



SCHOOL RULEBOOK

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MESSAGE FROM OUR HEAD OF SCHOOLS

Welcome to The Heinz Simonitsch School (HSS) Community! We congratulate you on the decision made to join our school family. At the HSS, we believe that our stakeholders play a critical role in every child's educational journey and total development.

Our school aims to provide a quality education that presents opportunities to develop each child's potential to the fullest and offer customer service of the highest standard for all stakeholders. We take pride in our team's continuous training and development to ensure that every family in our school receives the best service experience.

Our environment encourages our students to explore and discover the world around them; within this environment, our students can collaborate confidently with their peers and lead learners.

We encourage our students to develop self-confidence, have compassionate respect for all, be self-disciplined and responsible, and adopt good work attitudes so that they will consistently achieve a standard of excellence.

At this school, we strive to establish a reputation for excellence as we continue to "Change Average Into Amazing."

MISSION & VISION STATEMENTS

Vision Statement

To support the development of future leaders who are curious, reflective and critical in their thinking as global citizens.

Mission Statement

The Heinz Simonitsch School provides a positive, vibrant and an inspiring environment where students are valued and encouraged to succeed in becoming life-long learners.

Values

- Confidence,
- Independence,
- Persistence,
- Resilience,
- Respect.

THE AIMS OF OUR SCHOOL

Our school aims to provide a quality education that presents opportunities to develop each child's potential fully. The experiences and opportunities offered at our school allow each student to grow in their unique way.

Our environment encourages our students to explore and discover the world around them; within this environment, the students can interact with one another and their teachers as happy, confident individuals.

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 quickly to a changing world and who will be an asset to their parents, their school and their nation.

BACKGROUND

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 primary purpose of the policy handbook is to inform all parents, students, and teachers of the rules, policies, and procedures by which they must abide while being a member of the Heinz Simonitsch School (HSS) community.

Upon formally registering a student at the HSS, parents must 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 we all play a role in maintaining order and control within the school.



Guiding Policies

PARENTS' RESPONSIBILITIES

In the school context, educators, parents, and students have responsibilities. To sustain a healthy learning environment, all stakeholders in the education relationship must acknowledge their respective duties.

Parents have the responsibility to:

- Actively support the efforts of the school and their partners to harness the total development of 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.
 - Please participate in the learning process and assist their children with homework, encourage, check results and communicate openly and fairly with the school.
 - Support the disciplinary structures and procedures of the school so that The Heinz Simonitsch School can maintain a positive educational environment,
 - We stay informed with all school communication (emails, weekly newsletters, etc.).

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 and without exception.
3. Parents must drop children off at school by 8:15 am for punctual attendance to classes.
4. Children must not be taken on vacation or absent from any school event during term time. 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. Students must catch up on any work missed during absences in their personal time immediately. Students will be responsible for requesting the assignments administered during their absence.
7. Children should be dropped off at the gate in the mornings, and cars should move swiftly to avoid congestion. No parking is allowed at the front of the school at any time.
8. 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, and appointments should be made in the office to facilitate any parent\ teacher meeting.

GUIDELINES FOR PARENTS

9. 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. The person collecting the student must present proof of identification upon arrival. Students will not be allowed to go home with anyone but their parents without proper notice.
10. Children should be picked up promptly after school. Kindergarten students should not be on the premises after 2:30 pm; all other students must be collected by 3:30 pm. The school is not responsible for students leaving after 4 pm, and our campus closes at 4:30 pm on weekdays.
11. 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.

12. Homework and/or projects completed by parents are unacceptable and will not be graded.
13. 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.

GUIDELINES FOR PARENTS

14. If a student damages school property, the cost to repair or replace it will be charged to the parents.
15. Religion is not taught as an academic subject in Junior school, but stories on moral or religious topics are included in the curriculum. The weekly school assembly consists of the teaching of values, and all students are required to attend.
16. The school staff will take all reasonable precautions to ensure your child's safety. 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.
17. Fees must be paid at any branch of National Commercial Bank, and the bank voucher must be turned into the office before the start of school. No child will be permitted to start school until the fees are paid and without a written arrangement for a payment plan.
18. Liability Forms must be signed and handed into the office with payment confirmation of tuition fees.

GENERAL RULES & GUIDELINES

Punctuality

Students must be punctual. They should arrive at school at 8:15 am each day and obey all bells promptly. In the afternoon, students should leave school no later than 3:30 pm unless they are engaged in an organized activity supervised by a staff member.

Absence from Class or School

Students must be present and punctual for all classes. Students may obtain permission to be absent or late to class from their subject teacher, class teacher, or main office. Students must remain in style for the entire session, except in cases of emergency when their subject teacher excuses them. All legitimate needs must be attended to during break periods.

Assemblies

All students are expected to attend school assemblies and

house meetings on the days and at times designated. Attendance at General Assemblies is compulsory for all students, and repeated wilful absence will be treated as a disciplinary offense.

Entering & Leaving The Property

Students shall remain on the compound when school is in session unless permission to leave is obtained from the main office, and such permission is only given in real emergencies. Those students who leave the property without permission are liable for suspension.

Students Who May Be Ill

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.

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Playing In And Around Classrooms

Playing and shouting in the classroom, on the corridors, or around the classroom buildings is forbidden.

Eating In The Classroom

Eating and/or drinking in the classroom is forbidden.

Cheating On Homework and Test

Copying assignments or cheating on tests constitutes academic dishonesty. The penalty for this dishonesty or any form of plagiarism is a demerit and a mark of zero without exception. This offense is recorded on the student's permanent record.

Textbooks and Other Equipment

Students must obtain their 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, shows little regard for self-responsibility. The students who are unprepared for his class can join the course at the class teacher's discretion.

Security of Possessions

The school is not responsible for the property of students who have been lost or mislaid. It is recommended that students only take enough money to purchase lunch each day and keep it on their person at all times. If there is reason for an additional money to be taken, it should be handed in an open envelope to the main office, 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.

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Stealing, therefore, is a severe offense. Students who damage or cause damage to 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/ class teacher immediately. The school will only be responsible for holding these items for seven (7) days.

Care of School Property

Students are expected to care for 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.

Appearance and Uniform

Students must be dressed in full uniform whenever they are on campus as long as the 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, on or off campus. Students who breach the school's uniform requirements and grooming guidelines will be sent home.

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

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grounds or publicly in school uniform is strictly forbidden.

Bullying

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

The school will not tolerate violence or abuse of its students. Additionally, the school 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 proper respect to all school

community members. Disrespect, rudeness, or insolence directed toward any member of the School Staff is a severe 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.

Visitors on Campus

Students are not allowed to entertain visitors on campus. Persons (including parents and guardians) desirous of seeing a student must first report to the Main Office and make their request known. Absolutely no visitors are allowed in classrooms without obtaining permission to do so.

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Classroom Conduct

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

- Arrive on time for classes and approach their classrooms quietly, orderly, queuing on the corridor if the room is not yet vacated and entering 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 not littering. Return the room to its original configuration whenever the 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.

- When the class is held in a particular room, e.g., the Science 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 their work is theirs and theirs, submitted at the designated time.
- Use standard English for all oral or written communication unless a particular context requires otherwise.
- Be polite to their teachers and peers.
- Wait to be dismissed and, where relevant, allow the teachers to leave the room before they do.

DISCIPLINARY BREACHES & SANCTIONS

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 the Dean of Discipline, who may 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.