



THE HEINZ SIMONITSCH SCHOOL RULEBOOK

Revised September 2020

THE HSS POLICY HANDBOOK



The Education Regulation, Section 2a (1) of the Education Act of 1980 reads “A student shall obey the rules of the school he is attending.” The main purpose of the policy handbook is to inform all parents, students and teachers of the rules, policies and procedures of which they must abide while being a member of the Heinz Simonitsch School (HSS) community.

Before formally registering a student at the HSS, parents are required to sign a copy of our policy handbook indicating their acceptance of our rules, policies and procedures.

We encourage all members of the HSS community to read through this policy handbook as all of us play a role in the maintenance of order and control within the school.

RATIONALE

At The Heinz Simonitsch School we are committed to providing a positive culture where bullying, cyberbullying and other unacceptable behaviours are not tolerated. In doing so, all members of the school community will have the right of respect from others, the right to learn or teach, and the right to feel safe and secure in the school environment.

AIMS

The aims of this policy are to establish effective procedures to:

- Reinforce within the school community that no form of bullying is acceptable.
- Encourage the school community to be alert to signs and evidence of bullying and to have a responsibility to report it to staff, whether as observer or victim.
- Ensure that all reported incidents of bullying are investigated and responded to appropriately.
- Seek parental and peer group support and cooperation at all times.

GUIDELINES



This policy is to be read in conjunction with the:

- Ministry of Education (MOE) Student Engagement Guidelines.

Child Safe Policies.

- The Heinz Simonitsch School Values Statement.
- The Heinz Simonitsch School Student Code of Conduct.
- The Heinz Simonitsch School Community Code of Conduct.
- The Heinz Simonitsch School Cyber Safety Policy.

THE AIMS OF THE SCHOOL

The aim of our school is to provide a quality education that presents opportunities to develop each child's potential to the fullest.

The experiences and opportunities offered at our school allow each student to develop in his or her own unique way.

Our environment encourages our students to explore and discover the world around them and within this environment the students can interact

with one another and their teachers as happy, confident individuals.

We encourage our students to develop self - confidence, to have a compassionate respect for all people, to be self-disciplined and responsible

and to adopt good work attitudes so that they will always aspire to the highest

standards in all their endeavours.

At this school we strive to establish a Reputation for Excellence not only in the academic aspect of life but also in social, cultural and sporting

skills that are essential to the production of well-rounded young people who

will adapt easily to a changing world and who will be a credit to their parents, their school and their nation.

PUNCTUALITY

Students must be punctual. They should arrive at school at the time designated and obey all bells promptly. In the afternoon, students should leave school no later than 3:30pm unless they are engaged in some form of organized activity supervised by a member of staff.

ABSENCE FROM CLASS

Students must be present and punctual for all classes. Students may obtain permission to be absent or late to class from their subject teacher, Grade Supervisor, Vice principal or Dean of Discipline. Students must remain in class for the entire duration of their session except in cases of emergency when they are excused by their subject teacher. All legitimate needs must be attended to during break periods.

ABSENCE FROM SCHOOL

Students who have been absent from school for a day or more should, on their return, bring a note from their parent\ guardian stating the reason for their absence.

Students who need to leave school before the end of the school day should also bring a note from their parent\ guardian.

Telephone class or emails are not sufficient on their own. These notes must be handed in to the respective Grade Supervisors.

ASSEMBLIES

All students are expected to attend school assemblies and house meetings on the days and at the times designated. Attendance at General

Assemblies are compulsory for all students and repeated willful absence will be treated a a disciplinary offence.

ENTERING AND LEAVING THE PROPERTY

Students shall remain on the compound during times that school is in session, unless permission to leave is obtained from the Grade Supervisor, Dean of Discipline or Vice Principal. Such permission is only given in real emergencies. Those students who leave the property without permission are liable for suspension. Students are to enter and leave the compound through regular gates.

ILL STUDENTS

Students who are ill should report to the school's office. If it is necessary for the student to go home or see a doctor, the office will contact the parents\guardians. Students must not call parents to come and collect them without permission.

PLAYING IN AND AROUND CLASSROOMS

Playing and shouting in the classroom, on the corridors or around the classroom buildings is forbidden. Students are expected to observe the designated out-of-bounds areas.

EATING IN THE CLASSROOM

Eating and/or drinking in the classroom is forbidden.

CHEATING ON HOMEWORK AND TESTS

Copying assignments or cheating in tests constitutes academic dishonesty. The penalty for this type of dishonesty, or any form of plagiarism is a demerit and a mark of zero.

TEXTBOOKS AND OTHER EQUIPMENT

Students must obtain their own textbooks and other equipment required for their particular subjects. Borrowing is discouraged. A student without equipment cannot do his homework adequately and besides being a nuisance to his teachers and classmates, is showing little regard for self-responsibility. The students who is unprepared for his class is able to join the class at the discretion of the class teacher.

SECURITY OF POSSESSIONS

The school is not responsible for the property of students which has been lost or mislaid. It is recommended that students should only take enough money to purchase lunch each day and that it should be kept on their person at all times. If there is reason for an additional sum of money to be taken, it should be handed in an open envelope to the Grade Supervisor, with a note from the guardian or parent for safe-keeping.

RESPECT PROPERTY OF OTHERS

Students should respect the property of others and on no account should a student deprive others of what is rightfully theirs. Stealing therefore is a very serious offence. Students who damage or cause to be damaged the property of another individual, are liable for its repair or replacement.

LOST AND FOUND ARTICLES

Any article found by students in the classroom or on the school's compound should be taken immediately to the security post. Students who lose their possessions should report it to their form teacher immediately. The school will only be responsible for holding these items for a period of seven (7) days.

CARE OF SCHOOL PROPERTY

Students are expected to care the school's property. Students should not sit on desks or tables. Feet should not be placed on chairs or desks, nor names scratched on them. Walls should not be scribbled on. The destruction of any equipment, books, or other materials is considered vandalism. If students deface or destroy school property they will either have to pay for its repair or for its replacement.

PROHIBITED BOOKS AND GADGETS

Students should not have in their possession obscene materials, books, magazine or pictures in ANY FORMAT. Electronic devices not directly connected with any class are distractions and are forbidden in school.

TRANSPORTATION

Student-driven bikes or cars are not allowed on the premises, with the exception of Upper Sixth Form students who have to get special permission from the school and who must obey the prescribed guidelines.

KNIVES AND MISSILES

Students are prohibited from taking any knife or any other cutting implement or dangerous weapons to school. The use of stones, sticks, broken bottles, etc. as weapons is strictly forbidden and will be treated as **CRIMINAL BEHAVIOUR**.

APPEARANCE AND UNIFORMS

Students must be dressed in full uniform whenever they are on campus as long as school is in session. This applies to meetings, consultation sessions, book returns, exams and class parties. Students should ensure that they maintain a tidy appearance when in uniform, whether on or off campus.

COURTESY, SELF-CONTROL AND SPEECH

Students are expected to be courteous to each other, exercise self-control and refrain from using threatening or indecent language. Fighting on the school grounds or publicly in school uniform is strictly forbidden.

EXTORTION

Extortion is the act of trying to obtain something from another by force or threat. It is therefore a clear violation of the school's policy on violence and depending on the severity of the case, it may be treated as a **CRIMINAL OFFENSE**.

LITTERING

Students must keep their classrooms and school premises clean. Bottles, cans, papers and other rubbish must be disposed of in the proper receptacles. Littering degrades the school environment and is therefore an offense.

BULLYING

Bullying is an act of repeated cruelty in order to intentionally hurt another person, physically, or mentally. Bullying, whether written, verbal or physical, is a form of aggression and is therefore blatant violation of the school's policy on violence.

The school will not tolerate any form of violence; nor any type of abuse of its students. Additionally, the school also recognizes and condemns indirect bullying or social aggression, in which a student, or group of students, may be ostracized because of their race, religion, social class or perceived sexual orientation.

RESPECT FOR TEACHERS, ADMINISTRATION AND ANCILLARY STAFF

Students are expected to show the proper respect to all members of the school community. Disrespect, rudeness or insolence directed toward any member of the School Staff is a serious offence. Courtesy to others begin with self- respect and dignity. Discourteous behaviour shows immaturity and lack of self- respect.

SMOKING, DRINKING AND USE OF DRUGS

Smoking, drinking alcoholic beverages and the use, possessions, consumption or sale of any dangerous or prohibited substance on the school compound or in public while

in school uniform are forbidden. The indoctrination of anyone on the school compound in the use or consumption of illicit drugs (in any form), alcoholic beverages or smoking is a case of extreme misconduct and is also forbidden.

Smoking in any form, or drinking of alcoholic beverages on the compound or in uniform will result in automatic suspension. The sale, use or possession of dangerous drugs, cigarettes or vaping devices on the compound while in uniform, will result in strong disciplinary action being taken against the student.

VENDORS AND GAMING

Students may not patronize bars, games arcades or any gaming establishments while in school uniform. **STUDENT VENDING IS STRICTLY FORBIDDEN ON CAMPUS OR IN SCHOOL UNIFORM.**

VISITORS ON CAMPUS

Students are not allowed to entertain visitors on the campus. Persons (including parents and guardians) desirous of seeing a student must first report to the Main Office and make their request known. ALL visitors to the campus, including parents, guardian and past students should NOT go directly to the classroom.

BANNED SUBSTANCES AND ARTICLES

The following substances and articles must not be carried to or used at school:

1. Cards
2. Dominoes
3. Chewing Gum
4. Whiteout\liquid paper
5. Articles for sale
6. Electronic
6. Equipment without teacher's permission
7. Cigarettes
8. Alcohol
9. Illegal drugs
10. Inflammatory substances
11. Spray paints
12. Knives or other weapons
13. Any other substance or article that may be harmful to members of the school community.

Refusing to hand over a banned substance\ article when requested to do so by a teacher or other member of staff is considered to be extreme misconduct.

INTERPERSONAL RELATIONSHIPS

Interpersonal relationships among students are to be characterised by modesty, restraint and respect for the dignity of each person. At this stage of their development, students are encouraged to form wholesome, inclusive friendships with their peers.

Romantic behaviour associated with courtship is entirely inappropriate in a school setting. All forms of genital expressions of sexuality between students will be treated as extreme cases of misconduct. Over-familiarity between students is strictly forbidden. Parents and students are reminded that notwithstanding mutual consent or feelings of “being in love”, sexual intercourse with a minor (i.e. anyone between the ages of 12 and 15) is considered statutory rape by Jamaican Law. The school has a legal obligation to report any such offense which is brought to its attention.

USE OF CELL PHONES

The school forbids the use of cellular phones during school hours and the penalty for a student caught in breach of this rule is immediate confiscation of the phone that will be kept until the end of the school term.

We recognize however, that many parents still choose to provide their children with cell phones. We strongly recommend that parents consider providing the simplest instrument. These phones make targets of their owners, and have capabilities that can be used for academic cheating.

The school will not be liable for any cell phone stolen or damaged at school. Refusal to hand over a cell phone that is being used in contravention of the school rules when requested to do so by a teacher or other member of staff is considered to be extreme misconduct.

USE OF ICT

Students must use all information and communication technology equipment on and off campus in a way that is consistent with the schools ICT AUP . Students are permitted to take laptops, netbooks and tablets to school in order to complete assignments. Computer equipment must not be used to play games on the campus or to carry out activities that violates the ICT AUP. These students are responsible for the security of the devices while on campus and should ensure that they are in their possession at all times.

CLASSROOM CONDUCT

Good classroom behaviour is essential for effective teaching and learning. Students are therefore required to:

- Arrive on time for classes
- Approach their classrooms in a quiet, orderly manner, queuing on the corridor if the room is not yet vacated and enter through the front door.
- Stand when the teacher enters the room.
- Raise their hand and wait to be acknowledged by the teacher before speaking.
- Use the bathroom during break times
- Sit in their assigned seat
- Maintain a tidy classroom by keeping bags out of the aisle, not shifting desks and chairs, and by not littering. Return the room to its original configuration whenever furniture is moved to facilitate a special session.
- Listen attentively to the teacher and refrain from talking, passing notes, distracting or allowing themselves to be distracted by others.

CLASSROOM CONDUCT

- In the case where the class is held in a special room, eg. Computer lab, students are expected to form a line and wait quietly for the teacher to arrive.
- Be honest in doing their tests, classwork, and homework.
- Ensure that their work is theirs and theirs alone, submitted at the designated time.
- Use standard English for all oral or written communication unless a particular context requires otherwise.
- Be polite and courteous to their teachers and peers.
- Wait to be dismissed and where relevant, allow the teachers to leave the room before they do.

PARENTS' RESPONSIBILITIES

In the school context, educators, parents and students have responsibilities. To sustain a healthy learning environment, it is important that these parties to the education relationship acknowledge their respective responsibilities.

Parents have the responsibility to:

- Actively support the efforts of the school and its educators to teach their children.
- Involve themselves to the fullest possible extent in school activities.
- Make positive suggestions and contributions to improve the school's education process and the learning environment.
- Encourage their children to participate fully in school and extracurricular activities.
- Participate in the learning process and assist their children with homework, provide encouragement, check results and communicate freely with the school.
- Support the disciplinary structures and procedures of the school in the interest of maintaining an orderly and positive educational environment.

GUIDELINES FOR PARENTS

1. All Parents must read, comply with and enforce the school rules.
2. Parents must ensure that their children wear the correct school uniform at all times which includes navy socks and black shoes (not sneakers). Seniors must wear the school tie. The trousers and skirts must be of the regulation school navy blue material.
3. Parents must drop children off at school before 8:30 a.m.
4. The Ministry of Education requires that all children attend school a certain number of days per year. Children must not be taken on vacation during term time, nor be absent from any school event. Please note that schools in Jamaica do not close before the end of June.
5. Absences of any kind, other than illness, must be requested in writing. Absences of more than two days require a medical certificate.
6. Any work missed through absence must be caught up in child's own time, immediately.
7. School starts promptly at 8:30 a.m.
8. In the mornings, children should be dropped off at the gate and cars should move swiftly to avoid congestion. No parking is allowed at the front of the school at any time.

GUIDELINES FOR
PARENTS

9. With the exception of the Kindergarten, parents are not permitted in classrooms in the mornings as this distracts the teacher and delays the start of the day. Parents may meet with teachers in the afternoon after school.

Appointments should be made in the office.

10. No child or teacher may make or receive telephone calls during class time. Messages may be left in the office.

11. Children should only use the telephone in the office after school and only if the matter is urgent. They may not use cellular phones during school time or anywhere on the school premises.

12. Only kindergarten children should be collected from classrooms in the afternoon. All other children must be met at the front door.

13. If a parent needs their child to be picked up by someone else, they must call the office and inform the school of this change. Students will not be allowed to go home with anyone but their parents.

14. Children should be picked up promptly after school. No kindergarten students should be on the premises after 2:30 p.m. and all other students, except seniors attending activities, must be collected by 3p.m. The school is not responsible for students left after 3p.m. When the security guard goes off duty at 4p.m., the school will be locked.

GUIDELINES FOR
PARENTS

15. Each child should bring lunch and a drink in a lunch box or cash to buy a snack from the Tuck Shop. Bottles and food in plastic bags cannot be left on the tables outside the classrooms. There are no heating or cooking facilities in school. The school also does not provide glasses, cups or cutlery. No student may have food delivered to the school.

16. The white P.E uniform and white socks and white sneakers should be worn by Kindergarten and Juniors on Fridays and for all other school sports activities. Students participating in after-school football must wear the school P.E. uniform.

17. Students must do all class work and homework in regulation black and white hardcover exercise books which are available in the office. They require one book for each subject and this should last the entire year. No other kind of book is acceptable.

18. Homework is given to all students every evening. It should be written in the homework assignment book each day. Please ensure that your child does his/her homework at a table in the regulation school exercise books neatly and carefully and in a timely manner. Look the work over and sign the assignment book that you have seen it. Please make sure that when homework is completed, it is put in the school bag immediately so that it is taken to school the next day. Children should only take home books required for that day's homework. All other books should be left in desks, cubby holes or lockers. No school books including library books should be left at home.

GUIDELINES FOR PARENTS

19. Homework completed by parents is not acceptable.

20. Please make sure the office has all current telephone numbers and e-mail addresses. In the case of illness or accident, if a parent cannot be contacted, the child will be taken to Hospiten Medical Centre or The Baywest Wellness Center for treatment at the parents' expense.

21. If school property is damaged by a student, the cost to repair or replace will be charged to the parents.

22. Religion is not taught as an academic subject in the Junior school but stories on moral or religious topics are included in the curriculum. The weekly school assembly includes the teaching of values.

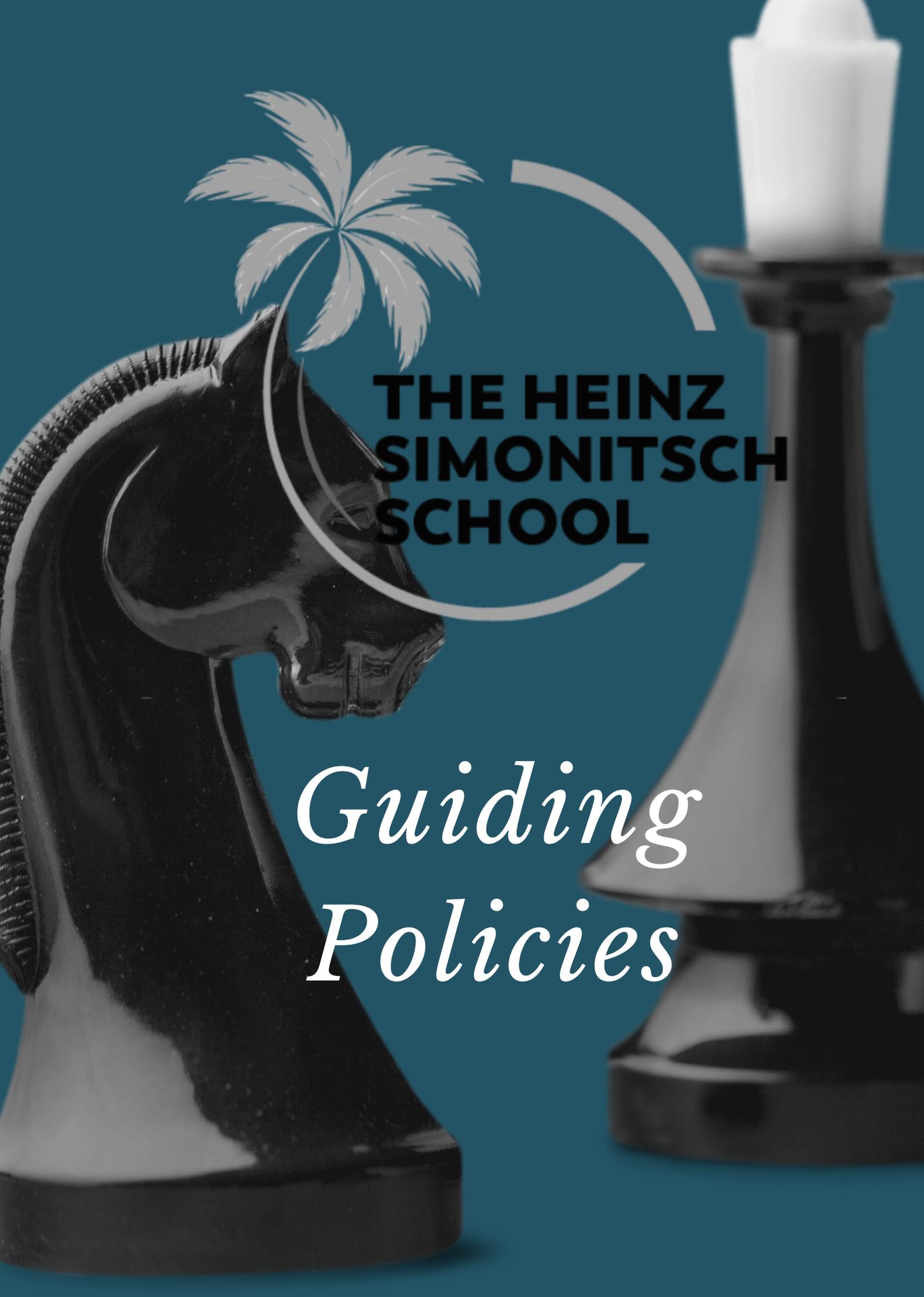
23 The school staff will take all reasonable precautions to ensure the safety of your child. However, some activities carry inherent risks and the school does not accept responsibility for any injury incurred by a child, or damage to or loss of personal property.

24. Fees must be paid at any branch of National Commercial Bank and the bank voucher turned into the office before the start of school. No child will be permitted to start school until the fees are paid.

25. Liability Forms must be signed and handed into the office with the Bank Voucher.

26. Report Cards must be returned to school at the beginning of the Easter and Summer terms so that they can be re-issued.

27. There is an application fee of \$1,000 per student for all new applicants. The enrolment fee of \$20,000 for all new students is non-refundable. There is also a fee levied for transcript requests. The first transcript for a current student is free, but there is a \$10,000 fee per transcript for any extras.



**THE HEINZ
SIMONITSCH
SCHOOL**

*Guiding
Policies*

BULLYING

What is bullying?

Bullying is repeated verbal, physical or psychological aggressive behaviour by a person or group directed towards a less powerful person or group that is intended to cause harm, distress or fear.

Bullying can occur when someone or a group of people deliberately upsets or hurt another person or damages their property, reputation or social acceptance. Bullying is not the same as conflict or fighting between people. There are also some behaviours, which, although they might be unpleasant or distressing, are not bullying:

Mutual conflict: involves an argument or disagreement between people but not an imbalance of power. Both parties are upset and usually both want a resolution. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation. Bullying is usually done by people who have more power or influence over someone else at that time due to their age, size, gender, status or other reasons.

BULLYING CONTINUED

Bullying is repeated behaviour and includes:

- Direct physical bullying: violence - including threats of violence e.g. hitting, kicking, tripping, pinching and pushing or damaging property.
- Direct verbal bullying: e.g. name calling, insults, teasing, intimidation, homophobic or racist remarks or verbal abuse.
- Indirect Bullying: Action designed to harm someone's social reputation and/or cause humiliation- this includes:
 - i. lying and spreading rumours.
 - ii. playing nasty jokes to embarrass and humiliate.
 - iii. mimicking.
 - iv. encouraging others to socially exclude someone.
 - v. damaging someone's social reputation or social acceptance.
 - vi. Sexual harassment: can be physical, verbal or visual.

It is an unwelcome or unreciprocated conduct of a sexual nature, which could reasonably be expected to cause offence, humiliation or intimidation. Sexual harassment may in certain circumstances constitute a criminal offence.

BULLYING CONTINUED

- Homophobia and other hostile behaviour towards students relating to gender and sexuality.
- Discrimination: including racial discrimination - treating people differently because of their identity.
- Cyberbullying: direct verbal or indirect bullying behaviours using digital technologies. This includes harassment by mobile phones, setting up a defamatory personal website or deliberately excluding someone from social networking spaces.
- Social rejection: or dislike is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.
- Single-episode acts: of nastiness or physical aggression directed towards many different people, is not the same as bullying. If someone is verbally abused or pushed on one occasion, they are not being bullied. Nastiness or physical aggression that is directed towards many different people is not the same as bullying. However, this does not mean that single episodes of nastiness or physical aggression should be ignored or condoned as these are unacceptable behaviours.

IMPLEMENTATION GUIDELINES

Teachers, parents and students are required to play an active role in the implementation of our Bullying Prevention Policy. As a school community we carry out a number of preventative actions to discourage bullying and encourage the development of caring and confident children who will not be bullies, be bullied or stand by whilst bullying occurs. Through programs including Mentorship programs and other curricular activities we will actively encourage and develop the children's self-respect and respect for others.

Mentorship programs will be actively used to encourage the development of positive social skills. Successful implementation of this policy requires a clear understanding of what bullying is and is not. Implementation will be applied to all forms of bullying. Negative behaviours not defined to be bullying will be addressed under the School Code of Conduct.

- I. HSS will deal with every incident of bullying in a systematic and consistent way.
- II. All new students, parents and staff will be informed of the Bullying Prevention Policy at the start of their time in school
- III. Periodic staff skills enhancement programs will be organised to inform staff of current strategies for dealing with these issues.
- IV. Disciplinary consequences for bullying (including cyber bullying) will comply with the school's Student Code of Conduct and Students Engagement, Welfare and Inclusion policy and/or the MOE Student Engagement Guidelines. The Principal or their nominee will provide disciplinary consequences including suspension in accordance with MOE Student Engagement Guidelines.

Preventing and responding to bullying is everyone's responsibility.

STAKEHOLDER RESPONSIBILITIES

Students

- Model acceptable behaviour to others.
- Use positive language and behaviour towards others.
- Let an adult know what is happening.
- Continue to report to a trusted adult.
- Say no to bullying and become responsible bystanders.

Teachers

- Teach and model appropriate behaviours and strategies to address bullying.
- Teach and clarify for the children the terms, meanings and distinct differences between bullying, social isolation, conflict, random acts of aggression/intimidation and meanness.
- Maintain classroom records of incidents and take appropriate action.
- Teach and promote tolerance and resilience.
- Arrive at class on time and supervise children in and out of the building.
- Communication between staff members using yard duty “clip boards” listing names of children requiring attention during yard duty times.
- Teach and model active listening so that all incidents are taken seriously.

STAKEHOLDER RESPONSIBILITIES

Possible indicators of a student being bullied include:

- Appearing frightened, unsafe, embarrassed, or angry.
- Work, sleep and ability to concentrate may suffer
- Relationships with family and friends may deteriorate
- Feeling confused and not knowing what to do about the problem
- General behaviour changes

Non-Teaching Staff

- Recognize and value the partnership between home and school.
- Promote and model appropriate behaviours.
- Teach and clarify for the children the terms, meanings and distinct differences between bullying, social isolation, conflict, random acts of aggression/intimidation and meanness.
- Teach and promote resilience and active listening.
- Recognize and value the partnership between home and school.

STAKEHOLDER RESPONSIBILITIES

Parents and Caregivers

- Be aware of the policy and strategies and actively discuss the policy with their children.
- Teach and model appropriate behaviours at home.
- Do not directly approach any other child or their family.
- Let your child know that bullying is totally unacceptable because it affects the emotional wellbeing and rights of others.
- Advise their children to report incidents of bullying immediately to a teacher. If possible, encourage children to report the incident themselves.
- Encourage their children to speak openly with them and to look at positive strategies to deal with their feelings.
- Stress to them that school should be a safe place for everyone, regardless of the differences between people. No-one deserves being bullied because they speak, look or act differently or in a way 'you don't like'.
- Demonstrate support for the school's consequences for bullying.

At The Heinz Simonitsch School we use a no blame approach and the method of shared concern to intervene in school bullying. The no blame approach is used with groups of students and enlists them in helping students who are the victims of bullying to be empowered and to have a happier time at school. The method of shared concern involves individual meetings with each student involved in the bullying with follow up sessions until the issue is resolved. Schools must follow privacy laws and may not be able to tell a parent everything that has taken place, especially about other students involved. These laws keep all children's information private.

WHAT ARE THE CONSEQUENCES?

if bullying has occurred, the following will happen

If a child has been involved in a bullying incident as defined by our school Bullying Prevention Policy the following steps would be taken:

The Leadership Team Will Ensure the Following:

-For the child who is the victim of bullying:

- Clarify the facts of the incident.
- Discuss the incident with the student(s) concerned.
- Make sure the grade Teacher, Vice Principal and Principal have been informed.
- Parents must be informed.
- Involve parents as required.
- Make sure that the victim of the bullying has been given strategies to deal with the incident

For the child who is bullying:

- Clarify the facts of the incident.
- Discuss the incident with the student(s) concerned.
- Link actions to consequences including time out, discipline note, detention or suspension as required.
- Restate the school rules on discipline and acceptable behaviours.
- Aim to change the attitude and behaviours.
- Make sure the grade Teacher, Principal and Vice Principal have been informed.
- Parents must be informed.
- Involve parents as required.

WHAT ARE THE CONSEQUENCES?

All incidents of Bullying, and any other incident considered by the Principal / Vice Principal to be sufficiently serious, shall be recorded in a register maintained by the School, which may include an electronic register.

Where a pattern of bullying or being bullied is identified through School records or other means the following escalating process will be applied:

- MOE support mechanisms will be involved as required and deemed appropriate by the School Principal.
- Parents will be notified and requested to attend a meeting with the School Principal and teaching staff as appropriate.
- If deemed appropriate, mediation involving the perpetrator(s), the victim and parents as appropriate will be arranged by the School.

THE HEINZ SIMONITSCH SCHOOL COMPLAINT POLICY

The purpose of this policy is to:

- provide an outline of the complaints process at the Heinz Simonitsch School so that parents and members of the community are informed of how they can raise complaints or concerns about issues arising at our school
- ensure that all complaints regarding the Heinz Simonitsch School are managed in a timely, effective, fair and respectful manner.

Scope

This policy relates to complaints brought by parents, care-givers, students and/or members of our school community and applies to all matters relating to our school. In some limited instances, we may need to refer the complainant to the Ministry of Education (“the MOE”) process where there are different mechanisms in place to review certain decisions (for example expulsion appeals).

THE HEINZ SIMONITSCH SCHOOL COMPLAINT POLICY

Policy

The Heinz Simonitsch School welcomes feedback, both positive and negative, and is committed to continuous improvement. We value open communication with our families and are committed to understanding complaints and addressing them appropriately. We recognise that the complaints process provides an important opportunity for reflection and learning. We value and encourage open and positive relationships with our school community. We understand that it is in the best interests of students for there to be a trusting relationship between families and our school.

When addressing a complaint, it is expected that all parties will:

- raise and discuss issues in a courteous and respectful manner
- acknowledge that the goal is to achieve an outcome that is in the affected student's best interests and acceptable to all parties;
- act in good faith and respect the privacy and confidentiality of those involved, as appropriate;
- recognize that all parties, including the broader school community, have rights and responsibilities that must be balanced; and
- recognize that schools and the school's board may be subject to legal constraints on their ability to act or disclose information in some circumstances.

THE HEINZ SIMONITSCH SCHOOL COMPLAINT POLICY

Preparation for raising a concern or complaint

The Heinz Simonitsch School encourages parents, care-givers or members of the community who may wish to submit a complaint to:

- carefully consider the issues you would like to discuss
- remember you may not have all the facts relating to the issues that you want to raise
- think about how the matter could be resolved
- be informed by checking the policies and guidelines set by the HSS on the school's office or request a copy from the school's office.

Complaints Process

The Heinz Simonitsch School is always happy to discuss with parents/care-givers and community members any concerns that they may have. Concerns in the first instance should be directed first to your child's teacher then Vice Principal or Principal. Where possible, school staff will work with you to ensure that your concerns are appropriately addressed.

Where concerns cannot be resolved in this way, parents or community members may wish to make a formal complaint to the Principal. The Principal may appoint a nominee (usually but not always the Vice Principal) to handle the formal complaint.

If you would like to make a formal complaint, in most cases, depending on the nature of the complaint raised, our school will first seek to understand the issues and will then convene a resolution meeting with the aim of resolving the complaint together.

THE HEINZ SIMONITSCH SCHOOL COMPLAINT POLICY

The following process will apply once the preliminary steps have been taken:

1. Formal Complaint received:

Please either email or telephone to arrange a meeting through the front office with the Principal, to outline your complaint so that we can fully understand what the issues are, and what steps have been taken to date to resolve the complaint. We can discuss your complaint in a way that is convenient for you, whether in writing, in person or over the phone.

2. Information gathering:

Depending on the issues raised in the complaint, the Principal, Vice Principal or nominee may need to gather further information to properly understand the situation. This process may also involve speaking to others to obtain details about the situation or the concerns raised.

3. Response:

Where possible, a resolution meeting will be arranged with the Principal to discuss the complaint with the objective of reaching a resolution satisfactory to all parties. If after the resolution meeting we are unable to resolve the complaint together, we will work with you to produce a written summary of the complaint in the event you would like to take further action about it. In some circumstances, the Principal may determine that a resolution meeting would not be appropriate. In this situation, a response to the complaint will be provided in writing.

THE HEINZ SIMONITSCH SCHOOL COMPLAINT POLICY

4. Timelines:

The Heinz Simonitsch School will acknowledge receipt of your complaint as soon as possible (usually within 48 hours) and will seek to resolve complaints in a timely manner. Depending on the complexity of the complaint, The Heinz Simonitsch School may need some time to gather enough information to fully understand the circumstances of your complaint. We will endeavor to complete any necessary information gathering and hold a resolution meeting where appropriate within 10 working days of the complaint being raised. In situations where further time is required, Heinz Simonitsch School will consult with you and discuss any interim solutions to the dispute that can be put in place if possible.

5. Resolution

Where appropriate, Heinz Simonitsch School may seek to resolve a complaint by:

- an apology or expression of regret
- change of decision
- a change of policy, procedure or practice
- offering the opportunity for student counselling or other support
- other actions consistent with school values that are intended to support the student, parent and school relationship, engagement, and participation in the school community.

In some circumstances, Heinz Simonitsch School may also ask you to attend a meeting with an independent third party, or participate in a mediation with an accredited mediator to assist in the resolution of the dispute.

THE HEINZ SIMONITSCH SCHOOL COMPLAINT POLICY

6. Escalation:

If a parent or community member is not satisfied that their complaint has been resolved by the school, or if their complaint is about the Principal, then the complaint should be referred to the school's board who will be able to provide you with advice and assistance and, if required, direct your complaint to the MOE for settlement.

THE HEINZ SIMONITSCH SCHOOL HOMEWORK POLICY

RATIONALE

Homework and related learning activities provide a significant link between the school and home and is an essential element of the partnership between parents and teachers in the child's education.

PURPOSE

It is important that home learning activities set at school are designed to:

- Support and encourage the child's learning by revising or consolidating what is learnt at school.
- Increase his/her confidence and enjoyment of learning.
- Provide opportunities for parents to encourage, express approval and further participate in their child's education.
- Develop skills of planning, organising and time management.

GUIDELINES

Homework will:

- Have definite objectives that are recognised easily by the child and by the parent.
- Involve the learner in tasks that can be handled with a reasonable level of success.
- Allow for children's different learning styles and rates of work.
- Be designed for a range of purposes such as practice, preparation, extension, creativity or gathering extra information or materials for class work.

THE HEINZ SIMONITSCH SCHOOL HOMEWORK POLICY

Implementation

- Homework tasks will be set for students in all grades and will be appropriate to the age and ability of the student.
- Parents are informed of guidelines regarding homework expectations and support at the beginning of the year, and as required throughout the year.
- Parents are encouraged to contact the classroom teacher to discuss any problems their children are having with homework.
- Instructions about set tasks are provided, and are clear for both parents and students.
- Homework activities are varied in order to maintain and stimulate the student's interest.
- Completed homework tasks are assessed by the teacher involved, and feedback provided to the students and parents

Homework will mainly consist of:

- Reading to, with and by parents
- Simple extension tasks associated with classroom activities
- Gathering of additional information or materials Homework will generally not exceed 90 minutes per day and will not be set during vacation periods.
- Independent reading on a daily basis
- Tasks such as continuation of classroom work, projects and research.

EVALUATION Formal and informal feedback from parents, students and staff.

THE HEINZ SIMONITSCH FIRST AID POLICY

Purpose

- To provide students, staff and visitors with immediate and appropriate First Aid care
- To provide guidelines for the administration of medication whilst students are in the care of the school staff. This includes: camps, extra- curricular activities and Out of School Hours Care

Guidelines

- All staff should be responsible for the care of ill or injured students
- Trained staff holding current qualifications of Level 2 First Aid (or its equivalent) will be on duty each school day
- All staff need to be officially aware of children with known or severe medical conditions including asthma, epilepsy, diabetes and \ or any pre-existing condition.
- Staff will be made aware of basic procedures to avoid the spread of infection at the beginning of each year
- Staff will provide immediate treatment for minor injuries. More serious injuries or sick children will be referred to the school's office who will mobilize external support and parents.
- Parents or the emergency contact person will be contacted in cases of serious injury, illness or injuries to the head
- In extreme emergencies, medical attention will be sought and the parents contacted
- An official accident report will be completed in all cases involving serious injury
- All other treatment will be documented in the first aid injury book or in the yard duty folder

THE HEINZ SIMONITSCH FIRST AID POLICY

- No medication (other than that required for asthma, epilepsy, diabetes) is to be brought to the school without parents providing instructions regarding its administration.
- Students with asthma should take responsibility for their own medication and should carry their puffers at all times.
- Parents will be notified of first aid treatment administered
- The staff member treating the child will complete all appropriate documentation
- Teachers taking after school activities will be responsible for first aid treatment
- Nominated staff will be responsible for the purchasing and organisation of first aid supplies, equipment and the sick bay
- Student medical consent forms will be carried on all excursions. One copy will be left in the school office and two copies will be carried on excursions.

THE HEINZ SIMONITSCH VOLUNTEER POLICY

Rationale

All schools greatly appreciate parent volunteers who assist positively with the implementation of the school's programs. Parent helpers however must comply with the school's expectations and practices.

Aims

- To enhance the educational programs of the school
- To build the partnerships between school and home
- To provide opportunities for parents to develop their skills
- To encourage parents to become active participants in their children's education

Guidelines

- Our school encourages the voluntary assistance of parent helpers in a variety of areas.
- Invitations for parents to assist in the school's programs will be regularly made via the school's newsletter, or through personal contact.
- Parent helpers for short-term projects such as day excursions, helping with reading, assistance with fair activities, working bees etc. will all be briefed by the teacher in charge as to their roles and responsibilities etc. prior to commencement. At the same time matters of supervision and safety will also be discussed.
- Parent helpers for longer term activities or activities with higher levels of required expertise such as literacy rotations or school camps will be required to undertake appropriate training.
- The school will conduct formal programs such as 'Classroom Helpers' to skill and recruit parent helpers.

THE HEINZ SIMONITSCH VOLUNTEER POLICY

- Parent helpers are expected to be mindful of privacy and confidential matters relating to the school community they may come across.
- Concerns relating to parent helpers should be addressed by principal and classroom teacher.
- All parent helpers will be required to sign in at the school office prior to volunteering in the school.
- Parent helpers are volunteers and are to be treated in accordance with the school's 'Volunteers' policy.
- Notice to be put out at the beginning of the school year, requesting parents who are interested in volunteering in school activities to obtain a Working with Children Check.
- A record of parents who have a current Police Check or Working with Children Check, will be kept at the office.
- Volunteers are actively encouraged to partake in school activities, and will be invited to do so.

Areas of possible assistance:

- o Early Literacy
- o Numeracy
- o Excursions
- o Swimming
- o Guest speakers
- o Classroom Helpers
- o School Camps
- o School council / committee membership
- o Fundraising activities / Fair

THE HEINZ SIMONITSCH VOLUNTEER POLICY

Areas of possible assistance continued:

- o Canteen
- o Working Bee

Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.

- The school will seek to provide a variety of opportunities for volunteer participation.
- Volunteers will be provided with any support, professional development or instruction necessary to help them carry out their tasks in an effective manner.

DISCIPLINE

The school has a responsibility to provide a well- ordered environment that conducive to learning. It is also obliged to develop in its students, those virtuous habits that will ultimately shape them into persons of good character-courteous, punctual, cooperative, diligent in studies and ethical in conduct.

To this end, the HSS insists that students adhere to a set of regulations designed specifically to ensure good order, and to instil the values and discipline, which hopefully will be internalized by all students at the Heinz Simonitsch School.

All behavioural events that the school wishes to bring to the attention of parents are recorded in the School Management System- Smartterm. Notification of these events may be directly sent to parents by email. The only sanctions recorded on a student's permanent record are demerits, suspensions and expulsions.

There are four types of sanctions:

1. Detentions
2. Demerits
3. Suspensions
4. Expulsions

DISCIPLINE

DETENTIONS

Detentions are given at two levels :

1. Prefect Detentions
2. Teacher Detentions

Prefect Detentions

Prefect detentions are given by members of the prefect body when they are on patrol , duty or spot checks. These detentions are given to students who may be inappropriately attired, in an out of bounds area, or for general acts of indiscipline to members of the school community. Repeat offenders are to be reported to the respective grade supervisors or to the Dean of Discipline who may then give a demerit.

The specific date, time , place and reason for the detention are given by the prefect issuing the detention. Failure to serve a detention will lead to further disciplinary action.

DISCIPLINE

Teacher Detentions

Teacher detentions are generally given for misdemeanours such as:

1. Lateness to class without a legitimate excuse
2. Frequent lateness to class
3. No homework
4. Being unprepared for class
5. Excessive chatting while a lesson is in progress
6. General acts of indiscipline
7. Minor acts of insubordination (teacher's discretion)
8. Inappropriate dress
9. Being in an out of bounds area
10. Bringing onto the campus electronic equipment without permission (these will be confiscated).

Note Well:

- Detentions are held on two specific days of the week, and supervised by a named member of the teaching staff
- Detentions generally last for one hour and 24 hrs notice is given so that the necessary arrangements can be made by the parents. (3PM – 4PM)
- Parents are well advised not to remove students from a detention before its completion
- If for some reason a student fails to serve the given detention and has a valid reason for doing so, he is to report to the assigned detention room on the next day that the detention is being held.

DISCIPLINE

DEMERITS

A demerit is given for a serious breach of the school rules:

- Gross insubordination
- Potentially dangerous pranks
- Disobedience
- “Skulling” classes and school
- Persistent use of foul language
- Being in possession of or accessing obscene material on the campus
- Giving a false name to someone in authority
- Missing detention without permission
- Leaving the campus without permission
- Repeatedly being out of school uniform
- Inappropriate behaviour off- campus while in uniform
- Frequently late to and or absent from school without a legitimate written excuse from the parent\ guardian
- Being persistently late and or absent from general assembly\ devotion
- Cheating and or any examination breach
- Any breach of exam regulations
- Excessive contact in games (kicking, punching or any kind of hooliganism)

DISCIPLINE

NOTE WELL:

1. A demerit is a 3 hour detention served on two days under direct supervision of the Dean of Discipline
2. The date, time, place and reason is provided by the Dean of Discipline with a minimum of 24 hours notice to parents
3. Demerit punishment takes priority over any after school activity.

Extended Demerits \ Suspensions

Depending on the severity of the event, an extended demerit or suspension may be given. The final decision is made by the school's administration.

Extended Demerit:

The student reports to the school and is assigned duties on the campus for a designated time period.

DISCIPLINE

SUSPENSION:

A suspension is a mandate by the school that the given student stay off its premises for a given period of time. This action becomes necessary when a student's conduct is likely to have a detrimental effect on the discipline of the school or when a student "commits any act which causes injury to any member of staff or any other student" (ref. Education Regulations Paragraph 29 (1) and (2)).

Instances of conduct that may result in an extended demerit in suspension include:

- Fighting
- Bullying
- Extortion
- Bringing weapons on to the campus
- Repeatedly leaving the campus without permission
- Deliberately and maliciously damaging school property
- Smoking
- Stealing
- Repeated unexcused absence from class
- Maliciously causing bodily harm
- Bringing onto the campus and or drinking alcohol
- Bringing on to the campus and or consuming marijuana- based substance
- Bringing on to the campus and or using cigarettes, vape devices and any form of e-cigarettes
- Gross insolence to staff
- Cases of extreme misconduct

DISCIPLINE

FOUR OR MORE DEMERITS IN A TERM CAN RESULT IN AN EXTENDED DEMERIT OR SUSPENSION. DEMERITS, EXTENDED DEMERITS AND SUSPENSIONS ARE RECORDED ON THE STUDENT'S PERMANENT FILE.

EXPULSIONS

Detentions, demerits and suspensions can eventually lead to an expulsion, this being the last resort of the school after all appropriate measures have been taken to rehabilitate the individual. Expulsion however is immediate if a student deliberately and wilfully brings onto the campus, or causes to be brought on to the campus weapons, or persons with the intention of inflicting or causing to be inflicted bodily harm to an individual.

Students who are found in possession of, who purchase, sell or cause to be brought onto the campus any illegal substance will also be expelled.

Where a student is guilty of extreme misconduct during the period of study leave or the course of their external examinations, he\she may be barred from attending graduation\ valedictory ceremony or from receiving a diploma\ sixth form certificate.

DISCIPLINE

MERITS

A student who in the judgement of a teacher performs acts that are good in themselves, or go beyond that which is expected, is awarded a merit. For example:

- Volunteerism
- Acts of honesty
- Helpfulness
- Cooperation
- Improved academic performance
- Perfect attendance \punctuality

Acknowledgement of Rules/Guidelines

I, _____, the parent/ guardian of
_____ currently enrolled in
_____ (grade), do hereby acknowledge reading and
understanding the above stated Rules and Guidelines of the
Heinz Simonitsch School. By signing this statement, I am
agreeing to support and follow said rules for as long as my
child/ ward is enrolled at this institution.

Signature: _____ Date: _____