BISHOP MATTHEW NORWOOD HIGH SCHOOL

1st Cowfield Field Junction, Du-port Road
Paynesville City, Liberia

STUDENT *Hand Book*

Academic 2020/2021

THE

MOTTO:

"Love All Menkind"

Administrators for 2020/2021

Mrs. P. Monuay Poure-Langford
Principal/Proprietress

Mr. Yudeh S. Landford
General Supervisor

Ms. Sowou Johnson philips
Vice Principal for Administration

Mr. Anthony Howard
Vice Principal for Instruction/Elementary Supervisor

Mrs. Bernice Suah-Langford
Registrar

Mr. Sam Johnson
Vice Principal for Student Affairs

Mr. Jackson Kollie
Academic Dean/Assistant Vice Principal for Student Affairs

Mr. Calvin Zain
Junior High Supervisor

Mr. Tokpa Barco Administrative Advisor

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1. Brief History

The Bishop Norwood School was founded in 1989 by Mrs. P. Monuay Poure-Langford. The Academic was founded to teach young people how to read and write over the years, the Academy has graduated many students who serve in government, private and public sectors.

2. Philosophy

Our philosophy is to inspire all students to develop marketable 21st century skills. These skills include reading, writing, mathematics, computer knowledge, collaboration and the integrity of being a responsible and productive citizen.

3. Mission Statement

Our mission is to develop young men with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs. We stress the total development of each child: spiritual, moral, intellectual, social, emotional and physical. Bishop Norwood School role is to help each child come into confident possession of his/her innate talents, improve the skills needed for success in secondary school, and establish values that will allow him/her to act with thoughtfulness and humanity.

4. ACADEMIC PROGRAMS

A. ***Department of* Science**

1. Biology
2. Chemistry
3. Physics
4. General Science

B. ***Department of Language Arts***

1. English
2. Literature
3. Phonics
4. French
5. Reading
6. Writing
7. Spelling

C. ***Department of Social Science***

1. History
2. Geography
3. Economic
4. Civics
5. Social Science

D. ***Department of sport***

1. Quizzing
2. Physical Education
3. Basketball
4. Football
5. Kickball
6. Volleyball

E. ***Department of Religious Education***
   1. Bible

F. ***Department of Mathematics***
   1. Mathematics
   2. Arithmetic

G. ***Department of Vocational Education***
   1. Computer Science
   2. Accounting

5. ADMISSION POLICIES AND REQUIREMENTS

a. Pass entrance with the average of 70 in both English and Math
b. Pass interview conducted by the Interview Team c. Submit two passport size photos
c. Complete application form
d. Submit letter of recommendation and transcript from last school f. A letter of recommendation from Church/Community leader
e. Submit photocopy of report card h. Sign a behavior bond

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED IN A CREAM MARLINE FOLDER

6. GRADING SYSTEM

a. 100 ---------- Excellent
b. 90 – 99 ------ Very Good
c. 80 – 89 ------ Good
d. 70 – 79 ---------- Fair
e. Below 70 ---------- Fail

Grading Scale

a. Quiz (zes)	25pts
b. Assignment	15pts
c. Attendance	5pts
d. Class participation	5pts
e. Test	50pts
Total	100pts

Other Grading Notation

a. VG = Very Goo
b. G = Good
c. F = Fair
d. P = Poor
e. D = Dropped

7. UNIFORMS

Nursery to 3rd Grade

Boys are to wear short navy blue trousers short sleeves white shirt, red collar, and red around the sleeves, red to the pocket, Black or navy blue socks and black shoes.

Girls are to wear navy blue skirts, white shirt with red to the collar red to the pocket, with black or navy blue anklets.

Note: Kindergarten Divisions
Pupils in this section must use blue suspenders on their skirts or trousers.

4th To 5th Grade
Boys are to wear long navy blue trousers, white short sleeve shirt with red collar and red around the sleeves, red to the shirt pocket, black socks or navy blue socks or anklets for girls and black shoes.

Junior High

Boys: navy blue long trousers short sleeves white shirt with red around the sleeves, black shoes with black and navy blue sock with navy blue vest.

Girls: are to war navy blue straight skirt over lapped, open at the back, with short white sleeves, red around the sleeves, and navy blue vest, black shoes with black anklets or navy blue anklets.

Senior High

Boys: are to wear navy blue long trousers, short sleeve white shirt navy blue or black socks, black shoes with navy blue vest.

Girls: are to wear navy blue straight skirt over lapped, open at the back, with short white sleeves, and navy blue vest, black shoes with black anklets or navy blue anklets.

NOTE: uniform will not be sold on the school's campus. All students are asked to visit the school campus to view sample of the uniforms.

ALL STUDENTS MUST WEAR THEIR UNIFORM BEFORE THEY ARE ALLOWED TO SIT IN CLASS.

8. VARIOUS COMMITTEES

To help administration move this institution forward, the following committees are established:

a. Disciplinary Committee

It is composed of five (5) members with oversight responsibility of disciplinary actions, etc. (VPSA, Asst. VPSA, and three Teachers).

b. Religious Committee

It is composed of five members along with teacher/administration with oversight responsibility of devotion, chapel services, etc.

c. Academic Committee

This committee is composed of five members with working under the supervision of the vice Principal to investigate academic matters, and design other programs that are purely academic. Committee members: VPI, DAA, DSA and two credible teachers. Also, this committee is responsible to select people to administer/proctor a test/exam. Its duty is to work on report cards if need be.

9. School Prefect

No school election. No school prefect until otherwise.

10. Class Officers

The sponsor of a class is charged with the responsibility to conduct a peaceful election. Elected students must exhibit good moral conduct.

11. PROMOTION POLICY

1. Student maintaining a periodic average of 90% and above for the first semester, in the elementary and junior high divisions of the school, will be promoted.
2. Student who fails one subject at the end of the year will go to the vacation school to clear his or her deficiency before he/she can be promoted.
3. Any student failing two subjects will not be promoted.

ENRICHMENT PROGRAM/VACATION SCHOOL

Vacation school runs for the period of Eighteen (18) Instructional Days.

12. RULES AND REGULATIONS

i) DRESS CODE

All old students must be in their proper uniform on the first day of school. New students whose uniforms are not ready on the first day of the opening will be given the grace period of one week to get their uniforms.

PE UNIFORM

Both boys and girls – prescribed P.E T-shirt, white sneaker white socks on the day of P.E only with their uniform skirt and trousers. P.E trousers will be worn for physical aspect of P.E only.

The school's uniforms are required each day expect for color day that must be approved by the Administration. P.E T-shirts are not allowed except on the day of PE. No head tie, belly band and "60s" skirts. Boys trousers should not be skin-tight and no sagging. Shirts and blouse must be buttoned completely except the top button, for the Kindergarten to 11th Grade students. For Grade 12th students, the top button must be fasten, and necktie worn at all times. Bishop Matthew Norwood students must appear properly and neatly, representing the school. Violators will be sent home for the first and second offense; third offense leads to suspension.

Female students are not permitted to wear trousers (exception is color/sports day but not in chapel). Miniskirts, skin-tight, wearing of hat/cap, goggles, etc. are not allowed. No indecent dressing will be allowed on sport days. Each offender will be sent home immediately and parents attention be drawn.

Finger nails polish, lipstick and facial makeup are not permitted. Violators will be made to remove same immediately or be sent home.

Female students from kindergarten to Grade 12th are to keep their hair **eight (8) to 20 plaits** (**all down**). Absolutely no styling of hair (**perm, attachment**) is not allowed. The female seniors (Grade 12) students are not given the privilege to style their hair. Any student whose hair is not properly plaited will be sent home. **Male students** should have low hair cut at all times. Bushy hair, hair around the mouth, and stylish hair cut will not be allowed.

Graduating seniors are to address decently during graduation, banquet and baccalaureate. Violators will be asked out of the hall and their document will be seized for time indefinite.

ii) CLASSROOM CONDUCT

a. Students are not to leave classroom without a class pass form the class teacher or the class prefect, this covers study class and library period, violation is punishable by cleaning/washing the bathroom or floor.

b. Students are not to use the bathroom during the first period after devotion or the period immediately after recess. The only exception is emergency such as illness, etc. violators will sweep the classroom (s) after school.

c. Students are not allowed to see any visitor during class period except by permission from the Administration. Violation will be considered

disrespect to the administration. Individual involved will be suspended for days.

d. Students are not to eat or chew in class, library, computer lab, or any assembly; violators will be given a piece of work to do at the end of the school day.

e. Students are not allowed to boycott class except by permission from the administration. Any student caught in this act will cut grass on the campus, wash floor clean, bathroom or bring water on campus after school. Such student will not go back to class until the work is done and will forfeit any assignment, quiz or test administered in his/her absence.

f. No student is allowed to bring **cell phone** on campus. Violator's phone will be sized for time indefinite. Parents who want to communicate with their children during instructional periods must do so through the school's/administrator's phone.

g. Students are asked to take part in all closing programs. Any student who stays away or refuses to attend the closing assembly will face punishment before documents are given to them.

iii) SCHOOL CAMPUS CONDUCT

a. No politics, whether national or local is allowed on campus or school property use of such.

b. No loitering around the residential areas by students who are not on campus or have been sent home. Violators will be suspended for days.

c. Parent/guardian of a student should attend all PTA meetings. Children whose parents stay away from the PTA meeting will be sent home until the parents meet with administration.

d. All students must be present on time to attend the regular student's devoting at 7:45 A.M. will be followed by hoisting of the flag at 8:00 A.M. a grace period of five (5) minutes will be given for distant students. Students coming after 8:00 A.M. are considered late. All students coming to school late will go home for the day for the first and second times for the third time, the student will bring his/her parents to a conference with the administration before being permitted in class. If lateness continues after conference with parents, the student will be suspended for a week.

e. All assignments must be done at home or after school. Students are not to do their homework on campus during devotion time, violator's assignments will be seized and points forfeited.

f. Students are not allowed to drop papers or dirt anywhere on the campus (in class or outside) except in the trash can. Violators will be made to clean the dirt before sitting in class. Refusal to clean the dirt will lead to suspension.

iv) MORAL CONDUCT

Profane, obscene language or gestures are forbidden.
Violators will be suspended for two days. If parents are insulted one week suspension and such student must be accompanied by parents after the suspension. Suspension will be done after an investigation is conducted by administration and the student is found guilty.
Students are not allowed to use **tobacco, illegal drugs,** or **drink alcohol** or to be under the influence of drugs/beverages. Those required medications must inform the administration by means of a letter from the parents. Violators when found guilty after investigation, will be expelled immediately.

No non-professional association between a student and a faculty member is allowed. Students caught in this act will be expelled if investigation is conducted by the principal and found guilty. The faculty member(s) involved will be dismissed immediately.

No sexual immorality between students is allowed. Violators will be expelled immediately.

Sexual misbehavior (**hugging, holding hands, kissing, sitting on opposite sex lap** etc.) is not allowed. Violators will be suspended for two week after an investigation is conducted by the administration, and parents should accompany the student after the suspension.

No nickname, tribal slue or derogatory statement about others are not allowed. Violators will receive punishment by grass cutting or floor washing/sweeping etc.

Students are not permitted to bring any pornography magazine, videos/images or other material of such to school. Violators will face two weeks suspension and return with parents the end of the suspension to meet administration for a conference.

No student should allow teacher of opposite sex at his/her home. All dealings must be done on campus. Violators will face two weeks suspension and the teacher will

receive one month suspension without pay after the truth has been established based on investigation.

Fighting or any act of violence directed towards anyone will not be permitted. Violator will receive two weeks suspension for the aggressor (s) based on investigation by the administration. The offended person will face one week suspension if he/she participates in the fight without informing administration.

No student shall take any book or item from the school's library or computer lab without permission. This will be considered stealing. Violator will receive one month suspension for the first offence, the second offence is expulsion.

Student shall not spy or cheat during test. When caught, such student shall forfeit the test. This covers test, quiz, homework, etc. spy includes taking answers form another person's paper, writing on parts of the body, money or piece of paper and furniture. The student will forfeit the test or quiz and will be suspended for days. Communication is punishable by 10 points deduction. Student caught with prepared test/exam scrip will be suspended for one month.

No student shall attempt to change grade on his/her report card issued at the end of the school year. This is considered as forgery The violator will be expelled.

No student shall engage in malicious writing defacing or destruction of any bulletin, fixture or personal property. Violation leads to one month suspension and parent of said student will pay for damages done.

Writing drawing characters, etc. on walls, poster sheets, bulletin, fixture and furniture are forbidden. Those who violate will be made to clean and be given work to do (bring water in the bathroom or cut grass) before he/she return to class.

After one warning, one absence without excuse from the administration is considered violation. (Excused absence includes sickness, death in the family, doctor's appointment, and other special circumstances). Violators will be sent home and will return with his/her parents to be informed by the administration on the attitude, and he/she will be given a work on campus that is to cut grass/bring water, sweep classroom (s), etc.

No insubordination or disrespectful behavior/act toward any administrator and /or staff will be allowed. Violators will face two weeks suspension, but three weeks suspension if the principal is disrespected.

Devotion and chapel are mandatory. Any student refusing to attend devotion or chapel will be suspended for two days. All students coming to chapel must dress decently and in order. Violation is punishable by one week suspension.

Gross insubordination to the class prefect is not allowed. Violation is punishable by sweeping the classroom at the end of the school day of washing the bathroom/windows

Insubordination or disrespectful act towards any teacher will not be accepted (Exodus 13:2) for the first offense, the student will have to work (cut grass, sweep wash floor) during school hours. He/she will be out of class until work is done as they will forfeit quiz or test administered. Second offense leads to one week suspension.

No student is to disturb the class or school by making noise or creating other disturbances. Student will work on campus for the first offense. Second offense leads to two days suspension.
Student failing in more than two (2) subjects during a marking period will have names published on the bulletin. For senior student, necktie and all other privileges shall be taken away.

Any female student who drops out of school because of pregnancy will not be allowed to return in the morning section after delivery. Such a student may be considered in the night section.

Students who violently throw stones or damage any of our facilities for any other reason will be expelled immediately.

Gambling/games of chance for money are forbidden. Violators will face two weeks suspension for the first and second offences; third offense is expulsion.

v) ACADEMIC CRIME

a. No student should bribe any administrator/teacher for grade directly or indirectly.

b. Staff involved will be suspended for one month without pay or be dismissed depending on the gravity.

c. Student (s) involved will be suspended for two weeks or be expelled for the school depending on the nature of the case.

   Once a grade is submitted to the office of the VPI and approved, it remains unchanged but if there is problem, the teacher should bring grade book to the VPI for scrutinizing. Upon convincing reasons, grades may be changed. Anything on the contrary is violation both on the part of the student and teacher.

Makeup test will worth 100 points for semester exams. After one week the teacher will be authorized by the administration to fill the space with grade.

vi) Student Responsibilities

The following are expected and required of the students of Bishop Matthew Norwood High School:

a. In the community, their behavior should be reflective of family training and the school you attend. Misbehavior at school portrays a bad image of the home. Therefore, you must always strive to avoid unwholesome deeds or action.

b. You are expected to be courageous and polite at all times in your speech and manner to teacher.

c. You are to adhere to rules established by teacher for the class;

d. You are urged against the use of profane languages or physical assault while on or off campus.

NOTE: Administration can punish student for any immoral unethical acts that is not mentioned herein.

13. General Rules

I. **Indiscipline**: This school expects every student to be courteous and respectful at all times in school and off campus. Any action of a student or group of students that disgrace or undermine the credibility of the school or student body, teachers and support staff is an offence against human norms and the school.

II. **Property Protection Rules:** All school properties and the properties of other within the school should be handled with Tender Loving Care (TLC). We expect that you take pride in the attractiveness of all properties regardless of ownership. Therefore, any student or group of students who will willfully damage or lost the school's or colleague's property, will stay out of school until said property is restituted. But if anyone found guilty of theft will face immediate expulsion.

III. **ID Cards and Badges:** All students must have their badges worn on their uniform. They must always be in passion of their ID cards on and off campus. Any student caught not having his/her identification card during school time will be sent home immediately.

IV. **Unrelated Uniform Material:** Students are not allowed to wear any cloths over their uniform on campus, No colored T-shirts are allowed to be worn under the school's uniform, when seized; the item (s) will not be returned.

V. **Class (es) Organization:** All campus-based organizations such as susu, secret-part etc. must be done to the approval of the dean of students and the disciplinary chairman.

VI. **Students Polities:** Absolutely no student politics is allowed on campus. Therefore, the class leadership will be determined and appointed by the sponsor.

VII. **Exit from Class:** No student will be allowed to leave class during the first period and the period immediately after recess for any reason except in a grave mater like sickness to be considered by the classroom teacher/dean of students.

VIII. **Rules for Testing:** Cheating on a quiz, test, exam, copying assignment from each other renders such student (s) disqualified from that exercise, other rules include:

- *Bringing books or paper like materials in the testing hall*
- *Discussing under test*
- *Leaving your seat for any reason to another*
- *Failure to submit your paper when requested*

IX. **Money Collection:** No student is allowed to collect money without the approval of the school authority; i.e. paying for make-up, enclosing assignment with money etc.

X. **Stealing:** Any student who will be guilty of stealing, seizing of other person's goods will be expelled or suspended.

XI. **Pregnancy:** Any student who is suspected of pregnancy will be required to bring her M.T.T. result if found negative, the school will defray the cost, but if positive, she will be thrown out of the school for that academic year.

XII. **Jokes:** No jesting. Jokes are simply defined as a statement or an action that makes the parties involved to laugh. A statement or an action becomes an offense when the peace of any party involved is fractured.

XIII. **Argument:** Students are not allowed to engage in political and football argument on campus. Violation leads to days of suspension.

XIV. **Information to Parents/Guardians:** it is mandatory for student to deliver invitation citations, grade sheets, report cards, etc. Violation leads to suspension.

XV. **Insult/Assault:** Student who will be guilty of making sarcastic remarks, raining Insult, physical assault any generic form of statement or attack on any instructor or student (s) will face either suspension or expulsion.

XVI. **Eating In Class:** No student is allowed to eat chewing gums or sell in class.

XVII. **Dress Code:** Students should be properly dressed in their school uniforms. Failure to bring his or prescribed uniform, said student will be sent home for the day.

XVIII. **Fighting:** No student(s) is/are allowed to launch physical assault on each other on or off campus in the school uniform. Violators will be suspended for one month or face immediate expulsion if any damage(s) or injury is incurred, said student(s) will be out of school until all expenses are defrayed.

XIX. **Teachers' Lounge:** No student is allowed to enter the teacher lounge without permission from a faculty member. Violator will take severe punishment.

XX. **Senior Role:** All senior students are empowered to enforce the proper wearing of the school uniform and to assist to conduct devotion to be monitored by the faculty.

XXI. **Sensational Dressing:** No female student is allowed to enter the campus in sensational attire.

XXII. **Communication Set:** Walkie-talkies, cell phones, Games Players, IPod, Tablet, and any other communication sets are not to be used on campus. Violator's item(s) will be seized for time indefinite.

XXIII. **Weapon:** Any student carrying guns, knives, blades and any kind of harmful or dangerous object on the school campus shall be expelled and turned over to the Ministry of Justice.

XXIV. **Electronic Device:** No radio or compact disc player, electronic or manual games or distracting toy and any form of such are not allowed on campus; if found, the said item (s) will be seized for time indefinite.

XXV. **Drug:** Alcohol, cigarette, drugs or any things that can result into toxicities is strictly prohibited by any student in our uniform within and around the campus or school sponsored programs. Any student that will be suspected by way of action or scent will be expelled.

XXVI. **General:** All other rules that governed human behavior are implied.

XXVII. **Amendment:** These rules and regulations governing the student body of the institution are subject to amendment.

XXVIII. Any student caught seated or roaming around the campus after recess will be suspended/punished.

XXIX. **Punishment:** Any person who would be a violator of the above rules and regulations will be punished ranging from corporal punishment, suspension and expulsion.

14. School Ode

1st Stanza

Bishop Matthew Norwood School Is a home of joy and wisdom We are the future of this nation We are the first and not the last

Corus
We have the power (we have the power) We are the light (we are the light) And we shine to the whole wide world We have the power (we have the power) We are the light (we are the light) And we will shine we will shine

2nd stanza

Fill with courage love and peace Knowledge and discipline is all we need We are the victors in this battle We must conquer every foe

B T C
When our schooling days are over We will share the knowledge we've learn

We will never forget our homeland

O Bishop Norwood School

B T C

Words By: Alfred B. Clinton
Music By: Francis K. Maxwell, II

15. The Pledge of Liberia

I pledge allegiance to the flag of Liberia and to the Republic for which it stands one nation indivisible with liberty and justice for all

16. The National Anthem

All hail Liberia, hail!
All hail Liberia, hail!
This glorious land of liberty
Shall long be ours
Tho' new her name
Green be her frame
And might be her power (3x
In joy and gladness
With our hearts united
We will shout the freedom
Of a race benighted
Long live Liberia happy land
A home of glorious liberty
By God's command (2x)

All hail Liberia, hail!
All hail Liberia, hail!
In union strong success is sure
We cannot fail
With God above our right to prove
We will o'er all prevail (3x)
With heart and hand
Our country's cause defending
We'll meet the foe
With valor pretending
Long live Liberia happy land
A home of glorious liberty
By God's command (2x)

17. Lonestar Forever

I
When freedom raised her glowing for
On Montserrado's verdant height,
She set within the doom of night,
Midst lowering skies and thunder- storm The star of liberty
And seizing from the waking morn
Its burnished shield of golden flame,
She lifted it in her proud name
And roused a nation long florlorn
To nobler destiny!

Refrain
The lone star forever!
The lone star forever!
O long may it float,
O'er land and o'er seas
Desert it No! Never!
Upholder it? Forever!
O shout for the lone starred
Banner, Hurrah

II
Then speeding in her course along
The board Atlantic's golden strand.
She woke reverb'rant through the land
A nation's loud triumphant song,
The song of liberty!
And O'er Liberia's altar fires
She wide the long-starred flag unfurled,
Proclaimed to an expectant world,
The birth, for Africa's sons and sires
The birth of Liberty

III
Then forward, sons of freedom,
March
Defend the sacred heritage!
The nation's call from age to age
Where'er it sounds neath
Heaven's arch
Whenever foes assail
Be ever ready to obey
Gainst treaon and rebellion's front
Gainst foul aggression. In the burnt
Of battle lay the hero's way!
All hail, lone star all hail

Music By: Olmestead Lucas
Words By: Edwin J. Barclay