

NOTES

Kimberlee Smith - 514 - Phone

ST JOHN'S PREPARATORY SCHOOL

CONTENTS

| | Page # |
|--------------------------------|--------|
| 1. Mission Statement | 2 |
| 2. The School Creed | 3 |
| 3. Profile of the School | 4 |
| 4. Introduction | 5 |
| 5. Rules | 6-14 |
| 6. Rewards | 15 |
| 7. Punishment | 16 |
| 8. Together we build | 17-18 |
| 9. Agreement | 19 |
| 10. Notes | 20 |

**ST. JOHN'S PREPARATORY SCHOOL
MISSION STATEMENT**

**THE ST. JOHN'S PREPARATORY SCHOOL
STRIVES TO PROVIDE QUALITY
EDUCATION FOR STUDENTS, WHICH
WILL ENHANCE ALL ASPECTS OF THEIR
DEVELOPMENT, FOSTER
POSITIVE ATTITUDE AND VALUES, THUS
ENABLING THEM TO THINK
CRITICALLY AND FUNCTION
EFFECTIVELY IN SOCIETY.**

AGREEMENT

I have read and have agreed to all terms and conditions stated in the St. John's Preparatory School Hand Book.

.....

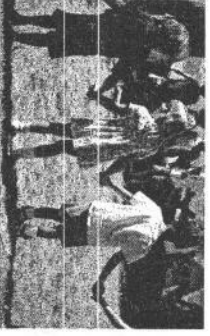
Signature of Parent/Guardian

.....

Date

Cont'd...

8. **DO NOT COMPARE** your child's progress with another child, as children learn at their own pace.
9. Attend school functions e.g. PTA meetings, Prize-Giving, Parents' Conference Graduations, sporting and fund raising events.
10. Talk with other parents about any ideas you have for improving the school and bring this to the attention of the principal.
11. Train your child to be **punctual** by getting him/her to school **on time**.
12. Listen to your child and allow him/her to express himself/herself.
13. Talk with your child about his/her civic responsibilities.



THE SCHOOL CREED

THIS IS OUR SCHOOL
 LET PEACE DWELL HERE
 LET THE ROOM BE FULL OF
 CONTENTMENT
 LET LOVE ABIDE HERE
 LOVE OF ONE ANOTHER
 LOVE OF MANKIND
 LOVE OF LIFE ITSELF
 AND LOVE OF GOD
 LET US REMEMBER THAT AS MANY
 HANDS BUILD A HOUSE
 SO MANY HEARTS MAKE A SCHOOL

PROFILE OF THE SCHOOL

The St. John's Preparatory School, founded by the Rev. L.B. Harrison in 1960, and owned by the Anglican Diocese of Jamaica and the Cayman Islands, is located in Ocho Rios.

Built on three quarters acres of land, donated by Lt. Colonel Robinson, the school began with an enrolment of ten students. The current enrolment is now over two hundred students drawn from various communities; Fern Grove, Buckfield, St. Ann's Bay, Claremont, Moneague, Boscobel and Runaway Bay.

The Physical structure which is in very good condition is quite spacious and well ventilated.

The school is governed by a Board with the Chairman being the Rector of the St. John's Anglican Church.

Education is provided by an Academic Staff of fifteen (15), in addition to the support staff.

The National Curriculum is followed and the students sit all external examinations set by the Ministry of Education. The school maintains an excellent track record of academic performance.

Spanish and Information Technology are offered to all grades. Music, Dance & Drama are also taught. Extra curricular activities include; Brownies, Red Cross, Cub Scouts, Builder's Club, Wellness & Environmental Club. Students also participate in the National Spelling Bee and other competitions. Sporting activities include; Swimming, Tennis, Football, Cricket and Athletics.

TOGETHER WE BUILD



1. Parents and teachers working together help to build strong home— school partnerships.
2. As parents you have more influence over your child's education than any other single factor, so you need to have a real input into the process.
3. Visit the school, observe your child at work and talk with his/her teacher about the child's performance.
4. Share information about your child with the teacher and learn more about him/her from the teacher.
5. Discuss satisfaction or concerns with the Principal.
6. Allow time for home work which should be done in a quiet place and go over the home work with him.
7. Examine your child's report card as well as his/her class work books and discuss his/her performance with him/her.

SOME FORMS OF PUNISHMENT

16

1. Time out—to complete work
2. Apology—written or oral
3. Logging—principal's log
4. Parents warning letter
5. Replacement of property
6. Fines
7. Suspension from activities
8. Manual labour
9. Suspension from school
10. Facing the School Board
11. Exclusion from the school

INTRODUCTION

5

The school is a community and the school rules are an expression of the need to safeguard the rights of all students, staff and workers individually and collectively.

The rules have been made to create the best conditions possible for the institution to be a place of learning, of personal growth and of preparation for membership of a democratic society for each student. Students should also be aware of the clear boundaries between acceptable and unacceptable behaviour. Students are expected to behave in a courteous, civilized and responsible manner to all members of the school community and to respect personal and school property.

They should also be cognizant of the consequences which accompany breaches of the rules.

Students must also be aware of their rights such as;

- * Being informed of anything important concerning him/her and be heard in accordance with the rules,
- * Being able to speak to teachers/administrators if he/she believes his/her rights have not been respected,
- * Be given the best possible chances of progression in his/her school life,
- * Be encouraged and treated with respect.

The rules are made to foster cohesion between school and home

THE RULES

DRESS CODE

1. Students must wear the correct uniform while travelling to and from school and on any official school day. Uniforms should be clean and tidy.
2. Girl's skirt should be worn not shorter than knee length.
3. Shirts and blouses must be worn inside at all times.
4. The colour of the shoe is black, must be one solid colour and should be neat and clean. Sneakers must not be worn with the school uniform, only for P.E. and on Fridays.
5. Trousers must be worn at the waist and must neither be tight nor baggy and only an underwear must be worn underneath.
6. T-Shirts/vests worn under the uniform should not be conspicuous of loud colours.
7. Only girls are allowed to wear one pair of earrings which must be knobs and should be worn in the ear lobes.
8. Elaborate hair styles will not be permitted. The emphasis should be on simplicity, neatness and tidiness. Hair ornaments must be limited to the school colours. No braids are to be worn by either girls or boys. Beads worn by older girls must be limited to small amounts and must be black, white or blue.
No beads are allowed for children from Kindergarten area.

Boys must wear simple haircuts, no designs or styles deemed inappropriate will be allowed. Example, ponytail and cornrow.

REWARDS

Rewards can be given individually or to a whole class.

These include:-

- Individual Star Chart ☆
- Smiling Faces ☺
- Verbal Praise
- Positive Comments Written in work books
- Special mention at Devotion
- Stickers to take home
- Class or Group Leader
- Certificates given out at Devotion
- Certificate—Boy/Girl of the month
- Well done postcards

CARE OF SCHOOL PROPERTY

14

1. Students should not destroy any part of the building, desks, tables, chairs or any other item of furniture or equipment. Damages must be reported promptly to the nearest teacher or the Office. Parents will be required to compensate the school for any damage, accidental or otherwise.
2. Students should not write on the walls or deface them in any way.

AROUND THE SCHOOL GROUND

General movement about the school should be characterized by respect for others and for the building. Running on the Corridors and all forms of rough behaviour within the school building is forbidden.

HOME WORK AND ASSIGNMENTS

1. Home Work is compulsory and should be done neatly and handed in on time.
2. Home Work and projects should be supervised by parents.
3. Students who fail to produce home work will be punished. E.g. time-outs.

7

9. No tattoos are allowed. No jewellery except functional like wrist watch must be worn during school hours. Responsibility will not be taken by the school for the loss of these items.
10. Students should not take valuable possessions to school. The school will not accept any responsibility in case of damage to or the loss of these.
11. Make ups e.g. lipsticks, nail polish or glitter should not be worn during school hours.
12. Crest should be worn for the duration of the school day and while travelling to and from school, by all students.
13. If for any reason a student is unable to wear the correct school uniform, on any given day, this must be communicated to the school in writing.
14. P.E gears are to be worn only the days specified on the time table, or if otherwise informed by the teacher.

CLASSROOM RESPONSIBILITIES

It is the responsibility of the teacher to create a positive learning environment in the classroom, and to do what he/she can to ensure that the individual pupil's progress as far as his/her abilities will let him/her. The students have a responsibility for establishing a positive learning atmosphere and should be active and concentrate on the work in the class. This means;

- Good conduct is expected at all times.
- Students must be on time for lessons.
- Students must comply with the class rules, including the seating arrangements of the teacher.
- All students should have the necessary books and materials for lessons.
- Students should not be disruptive in class. Discussion in class should be orderly as students must wait their turn to speak having been acknowledged by the teacher.
- Permission must be sought from teacher to leave the classroom.
- Eating is not allowed in the class during instruction. (Exception will be dealt with at the teacher's discretion).
- Students are expected to keep classroom tidy at all times and should not damage or destroy the school's property or that of other students.

4. There should be no eating on the road or in buses or taxis.
5. Students should remember that they represent the school on class/school trips and at a minimum, the school rules apply.

ATTENDANCE AT RELIGIOUS WORSHIP

All students are accepted irrespective of religious commitment.

A student may be excused from participating in special religious activities which are against his/her religious denominational beliefs, provided that his/her parents make application in writing to the principal of the school. However, all students are expected to participate in the routine assembly and devotional exercise of the school as is required.

SUSPENSION

1. Students will be suspended for attacking their teachers, using bad words and assaulting fellow students.
2. Students will be suspended for taking weapons to school.
3. Suspension will last for at least three (3) days.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

All students are expected to participate in at least one extracurricular activity.

ABSENCE FROM SCHOOL

1. Students who must be absent from school because of unavoidable, personal or family reasons, should inform the school. Parents/Guardians who wish to take a child out of school before dismissal must sign out at the Secretary's office.
2. Parents are required to pay the full term's fee for students who are absent from school.
3. Students who have been absent from school due to illness or injury should inform the school by telephone, and on return should bring a letter from parent or guardian explaining reasons for absence. In case of illness for three (3) or more days, a Doctor's certificate should be presented to the school on the child's return.

BEHAVIOUR IN LUNCH LINES

1. Students should form lines according to classes.
2. No pushing in lunch lines.

BEHAVIOUR OUTSIDE THE SCHOOL

1. Students are expected to behave in a proper manner when travelling to and from school.
2. Vulgar behaviour on street will not be accepted e.g. loud talking and aggressive behaviour and drinking.
3. Students should not be seen in stores, games rooms unless on business with an adult.

- Students must use every opportunity to speak correct English at all times.
- Any student who engages in the use of bad-words or abusive language, fights or aggressive behaviour will be disciplined.
- There should be no playing in the classroom.
- Students should form lines when leaving their classroom to others such as the Computer Room, Library etc, or for outdoor activities.

MOBILE PHONES

The school is aware of the need for some students to carry mobile phones to school. The school is also conscious of the possible dangers and problems that may arise from the use of mobile phones by the students which include;

- Possession or transmission of inappropriate images and other media.
- General nuisance in the classroom and
- Possible theft and the resultant loss of time due to investigations.

For these reasons and more, mobile phones should not be taken to school without the consent of the Principal.

The use in classroom or on the school grounds is banned.

- They must be turned off at all times while in school and must be handed to the class teacher until the end of school.
- Failure to comply will result in phones being confiscated.
- Confiscation on two or more occasions will result in the student being banned from bringing a mobile phone to school.
- Parents are asked to support the school by not allowing students to bring phones to school unless absolutely necessary.
- If a student needs to contact home in an emergency during the course of the day, the contact must be made through the Secretary or the class teacher.
- Loss of phones through non-compliance will not be the responsibility of the school.

- **THE RULES ABOVE ARE ALSO APPLICABLE TO MP3 PLAYERS ETC.**

ADDITIONAL TO GENERAL RULES

PUNCTUALITY

1. School begins officially at 8:15 a.m. with devotions and ends at 2:00 p.m. for the Kinder Department and 2:30 p.m. for the other classes. Students should be at school at least 15 minutes before the bell.
2. Students are required to be on time for devotional exercise, all classes and school functions.
3. Students who arrive after the official start of school are deemed to be late.
4. Between 2:30 p.m. and 3:30 p.m. students are engaged in several school activities supervised by teachers.
5. It is imperative that children be picked up on time as the school does not have an After Care Programme (Parents can speak with Teachers and Administrative Staff for advice, if the need arises). **Communication with the school if the time for picking up changes, is very important.**