

Samuel Jackman Prescod Institute of Technology



STUDENT HANDBOOK

2020 - 2021

MISSION STATEMENT

The mission of the Samuel Jackman Prescod Institute of Technology is to produce skilled and innovative graduates, through competency-based, technical training and the promotion of lifelong learning.



VISION

The vision of the SJPI is to be a global centre of excellence for technological and vocational education and training.

The Samuel Jackman Prescod Institute of Technology appreciates and values diversity in all forms and does not discriminate on the basis of race; sexual orientation; nationality; religion; disability; ethnicity; political orientation; colour; social status or family background.

The Samuel Jackman Prescod Institute of Technology reserves the right to alter, without notice, any of the regulations and policies which are stated in this publication.

TABLE OF CONTENTS

- [Welcome](#) –

- [Principal’s Message](#) -

- [General Guidelines for all Students](#)

- [Contact Information](#) –

- [Student Charter](#)–

- [Glossary/definitions](#) -

- [Academic Divisions](#) –

- [Who’s Who at SJPI](#) -

- [Division of Student Services](#) –

- [Academic Regulations](#) -

- [Examination Guidelines](#) -

- [Grade Appeal Procedure](#) –

- [Industrial / Job Attachment](#) –
All you need to know!

- [Graduation](#) –
Requirements and more

- [Health & Safety](#) –
Keeping safe every day!

- [Library Services](#) –
- C/NVQs -

- [Guidance Office](#) –
***Counselling, scholarships and
more!***

- [SJPI Online](#) –
[SJPI Christian Fellowship](#)

- [Student Identification Cards](#) -

- [Code of Conduct](#) –

- [Appendix I](#) –
List of Fees!

- [Appendix II](#) –
Extracts from the Education Act!

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WELCOME

Welcome all new and returning students to the Samuel Jackman Prescod Institute of Technology. We are glad that you have chosen us as your preferred option for tertiary education; you are now a valued member of the SJPI family.

As a new student you may be faced with emotions of excitement mixed with feelings of being overwhelmed by the size of the campus, the workshops and laboratories and all of the new and unfamiliar faces.

We want you to be successful while enjoying all of the benefits which the Institution has to offer. We encourage you to participate in the extra-curricular activities and let your voice be heard by taking an active part in the Students' Council.

This handbook will provide you with information about the SJPI and give you details about student services, academic regulations, disciplinary matters and other general information which will be of importance to you.



SJPI staff. Independence celebrations. November 2016

[Table of Contents](#)

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PRINCIPAL'S MESSAGE



Ian Drakes, M.S. Ed. B.Ed. Principal

Mr. Ian Drakes was appointed Principal of the SJPI in July 2018. He has worked in the public service for 33 years, the last nine of which have been with the Institution. Prior to his appointment as Principal, Mr. Drakes served as Deputy Principal [Administration] and Curriculum Development /Liaison Officer. As Principal, Mr. Drakes is responsible for the overall management of the Institution.

Greetings to all new and returning students. I want to take this time to welcome you to the Samuel Jackman Prescod Institute of Technology, the premier technical-vocational education and training institution in Barbados. We have undertaken the mandate to ensure that you enter the world of work with skills, and we thank you for trusting us to deliver on this promise to you.

You, the 2020 cohort, will be the first to benefit from the implementation of courses related to hybrid-electric vehicles as well as 3-D printing. Other new initiatives include changes to the infrastructure, increased professional development for staff, and a renewed campaign to have the institution accredited. The momentum for change was threatened by the COVID 19 pandemic which forced us to close our physical premises before the official end of the semester to protect staff and students. However we continued to conduct the theoretical aspects of our programmes online and completed the practical aspects when given the all clear.

I want to assure you as we start the new academic year, that your safety and education are our first priority. Our trained academic staff will use available technology to ensure that your education is uncompromised as much as possible, and our ancillary staff is committed to a cleaning regime that will maintain your health and safety. Provisions are also in place to assist you with your transition to tertiary education, guarantee that your time with us is exciting and support you in whatever area you require.

We invite you to do your part by following the rules put in place to ensure your safety is facilitated and your learning process is as effective as possible. Once again, I welcome you to the Samuel Jackman Prescod Institute of Technology and I look forward to interacting with you as the semester progresses.

Good luck in your studies and God bless!

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CONTACT INFORMATION

Address: Samuel Jackman Prescod Institute of Technology,
Wilkey, St. Michael, Barbados W.I.

Telephone: PBX (246) 535-2200

Fax: (246) 426-0843

Website: [www. sjpi.edu.bb](http://www.sjpi.edu.bb)

Principal	535-2201
Deputy Principal (Academic)	535-2204
Deputy Principal (Administration)	535-2203
Registrar	535-2231
Distance & Continuing Education	535-2301
Liaison Office	535-2245
CVQ/NVQ Coordinator	535-2281
Guidance Office	535-2241
Agriculture	535-2335
Automotive & Welding Engineering	535-2325
Building Studies	535-2332
Business Studies	535-2324
Electrical Engineering	535-2328
General Studies	535-2322
Human Ecology	535-2330
Mechanical Engineering & Printing	535-2334

[Table of Contents](#)

The Samuel Jackman Prescod Institute of Technology reserves the right to alter, without notice, any of the regulations and policies which are stated in this publication.

GLOSSARY

Certificate	An award given for successful completion of an area of specialization with a total of at least 30 credits.
Diploma	An award given for successful completion of an area of specialization with a total of at least 60 credits.
Unit Certificate	An award given for successful completion of a course. Unit certificates can be accumulated towards certificates or diplomas.
Credit	Numerical award for the number of contact hours for a course per semester. 15 contact hours = 1 credit for a theory course 20 contact hours = 1 credit for a theory/practical course 30 contact hours = 1 credit for a practical course
Course	One subject area within a programme.
Grade Point	Numerical value between 0 and 4 that expresses a student's level of attainment per course.
Grade Point Average GPA	A numerical value between 0 and 4 that expresses a student's level of attainment at a given point. The grade point average is calculated by dividing the total number of grade points by the total number of credits. The GPA is usually calculated at the end of each semester. The GPA determines the academic standing of the student.
Cumulative Grade Point Average	This is the total number of grade points divided by the total number of credits completed to date.

[Table of Contents](#)

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GLOSSARY

Programme	A set of courses required to complete a given area of specialization.
Semester	15 consecutive weeks of instruction followed by 1 Reading Week (Study Week) and 2 weeks of examinations resulting in a total of 18 weeks.
Major	A course relating to the main content of programme of study/area of specialization
Minor	A secondary area of specialization that will provide content that will enhance ones performance or product in the major.
Core	A compulsory course identified by the Institution as essential for the educational development of all students in a given programme.

[Table of Contents](#)



**Instructor, Keelan Best, and students of the Division of Human Ecology.
SJPI Health Fair 2016**

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STUDENT CHARTER

In keeping with its philosophy, the Samuel Jackman Prescod Institute of Technology provides a climate whereby students may:

1. **B**roaden their interests, develop their capabilities and achieve realistic and worthwhile goals;
2. **D**evelop creative, disciplined thinking;
3. **D**evelop the ability to communicate effectively;
4. **R**eceive guidance in choosing a career and prepare themselves for their chosen vocation;
5. **D**evelop trade skills and occupational competencies which will enable them to fulfil their roles as responsible citizens;
6. **S**atisfy the requirements of the labour market for skilled operatives, craftsmen and technicians;
7. **A**cquire an appreciation for the importance of distance & continuing education in a changing community;
8. **A**cquire an understanding of, and an appreciation for their rights and obligations as citizens in a democratic society;
9. **C**ultivate a healthy respect for themselves as responsible individuals along with a mutual respect for society, including conformity to law and order; and
10. **B**ecome conscious of the need for moral, intellectual and physical development.

[Table of Contents](#)

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GENERAL GUIDELINES FOR ALL STUDENTS

Every student is responsible for:

- Ensuring that all fees are paid
- Attending all timetabled classes
- Registering to repeat a course
- Registering for transfer from one programme to another
- Completing the necessary forms on withdrawal
- Applying for exemptions for courses
- Obtaining grade reports online
- Accessing information on higher education
- Accessing information on student life
- Accessing counselling (guidance officer)
- Applying for financial aid (guidance officer)

All students are covered by public liability insurance while on campus. The coverage is also extended to students who are engaged in authorized activities off campus.

Every student is expected to:

- Attend all classes on time
- Acquire all books, equipment and materials required
- Be aware of scheduled times of all classes and exams
- Wear ID card at all times while on campus
- Adhere to dress code
- Utilize the online facilities provided [email, Trident Learning, SJPI website]

Students are not allowed to:

- Invite or bring non-students onto the campus without the consent of the Principal.
- Bring cigarettes, alcohol or illegal drugs onto the compound.
- Attend classes while under the influence of any substance.

[Table of Contents](#)

WHO'S WHO AT SJPI



**Brenda Osbourne, MBA, BA (Hons), IFA, Grad ICSA (UK),
Dip Ed (UWI) Deputy Principal (Academic) (Ag.)**

Mrs. Brenda Osbourne has been employed with the SJPI for over thirty-four years, first as instructor, then Head of the Division of Business Studies, before her current assignment as acting Deputy Principal – Academic. Mrs. Osbourne is Chairman of the Academic Board and is responsible for managing the academic staff, overseeing the quality of the curriculum and ensuring that programme standards are established and maintained.



**Audrey Jones-Drayton, M.Ed. CPHE
Deputy Principal (Administration)(Ag.)**

Ms. Audrey Jones-Drayton is a home economist by profession who has served the institution for over 25 years in various roles, including instructor, Head of Division, and Curriculum Development/Industrial Liaison Officer. She took up the temporary appointment of Deputy Principal (Administration) in December 2017. As Deputy Principal she oversees the efficient operations of the physical plant, and manages the human resources of the Institution.



Hyacinth Collymore, MBA., B.Sc. Registrar

Mrs. Hyacinth Collymore joined the institution in December 2014, and was appointed Registrar in 2017. As registrar she is responsible for the registration, retention and support of students from recruitment to graduation. The Registrar's Office ensures adherence to the Institution's academic policies and safeguards the academic records of students.

[Table of Contents](#)

WHO'S WHO AT SJPI

Reva Martin-Moore BSc.	Senior Accountant
Grantley Robinson MSc. B.Sc. LCGI	Systems Data Base Administrator (Ag.)
Shawna Carter , M.Sc., M.Ed., B.Sc.	Guidance Officer
Alicia Clarke , M.Phil., B.Sc.	Quality Assurance Officer
Julia Ward , M.Sc., BA.	Librarian
Maxine Thomas , M.Sc., MCGI, B.Sc.	C/NVQ Coordinator
Athaley Clarke , B.A.	Executive Officer

[Table of Contents](#)



Principal of SJPI, Mr. Ian Drakes receives letter of registration from Mrs. Valda Alleyne, Executive Director, Barbados Accreditation Council. Looking on are Mr. Henderson Cadogan, former Deputy Principal (Academic) and Ms. Audrey Jones-Drayton, Deputy Principal (Administration)(Ag.). April 2018

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ACADEMIC DIVISIONS

The Samuel Jackman Prescod Institute of Technology is organized into eight Academic Divisions. Each Division is headed by a senior instructor who is designated as Head of Division.

DIVISION OF AGRICULTURE

Head of Division – Alicia Clarke (*Currently on assignment as Quality Assurance Officer*)
Officer in Charge – Roydon Richards, B.Sc.



The Division of Agriculture delivers full-time certificate and/or diploma programmes in Agriculture, Animal Husbandry, Crop Husbandry and Horticulture & Landscape Maintenance.

DIVISION OF AUTOMOTIVE & WELDING ENGINEERING

Head of Division - Gregory Brewster, B.Sc., AAS, LCGI



[Table of Contents](#)

The Division of Automotive & Welding Engineering delivers full-time certificate and/or diploma programmes in Maritime Operations, Marine Diesel Engineering, Vehicle Body Repairs, Motor Vehicle Engineering and Small Engine Repairs.

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ACADEMIC DIVISIONS

DIVISION OF BUILDING STUDIES

Head of Division - Euclid Sivers, LCGI



The Division of Building Studies delivers full-time certificate and/or diploma programmes in Cabinet & Furniture Making, Carpentry & Joinery, Masonry, Plumbing, Architectural Drafting, and Civil and Structural Drafting.

DIVISION OF BUSINESS STUDIES

Head of Division (Ag.) – Jane McCollin, B.Sc.



The Division of Business Studies delivers full-time certificate and diploma programmes in Accounts Technology and Office Administration.

[Table of Contents](#)

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ACADEMIC DIVISIONS

DIVISION OF ELECTRICAL ENGINEERING

Head of Division - Edwin Gibson, HND.



The Division of Electrical Engineering delivers full-time certificate and/or diploma programmes in Computer Maintenance & Repair, Electronics Servicing Technology, Refrigeration & Air-conditioning, Microcomputer Technology, Networking Technologies Electrical Installation and Electrical Wiring.

[Table of Contents](#)

DIVISION OF GENERAL STUDIES

Head of Division (Ag.) – Shona Onyekwe, MBA, B.Sc, Dip.Ed

The Division of General Studies delivers a wide range of general education courses in all divisions. General Education courses include Communication Skills, Mathematics, Science, Small Business Management, Computer Studies and Technical Drawing.

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ACADEMIC DIVISIONS

DIVISION OF HUMAN ECOLOGY

Head of Division (Ag.) - Chandie Alleyne, MCGI, LCGI



The Division of Human Ecology delivers full-time certificate and/or diploma programmes in Catering, Esthetics, Home Economics, Cosmetology, Garment Technology and Nursing Auxiliary Studies.

DIVISION OF MECHANICAL ENGINEERING & PRINTING

Head of Division - Andrew Gittens, B.Ed., LCGI



The Division of Mechanical Engineering and Printing delivers full-time certificate and/or diploma programmes in Graphic Design and Print Technology and Mechanical Maintenance.

[Table of Contents](#)

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ACADEMIC DIVISIONS

DISTANCE & CONTINUING EDUCATION OPEN & FLEXIBLE LEARNING CENTRE

[Table of
Contents](#)

Head of Division - Kevin Chapman, M.Sc., B.Eng., LCGI

The Division of Distance & Continuing Education / Open & Flexible Learning Centre delivers part-time courses and programmes, customized training and manages the online platform used to deliver blended learning.



DCE/OFL Motorcade Saturday, 13 July 2019



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C/NVQ CENTRE



Mrs. Maxine Thomas, N/CVQ, Coordinator

As C/NVQ Coordinator, a major part of my job is to liaise between the Technical and Vocational Education & Training (TVET) Council, and the institution. I also disseminate information to students and staff regarding the C/NVQ qualification, establish staff training needs and arrange local staff training in competence-based assessment. My office is also responsible for registering students and coordinating assessments.

What are Caribbean/National Vocational Qualifications?

National Vocational Qualifications (NVQs) and Caribbean Vocational Qualifications (CVQs) are work-based qualifications that assess the skill and knowledge that a person needs to have in order to perform his/her job effectively.

What are the benefits of C/NVQs?

- Facilitates movement of skilled persons within CSME
- Recognises persons' knowledge and skills
- Improves employability and the transfer of skills
- Contributes to a well-trained work force
- Increases job satisfaction
- Provides a flexible route to getting qualified

C/NVQ levels

Level 1 – Entry level (direct supervision needed)

Level 2 - Skilled occupation

Level 3 – Technical and supervisory occupations

Level 4 – Technical specialists and middle management occupations

Level 5 - Chartered, professional and senior management occupations

C/NVQ CENTRE

The Assessment Process

- An orientation session is conducted by the CVQ Coordinator.
- Candidates are registered with the TVET Council for the C/NVQ.
- Payment is made to the accounts department and then forwarded to TVET Council. \$40.00 Bds. (Levels 1 & 2); \$70.00 Bds. (Levels 3, 4 & 5)
- Candidates compile evidence of learning in a physical or electronic portfolio.
- Candidates are assigned an assessor and internal verifier.
- Planning meetings are held between the assessor and candidate to arrange dates for assessment.
- Assessments are conducted
- Feedback given to candidate by assessor and documents signed off by all persons including the Internal Verifier.
- Portfolio containing the documents is reviewed by the external verifier.
- TVET Council awards the qualification.

Prior Learning Assessment and Recognition - PLAR

Prior learning assessment & recognition (PLAR) is a process that gives you the opportunity to obtain academic credit for skills and knowledge acquired through life experiences such as work, training and/or independent study. Any course that has a C/NVQ attached can be offered as PLAR.

The process

The candidate:

- makes an enquiry and completes a self-assessment to determine eligibility.
- is interviewed by the content specialist/assessor.
- submits a portfolio containing all evidence of the prior learning achieved and an assessment is conducted.
- receives feedback to identify gaps. Further training and assessment maybe required and the portfolio of evidence updated.
- The external verifier reviews the evidence and the candidate is awarded the qualification by the TVET Council.

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DIVISION OF STUDENT SERVICES

The Division of Student Services provides support to the Academic Divisions, ensures that students' needs and requests are met, oversees the implementation of academic regulations, and manages student records.

Meet your Student Services Team

Hyacinth Collymore

Registrar

hyacinth.collymore@sjpi.edu.bb Ext 52231

Katrina Williams

Senior Clerk / Officer in Charge of External Examinations

kwilliams@sjpi.edu.bb Ext 52310

Clerk / Stenographer Typist

Suzette Cadogan

Division of Human Ecology, Diploma Programmes – Division of Business Studies

scadogan@sjpi.edu.bb Ext 52233

Lorraine Jones

Division of Automotive & Welding Engineering, Division of Mechanical Engineering & Print Technology

ljones@sjpi.edu.bb Ext 52235

[Table of Contents](#)

Janice Clarke

Division of Agriculture, Division of Building Studies and International Students jclarke@sjpi.edu.bb Ext 52234

Dionne Husbands

Division of Electrical Engineering, Certificate Programmes – Division of Business Studies

dionne.husbands@sjpi.edu.bb Ext 52232

Services provided

- Reference letters
- Transcripts*
- Testimonials
- Visa letters
- Attendance statements
- Repeat courses
- Withdrawals
- Exemptions
- Transfers
- Printed reports*

** These services carry a fee. All fees are listed in Appendix 1.*

Requests will be processed within five business days.

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ACADEMIC REGULATIONS

GRADING SYSTEM

The Samuel Jackman Prescod Institute of Technology's grading system is as follows:

MARK	GRADE	GRADE POINTS
90-100	A+	4.0
80-89	A	4.0
75-79	A-	3.75
70-74	B+	3.5
65-69	B	3
60-64	B-	2.75
55-59	C+	2.5
50-54	C	2
40-49	D	0 (Fail/Sup)
0-39	F	0(fail)

[Table of Contents](#)

Grade Points are used to calculate the Grade Point Average GPA and Cumulative Grade Point Average of students. A grade point of 0 – 4 is awarded for each course taken within a programme. The table below shows how GPA is calculated for a student who is pursuing a diploma programme in Mechanical Engineering.

COURSES COMPLETED	UNITS OF CREDIT	GRADE / GRADE POINTS	TOTAL GRADE POINTS [credits x grade points]
Mechanical Engineering Theory	7	C+ / 2.5	17.5
Mechanical Engineering Practical	6	A / 4.0	24.0
Preventative Maintenance	0.5	B / 3.0	1.5
Engineering Science Calculations	1	D / 0	0
TOTAL	14.5		43

$$\text{Grade point Average (GPA)} = \frac{\text{Total Grade Points}}{\text{Total Credits}} = \frac{43}{14.5} = 2.97$$

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ACADEMIC REGULATIONS

ACADEMIC ACHIEVEMENT

RECORD OF EXCELLENCE

At the end of each semester a student who earns a GPA between 3.76 – 4.00 will be recognized in the Registrar's Record of Excellence

Academic Excellence

On completion of a programme of study, a student will be awarded as follows:

- Distinction - a cumulative GPA of 3.76 – 4:00
- Merit – a cumulative GPA of 3.00-3.75
- Pass - a cumulative GPA of 2.0-2.99



Academic Warning

An Academic Warning will be issued at the end of a semester if the student:

- fails one or more courses **and**
- has a Cumulative Grade Point Average between 1.50 - 1.99.

Academic Probation

[Table of Contents](#)

A student will be placed on Academic Probation if he/she:

- receives an academic warning in two consecutive semesters or
- has a Cumulative Grade Point Average below 1.50 at the end of a semester.

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ACADEMIC REGULATIONS

Academic Withdrawal

A student may be required to withdraw from a programme at the end of a given semester if he/she:

- has a cumulative Grade Point Average of less than 1.50 or
- fails three or more courses in that semester

Attendance

Students are expected to attend all classes and complete all requirements for any programme for which they are registered.

Absence from Courses

- Students are required to apply in writing to the Registrar for permission to be absent from classes for any period exceeding two days.
- Students who are absent from a given course for more than two consecutive sessions must provide a medical certificate which should be handed to the Head of Division.
- Students who are absent from classes will be held responsible for materials or projects which are due.

[Table of Contents](#)

Absence from Examinations

- Students who are unable to write an end of semester examination due to illness are required to submit a medical certificate from a registered medical practitioner within two working days of the examination date. In such circumstances a request for an alternative examination date can be made.
- If the absence is due to jury duty or national duty, he/she must provide evidence of this to the Registrar's Office at least one week prior to the date of the examination. In such circumstances a request for an alternative examination date can be made.
- Students who absent themselves from an examination without the approval of the Registrar will be assigned an 'F' grade for the course.

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ACADEMIC REGULATIONS

Repeats

A student who fails a course may apply to repeat the course by completing and submitting the appropriate form. The request must be approved by the Registrar and is granted subject to availability of space in the course, and on recommendation of the Head of Division.

Voluntary Withdrawal

- A student can withdraw from a given programme within 15 business days of the start of the academic year. Such a student must complete a withdrawal form and is eligible for a partial refund of fees paid.
- A student who withdraws from a programme after 15 business days is no longer eligible for a refund. Such a student may retain credits for any courses completed, provided the student re-registers within a three-year period.

Withdrawal due to Pregnancy

- A student who is pregnant must complete a withdrawal form at the beginning of the third trimester. Credits earned will remain valid provided that the student re-registers within a three-year period.

[Table of Contents](#)

Unofficial Withdrawal

- A student who is absent from major courses for a minimum of four consecutive weeks without permission from the Registrar will be deemed to have withdrawn and will receive “F” grades for all courses not completed.

Deferrals

- Students who are unable attend SJPI in the year offered must apply to the Student Services Division for a deferral. Deferrals are valid for one academic year and applicants must indicate their intention to accept the place by June 30th of the following year.

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ACADEMIC REGULATIONS

Transfers

- Transfers are done within divisions only. Students wishing to transfer to another programme within the division are required to complete an online Internal Transfer Form by May 30th. Such students are not required to sit the SJPI Entrance Examination but may be interviewed.
- Students wishing to proceed to the Diploma or Advanced Diploma in their current programme are required to complete the online Internal Transfer Form by May 30th. Approval for transfer is based on student performance, and a minimum GPA of 2.0 is required.
- A student who wishes to enroll in a programme in another division is required to complete the online SJPI application form. Such students are not required to sit the SJPI Entrance Examination but are subject to the interview process.

Student performance reports

- Student grades are posted online at the end of every semester. Students may request a printed report which is available for a fee.

Transcripts

- The Institution will forward official transcripts to institutions on behalf of students on request. A student who requires a transcript should complete and return the transcript request form which is available from the Division of Student Services.
- A student may request an unofficial transcript which will not bear the institution's official seal and is not signed by the Registrar.
- The fees for official and unofficial transcripts are listed in Appendix I

[Table of Contents](#)

ACADEMIC REGULATIONS

Exemptions

Students may apply for an exemption from individual courses in a programme if they have previously taken the same course or a post-secondary course with similar learning outcomes. A student who wishes to be considered for exemption from a course must complete a 'Request for Exemption Form'. There are two types of exemptions:

[Table of Contents](#)

A. Internal Exemptions

- Students will be granted exemptions for all courses completed at the SJPI within the last 3 years with a minimum C grade. All grades and credits will be assigned and will contribute to calculation of GPA. There is no limit to the number of such exemptions.

B. External Exemptions

- Students who request exemptions based CXC examinations or courses at other institutions will be assessed on a case-by-case basis.
- Where exemptions are granted all credits will be assigned but will not contribute to calculation of GPA.
- The core course COSK 1111 Communication Skills is compulsory and no exemptions will be allowed.
- Request for exemptions must be based on courses completed by the student within the last three years.
- Students will only be granted exemptions equivalent to a maximum of one third of the total number of credits required for a programme.



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ACADEMIC REGULATIONS

Assessment Procedures

- Students will be assessed throughout the semester and may be required to take a written examination at the end of the semester.
- Course assessments may take the form of quizzes, homework assignments, individual and/or group assignments and class tests.
- Practical skills will be assessed by observation and execution of projects.

Examinations

End of semester examinations are held during the last two weeks of each semester. Divisional timetables will be posted on notice boards and on the SJPI website: www.sjpi.edu.bb in advance of the examination dates.

Supplemental Assessments

- Students who receive a final mark between 40 and 49% (Grade D) in any course are entitled to a supplemental assessment. **Supplemental assessments for courses done in Semester 1 will be held during the first four weeks of Semester 2. Supplemental assessments for Semester 2 should be completed by the 31st July.**
- Students who pass supplemental assessments will be awarded a C grade.
- Students with a final mark in a course of between 40 and 49% after a supplemental assessment, will be considered to have failed the course and will be required to repeat the course. A repeat course fee will be charged. Students repeating more than 3 courses per semester will be charged the programme fee.

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EXAMINATION GUIDELINES

Dress - Students are required to comply with all aspects of the Institution's **Dress Code**.

Identification - Students are required to present a valid student identification card when asked to do so.

Personal Effects - Each student is required to have his/her own examination equipment, tools and instruments. • No borrowing will be allowed. • Only standard examination equipment (pens, pencils, erasers, etc.), tools and instruments approved by course instructors are to be used by students during examinations. • Bags and personal accessories are to be placed in the areas designated by the invigilators of the examination away from the reach of the candidates. • **The use of cell phones is strictly prohibited. They are to be turned off and placed out of the reach of students during the examination period.**

Conduct - Students are required to conduct themselves in a manner suitable for standard examination conditions, (no talking, no moving around, etc.) • Students are expected to comply with instructions given by invigilator(s).

Cheating - Any form of cheating will be penalized by the withdrawal of the examination paper and the assignment of a failure grade.

Entering and Leaving Examination Room - **Students should endeavour to be punctual for examinations.** • Candidates will not be allowed to enter an examination room 30 minutes after the start of the examination. • Candidates who wish to leave the examination room and return, will only be allowed to leave if accompanied by an invigilator. • Candidates will not be allowed to leave an examination room within 30 minutes of the start of an examination. • All candidates should ensure that they sign the attendance sheet before leaving the examination room.

Disabilities - Students with a disability must provide written proof – from a certified medical practitioner - a minimum of two weeks prior to the end of teaching. Documentation should be given to the Registrar.

[Table of Contents](#)

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GRADE APPEAL PROCEDURE

Each student will have the right to appeal an assessment decision, providing the correct procedure is followed as outlined below:

Step	Responsibility	Actions
1	Student	Consults with the course instructor within one week from the date that the grade was awarded.
2	Instructor	Reviews the assessment and communicates decision to the student within one week from the date of consultation.
3	Student (if not satisfied)	Completes grade appeal form and submits to Head of Division.
4	Head of Division	Investigates the appeal and resolves the matter. If there is no resolution at this stage, it is referred to the Examinations Committee of the SJPI Academic Board.
5	Examinations Committee	Reviews and investigates the appeal and reaches a resolution which is communicated to all stakeholders.

- A cost of BDS\$ 50.00 must be paid before the appeal is processed. The full cost will be refunded if the appeal results in a change of grade.

Cheating and Plagiarism

The Samuel Jackman Prescod Institute of Technology does not condone academic cheating or plagiarism of any sort. The penalties for these are as follows:

- (i) First offence: A score of zero for the assignment/ examination
- (ii) Second offence: A failing grade will be assigned, for the course
- (iii) Third offence: Further disciplinary action, which may include suspension and/or disqualification from all exams for a specified period.

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INDUSTRIAL / JOB ATTACHMENT

[Table of Contents](#)

Industrial/Job Attachment

- All full-time students are required to undergo a period of Industrial/Job Attachment in order to graduate from a given programme.
- The main aim of the attachment is to provide on-the-job experience for the student. During the attachment period, the student is expected to display the values fostered at the Institution by practicing a good work ethic, which requires punctuality, co-operation, productivity and the development of good working relations with colleagues, supervisors and management.
- Job attachment is usually scheduled for any six-week period during the summer, beginning from the second week in May until the second week in August.



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GRADUATION



GRADUATION CEREMONY

- The Graduation Ceremony is usually held during the month of November.
- Successful students will be notified in good time about arrangements for the ceremony including dress, photographs, procedures and any other pertinent information.



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GRADUATION

GRADUATION REQUIREMENTS

To be awarded a Certificate a student must:

- attain a minimum grade of C for all courses within the programme of study;
- achieve a cumulative grade point average of 2.0;
- accumulate a minimum of 30 credits; and
- satisfactorily complete a period of industrial attachment.

To be awarded a Diploma a student must:

- attain a minimum grade of C for all courses within the programme of study;
- achieve a cumulative grade point average of 2.0;
- accumulate a minimum of 60 credits; and
- complete a period of industrial attachment.

[Table of Contents](#)

To be awarded a Unit Certificate a student must:

- attain a grade C or above in any given course(s)



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SJPI ONLINE

STAFF



Grantley Robinson
*Systems Database
Administrator (Ag)*

Stevenson Gibbs - *Computer Network Technician (Ag.)*

Dwayne Williams - *Computer Technician*

Julius Weekes - *Computer Technician*

OPENING HOURS

Monday – Thursday: 8:30 AM -8:00 PM

Friday: 8:30 AM - 4:30PM

Saturday: 8:30AM - 12:00PM

Sunday: Closed

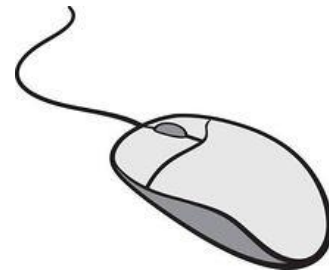
CONTACT INFORMATION

Telephone: 535-2262

Fax: 426-0843

A wide range of information technology services are available at the Institute. Services include:

- Student Computer Accounts
- 8 Computer Labs
- Campus wide Wi-Fi Internet Service
- Library Laptop Services
- SJPI Student Email Account
- Moodle Trident Learning Course Management System
- Grading System Portal
- Website (<http://www.sjpi.edu.bb>)
- Print Services (PaperCut Cards)
- EBSCO online library
- Social Media Platforms (Facebook, Instagram, Youtube Channel).



[Table of Contents](#)

PaperCut Print Services

- To print in the computer labs students are required to purchase pre-paid printing cards from the cashier in Accounts. These cards are available in dominations of \$2, \$5, and \$10 dollars.

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SJPI ONLINE

Login to computers on campus

- All students are assigned computer credentials to allow them to be able to securely login to computers in students' labs.

Username: Student ID # (Seven digits including leading zeros)

Password: Password#1 (NB the P is capitalized)



Accessing your SJPI student email

1. Visit the SJPI website: <http://www.sjpi.edu.bb>.
2. Mouse over the menu option "Current Students"
3. Select "Students Email"
4. Select "click here to access Office 365" and follow the directions.

Accessing Moodle Trident Learning

- Trident Learning allows you to access all your online course information.
- To access your online courses:

1. Visit <http://www.tridentlearning.org>.
2. Enter the following credentials:

Username: Student ID#

Password: Password#1

[Table of Contents](#)

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LIBRARY SERVICES



L-R. Lamar Nicholls, Julia Ward (Librarian), Kahdia Jordan, Annette Clarke, Vanika Roach

Opening hours

- As a result of ongoing refurbishment, library hours are Mondays to Fridays 8:30 am to 4:30 pm until further notice.

Membership

- Membership is open to all enrolled students and to all staff. Students are automatically registered with the SJPI Library and are eligible to use the services offered. A student who wishes to borrow books must produce a valid student identification card.
- Books are on loan for a period of fourteen (14) days. Reference materials are available for use in the library only.

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Library Collections

- Printed Resources – Includes a collection of over six thousand (6,000) books, which cater mainly to Technical & Vocational Education. The collection also includes Fiction and non-Fiction books to read at your leisure. Reference resources such as dictionaries, yearbooks and encyclopedias on various topics are also available.
- Vertical File - A collection of information resources pertaining mainly to Barbados and the Caribbean. These files contain clippings from single-issue journals, magazines, brochures and reports and copies of government documents such as the Official Gazette, Copyright Act and the Computer Misuse Act.
- Newspaper Clippings - Included in this collection of newspaper clippings are various subject areas collected mainly from the two local news publications.
- EBSCO Host database - Take advantage of browsing and searching your way to scholarly information via this leading educational database. Researchers have access to over 300,000 full text eBooks and audio-book titles as well as up to date journals and other research resources.

Services

- Book Binding*
- Laminating
- Photocopying
- Internet Lab with access to desktop computers*
- Laptop Loans
- Printing
- Scanning of documents
- Spiral Binding
- Wi-Fi Access

Library Liaison Programme

- An officer from the library is assigned to each Division to assist with information needs.

***Indicates service currently suspended**

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THE GUIDANCE OFFICE

Mrs. Shawna Carter - Guidance Officer

Telephone: 535-2241, Email: shawna.carter@sjpi.edu.bb

[Office located next to library]

"With one kind gesture, you can change a life. One person at a time you can change the world. One day at a time we can change everything." Steve Maraboli



At the Guidance Office, professional guidance and counselling services are available to all students. These services include academic advising, personal counselling, career guidance, financial assistance and scholarship information. The office is located next to the library. Call or email Mrs. Carter to book your appointment. CONFIDENTIALITY IS GUARANTEED.

SCHOLARSHIPS AND LOANS

Funding your education while at the SJPI may be a challenge. Below you will find a list of scholarship options. Please speak with your Guidance Officer to see how you can qualify.

- Barbados Public Workers' Co-operative Credit Union Limited
- BWU Co-Operative Credit Union Limited
- HIPAC Limited
- National Ozone Depleting Substances Phase-out Support Scholarship
- The Caribbean Catalyst Annual Memorial Kregg Nurse Scholarship
- The City of Bridgetown (COB) Co-operative Credit Union Limited

Here are some loan options:

- AXCEL Finance Limited
- The Student Revolving Loan Fund

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HEALTH & SAFETY

Safety Equipment

- Personal Protective Equipment (PPE) must be worn in all workshops, laboratories, kitchens and on the farm as specified by the division.



Health Services

- Students requiring medical attention should report this to the Division of Student Services.
- Students who become ill on campus or are injured will be referred to the Edgar Cochrane Polyclinic in Wildey or to the Queen Elizabeth Hospital. Parents/Guardians/Significant others will be informed immediately.
- Students who are under 18 years of age must be accompanied by an adult when seeking medical attention.

Emergency Drills

Emergency drills are held each Semester. On the sound of the alarm students must leave the buildings (classroom/workshop/cafeteria/kitchen/lab) in an orderly fashion on the advice of the Instructor and proceed to the appropriate safe area assigned. An individual will be appointed to ensure that everyone is accounted for. Under no circumstances should a student leave the safe area until the “all clear” is given by the person in charge of the emergency drill.

[Table of Contents](#)

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SJPI CHRISTIAN FELLOWSHIP



**SJPICF Member
presenting a Trophy to a
participant of the Annual
Grantley Norville
Memorial Football
Competition.**

The Samuel Jackman Prescod Institute of Technology Christian Fellowship (SJPICF) has been an active part of this institution since its inception. We operate as an inter-denominational organization governed by the Inter-School/Inter-Varsity Christian Fellowship of Barbados. We encourage all staff and students to participate in our activities; at leadership levels and as committed members who aim to partner to "Make Christ Known" across campus, to intentionally impact the lives of students, staff and their families. We host an Annual Football Match and Jesus Week and provide regular opportunities for members to interact during Passion Talks, Morning Devotions and Connect Groups where formal and informal discussions, bible study, and socialization take place. Also, our members are encouraged to join the Graduates Fellowship Ministry to continue their ministry potential.

**For further information contact:
Mrs. Kelly St. Hill - Division of General Studies
Mrs. Kellie Herbert – Distance & Continuing Studies
Ms. Paula Williams – Division of Mechanical Engineering & Printing**

[Table of Contents](#)

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CODE OF CONDUCT

The Samuel Jackman Prescod Institute of Technology expects that all students will:

1. Be courteous at all times and conduct themselves in a business-like manner.
2. Dress and groom themselves in a neat and tidy manner. Full-time students are required to wear the designated uniform at all times. **See Dress Code**
3. Wear student identification cards in a manner such that the photo and the identification number are clearly displayed. *[The student ID card must be presented to SJPI staff and campus security personnel on request.]*
4. Familiarize themselves with the Students' Handbook (Revised 2020) and at all times exhibit behaviour as prescribed by the Code of Conduct.
5. Work cooperatively with fellow classmates and instructors.
6. Exercise common sense and good judgment when using the laboratories, workshops and other facilities of the Institute.
7. Demonstrate respect for members of the opposite sex. *[Healthy interaction among students is encouraged but overt sexual involvement such as kissing, petting, and fondling and any other such activity whether it be consensual or not will not be tolerated.]*
8. Notify their immediate instructor, Head of Division or other senior members of staff when leaving the campus during class sessions.
9. Observe a speed limit of 16 km per hour on campus and park their vehicles in the designated parking area only.
10. Comply with the directions of security staff at all times.

[Table of Contents](#)



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DRESS CODE



The Samuel Jackman Prescod Institute of Technology updated its uniform in 2019, as part of a rebranding exercise intended to raise the profile of the institution. The new uniforms are tailored to fit and are consistent with the institute's position as the premier technical and vocational provider in the region.

- Male students now wear a buttoned-down, short-sleeved, pincord weave, Oxford shirt in the divisional color with embroidered SJPI logo, and khaki drill corporate tailored fit pants, worn with brown shoes and brown belt.
- Male students in the Division of Business Studies are required to wear White Pincord Weave with embroidered SJPI logo and navy-blue tailored trousers/slacks, worn with black shoes and black belt.
- Female students are required to wear the buttoned-down, short-sleeved, pincord weave, Oxford shirt in the Divisional color with embroidered SJPI logo, and khaki drill corporate tailored fit pants or skirts, worn with brown shoes and brown belt.
- Female students in the Division of Business Studies are required to wear a tailored suit in eggplant colour with SJPI logo embroidered onto the Jacket and black enclosed shoes.
- Designated workwear may also be required for individual programmes.
- Uniforms, with the exception of those worn by the Division of Business Studies, are available exclusively at Barbados Industries Limited, #4 Wildey Industrial Park, Wildey St. Michael, Tel. 538-7423, and must be ordered and paid for in advance.

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CODE OF CONDUCT

The following types of activities are **not** permitted:

1. Smoking, possession or use of alcoholic beverages or illegal drugs on the compound or at any institutional or student sponsored event.
2. Having in your possession knives or implements which can be considered weapons.
3. Gambling.
4. Harassment. i.e. verbal or physical conduct which creates an intimidating, hostile or offensive educational environment will not be tolerated. This includes unwelcomed sexual advances, unwelcomed physical contact of a sexual nature and making of repeated unsolicited gestures.
5. The use of abusive or obscene language.
6. Actions likely to endanger the health, safety and welfare of other students or staff.
7. Use of cellular phones in the classrooms, workshop or during any supervised activity unless special permission is granted.
8. Eating, drinking or disposal of food in classrooms, workshops or in the Hall.
9. The playing of loud music.
10. The unauthorized entry to rooms or restricted areas.
11. Rudeness to any member of staff or to a supervisor when on industrial / job attachment.
12. The riding of bicycles or motor cycles along the corridors.

[Table of Contents](#)



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CODE OF CONDUCT

Every effort will be made to ensure that the rights of each student are fully recognized. Students are expected, however, to ensure that their responsibilities to the Institution are observed. Any student who fails to comply with the standards laid down in the Code of Conduct is liable to sanctions from Academic Staff, Senior Management, and on referral the Board of Management.

The following sanctions can be instituted depending on the degree to which the offence departs from the Code of Conduct.

1. **Warning** - Oral or written
2. **Restrictions** - Exclusion from enjoying or participating in social activities, sports or from holding office in institutional clubs or organizations.
3. **Restitution** - Reimbursement for damage or misappropriation of property; this may take the form of appropriate service or other compensation.
4. **Suspension** - Temporary exclusion of a student from classes and all institutional activities. Students will not be allowed on campus during the period of suspension unless authorized. ID Cards will be withdrawn during the period of suspension. The SJPI is under no obligation to make up for lost time by students who are suspended.
5. **Expulsion** - Permanent severance of student's relationship with the Institution. Only the Principal shall exercise the option of expulsion of students and a recommendation for expulsion must be made to the Board of Management.

Administration reserves the right to conduct searches and to have offending students escorted off the premises.

[Table of Contents](#)

STUDENTS' RIGHT TO APPEAL

If a student disagrees with any disciplinary action taken he/she may make an appeal to the Head of Division, Deputy Principal, or lodge a written appeal to the Principal.

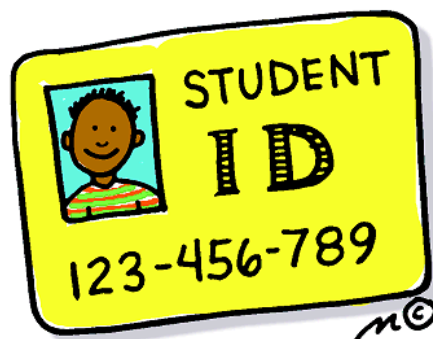
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STUDENT IDENTIFICATION CARDS

Student Identification Cards

1. All students enrolled at the Samuel Jackman Prescod Institute of Technology are issued with a Student's Identification Card (ID) at registration.
2. Each student is required to wear his/her ID card at all times when on the campus; ID cards should be worn in such a way that the pertinent information, i.e. name, student number and picture photograph is visible at all times.
3. The student identification card is the property of the Samuel Jackman Prescod Institute of Technology and must be returned to the Institution upon withdrawal or at the end of the programme.
4. Documentation requested by the student or on their behalf will not be released by the Institution if his/her identification card has not been returned.
5. The loss of an ID card must be reported to the Department of Student Services. A replacement fee is charged. (Appendix 1)
6. The student ID card must be presented:
 - when seeking entry onto the Campus to security personnel
 - when accessing Library services
 - when taking internal/external examinations at the Institution
 - when requested by SJPI staff
 - when requested by Campus Security

[Table of Contents](#)



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APPENDIX I. Fees Payable

Division of Student Services

- Printed reports - \$5
- Unofficial Transcripts - \$10
- Transcripts to local institutions - \$10
- Transcripts to regional institutions - \$15
- Transcripts to international institutions - \$20
- Replacement certificates (local) - \$50
- Replacement certificates (overseas) - \$75
- Replacement ID card - \$15
- Postage of certificates - \$25

[Table of Contents](#)

Print Charges		
	Teaching Labs	Internet Lab
Black & white single	\$0.25	\$0.25
Black & white duplex	\$0.40	\$0.40
Color	\$0.45	\$0.45
Color duplex	\$0.80	\$0.80

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APPENDIX II. EXTRACTS FROM EDUCATION ACT, CAP 41

Education Act, CAP 41, Section 64, 64A, 64B, and 64C apply. Section 64 states: (1)

(1) A person is guilty of an offence who

(a) causes a disturbance in an educational institution:

(b) insults or abuse a teacher or other person engaged in the instruction of pupils in the presence or hearing of the pupil:

(c) uses threatening, abusive or insulting words in an educational institution; and

(d) assaults a teacher or assaults, insults or abuses a pupil.

(2) A person guilty of an offence under subsection (1) is liable on summary conviction to a fine of \$500.00, or imprisonment for 6 months, or both.

(3) A prosecution for an offence under this section in relation to a public educational institution maybe brought in the name of the Chief Educational Officer.

Section 64A states:

- 1) This section applies to all schools.
- 2) Where a teacher of a school has reasonable grounds for believing that a student has in section 3 of the Drug Abuse (Prevention and Control) Act, gun within the meanings of the control of Offensive Weapon Act, or any article that has been reported stolen, the teacher may search the pupil's person and the pupil's property.
- 3) Where upon a search carried out pursuant to subsection (1), the teacher finds intoxicating liquor, controlled drug, gun, offensive weapon or any article that has been reported stolen on the person or in the possession of a pupil; the teacher shall report forthwith the finding to
 - (a) The police
 - (b) The Disciplinary committee as the case may be.
 - (c) The principal.
- 4) The search of:
 - (a) The pupil's person shall be conducted in the presence of an adult, other than the adult conducting the search; and
 - (b) A pupil's property shall be conducted in the presence of the pupil and another adult, other than the adult conducting the search.
 - (c) A female pupil may only be searched by a female in the presence of another female.
 - (d) A male pupil may be searched by an adult of either sex in the presence of another adult of either sex.

[Table of Contents](#)

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APPENDIX II. EXTRACTS FROM EDUCATION ACT, CAP 41

- 5) A search under this section shall be carried out in a private place whether on the school premises or elsewhere during school related activities, and no pupil, other than the pupil searched, shall be present during the search.
- 6) The instructor who carries out a search under the authority of this section may exercise the same powers, and has the same privileges and immunities as are conferred on a constable by law.
- 7) Where a search is carried out by an instructor other than the principal, that instructor shall forthwith forward a report in writing to the principal stating the facts and circumstances relating to the search.
- 8) Whenever a search is carried out pursuant to this section by an instructor other than the principal, the principal shall, forthwith after the search, institute an inquiry into the circumstances relating to the search.
- 9) Any pupil who
 - (a) assaults, obstructs or uses insulting, abusive or indecent language to a teacher carrying out or attempting to carry out a search under this section; or
 - (b) is found in possession of any intoxicating liquor, controlled drug, gun, offensive weapon or any article that has been reported stolen;

is guilty of an offence and is liable on summary conviction, if he is under the age of 16 years, to a fine of \$1,000 or if the pupil is 16 years of age or older to such a fine or to imprisonment for 6 months or both.

- 10) Any person, other than a pupil, who assaults, obstructs or uses insulting, abusive or indecent language to a principal, deputy principal or teacher carrying out a search under this section or any adult assisting the principal, deputy principal or teacher is guilty of an offence and is liable on summary conviction to a fine of \$2,500 or imprisonment for one year or both.

Section 64B (1) states;

A pupil who willfully damages or destroys school property or the property of any person lawfully on the school premises is guilty of an offence and is liable on summary conviction to a fine of \$500, if he is under the age of 16 years, or, if he is 16 years or older, to such fine or to imprisonment for 3 months or both.

[Table of Contents](#)