

Jessie Ripoll Primary School



Parent/Guardian- Student Handbook Revised 2009 - 2010

“Ever to Excel”



For further information, please contact,

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“I will point out the road that you should follow; I will be your teacher and watch over you”. (Psalm 32: v 8)

JESSIE RIPOLL PRIMARY SCHOOL-HANDBOOK FOR PARENT/GUARDIAN & STUDENT

August, 2009

Dear Parents/Guardians and Pupils:

Welcome to all returning pupils and to those who are new to Jessie Ripoll Primary.

We believe that pupils can make responsible decisions regarding their behaviour when they understand the rules and the consequences of disobeying them. Pupils, we ask that you read the Student Code of Conduct carefully, and that you participate attentively during presentations on this topic at school. If you need help, ask for it before a problem arises.

Parents/Guardians, since your support is critical to success at school, we ask you to read the Code and counsel with your children about its significance. By working together, we can keep our energy focused upon our primary purpose: pupil learning.

The Board fully endorses and supports the Disciplinary Committee and Student Code of Conduct set forth in this handbook.

Please sign and return the notice in the back of this book. If you have any questions about discipline policies, you may contact us 928-1024.

Thank you for your support.

Principal & Staff

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2009 - 2010
JESSIE RIPOLL PRIMARY SCHOOL
STUDENT-PARENT/GUARDIAN
HANDBOOK

BOARD OF GOVERNORS

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ADMINISTRATION

Michael O. Brown (BSEd, MEd)Principal

Marcia Detry Fogah (BSEd, MEd)Vice Principal

Introduction

Jessie Ripoll Primary is located in the parish of Kingston. It is situated at the corner of South Camp and Deanery Roads. The Allman Town, Vineyard Town and Franklin Town communities border it in its urban setting.

The Jessie Ripoll Primary School opened its doors to the public on September 24, 1979. It presently has a staff complement of twenty –eight (29) teachers, which includes a Guidance Counsellor.

The majority of the staff has a first degree. There are also three clerical workers. Two regular watchmen (employed during school hours) are paid by the Ministry of Education, security (non- school hours) who are paid by the PTA and the school from annual contributions made by parents, four cooks and a supervisor, as well as four ancillary workers (two of which are part-time workers) and two grounds men.

The school caters for children from year 6 to 12 years, and its aim is to provide a constructive learning environment, which respects the uniqueness of each child. It also caters for the children's individual learning needs by helping children to succeed and by encouraging the development of self-confidence.

We encourage all parents to take an active part in your children's learning.

MISSION STATEMENTS

(i) ARCHDIOCESAN EDUCATION BOARD

The Education Board of the Archdiocese of Kingston is committed to Catholic education centred in God's love for each person as revealed in Jesus Christ, and therefore, we believe that each person is called to achieve full potential of mind, body and spirit.

We commit ourselves to formulate, develop and encourage policies, and make recommendations which will:

- create caring school communities in which competent and committed staff treats each person with dignity, respect and compassion.
- provide a curriculum which links faith, culture, community and the promotion of justice.
- help parents and guardians in the faith and human development of their children.
- promote an active educational partnership with parents, the school community, parish communities and government.
- assist with planning for the provision of the resources and facilities to ensure quality Catholic education.

We commit our expertise, experience and energies to advise and assist those who carry out the educational ministries of the Archdiocese of Kingston, and further commit to exercise our responsibility with sensitivity and compassion.

ii. MINISTRY OF EDUCATION

"To provide a system which secures quality education for all persons in Jamaica and achieves effective integration of educational and cultural resources in order to optimise individual and national development?"

iii. SCHOOL

The mission of Jessie Ripoll Primary School is to create an atmosphere that will encourage the integral growth of each member of our school community and so a preferential value is assigned to:

Dignity of every person in our community, progressive growth into a dynamic, mature individual, maintenance of a vibrant Christian tone, professional standards among staff members, sensitivity to the challenges of our local culture and awareness of our commitment to the needs of the poorer citizens of society as well as the inherent rights of women and children.

iv. Sisters of Mercy

Inspired by Catherine McAuley and committed by vows to serve the poor, sick and uneducated, the Sisters of Mercy of Jamaica sponsor and thereby empower Educational and Child Care Institutions to continue the mission of Jesus aimed at the affirmation and full development of human beings, made in the image of God. In these institutions, the Sisters of Mercy collaborate with the laity and other religious in furthering the mission of the church.

VISION STATEMENT & PHILOSOPHY

To provide a sound educational foundation that will:

- Foster growth In Numeracy and Science
- Promote positive values and attitudes

that will develop students to become innovative, creative, responsible and critical thinkers.

The principal objective of our community is to create an atmosphere that will encourage the integral human development of every member with emphasis given to:

- Full participation in Christian moral living
- Sensitivity to our demands
- Professional involvement

The above is achieved through:

- Daily worship/prayer, religious services, day of reflection(staff)
- Christian living and religion classes with the assistance of resource persons.

Participation in National events:

- Festival (dance, drama, speech, music)
- Internal competition (Spelling Bee, etc.)
- Exposure to cultures of other nations.
- Sports – internal, regional and national
- Social duties and house competitions
- Educational visits

National Anthem

Eternal Father bless our land
Guard us with Thy Mighty Hands
Keep us free from evil powers,
Be our light through countless hours
To our leaders, Great Defenders
Grant true wisdom from above
Justice, Truth be ours forever
Jamaica, Land we love.
Jamaica, Jamaica, Jamaica land we love.

Teach us true respect for all
Stir response to duty's call; strengthen us the weak to cherish
Give us vision lest we perish
Knowledge send us Heavenly Father
Grant true wisdom from above
Justice, Truth be ours forever
Jamaica, Land we love.
Jamaica, Jamaica, Jamaica land we love.

National Pledge

Before God and all mankind, I pledge the love and loyalty of my heart, the wisdom and courage of mind, the strength and vigour of my body in the service of my fellow citizen; I promise to stand up for Justice, Brotherhood and Peace, to work diligently and creatively, to think generously and honestly, so that Jamaica may, under God, increase in beauty, fellowship and prosperity, and play her part in advancing the welfare of the whole human race.

School Song

Your bell is ringing loud and clear
With zeal we come from far or near
We'll do justice to your name
Be it task or be it game

Cho: Ever to excel Jessie Ripoll
Oasis in a desert life
Beacon of education burning bright
Jessie Ripoll, ever to excel

We strive only for the best
Toiling on – no thought of rest
We'll do our best with heads held high
Ever reaching for the sky

Cho: Ever to excel Jessie Ripoll
Oasis in a desert life
Beacon of education burning bright
Jessie Ripoll, ever to excel

When brighter dreams are realized
Our sun will ever rise
Pleasant memories we hold of you
What love, what joy we found in you

Cho: Ever to excel Jessie Ripoll
Oasis in a desert life
Beacon of education burning bright
Jessie Ripoll, ever to excel

Brief History of Jessie Ripoll Primary School

Alpha Primary II, a Catholic school, opened its doors on September 24, 1979 (Mercy Day – The founding day for the Sisters of Mercy). This new school began with six hundred students and twelve teachers. Four hundred of these students and eight teachers came from Alpha Primary, and two hundred students and four teachers were from the Franklyn Town Primary School. A joint decision by the Board and administrator, along with the blessings of the Ministry of Education brought about a name change – Jessie Ripoll Primary. This highlighted the Alpha 100 celebrations, and brought to the fore Jessie Ripoll's thrust to help through education, the less fortunate in our society. Sister Shirley Chung served as principal for twenty-six years. Miss Rena Wolfe (retired) was vice-principal for eighteen years. Phenomenal growth in the school has occurred over the years.

Mr. Michael Brown took up the mantle of principal in September 2005. Present enrolment stands at nine hundred and five (905) students, academic staff twenty-seven (29), and vice-principal, Mrs. Marcia Detry Fogah. Extra-curricular activities include dance, music, karate, gymnastics and computer. Our athletes have participated in major sporting events such as, cricket, football, netball, track and swimming. In addition to our game activities, various clubs enrich the lives of our students. These include Red Cross, Builders Club, Scouts, Spanish, K-Kids, 4-H, Debating/Quiz, Cadets, Brigadiers, Sign Language, Brownies as well as the Jessie Outreach Group – (JOG).

Worship is a very important aspect of the daily activities of the school and Father Joseph Brennan, former school chaplain, gave much advice here. Mr. Michael Brown continues to embrace the principles laid by the former principal, Sister Shirley who encouraged her faculty to believe that education is the total development of the child and that the spiritual dimension plays a large role. Mass is held each first Friday in the Peter Claver Library.

Mr. Brown continues to motivate his teachers to be responsible for all students and to use endearing words to all. Yes, we have experienced storms and these brought about attitudinal changes in the society but we have the volition not to be deterred in our determination to strive only for the best.

As our school song states, "We strive only for the best, toiling on, no thought of rest", JESSIE RIPOLL – "EVER TO EXCEL".

"It's a family affair"

ACHIEVEMENTS

Over the years, Jessie Ripoll has displayed excellence in the academics as well as the performing arts especially in the field of dance and music. For the past four years, the school has won at least ten gold medals annually in various categories of dance ranging from traditional to contemporary. The Music Department has distinguished itself by winning a series of outstanding performance awards at the regional and national levels.

Both Departments entered the HIV/AIDS campaign competition organised by the Ministry of Education and Youth where they were crowned the regional champions. Since then, they have been a part of the Ministry's ongoing HIV/AIDS Education campaign. The school also received numerous awards in speech at the Parish and Regional levels.

The school's dance troupe and musical ensemble have become staple performers in many of corporate Jamaica's functions. The students excel academically in all the curriculum areas. This is evidenced by the outstanding Grade Four Literacy and GSAT performances.

The school has produced two Rhodes Scholars - Richard Thompson and Kim-Marie Spence.

The students are also fearless competitors in sports. They have made lasting impressions on their competitors in the areas of basketball, cricket, football, netball, athletics, swimming and rugby.

Although few trophies have been won in this discipline, the students believe in the school's motto 'Ever to Excel' and will not go down without a fight. Jessie Ripoll Primary has also made its mark in the Junior Schools' Challenge Quiz, other quiz shows and debating competitions.

Programmes of the School & Extra Curricular Activities

❖ Physical Education

All students are expected to participate in Physical Education, as this is a requirement by the Ministry of Education unless a doctor states otherwise, due to health reasons.

• The Dance Department

The Dance Department is one of the many departments that offer extra curricular stimulation for the young minds at Jessie Ripoll Primary. It boasts a rich history of outstanding performances, in which the school has won numerous gold and silver medals for performing at the Jamaica Festival.

Under the guidance of and the unwavering dedication of their parents, teachers and principal, the dancers were able to come back with determination at Jamaica Festival, 2004. The aged 9 – 12 dancers won the gold medal for their folk dance, and the aged 6 – 8 dancers went on to the National Finals and won the trophy for their folk dance, as well as the overall trophy for that category. In the academic year 2005-2006, the dancers again displayed a fighting spirit and danced their way to eleven gold medals.

We strongly believe that with Christ in the vessel, we will smile at the storm.

• Music Department

The aim of the music department is to provide students with singing, moving, listening, playing, composing and performing activities/experiences. The experiences will:

- explore, develop and refine ideas
 - develop musical skills, techniques and processes
 - develop an appreciation and critical evaluation of a diverse range of music in social, cultural and historical context
- provide students with opportunities to share their musical experiences within the school and wider community. This we hope will allow them to develop their skills as the year progresses.

Through the above, a musical ensemble was formed. The purpose of this is to have the children become more proficient in the playing of instruments. They also practice a repertoire of songs, with an emphasis on instrumental pieces, so that when an opportunity arises, the group is prepared to participate. Recently the Junior and Senior choirs were revived.

ENRICHMENT CENTRE

The Sr. Mary Paschal Enrichment Centre was officially opened on Wednesday, January 6, 2010. The room was renovated at a cost of M\$2.5. Thanks to the Digicel Foundation.

The purpose of the room is to provide academic intervention for low performing pupils as well as high achievers using diagnostic and prescriptive teaching strategies.

- **Information Technology**

Jessie Ripoll Primary school believes that by using computers effectively we can improve the learning of each child at our school.

Computers can make learning more interesting and enjoyable. They supply opportunities to provide experiences and allow teachers to direct learning in ways using current technological advances.

Computers are a part of our society and competency in their use and operation has become an important aspect of learning about our world.

Jessie Ripoll School has a major focus on Information Communication Technology. The school is networked with high-speed internet access on workstations. All classrooms have at least 1 multimedia computer. The School boasts one computer lab; the lab has 16 multimedia computers running Operating systems **Windows XP**, as well as 3 printers and a scanner. A specialist teacher is responsible for the maintenance and operation of the LAN, technical support, and facilitation of the computer laboratory. In the Laboratory, lessons that utilise computer literacy are developed. Classes have a weekly one-hour lesson with the specialist teacher. The computer specialist and the classroom teacher work as a team. The IT teacher facilitates and models skills sharing and professional development through a collaborative approach.

RESOURCE CENTRE

The Roy Golding Resource Room was officially opened on October 11, 2006. The room was refurbished at a cost of M\$2.2 compliments of the Digicel Foundation.

The programme for the resource room helps pupils who have learning difficulties especially in Language Arts and Mathematics. Remedial intervention classes are held in during the day. Individual students receive tutorials after school.

LIBRARY

The Peter Claver Library is in an air-conditioned building. It is well stocked with books. There is no assigned librarian but the Guidance Counsellor facilitates the process of exchange of books as her office is housed there. The Kingston & St. Andrew Bookmobile visits regularly to ensure that the books are current.

Children are able to visit the library between 7:00am-7:30am in the mornings as well as during the day when not in use by the Counsellor.

Regular workshops and parenting seminars are also held there.

- **Guidance and Counselling**

The Guidance and Counselling Unit of the Jessie Ripoll Primary School delivers a programme that embraces a commitment to the promotion and development of positive self-concept, high self-esteem, and the inculcation of responsible attitudes toward personal health and environmental well-being. The programme ultimately promotes the empowerment of the pupils to take responsibility for their health and well-being.

The programme focuses on developing positive attributes in the individual who will therefore demonstrate competence and maturity in the mental, social, emotional, physical and spiritual aspects of the self.

Because of participation in the programme, it is anticipated that the pupils will develop the necessary and relevant social skills including decision-making, as well as the competence in resolving conflicts peacefully. It aims to provide the pupils with the necessary coping skills, and

encourages them to manage their time in a meaningful way and to be more perceptive, especially in matters relating to themselves.

We believe that with our pupils' involvement in the programme; Grade 1 through Grade 6, they will become well-adjusted and productive individuals who are capable of actively contributing to the orderly development of this country. This department has earned its fair share of gold, silver and bronze medals through its participation at Festival and other musical competitions

Section II

School Rules

Please read the following rules carefully so that you are very familiar with them and can instruct your child accordingly.

- **School Hours:**

School begins at 7:30 a.m. and ends 2:15p.m. EVERY CHILD is to be at school for the start of the day. Late coming is not tolerated. If the child reports late for school often, you will be asked to remove the child to a school that is nearer to home. Regular classes are held on Fridays and every child is expected to be present.

Pupils **are not allowed to remain on the premises after dismissal** unless they are:

- (i) attending extra lesson
- (ii) involved in an extra curricula activity or
- (iii) Waiting for the school bus. **All students are to be picked up by 4:00p.m.**, as we do **not** have anyone to **supervise them** after this hour. Pupils who are not doing extra lessons or extra curricula activities are to be picked up by **2:30p.m.**

- **Late Arrival:**

According to the Education Act, The Education Regulation, 1980, a student's responsibility includes "attending classes punctually and regularly.

A child is considered late after 7:45a.m. Names will be recorded in the **late book** after 7:45am. A child who is late for three consecutive days will be given a letter for the parent to report to the Principal. After consultation with the Principal, if the late arrival continues, the matter will be referred and recommendations will be made for the child to be transferred to a school that is nearer to home. All gates except the front gate will be closed at 7:30am.

- **Late as a result of Appointments**

Parents of pupils who are late as a result of a previous appointment (Doctor's) should collect a form from the office and complete same. This form will then be signed by an authorised person. The form should then be handed to the class teacher so that the child can be recorded as **early. (NB. The register is considered closed at 9:00am)**

- **School Uniforms**

The pupils' **Dress Code** is designed to foster a safer and more respectful learning and teaching environment. The dress code is also in effect during off-site trips and excursions. In keeping with our Catholic values, clothes and personal belongings are to be neat, clean, presentable, modest and respectful. The complete uniform is to be worn every day. The uniform is as follows:

- a. Girls wear a white blouse, sox blue tunic, white belt, a tie, navy blue socks and black shoes. Black sneakers **only** may be worn with tunic. The length of the tunic must be 4 inches below the knees. **Neither the tunic nor the skirt length must be more than two inches above the knees.** "Mini" tunic or skirt is not allowed.

- b. The boys wear khaki shirt and pants. The crest is **sewn** on the left pocket of the shirt. (**not pinned**)
- c. Girls are not permitted to wear white T-shirt or any other blouse with the tunic or skirt at any time.
- d. The complete games uniform is to be worn on the day specified. No child is allowed to come to school wearing only shorts/skort, or part of the uniform. The skirt is to be the same style as the tunic and it must be 4 inches below the knees. It is worn over the shorts/skort with the games shirt. The boys wear the T-shirt (games shirt) and their khaki pants. Sneakers are to be worn and these are to be white or black.
- e. Dancers, members of the track/football team should be properly attired after all practice sessions. **Demerits** will be issued to children seen out of uniform.

Coloured sneakers, coloured laces and ankle socks are not permitted.

- f. Girls are allowed to wear only small earrings, **preferably knobs**, and no rings. Neither jewellery nor headgear is to be worn by the boys. (A simple watch is allowed for both boys and girls)
- g. Lip gloss is not permitted. (Chopstick is allowed)
- h. Articles of clothing and personal belongings should be labelled in case of loss.

The following clothing and personal belongings are not acceptable on the school compound by students, parents or visitors:

- a. Any clothing that reveals the midriff or underclothing.
- b. Shorts, skirts or dresses which are shorter than the arms at one's side with extended fingertips.
- c. Halter tops, tube tops, mesh shirts, muscle shirts, shirts with spaghetti straps, spandex bicycle wear, cut-off shirts or shorts, tops that are cut low in front or back.
- d. Clothing or personal belongings, which promote profanity, offensive messages, violence, sex, drugs, tobacco or alcohol.
- e. Clothing that is intentionally ripped or torn.

Pupils and parents are expected to accept the responsibility for adhering to this dress code. Pupils who are dressed inappropriately or have in their possession belongings that are contrary to our dress code will be reminded of our dress code, and **one or more of the following actions may be taken:**

- a. The pupil will be asked to change clothing or a parent will be called requesting change of clothing from home.
- b. In the case of a pupil being inappropriately attired on a frequent basis, a meeting with their parents may be requested.
- c. A pupil found with unacceptable personal belongings may have them taken from him/her for a reasonable period of time

- **Hair Style:**

Our pupils are **not allowed** to wear the various hairstyles in vogue. **No hair extensions/beads/weaves or colouring will be allowed.** The boys are to have their hair neatly cut and well groomed at all times. (No markings in the head) The girls are to wear styles that befit a child. **No jheri curls, extensions, elaborate cane rows, beads** etc. and only blue and white clips, bubbles(no more than three pairs), and blue ribbons or white ribbons should be worn, and these should **not** be used to "decorate" the head. If the child comes in with any of these hairstyles, it will be combed out, (for the girls), and the boys will be asked to have the style taken out before he can return to school.

- **Books**

All pupils are to have the required books on the book list. Books are necessary as these are tools that will help the child to learn. Without the books, you cannot expect your child to perform well. Parents are asked to supply their child with the required materials necessary for them to be meaningfully engaged in tasks and to make them productive. All lost, defaced, or mistreated text book belonging to the school/ library books will be replaced at the expense of the pupils/parents.

- **Lost and Found**

A lost and found box is maintained at the security post. Please clearly mark all items worn or taken to school.

The school does not hold itself liable for any lost item.

- **Absence:**

- a. If the child is absent from school **a letter must be sent in with the child when he or she returns to school**. This helps the school and parent to be aware of/record truancy.
- b. No child is allowed to leave school for any reason (appointments, funeral, etc.) without a **letter sent** in from the parent or guardian. Please do not call in such information as it is difficult at times to determine if it is the parent that is being addressed.
- c. Please inform the school promptly as to any changes in address, phone number, (home and work) as well as alternate and emergency numbers so that our records are as current as possible.

- **Pupils leaving Early from School**

Parents are requested to verify with the office either verbally or in writing when a pupil is required to leave the school earlier than the regular dismissal time or during the day for an appointment. Pupils are:

- a. To collect a **Gate Pass** from the office
- b. To record time of departure, reason for leaving early and the name of the adult assuming responsibility. **(An ID will be required if the individually is unknown to school personnel)**
- c. If an emergency arises and it is absolutely necessary for a pupil to return home during the school day, the school will contact the parent/emergency contact for permission. Pupils, who leave the school under such circumstances, will sign out at the office and the permission will be documented.

Gate Pass will be collected by the guard at the security post.

- **Parents/Visitors Entering the School**

All visitors, including parents and former students, are required to first check in at the security post. A security pass will be issued after the guard has documented or contacted the office. If you do not have a security pass then anyone will be able to question your presence on the compound.

We are most happy to accommodate your requests but wish to minimize classroom interruptions. If you have to bring lunch or book to school, it can be left at the security post/ office and the pupil will be called to the office at an appropriate time so that the classroom instruction is not interrupted. If you are picking up your child before the regular dismissal time, please report to the office. Your child will be called to the office to meet you. **(Gate Pass required)**.

Extra Curricular Activities:

- a. Extra lessons are offered Monday to Thursday (except Wednesday). The class teacher collects this every Monday morning. (Money can be paid in the office) Saturday classes are held from 9:00a.m. - 12:00pm for the challenged learners and anyone else who may need the extra help.
- b. Sports are an important aspect in the development of the child. Encourage your child to participate in the various events.
- c. Creative dancing is offered. Contact us for further information.
- d. Recorder and other musical instruments are offered. If you are interested in having your child learn an instrument, I encourage you to make the effort and sacrifice.
- e. Swimming is also offered.

- **Meetings:**

Regular monthly PTA meetings are held every second Monday. Every parent is encouraged to attend as many meetings as possible as important topics are discussed. We also bring in speakers occasionally.

Grade meetings are also held once per term. The Counselling department also organizes parenting seminars/workshops.

- **Consultation Day**

Consultation Day is the day reserved for the parents to meet with the class teacher to discuss their child's/children's progress. Pupils do not attend school on this day. The day begins at 7:30am and ends at 2:15pm. (Lunch time 11:00am-12:00pm) Parents will not be able to meet with the teacher involved on any other day unless there is an agreed appointment with him/her. No one other than a pupil's parent/s will be allowed to view or collect a pupil's report. If for any reason a parent has to send someone to view the report, a letter must be sent to the class teacher. The person must present a valid ID and the letter will be placed on the child's file.

- **Telephone**

Pupils are **not allowed to take cellular phones to school**. If a child is found with a cell phone this will be confiscated and will not be returned until the end of the term. There will be no exceptions. If there is a school trip and the parent finds it necessary to be in touch with the child **then and only then** will the child be allowed to take a mobile phone along with him or her.

- **Accidents at School**

Despite our best efforts, accidents are sometimes unavoidable. In the case of an accident, parents will be contacted.

In event of serious injury, pupils may need to be taken to the hospital. Please reinforce that pupils must report all accidents or injuries to the office or to their classroom teachers. All hospital bills are the responsibility of the parents.

- **Illness at School**

If a pupil becomes ill at school, parents will be contacted and requested to pick up the child.

Medically-At-Risk Students

Definition: A pupil with a medically diagnosed, predetermined health condition, who may experience life-threatening event, which would require immediate action is a medically-at-risk student.

Such conditions would include severe allergies (anaphylaxis), uncontrolled asthmas, juvenile diabetes, epilepsy, lowered immunity or haemophilia.

Medically-at-risk students with any of the previously mentioned condition should be brought to the attention of the principal or vice principal and the class teacher immediately.

- **Medication**

- a. Board policy requires that a form be filled out if parents wish school personnel to administer oral medication.
- b. Only medication presented by a physician or other health care professional will be considered a request for the service. The authorization to provide such service is to be made in writing by the parent(s)/guardian(s) and the physician. This form which is available through the school's office specifies:
 - Name of medication
 - Dosage
 - Frequency and method of application
 - Dates authorization applies
 - Any possible side effects

Under no circumstances is a principal or teacher allowed to administer medication without prior authority or to administer any medication where surgical tools or equipment is required.

Pupil Assessment

The assessment of pupils' progress and the achievement of the attainment targets and objectives in the curriculum involve making valid inferences. To be valid, such inferences must be based on factual evidence that is pupils' responses, behaviours and self-reports gathered from a variety of sources over a given period. Outside the regular reporting periods, if at any time parents are concerned about their child's progress, they are urged to contact the classroom teacher to discuss the classroom programme and required expectations.

Purpose of assessment

- a. Diagnose pupils' strengths and weaknesses
- b. Provide feedback on pupils' learning
- c. Provide a basis for instructional placement
- d. Inform and guide instruction
- e. Communicate learning instruction
- f. Motivate; focus pupils' attention & effort
- g. Provide practice in applying knowledge & skills
- h. Provide a basis for evaluation:
 - I. Grading
 - II. Promotion
 - III. Programme selection/admission

The following are types of assessment which are administered throughout the academic year.

- o Internal Assessment
 - Diagnostic Test- beginning of 1st term
 - Slosson Oral reading Test- 1st term
 - Unit Tests-all grades
 - End of term examination-all grades
 - End of year examination- all grades
- o External assessment
 - Grade One - Inventory
 - Grade Three –Diagnostic
 - Grade Four – Literacy & Numeracy
 - Grade Six - GSAT
- o Homework
- o Field Trips
- o Projects
- o Consultation

- **Homework**

The school does not wish to infringe upon the rights of children to have sufficient time for sleep, play or the time to participate in home activities, but it must also be recognised by parents and pupils that by the Ministry's curricula, pupils **will have homework.** It should be noted that effective use of class time could minimise the workload at home. Homework is given daily from grades one to six. The purpose of homework is to reinforce concepts taught in class.

As the name suggests, homework should be done at home under the supervision of parents/guardians. Homework should be completed and submitted on the date assigned by the class teacher. **Parent/Guardian must sign homework.**

A letter giving good reasons why work was not done should accompany homework that is not completed or returned on the date assigned. Pupils who fail to complete or submit homework will be penalised.

- **Projects**

A project is an in-depth study of a selected topic or theme carried out over a period. It is an important strategic technique for the classroom teacher. Projects provide opportunities for pupils to use their initiative to work on problems with the help of people in and around the school community. They allow for the integration of materials from a wide range of subject areas.

- **Rules regarding Projects**

- Work should be done by pupils with parental supervision
- Work should be submitted on the date assigned by the class teacher
- Work not submitted on the assigned date will attract a penalty. A letter should accompany all late submission
- 5% of the total mark will be subtracted per day for each late assignment. **The class teacher will not accept work not submitted within four days of the due date.**
- Where there is evidence to prove that the pupil did not do the work, the parent will be called in and the matter dealt with accordingly.
- All projects should be handwritten or typed (as instructed by Senior Teacher) and neatly presented.

- **REPORT CARDS**

- Parents are expected to collect pupils' report cards at the designated time.
- If a parent cannot collect a report card due to unforeseen circumstances, a letter should be written to the principal requesting that the report card be handed to a named person. The person collecting the report should have an ID (driver's license or National ID). The letter of request will be placed on the child's file.

**Learning is something students do,
NOT something done to students. Alfie Kohn**

Field Trips

We try our best to plan educationally sound excursions for students. The cost of trips will vary because they are based on the entry fee per child and cost of transportation. At any time, should excursions or activities present any family with financial hardship, please call the school office to discuss the matter confidentially. Participation of all pupils on these activities is a primary goal for the school. We encourage parent supervisors to join pupils on these trips but occasionally due to space limitations on the bus, numbers of volunteers may have to be limited. When such situations arise, names may have to be drawn or choice may be made on first response basis depending on the method chosen by the classroom teacher involved. Parent supervisors will be required to pay the admission costs designated for any trip unless otherwise notified. Signed and dated permissions must be received at the school prior to the departure of the trip – **without this permission the pupil will not be allowed to participate in the field trip.**

Field trips will be a part of the students learning experience. The term field trip applies to any true life activity in which a school group leaves the classroom to go to the actual source of information for the purpose of learning.

Field trips serve the following purposes:

- a. to gather first hand information
- b. to enrich, extend, validate or visualise information from print or other sources.
- c. to attempt the uncovering of new data.

Rules regarding field trip:

- a. Parents/guardians must give permission for their child to participate on the field trip by signing and returning a permission slip before child will be allowed to participate.
- b. Parents/guardians must ensure that all deadlines, including special payment arrangements are met regarding field trip.

Prize giving

The Jessie Ripoll Primary School places great emphasis on outstanding performance. As a result there is an annual prize giving / award ceremony at which our students who have given outstanding performance at the class level and in the academic subjects are honoured.

Similar awards for performance in extra-curricular activities, deportment and punctuality and attendance are also presented. The ceremony is usually held in May. (Child Month)

Parents are asked to encourage high standards in the children as this is a partnership between home and school.

Special Awards

Special awards are presented at the School Leaving Ceremony/Graduation. These awards include:

- **The Principal's Award**-presented to the most outstanding Grade 6 pupil who has come closest to achieving the standard of character expected of JRPS pupils
- **George Scarlett Award**-financial assistance to the child who achieves excellence in **GSAT Mathematics**
- **Raphael George Davis Award**-given to the most outstanding student in **GSAT**
- **Terry Brown Award**-given to pupil for excellence in **GSAT Science**
- **PTA Award:** presented to the child who gains the highest mark in **GSAT Social Studies**
- **The Shirley Chung RSM Award:** This award in honour of JRPS former principal, is given to the child who gains the highest mark in **GSAT Language Arts**

Other minor awards are given from time to time by past parents as a way of "**Giving Back**".

Section III

Code of Conduct

A National Code of conduct sets clear national standards of behaviour. It specifies mandatory consequences for pupil actions that do not comply with these standards. These standards apply not only to pupils, but also to individuals (parents, guardians, volunteers, teachers and other staff) whether they are on school property or at school authorised events or activities. "Our school community must be responsible for providing an environment that is spiritual, nurturing, positive, caring and safe.

To achieve this, our school community respects: **God, Oneself, Others, Property and Nature.**

The welfare of our children is the shared responsibility of the home, school and church.

Jessie Ripoll Primary is a place committed to promoting **respect, responsibility, civility, and academic excellence in a faith-based learning and teaching environment.** This commitment becomes visible when everyone strives to be a responsible citizen working to create a sense of belonging and caring for one another. A major goal in our Mercy school is to strive for self-discipline.

a. Classroom

The teacher and pupils in each classroom set up the rules of the room. These rules are expected to be reasonable, understood by the children and consistently enforced. This allows for minor variations in rules among the various rooms.

b. Lunch Room (Mercy Hall)

Persons designated along with prefects will supervise this area. We allow pupils to carry on normal conversation and enjoy each other's company, but we cannot allow one child's freedom to interfere with another child's rights. Loud talking, playing or throwing of food and making remarks about the food which might upset the appetite of others will not be tolerated.

NB-the following rules govern the canteen & Mercy Hall-

- tickets are used in the canteen for the purchase of items
- pupils must join a queue/line
- pupils are expected at **all** times to dispose of garbage in the designated receptacles/bins
- the canteen is closed no later than 4:00pm

c. Out of Bounds area

- playfield is deemed out of bounds unless children are supervised
- pavilion after 4:00pm
- back of school compound
- garden area by the library

School Functions:

Pupils who attend school functions of any kind are expected to display proper conduct. Parents/Guardians are asked to cooperate with the school by not allowing their children/wards to run around unattended. **Sitting as a family** to enjoy the activity will help prevent such problems. Pupils who do not control their behaviour can be asked to leave, and may not be allowed to attend other events.

School Leaving Ceremony/Graduation

Participation in Graduation/School Leaving exercise is not automatic. In order to ensure the academic integrity of the school, certain academic and behavioural requirements must be attained in order to graduate. (Please see appendix)

Girls: Full uniform-white blouse, tunic, tie, belt, navy blue socks and black shoes. The hair should be well groomed; no adult hair style.
(No braids, weaves, wigs, hair extensions, beads or Jherri curls)

Boys: Khaki pants and khaki shirt with crest, navy blue or brown socks and black or brown shoes. Hair must be well groomed. (No patterns/styles)

Any child who arrives late or is not properly dressed **will not** be allowed to join the procession or sit with the graduating class.

A photographer is contracted to take pictures during the ceremony. Parents who wish to take pictures **must** do so **before or after the ceremony**. (A letter is usually sent home to advise parents of details re graduation/school leaving exercise)

Board/School Code of Conduct:

- Stipulates roles and responsibilities for all school members
- includes input from teachers, staff, pupils and the PTA
- allows for suspensions and expulsions for defined infractions

Disciplinary Policy

The overall goal of our discipline policies is to maintain an excellent classroom learning environment and to help children develop self – control, patience and the recognition of the rights of others. We try to keep rules to a realistic limit. We try to be firm, fair, and consistent while showing respect and care for our pupils.

We consider the following to be examples of serious offences:

- Disrespect or disobedience to any authorised adult in the school setting
- Behaviour that keeps the pupil and/or class from learning
- Fighting/wounding
- Vandalism
- Bullying
- Obscene or suggestive behaviour or language
- Possession, sale use or promotion of alcoholic beverages, cigarettes or other illegal substances
- Chewing gum on the school compound
- Possession of cellular phones, radios, MP3, iPods or other electronic devices
- Stealing
- Being absent from class although one is present at school

These problems will immediately be referred to the principal. Consequences will be determined by the severity of the incident and the pupil's previous discipline record. Possible consequences are:

- Verbal reprimand with pupil making apology and/or restitution where necessary
- Loss of privileges
- Parental contact
- Suspension (The Education Act; The Education Regulation, 1980)
- Behaviour essay
- Detention
- Referral to an Outside Agency

BANNED ITEMS

- Chewing bubble gum
- Mangoes/guineps (Eating on school compound)
- cellular phones, radios, MP3, iPods or other electronic devices

Discretionary Suspensions

A pupil may be suspended from school and from engaging in all school related activities if the pupil commits any of the following infractions:

- a. Persistent opposition to authority
- b. Habitual neglect of duty
- c. The wilful destruction of property
- d. The use of profane language or gestures which convey a disrespectful or inappropriate message
- e. Conduct injurious to the moral tone of the school or to the physical or mental well being of others in the school

• In-House Suspension

A pupil who receives In-House suspension will be asked to wear white blouse and white skirt (female-no tie) white shirt and black pants (male-no crest) to school for a period not exceeding ten (10) school days.

Prefect

The prefect system is established to help with the maintenance of discipline in the school. Two students are chosen from each class based on their leadership skills and discipline/deportment. Each prefect wears a badge which is provided by the school and if this is lost it is replaced by the student. This is part of the effort to teach them responsibility. The Disciplinary Committee works with the prefects in order to help them to live up to their responsibility. A prefect loses the badge if he/she commits an infraction that violates the criteria for being a prefect.

Litter Warden

Litter wardens are chosen from each class based on their approach to keeping their environment clean. Each litter warden wears a badge that is also provided by the school. If the badge is lost, the litter warden is responsible for replacing it.

Requirements for pupils

1. A pupil shall:
 - a. Be diligent in attempting to master such studies as are part of the programme in which the pupil is enrolled
 - b. Exercise self-discipline
 - c. Accept such discipline as would be exercised by a kind, firm and judicious parent
 - d. Attend classes punctually and regularly
 - e. Be courteous to fellow pupils and obedient and courteous to all teachers & other staff

- f. Be clean in person and habits
 - g. Take such tests and examinations as are required by or under the Act or as may be directed by the Ministry of Education
 - h. Show respect for school property
2. When a pupil returns to school after an absence, a parent/ward of the pupil shall give the reason for absence orally or in writing, as the Principal requires.
 3. A pupil may be excused by the Principal from attendance at school temporarily, at any time at the written request of a parent/ward of the pupil.
 4. Every pupil is responsible for his/her conduct to the Principal/vice principal of the school:
 - on the school premises
 - on out-of-school activities that are part of the school programme.

SPECIAL NOTE TO PARENTS/GUARDIANS

Guarantees for pupil success as illustrated by various proven studies:

- a. Become involved in your child's/ward's education
- b. Be a friendly critic
- c. Support a broad and balanced curriculum
- d. Learn about the Revised Primary Curriculum and how it can benefit your child/ward
- e. Encourage your child to co-operate fully and to join in school activities, taking pride in self, the school building, grounds and community as a whole
- f. Spend time with your child. Read, play, share activities, express feelings, talk about successes, difficulties, uncertainties and plans
- g. Have high expectations of conduct as well as achievement
- h. Praise specifically. Recognise and name strengths and achievements; discuss the next steps
- i. Give moral guidance. Know your values and demonstrate them clearly, both in what you say and in what you do.
- j. Encourage your child to be willing to **'give back'**

CLUBS

Club meetings are held Thursday afternoons at 1:00pm.

CLUBS	EXTRA CURRICULAR ACTIVITIES
Builder's Cadets Brigadiers	Karate –payment weekly/monthly
Red Cross 4 H Art	Swimming-payment-term/weekly/monthly
Science/Environmental Brownies	Music (Instruments)term/monthly
K-Kids Sign Language Reading	
Cool Kids Speech & Drama Spelling	
Little Story Tellers Scouts Football	
Music	

HOUSES

ALOYSIUS	YELLOW
FATIMA	GREEN
JOAN OF ARC	BLUE
PASCHAL	RED

PARENT VOLUNTEERS

Parents who wish to be part of the **volunteer pool** **MUST** first register in the office using the appropriate form. Form must be approved by the class teacher.

Areas where volunteers are asked to help include:

- Field trips
- Photocopying of worksheets
- Special events on and off site (Early Morning Breakfast/Sports Day/Culture Day/Fun Day etc)
- Assistance in classrooms when necessary
- Supervision of eating area
- Assistance in the cafeteria (parent must have a valid Food Handler's permit)
- Assistance with club meetings etc
- Assistance with 1st Friday mass
- Preparing the pavilion for PTA meetings etc

Acknowledgements

I would like to acknowledge the contributions of the following groups and individuals to the development of this handbook:

- Student Handbook Review Committee – May 2005

- Mrs. Marcia Tallow-(Former Grade 3 Teacher)
- Miss T. Brown- IT Dept
- Mrs. J. Bennett- Teacher –Grade 2 Department
- Mr. R. Davis - Teacher
- Mrs. M. Atkins-Senior Teacher

Ex- Officio member:

Sister Shirley Chung RSM- Former Principal

- Michael O. Brown – Principal
- Mrs. M. Detry Fogah-Vice-Principal
- Teaching staff- (See Appendix)
- Parents

“Excellence can be obtained if you:
care more than others think is wise;
risk more than others think is safe;
dream more than others think is practical;
expect more than others think is possible

APPENDIX

ACADEMIC STAFF

- 1 zinnia- Ms R. Rose
- 1 Lilly- Ms M. Moodie –**Bachelor of Education**
- 1 Tulip - Mrs. V. Ivey-**Dip.** Primary Education
- 2 Sunflower- Mrs. J. Bennett-**Bachelor of Education**
- 2 Rose - Ms D. Baxter-**Bachelor of Education**
- 2 Orchid - Mrs. L. McIntyre-**Bachelor of Arts**-Guidance & Counselling
- 3 Primary- Mrs. P. Ellis-**Bachelor of Education**-School Librarianship
- 3 Ripoll – Ms M. Bryan –**Bachelor of Education**
- 3 School- Ms T. Hibbert Wright-**Bachelor of Education**
- 3 Jessie – Mrs. A. Ritchie-Kinghorne-**Dip.** Primary Education
- 4 Primary- Mrs. T. McCalla-Johnson-**BSc Middle School Education**
- 4 Ripoll- Ms N. Green-**Bachelor of Education**
- 4 School- Ms K. Rose –**Dip.** Primary Education
- 4 Jessie- Mrs. D. Morrison-Muir – **Bachelor of Education**
- 5 Primary - Mrs. J. Cunningham-**BSc.** –Public Administration
- 5 Ripoll- Ms S. Hayles- **Bachelor of Arts**
- 5 School - Ms I. Adams-**Bachelor of Education.**-Secondary Education
- 5 Jessie - Ms. M. Smith-**Bachelor of Arts** –Guidance & Counselling
- 6 Primary- Mr. O. Henry-**Bachelor of Science**-Middle School Education
- 6 Ripoll - Mr. R. Davis-**Bachelor of Science**-Psychology & Public Admin.
 - **Master of Education**-Educational Administration
- 6 School - Mrs. A. Bryan-DaCosta-**Bachelor of Education**-Ed. Admin
- 6 Jessie - Mr. D. Johnson-**Bachelor of Education**- Primary Education
- **IT**- Ms T. Brown-**Dip.** Information & Technology
- GC- Mrs. K. Grant-**Bachelor of Arts**-Guidance & Counselling
- **Music**- Mr. W. Davis-**Certificate**-Music
- PE Mr. J. Morgan-**Dip.** Physical Education
- PE Mr. C. Wright- **Bachelor of Physical Education**
- **Vis. Arts & Spanish** Mr. M. Allen- **Bachelor of Art Education**
- **Resource Room** Mrs. Sandra- **Maxwell-Williams-Dip.** Special Education

PART TIME TEACHERS- MUSIC- MRS. M. GRIFFITHS-FOGA **DANCE** -MS Z. MAYE

On Leave: Mrs. M. Atkins-BSc Mrs. J. Thompson-BSc

<p>OFFICE ADMINISTRATIVE STAFF MRS. P. YOUNG-BURSAR – BSc. Business Admin. MISS M. GRIFFITHS-CLERICAL OFFICER</p>	<p>CANTEEN SUPERVISOR: MS D. KNIGHT ANCILLARY WORKERS/JANITORS SECURITY INNOVATIONS</p>
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NOTICE

Please Read the following and sign below:

Acknowledgement of Option for Electronic Distribution Of the Student / Parent Handbook

In our continued efforts to be as well-organized as possible, the Jessie Ripoll Primary School website will now be the main source for access to the **Student/ Parent Handbook** and the **Student Code of Conduct**. Families who do not have Internet access or prefer a hard copy can receive one on request. Please complete the requested information below and return it to your child's teacher.

My child and I have been offered the option to receive a paper copy of the Jessie Ripoll Primary School Student/Parent Handbook or to electronically access it at

<http://www.jessieripollprimary.com>.

I understand that the handbook contains information that my child and I may need during the school year.

I have chosen to:

_____ Access the Student/Parent Handbook and Student Code of Conduct by visiting the Web address listed above.

_____ Receive a paper copy of the Student Handbook.

All pupils will be held accountable for their behaviour and will be subject to the disciplinary consequences outlined in the Student Code of Conduct.

A paper copy of the handbook will be available to you in the administrative office.

Date: _____

Printed Name of Student:

Teacher / Grade Level: _____

Signature of Student: _____

Signature of Parent: _____

PLEASE COMPLETE AND RETURN THIS PAGE TO YOUR CHILD'S CLASS TEACHER