

# JCM High School Learning Hub – Parent/Student Policies



## Personal effects

Please provide the following for your child each day.

- Morning snack and lunch, nutritious and healthy
- Water bottle
- Special personal care products required by the child

Please also supply at the start of term the following:

- An oversized t-shirt for use as a painting/art smock
- A pencil case containing named materials
- Personal laptop
- Renewed online platform subscription

All items are the sole responsibility of the child.

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## Clothing/Appearance

- Your child should attend JCM High School Learning Hub in simple, practical clothing
  - Shorts or skirts - need to be mid-thigh length - nothing revealing buttocks or breasts.
  - no midriff tops
  - no shoe string straps on singlets or off the shoulder tops
  - Hair - needs to be tied up
  - Jewelry - must be appropriate and kept to a minimum. It should not interfere with activities.
  - no nail polish or makeup
  - swimming costumes to be 1 piece.
  - children need to have appropriate footwear and clothing for PE sessions.
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## Drop off and pick up

- Parents/guardians must walk the child to the gate at the time of drop off and collect from a teacher at the time of pick up. In the case of Drivers and Nannies - we need their ID's and an authorisation form.
  - For your child's security, only persons designated by the parents in advance in writing will be allowed to pick up your child. Personal identification will be required at the time of pick up.
  - Gates open at 7:30 - no child will be supervised before 7:30
  - Dismissal is at 2:30 – children can stay in the hub until 16:30 Please be prompt to collect your child.
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## **Absences and early pick up/late drop off**

- Parents are asked to inform the teachers if their child will be absent (whether planned or not) due to sickness, travel or other reasons.
  - Parents are asked to inform the teachers if their child will be dropped off late (after 8.30am) or picked up early (before 2:30pm).
  - Parents are asked to inform the teachers of changes in procedures.
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## **Snacks and lunch**

- Children will bring a morning snack from home. All snacks should be healthy and appropriate for the age of the child. No chips, candy, juice, sugar beverages, chocolate milk or other sweets please.
  - Children will bring a bottle filled with water from home which will be refilled with bottled water throughout the day.
  - All food should be healthy and reflect the nutritional standards of the school.
  - Parents should inform the director and class teacher if their child has any dietary restrictions or allergies.
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## **Medical declaration**

- Copies of your child's vaccination record must be provided at the time of registration and updated yearly.
  - Parents must inform the school of any medical conditions (acute or chronic) that we should be aware of, including allergies.
  - Please also include any allergies or other medical information that might be relevant in the event of an emergency requiring medical treatment by Medievac or hospital doctors (see below).
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## **Sickness and medication**

- Children should only attend school when, to the best of the parent's knowledge, the child is healthy and feeling well.
- Children should not attend the school if they show any of the following signs of illness: fever, diarrhea, vomiting, conjunctivitis, flu, ringworm, rash, chicken pox, impetigo or any other type of contagious illness.
- In addition, the following applies in the case of sickness:
- Raised temperature or fever – children with a temperature at or above 37.5°C should remain at home and should wait at least 24 hours after the temperature subsides before attending again.
- Vomiting and/or diarrhea – children should wait 48 hours after vomiting and/or diarrhea disappears before attending again.
- A rash – children should wait 24 hours after the rash disappears before attending again as this could be the first sign of an infection like chickenpox or measles.
- Other signs of a contagious illness – children should wait 24 hours after symptoms disappear before attending again.

- Antibiotics – Children should wait 48 hours after the first dose of antibiotic before attending again.
  - JCM has a 0 tolerance policy on head lice - No child will be permitted at school whilst they have eggs or lice in their hair.
  - **No** medication will be given to children at school, except under exceptional circumstances at the discretion of the director.
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## Accidents and emergencies

- Minor accidents and incidents will be treated at the school according to standard first aid practices which shall be authorized by parents in the signed medical declaration.
  - Parents will be informed upon departure in case of minor injuries or, if necessary, by telephone at the time of the incident.
  - In the event of an emergency Medievac emergency services and its trained medical professionals will be called to administer emergency medical treatment to a child and transport him/her to hospital in the event of an emergency.
  - It is the responsibility of the parents to always be contactable and available in case of emergency. If for any reason you are not contactable or available, then the person identified as your emergency contact should be contactable and available.
  - In the event that a parent cannot be reached during an emergency, a child will be taken to the hospital deemed most appropriate by Medievac medical professionals.
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## Language

- **Respectful Communication:** Students are expected to use language that is respectful and considerate of others. Discriminatory, offensive, or vulgar language will not be tolerated.
  - **Appropriate for the Setting:** Students should adapt their language to suit different settings. Informal language is acceptable in casual conversations, but formal language should be used in academic and professional settings.
  - **No Bullying or Harassment:** Any form of verbal bullying, including name-calling, slurs, or threatening language, is strictly prohibited.
  - **Use of Technology:** Students should refrain from using inappropriate or offensive language in digital communication, including social media, emails, and text messages.
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## Behavior

**Respect for Others:** Students should treat peers, teachers, and staff with kindness and respect. Disruptive, disrespectful, or aggressive behavior, including physical altercations, will not be tolerated.

- **Personal Responsibility:** Students are expected to take responsibility for their actions. They should follow school rules and be aware of the impact their behavior has on others.
- **Positive Interaction:** Students should engage in positive social interactions, cooperate with classmates, and help create a supportive school culture.
- **No Discrimination:** Discrimination based on race, gender, sexual orientation, disability, religion, or any other characteristic is not permitted.

- **Obeying School Property Rules:** Students should respect school property and the property of others. Vandalism, theft, or destruction of property will lead to disciplinary actions.
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## Work Ethic

**Objective:** To cultivate a culture of hard work, responsibility, and perseverance, preparing students for success in both academic and professional environments.

- **Commitment to Learning:** Students are expected to complete assignments on time and put forth their best effort in all academic work. Procrastination, cheating, or plagiarizing is strictly prohibited.
  - **Time Management:** Students should manage their time effectively, balancing academics, extracurricular activities, and personal commitments. They are encouraged to set goals and prioritize tasks.
  - **Active Participation:** Students should actively participate in class discussions, group work, and school activities, demonstrating initiative and engagement.
  - **Accountability:** Students are responsible for seeking help if they do not understand the material and for asking questions when necessary. They should keep track of their own progress and seek feedback regularly.
  - **Respect for Deadlines:** Meeting deadlines for assignments, projects, and tests is essential. If a student cannot meet a deadline, they should communicate with the teacher in advance and provide valid reasons.
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## General Expectations for All Students

- **Punctuality:** Students should arrive on time to class, meetings, and events. Consistent tardiness disrupts learning and can lead to consequences.
  - **Dress Code:** Students should follow the school's dress code to ensure a professional and focused environment. Clothing should be appropriate and not distract from the educational process.
  - **Electronic Devices:** Use of mobile phones and other electronic devices should be limited to appropriate times. Devices should not be used during class unless permitted by the teacher for educational purposes.
  - **Academic Integrity:** Students are expected to maintain high standards of academic honesty. This includes not engaging in plagiarism, cheating, or any form of dishonesty.
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## Consequences for Violations

- **Language and Behavior:** Consequences for using inappropriate language or engaging in disruptive or harmful behavior may include warnings, parental involvement, or suspension depending on the severity of the offense.
  - **Work Ethic Violations:** Consequences for failure to meet academic expectations, such as missed deadlines or incomplete assignments, may include loss of privileges, additional work, or academic probation.
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JCM High School Learning Hub policies as of 10 of January, 2024