug dealing, whether on or off cam-



pus.

- 13.3** If a student tests positive for substance abuse, he/she is sent home to make the arrangements for beginning a programme of rehabilitation. He/She returns to school only after 2 - 3 therapy sessions and after the school receives a letter from the therapist, which speaks to the students' continued involvement and to his/her readiness to recommence schooling. He/she continues in school as long as the school receives reports from the therapist that the student is co-operating in the programme or therapy. If behaviour continues to be erratic, inappropriate or becomes violent, the student will be asked to undergo further testing, withdraw or may be expelled.

Our hope is that before the student becomes seriously addicted, he/she can be helped to commit himself/herself to no further use. Once addicted (and with some substances that is after the first use), any rehabilitation programme is long and expensive and may never succeed in helping the person to become drug free.

14. TECHNOLOGY POLICY

14.1 GENERAL: Queen's College maintains and makes technology available to students and faculty for a wide range of applications. All users of the campus network and equipment are reminded that with access comes responsibility. The workstations and related peripherals are school property, and, unlike home computers, which can be personally configured, the school computers are set up for the use of the entire community, not individuals. School technology is **not** to be used in ways that might adversely affect the work, privacy, and access of other users, including but not limited to the following:

- 14.1.1** Using another person's network or Plus Portal login.
- 14.1.2** Installing, or attempting to install unauthorized software on to a campus computer.
- 14.1.3** Gaining, or attempting to gain, access ('hack') into unauthorized sections of the school's network.
- 14.1.4** Willfully introducing or attempting to introduce malicious software (e.g. viruses, trojans, worms) onto a campus computer or network.
- 14.1.5** Scanning or printing material that is not school related.
- 14.1.6** Using the school's network to visit or attempt to visit internet websites that are not school or subject related, pornographic, lewd, racist, offensive or illegal in nature (this list is not meant to be exhaustive).
- 14.1.7** Transmitting, receiving, submitting or publishing any defamatory, abusive, obscene, threatening, or potentially dangerous material against any member of Queen's College or Queen's College itself, or any form of cyber-bullying. This includes inappropriate posts on Facebook, Tik Tok, Twitter, Instagram or other social networking sites.
- 14.1.8** Using or attempting to use Queen's College's equipment or facilities to access personal e-mail accounts, instant messaging services or peer-to-peer music and movie download services (e.g., whatsapp etc).
- 14.1.9** Handling campus technology equipment in a manner to bring about damage or destruction or willfully damaging equipment.
- 14.1.10** Chatting online using Google Chat or any other medium during

school time, is not allowed. Students who engage in this type of behavior will be disciplined.

ANY STUDENT ENGAGING IN THE ABOVE WILL BE SEVERELY DISCIPLINED. THIS MAY INCLUDE SUSPENSION OR EXPULSION.

14.2 MONITORING: Internet and network use may be monitored and/or restricted at the discretion of the school administration. This includes the right to access student accounts on personal internet sites where postings of unacceptable information or pictures have been made and when matters/incidents etc., concerning Queen's College are posted or when postings about students/staff etc., have been made. Policies are subject to ongoing review, and users will be notified about any changes to these agreements. Queen's College prohibits the posting of information, images, and videos to the Internet that bring the school into disrepute, even if this posting is done at a place other than school (e.g., a home or other private location). Any such acts will be vigorously investigated, and the individual(s) responsible will be held accountable. Such acts will lead to suspension and possible expulsion. Parents are encouraged to closely monitor their children's computer activities at home, including websites, and chat conversations.

14.3 INTERNET SOCIAL SITES: (FACEBOOK, TIK TOK, YOUTUBE, TWITTER, TUMBLR, INSTAGRAM, SNAPCHAT, AND ANY OTHER) Students who post online pictures and writings that are offensive, racist, pornographic, sexually explicit, derogatory, attack another student OR MEMBER OF STAFF, incite violence or antisocial behaviour, showcase inappropriate poses, gestures and behaviour or show poor judgment will be suspended or expelled. These include pictures taken at home, in school and on the school campus at any time, whether in school uniform or not, and also those taken on school-sponsored field trips both locally and abroad. Parents are urged to closely monitor their children's activities on computers and other devices.

14.3.1 MISUSE OF SOCIAL MEDIA/INTERNET - Creating fraudulent social media accounts or fraudulent email accounts to send or receive misleading or damaging information to another student is not allowed.

14.3.2 CYBERBULLYING - Bullying of any kind over social media or the internet, whether in chat rooms, WhatsApp conversations, text or audio messages (this list is not exhaustive) is not allowed. Students are not allowed to coerce other students to send any materials that are inappropriate in nature or that may be used in an inappropriate manner.

14.3.2 MALICIOUS USE OF MEDIA - Creating or changing any material that portrays a student/teacher/member of staff in a manner to cause offence or embarrassment or to intentionally bring another person into disrepute is not allowed. This includes the use of AI generated or manipulated material.

14.4 HACKING: Students who are found to hack or attempt to hack into another student or teacher's account (email, Facebook, or other account) will be severely disciplined.





14.5 POSTING: Any student who posts material that is oral, written, visual (pictures), or videographic that demeans another or themselves or brings the school into disrepute will be suspended or expelled. Counselling may also be recommended.

14.6 OTHER USES: Students who use a computer, internet, or other electronic device to engage in behaviour that has no bearing on schoolwork or for the purposes of pranking, embarrassing, falsely implicating another, or assuming the identity of another person may be suspended or expelled. Counselling may also be recommended.

Any student engaging in the above, or any behaviour undertaken away from the school campus that may impact the life of the school, will be severely disciplined. This may include suspension or expulsion.

15. THE GALAXY

Parents and students are strongly urged to purchase their books from our school store, The Galaxy. Textbooks, summer reading, 7 Habits, and other required books and supplies are available at the Galaxy at very competitive prices. Books purchased elsewhere may differ in edition and content and may not fully meet the requirement of the subject. Students are required to use either three-ring binders or exercise books that bear the school's crest, which are also available at The Galaxy. PE kits, school spirit items are available year-round at The Galaxy.

UNIFORM CODES - BOYS



16. COMPLETE UNIFORM: Clean and complete school uniform must be worn on all school days and whenever specified for school functions.

COMPLIANCE: Queen's College expects ALL parents to ensure that their children follow the dress code. Boys not in complete and correct uniform **MUST** bring a note from a parent or guardian to the Vice Principal, Deputy Head, or Homeroom Teacher **BEFORE** Assembly. Students whose attire does not comply with the dress code and who have not presented a note from parents will not be allowed to attend classes until a note is brought to school. Students may under the shoelaces.

UNIFORM REQUIREMENTS

PANTS: Dark grey, long pants. Corduroy pants, jeans, pants with multiple stitching, pants with logos (e.g., Tommy, Polo), and pants with multiple pockets are **NOT** acceptable. Proper hems are essential. Pants should not be so long as to drag on the floor. Frayed or cut hems are not allowed. Pants are **NOT** to be rolled up, tucked into the socks, or tied under the shoelaces.

SHIRTS: Short-sleeved white shirts with the standardised QC emblem only on the pocket. **No names, slogans, or other lettering may be affixed to the shirt.** Shirts must be neatly tucked into the pants at all times during school, as well as before and after school. Shirts should be an appropriate size, should not be too large, and should not have any visible logos (Tommy, Polo, etc.).

UNDERSHIRTS: Undershirts, if worn, must be plain white. **No slogans, drawings, etc.** The neckline of undershirts should not be openly seen. Boys are encouraged to wear v-neck or athletic undershirts. Undershirts should **NOT** be pinned at the back of the neck or worn backwards so the tag is visible in the front.

BELTS : Plain black leather. Designer belts are not allowed. Belt Buckles should be an appropriate size and of a simple design.

SHOES: Black **leather shoes** only. Shoes that can be polished are the only shoes allowed to be worn in school. Students will **not be allowed** to wear: black tennis shoes, suede shoes, cheese bottom shoes, boots, ankle boots, hush puppies, crocs, or sandals/flip-flops. Dress in leather shoes only. Tennis shoes are only to be used for Physical Education. Shoe laces must be properly tied at all times. The use of beads and other ornaments on laces is not allowed. Only in the case of injury are students permitted to wear slippers or irregular footwear. In the event that this is necessary, a parent's or doctor's note must be presented.





SOCKS: Plain grey or black socks only will be permitted and are to be worn above the ankle. No white socks. Socks bearing designer logos, e.g., Tommy Hilfiger, Adidas, Nike, etc., are NOT allowed.

HAIR: Appropriate styles and lengths. Plaits, fades, mohawks, designs, "buds," "roads," ponytails, patches, shags, "locks," and other eccentric hairstyles or colours will not be allowed. Hair must be a natural colour and must be properly combed/groomed at all times. Students will be made to get their hair cut immediately if the length or style is deemed unacceptable by Administration. They will be sent home and will not be allowed to return until the matter is corrected. Boys must be clean-shaven or ensure that their facial hair is closely cropped. Beards and goatees are not allowed. Boys in Grade 12 may be asked to address their facial hair before the Graduation Ceremony and before having Graduation pictures taken. (See Section 9.7.1.).

SWEATERS & JACKETS: They must be the school-approved hunter green sweaters (may be V-necked or button-through type) or jackets with snaps and no hood.

BLAZERS: Queen's College introduced a blazer in 2010-2011 as a part of the uniform. This will be reintroduced in the near future. We highly recommend that students purchase one in a size that will allow it to be worn for several years.

TIES: The official hunter green and grey striped ties are mandatory. The top button of the shirt should be buttoned, and ties should fit properly to the neck and, when tied, should be long enough to extend to the top of the belt buckle. Boys coming to school without a tie will have to call a parent to bring a tie or purchase another one. Boys with very short or very long ties, will be asked to re-tie their ties. Ties should be clean at all times.

JEWELLERY: The ONLY item allowed is an inexpensive analog/digital watch. **Boys are not permitted to wear earrings, ear studs, 'bristles', band aid, and thread, chains, bracelets, bands, rings,** or other items of jewellery. Any item found on a student will be confiscated and **NOT** returned. Body piercing is also NOT allowed.

P.E.: Black shorts, QC T-shirts in House colours, white athletic socks and tennis shoes, towel, and black swimming trunks.

HOME EC.: A full-length apron.

LABELLED: All items of the uniform must be labelled in the event an item goes missing.

QUERIES: Any queries will be answered by the Vice Principal or Deputy Head.

AVAILABILITY: Uniforms are available at Carey's Department Store, Mackey Street and at Sandy's. P.E. kits can be purchased from the Galaxy, our school store.

Queen's College High School

Seniors' Uniform – Males

16.1

TIE

All boys will wear the dark green tie with pin stripes.
Ties are to be purchased from the High School Office.



THIS TIE



NOT THIS TIE

SHIRT

For: Head Boy, Deputy Head Boy, Asst. Deputy Head Boys: Regular white, button-down shirt with QC embroidered in **hunter green** on the pocket.

For All Senior Boys in Grade 12: Regular white button-down shirt with QC embroidered in **RED** on the pocket.

PANTS

Dark grey, long pants.



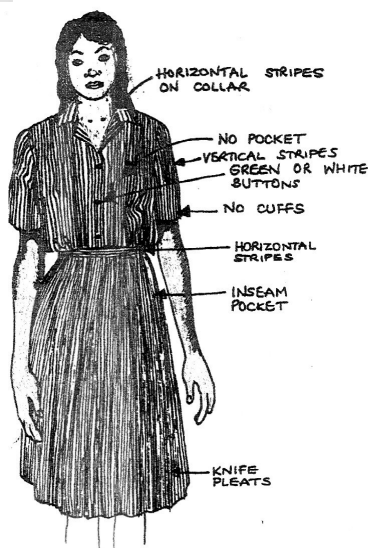
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UNIFORM CODES - GIRLS

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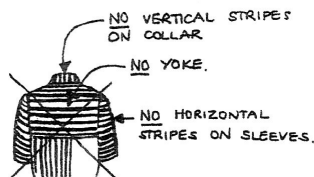
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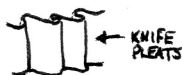
17. COMPLETE UNIFORM: Clean and complete school uniform must be worn on all school days, and whenever specified for school functions.

COMPLIANCE: Queen's College expects ALL parents to ensure that their children follow the dress code. Girls not in complete and correct uniform MUST bring a note from a parent or guardian to the Vice Principal, Deputy Head or Homeroom Teacher BEFORE Assembly. Students whose attire does not comply with the dress code and who have not presented a note from parents will not be allowed to attend classes until a note is brought to school. Students may be asked to be collected by parents to correct the problem.

UNIFORM REQUIREMENTS



DRESS: See diagrams with **STYLES** specifications. Please ensure that all guidelines are followed: e.g.: stripes run in the right direction, no yoke, no cuffs, etc. Hemlines must be at least **ONE INCH (1")** below the knee.



SKIRTS: Skirts must be fitted at the waist in order to keep the blouse **neatly tucked in at all times**. Hemlines must be at least **ONE INCH (1")** below the knee. Waistbands must not be rolled up and should not exceed **2½ inches** in width. An additional belt is **NOT** to be worn over the waistband.

BLOUSES: Blouses must be neatly tucked into the skirts **at all times**. Sleeves must not be rolled up.

SHOES: Black **leather, low-heeled** walking shoes (no higher than **1½ inches**) - closed in heels, sides and toes. Suede shoes are not allowed. Tennis shoes are only to be used for Physical Education. Girls will not be allowed to wear black tennis shoes as their proper school uniform shoes. Flip-flops, sandals, and crocs are not



SOCKS: ONLY ONE PAIR of plain hunter green **OR** plain white socks will be permitted to be worn **above the ankle**. Socks bearing designer logos e.g. Tommy Hilfiger, Adidas, Nike, etc. and socks that are worn **BELOW** the ankle are **NOT** allowed.

SWEATERS: They must be the **school-approved** hunter green sweaters. (may be the V-necked or the button-through type). During cold weather a plain white blouse or turtle-neck may be worn under the school sweater.

JACKETS: They must be the **school-approved** hunter green jacket with snaps and no hood. Brand name jackets will not be allowed.

BLAZERS: Queen's College introduced a blazer in 2010-2011 as a part of the uniform. This will be reintroduced in the near future. We highly recommend that students purchase one in a size that will allow it to be worn for several years.

JEWELLERY: NO JEWELLERY except for an inexpensive analog/digital watch and/or a matching pair of tiny 1/4" studs (can be gold, silver, clear rhinestone, pearl) or a matching pair of sleepers, which must be worn **in the lower ear lobe**. Only one pair of earrings is allowed. Threads, "bristles," band aids, etc are not allowed. Body piercing is also **NOT** allowed.

MAKE-UP: NO make-up, lip gloss, lipstick, eye liner, false-eyelashes, mascara, eye shadow, fingernail polish, nail tips etc. are allowed.

HAIR: Appropriate hairstyles. Locks are not permitted. Accessories should match the uniform, i.e. Only green, white, or black accessories are permitted. No bandannas. Hairpieces and extensions of appropriate length (**no longer than 2 inches below the shoulder blade stretched**) and/or hair colour, that appear natural, **MAY** be permitted at the discretion of the Administration. Unnatural gold, blonde, red, blue hair colours or extensions are not allowed. Hair must be properly groomed/combed at all times. Students may be sent home to address any issues and will only be allowed to return when the matter is remedied.

P.E.: Black shorts, QC T-shirts in House colours, white athletic socks and tennis shoes, towel, and one-piece all-black swimsuit.

HOME EC.: A full-length apron.

LABELLED: All items of the uniform must be labelled in the event an item goes missing.

QUERIES: Any queries will be answered by the Vice Principal or Deputy Head.

AVAILABILITY: Uniforms are available at Carey's Department Store, Mackey Street, and Sandy's. P.E. kits can be purchased from the Galaxy, our school store.



Queen's College High School

Seniors' Uniform – Females

17.1

Skirt Description:

Colour - hunter green

Pattern -A-Line skirt, with two darts in the front and two darts in the back. The skirt should not be tight-fitting.

Waistband - 2" wide.

Length of skirt - below the knee

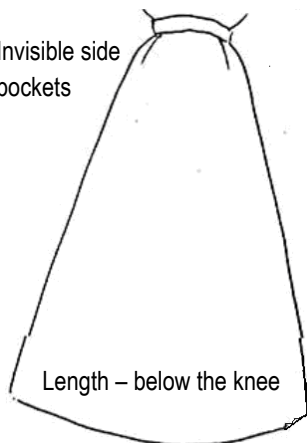
Pockets – invisible side pockets are optional

NO KICK-PLEATS OR OTHER OPENINGS AT THE BASE OF THE SKIRT.

Waistband - 2" wide

Darts – two in the front and two in the back

Invisible side pockets



Girls will wear the dark green tie with pin stripes. Ties are to be purchased from the High School Office.

Shirt

For Head Girl, Deputy Head Girl, Asst. Deputy Head Girls: Regular white, button-down shirt with QC embroidered in **hunter green** on the pocket.

For: All Senior Girls in Grade 12: Regular white button-down shirt with QC embroidered in **RED** on the pocket.

HUNTER GREEN SKIRT FABRIC TO BE PURCHASED FROM **CAR-EY'S DEPT. STORE, MACKEY ST.**

TEL: 393-0758

NOTES



Q BOOK 2026-2027