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Ricardo Bennett  
**PRINCIPAL**

## *Principal's Message*

Welcome to Lacovia High School. I am extremely proud and honoured to serve as Principal and cherish the opportunity to assist in the development of our most precious resource - our children.

Lacovia High is a school with a rich tradition deeply rooted in scholarly academic performance and fortitude in sporting disciplines. Our students are our most important stakeholders and the Board of Management, Parents, Staff and Community join in partnership and work in harmony to ensure that all children succeed irrespective of age, gender or socio-economic background.

To our new students and parents, I am thrilled that you have chosen to become a part of the Lacovia Team; working together I am confident that we will not only meet but exceed your highest expectations.

Our school motto "per ardua ad astra", whose English translation means "through toil to the stars" acknowledges the importance of hard work, dedication to duty and steadfastness in spite of the many challenges that will beset us along life's journey.

At Lacovia High School we seek to develop students who

- possess strong academic ability
- exhibit exemplary deportment
- display good conduct
- show diligence in work
- maintain good personal relationships
- represent the institution well in public
- balance academic with co-curricular activities (well rounded students)

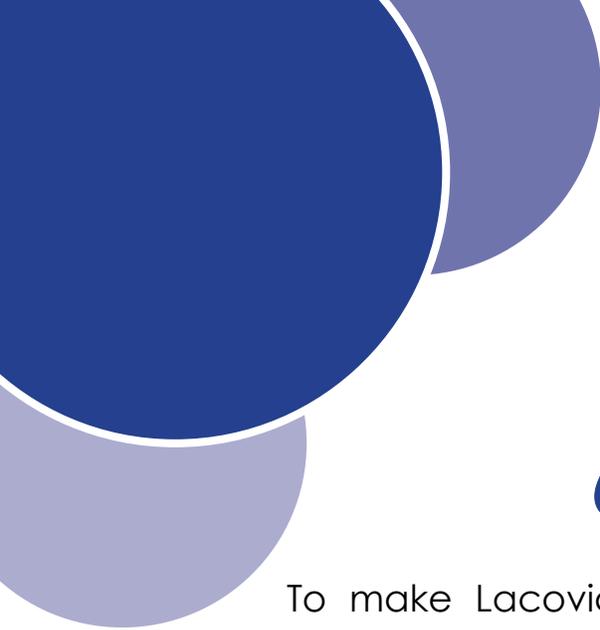
I encourage all of our parents and guardians to familiarize themselves with the contents of this handbook as the role you play in your child's education is of critical importance to their overall growth and development throughout their school life.

Special thanks to the hardworking staff members of Lacovia High School who continue to prove daily that with God all things are indeed possible.

Lacovia Soaring Higher...Soaring Higher Lacovia

Ricardo Bennett (Mr.)  
Principal





## *Our Vision*

To make Lacovia High School a choice school for all stakeholders in the 21st century delivering quality education through a variety of techniques, optimizing human resources whilst being socially aware with strong spiritual and moral values to function efficiently and effectively in a global competition economy.

## *Our Mission*

To create and sustain an improved school and community environment through the implementation of a structured programme which encompasses academic technical, social and cultural development

# *School Song*

I pledge my heart forever, To serve with humble  
pride My school here in L-A-C-O-V-I-A so long as it abides.  
I pledge my school and Island as God and faith shall live  
My work my strength my love and my loyalty to give O  
school that gives me courage O school that makes me  
free. We make sound vows and promises L-A-C-O-V-I-A  
High School.

Be we Head Boy or Prefect be we a student small We  
pledge to give our services dynamic full and tall We call  
communal witnesses. To watch us give to Thee: our vows  
and loyal promises L-A-C-O-V-I-A High School.

We pledge to study harder to perfect all our skills. We  
vow we are committed right attitudes will build Indeed  
to lift our standards to make Jamaica great in worthy  
deeds exemplary L-A-C-O-V-I-A High School

Be we Head Girl or Captain be we a girl or boy We  
pledge to give our services With 'EXCELLENCE' our call  
We're glad communal witnesses Have watched us give  
to thee Our vows and loyal promises L-A-C-O-V-I-A High  
School.

# *National Song, Prayer and Pledge*

## **National Song**

*To the tune of I vow to thee my Country*

I pledge my heart forever  
To serve with humble pride  
This shining homeland, ever  
So long as earth abide  
I pledge my heart, this island  
As God and faith shall live  
My work, my strength, my love and  
My loyalty to give.

O green isle of the Indies  
Jamaica, strong and free,  
Our vows and loyal promises,  
O heartland, 'tis to thee.'

# National Prayer

## *For use weekly in schools*

Let us give thanks for all God's goodness and the wonderful heritage into which we have entered:

### **Response to each petition**

We give thee thanks, O God  
For Jamaica, our island home, the  
land of our faith

### **RESPONSE**

For the majesty of our hills, the  
beauty of our valleys and the flaming  
loveliness of our gardens

### **RESPONSE**

For the warmth and brightness of our  
people coming for many races and  
yet one in purpose, in achievement,  
and in destiny, and for the dignity  
of labour and the service given by  
every citizen of our land.

### **RESPONSE**

For freedom, just laws and our  
democratic way of life

### **RESPONSE**

For the high privilege and responsibility  
of Independence and for bringing us  
to nationhood.

## **Response**

For our parents, teachers, religious  
and other leaders and all those who  
in every walk of life are helping to  
prepare us for responsible citizenship  
and for all those who are giving  
voluntary service in the public  
interest.

### **RESPONSE**

For the poets, artists and thinkers and  
all who create in us the vision of a  
new and better society

### **RESPONSE**

For our godly heritage, the example  
of Jesus Christ and the sacrifices of  
our fathers in the faith.

## **National Pledge**

Before God and all mankind, I  
pledge the love and loyalty of my  
heart, the wisdom and courage of  
my mind, the strength and vigour of  
my body in the service of my fellow  
citizens; 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.

# Type of School

Lacovia High School is co-educational High school catering to students from Grades 7 to 12. The school operates on a shift system. Upper School (Grades 9-11) operates from 7:00a.m. to 12 noon, Lower school (Grades 7-9) from 12noon to 5:00p.m. and the sixth form programme from 8:30 a.m. to 3:00p.m. The shifts are rotated annually.

## The School's Curriculum

The academic programme at Lacovia high school is a very diverse one that cater for students' varied ability on a range of subject from the following departments:

### Arts/Humanities

Mathematics, English Language, History, Spanish, Geography, Social Studies, Religious Education, Visual Arts, Music

### Business

Mathematics, English Language, Electronic Documentation Preparation Management (EDPM), Information Technology, Principles of Accounts (POA), Principles of Business (POB), Office Administration (OA)

### Science

Mathematics, English Language, Biology, Chemistry, Physics, Integrated Science

### Vocations/Technical

Mathematics, English Language, Food and Nutrition, Home Management, Food Preparation, Housekeeping, Cosmetology, Building Construction, Electrical Technology, Electrical Installation, Plumbing, Welding, Auto-Mechanics. Agricultural Science.

## External Examinations

1. Recommendation to sit any external examination Caribbean Secondary Education Certificate (CSEC), National Council on Technical and Vocational Education (NCTVET) and City and Guild id derived from the student's grade 10 semesters work, which should be 55% and over.
2. The Ministry of Education pays for CSEC Mathematics, English A, Sciences and Information Technology, City and Guild Mathematics and English Language and any NCTVET subject once the child achieves a 55% and above average from grade 10 semester 1 and 2 internal examinations.
3. Three Caribbean Advanced Proficiency Examination (CAPE) subjects inclusive of Caribbean Studies or Communication Studies which are compulsory examination CAPE subjects. Grade eleven students of Lacovia High who are sitting external examinations on the school compound are expected to comply with the school's dress code standards. Failure to comply will result in the name of such student (s) being struck from the valedictory service list. Students caught with cell phones in CSEC and other external examinations will be barred from ALL examinations.

## School Based Assessment (SBA) And Internal Assessment (IA)

1. SBA and IA projects must be completed before sitting external examinations. First draft of SBAs must be handed in at the end of grade 10 and before students are recommended to sit exams. Failure to complete the SBA projects will result in ungraded results (failing grade) from CXC examinations body.
2. All final SBA projects must be submitted to teachers by February while IA projects are submitted by the sixth form coordinator by the second week of

April.

3. Examination grades for CSEC range from I-III which is the passing grades and IV-V which are failing grades. CAPE passing range are from I-V, below V is failure.
4. All SBA and IA projects whether written or practical must be executed in keeping with the standard criteria for each subject area set by the CXC Examination Bodies.

# *To Our Parents & Guardians*

Parents and Guardians play a vital role in the lives of our students in order for them to achieve their desired academic goals. Bearing this in mind here are some valuable reminders

1. Know and understand and support the Rules of the schools.
2. Ensure that students attend school regularly and punctually. The school MUST be informed in writing of the absence of any student from school, through illness or any other cause (s).
3. All parents are expected to be members of the Parent/Teachers' Association (PTA). We expect you to attend meetings and to ensure that your children become the best they can.
4. Ensure that our child is always in the correct uniform.
5. Once the students enter the school's compound, they are to remain until the School day is completed. If an incident occurs and students need to leave, a parent whose signature is on the child's record can sign the child out.
6. The Board of Management may expel, any student guilty of any offence they consider likely to cause continued disruption in school activities or waste of school resources or is harmful to the welfare of other students.
7. Encourage your child/ward to develop a positive attitude towards his/her school work.
8. Homework policy: Homework and other assignments (WRITTEN, ORAL OR PRACTICAL) are given in all subject areas. All students are required to hand in the completed work on the due date.

# *Rights and Responsibilities of Students*

## **Students have the right to:**

- a. A school climate which continually affirms the worth and diversity of all students.
- b. Know specific learning expectations in both the areas of academic and behaviour
- c. An environment, which promotes appropriate and high levels of student achievement and high standards of self-management.
- d. An environment free from any danger and any form of harassment.
- e. Be heard and be understood
- f. Have well-prepared lessons presented to them.

## **Students have the responsibility to:**

- a. Participate in learning and complete classroom assignments on time
- b. Respect the rights, feelings and property of everyone.
- c. Follow classroom rules and adhere to student expectations.
- d. Follow the appropriate directions of all staff members
- e. Attend all classes and school regularly
- f. Attend all classes on time and be prepared.
- g. Settle conflicts in a non-violent way.
- h. Keep the school grounds, classrooms, walls and furniture clean.
- i. Be courteous, responsible and behave in a civilized manner
- j. Read, understand and at all times abide by the rules and regulations of the school
- k. Remain in the room specified for class/es
- l. Avoid making noise to disturb the learning environment

# Academic Policy

## Promotion Policy

1. Students must achieve a minimum average of 55% in the end of year examinations.
2. Students NOT achieving the minimum average at the end of the year examinations will attend three (3) weeks summer classes and where there is no improvement students will not be promoted to the next grade level.
3. Students must attend all classes on the days that they are at school.

# Academic Policy

## Academic misconduct include:

1. Cheating or attempting to cheat in an examination
2. Plagiarism (using the words and ideas of others without proper citing or referencing) of all forms.
3. Attending school unprepared for classes
4. Consistently failing to attain passing grade.

The students' academic records are reviewed at the end of each school year. In the case of failing to attain a passing grade, the student may be placed on academic probation, will not be promoted to the next grade and may be asked to withdraw from the school.

## Homework Policy

Homework assignments are intended to reinforce and extend learning initiated in the classroom, to serve as a tool for teachers to assess students' understanding of classroom instruction. Completion of routine homework can motivate students to develop good work habits while increasing the opportunity for individual initiative and responsibility, thus developing independent thinkers and problem solvers.

Parents

### Parents are expected to:

1. Provide the necessary materials/resources for students to complete homework.
2. Ensure that a time is designated for homework to be done.
3. Provide a suitable location for homework to be completed, away from distractions (e.g. gadgets and television), and which provides adequate lighting and ventilation.
4. Actively monitor homework completion.
5. Contact teacher if there are questions or concerns.

## Students

### *Students are expected to:*

1. Produce a high standard of work, which includes proper formatting of assignments presented on clean, appropriate materials.
2. Record instructions/performance criteria for homework in their homework books/journals.
3. Ensure that they have a thorough understanding of the assignment before leaving class.
4. Submit homework by the deadline stipulated by the teacher.
5. Retrieve information that was missed during absences from school.
6. Practice proper time management so that ALL assignments can be completed and submitted on time.
7. Sign the Homework Submission Log provided by the teacher.
8. Ask peers, parents or teachers for assistance if necessary.

## **Disciplinary Committee**

Lacovia High school has a disciplinary committee which will hear and intervene in cases where a student has gotten a fair opportunity to conform to the school rules and expectations and has not done so. The disciplinary committee will invite the parent and student who are of concern to a meeting. If the student and parent fail to report to the committee when invited then the committee will make recommendations that the student not be promoted or the matters surrounding the student be placed before the Board of Governors.

## Devices Policy

The Lacovia High School, In keeping with the advancement of technology in the teaching and learning process has realigned its policy to reflect the current realities.

Please note carefully the following amendments to our cellular phone policy.

Students will be allowed to use cellular phones, tablets, phablets and laptops (**from here forward referred to as devices**) for educational purposes on the school grounds whilst adhering to the following guidelines.

### Devices

1. It is the **student's** responsibility to care for his/her devices.
2. Devices should be on “**DO NOT DISTURB**” during school hours.
3. Devices **must only be used** in class as directed by the teacher to compliment the lesson delivery.
4. **Devices used for non-educational purposes such as playing of music, videos, games, or anything unfit to the ethos of the institution within a controlled space or on the corridors will be immediately confiscated. Student (s) will be reprimanded and sanctioned following a parent conference session.**
5. The school will operate a “**logging in system**” for safety and security of devices. Students will be allowed to log in devices prior to the commencement of classes and retrieve them at dismissal.
6. The school **WILL NOT** be liable for devices stolen, lost or damaged because of student failing to capitalize on the provision made by the school.

7. Student(s) are expected to respect the privacy of his/her peers by not posting, publishing or displaying harmful content that threatens the reputation of the school.
8. Earphones/air pods Bluetooth speakers are **NOT ALLOWED** on the school's ground.

**N .B. Parents must be aware of the Device policy of the school and collaborate with the school to ensure school rules are adhered to by students.**

## **Roll Call**

Form teachers will mark the register of attendance during devotion: Mondays and Fridays. The morning shift will be marked twice: 7:00 am and 11:45a.m. Afternoon Shift 12:00 pm and 4:45 p.m.

On Tuesdays, Wednesdays and Thursdays registration takes place for the morning shift at 7:00 am to 7:10 am. The afternoon shift will be registered from 12:00 pm to 12:10 pm on the above days.

## **Parenting Seminars**

All parents are expected to attend two parenting seminars during an academic year. Failure to do so will result in the parent and child facing the disciplinary committee. If the child is a concern to the committee and parents have not attended the seminars then the committee may take the decision to not promote the child or refer the child to the board of governors.

## **Lateness**

If a student is late 9 times for the month or term parents will be required to attend a conference with the disciplinary committee to explain the reason/s and to pledge abide by the actions/solutions generated by the conference.

The gate will be closed at 7:30 am on the morning shift and 12:30 pm on the evening shift. Students must sign the late book if they arrive after 7:30am on the morning shift and 12:30pm on the afternoon shift.

## **Absences**

If a student is absent for 3 consecutive school days then the school must be notified in writing as to the reason why. In cases of illness a doctor's certificate must be presented.

### **Confiscated Items**

Items which are confiscated will be kept at school for the duration of the term within which they were taken.

The school is not responsible for any item left in confiscation for over one term.

## **Identification Card**

All students are required to have a valid Lacovia High School identification card (ID) which must be in their possession and visible at all times while on the Lacovia High School compound and while representing the school off the compound.

Lost ID cards will be replaced within four (4) weeks after the payment of \$500.00 as replacement cost. All Grade 11 students must produce a valid ID card to be allowed to write their external examinations. Failure to do so will result in a student being barred from the examination.

## The Sixth Form Programme

On September 8, 2014, Lacovia High School officially welcomed its first batch of Sixth Formers.

Twenty five students drawn from Lacovia High and various other schools commenced classes in six Unit1 CAPE subjects. Today, the sixth form cohort has increased to 80 and the subject offerings have increased to sixteen!

The school has had excellent passes at CAPE and has been ranked 61 out of 100 in the 2017 Educate Jamaica's national rankings.

To be a part of this prestigious group, aspiring students must pass at least five (5) CSEC subjects including English in Grades 1 and 2.

The following are the subject offerings.

POOL	SUBJECTS OFFERED		
1	Caribbean Studies	Communication Studies	
2	Environmental Science	Management of Business	Biology
3	Building, Mechanical and Engineering Drawing(BMED)*	Sociology	Accounts*
3	Tourism	Digital Media	Chemistry*
4	Food and Nutrition	Law	Physical Education
5	Entrepreneurship		
6	Integrated Mathematics	Pure Mathematics	

## GRADUATION

A student will be invited to participate in the graduation exercise if he or she has satisfied all academic/attendance and disciplinary criteria. Any student who is in constant breach of the rules and regulations may be barred from such function. Students to be presented at graduation will be reviewed.

## Criteria for Graduation

1. No history of suspension from grades 10 and 11
2. 80% general attendance for grades 10 and 11
3. 80% attendance for subject classes.
4. Must sit at least two subjects in external examinations
5. Must submit all S. B. As
6. Must return all rental books.
7. Not more than two (2) incidents of dress code violation between grades 10 and 11.

Please note that Graduation is a PRIVILEGE and not a RIGHT. Only students who have satisfied the criteria outlined above who are deemed by the management team of the school to have displayed acceptable level of discipline, will be allowed to take part in the Graduation ceremony

## *Merit System*

Students will receive merits for outstanding performance in subject areas, good conduct, and helpfulness, among others. Below is a list of performance criteria along with the conditions under which can receives and the points awarded. Each student will start the year with 100 points. Some examples of what a student may receive points for are listed below

- a) Good performance in each subject area test
- b) Good performance in examinations

- c) Good conduct in and out of class
- d) Good conduct in and out of school (while in uniform)
- e) Marked improvement in class work
- f) Taking an initiative
- g) Acts of kindness or Honesty
- h) Outstanding deportment
- i) Cleanliness
- j) Helpfulness to others on the school compound
- k) Outstanding performance when representing the school
- l) Outstanding attendance and punctuality (for each term)

Merits for Academic achievements for both Upper and Lower school is as follows:

<b>% Score</b>	<b>Merits</b>
80-100	3
60-79	2
55-59	1

# Co-Curricular Activities

## Sports

Lacovia High School offers the following sporting/ competitive activities, most of which the school performs at a very high standard during inter-school competitions:

- Football
- Netball
- Track & Field

## Clubs and Societies

Clubs or societies play an important part in the students' school life which caters to their growth and development. Existing clubs and societies at Lacovia High school include:

- School Choir
- Cadet Corps
- Girls Guide
- Inter-School Christian Fellowship (ISCF)
- Science Club
- Culture Club
- 4-H Club
- Healthy Lifestyle Club
- Mathematics Club
- Dance club

Clubs meet every other Friday at 11:30a.m. for Morning shift and 12:10 p.m. for Afternoon shift.

## House System

There are four (4) houses at Lacovia High school which the students are placed,

House Name	Colour
Mars	Red
Mercury	Purple
Jupiter	Yellow
Venus	Blue

## Benefits of house Participation

- Students are provided additional opportunities for leadership and responsibility (e.g. house captains, PRO, Secretary, Treasurer)
- Students are exposed to healthy competition sporting within school, in sports, Performing Arts, and other co-curricular activities.
- Students can be involved in competitive sporting activities if they cannot represent the school, they can represent their House.

# *Student Resources and Facilities*

Lacovia High School students have access to a number of key resources to help them achieve academic success. There include

- The Library Resource Centre

- Computer Laboratories
- Science Laboratories
- Foods and Home Management Laboratories
- Cosmetology Laboratories
- Electrical and Welding Laboratories
- Carpentry and Auto Mechanic Laboratories

### **Other facilities include:**

- A Canteen and Tuck Shop (Morning shift students are only allowed to buy food items from outside vendors during the school day)
- Football field
- Netball court

To assist with the students' health and emotional needs, the school provides:  
Guidance and Counselling Services

Nurse

Sick Bays

Welfare programmes

### **Book Rental**

The Government's Book Rental Scheme allows students in Grades 7 to 11 to access their main textbooks. Rented books must be returned at the end of the school year in good condition. Books lost, defaced or otherwise damaged must be paid for or replaced by the student before he/she is allowed to receive books for the next academic year.

## **Student Leadership**

A system of student leadership will be utilized so as to help students comply with the regulations of the school, develop leadership skills, help them to become self-disciplined and motivated as well as, serve as a voice for students concerned and for feedback. Information received from these groups will be used to put programmes in place for addressing student issues and concerns so that things are properly dealt with.

***The following is a list of the student leadership bodies:***

### **Officers**

- I. Prefect Body
  - Head Boy, Head Girl
  - Deputy Head Boy, Deputy Head Girl
  - Senior Prefects
  - Prefects
  - Sub-Prefects
- II. Student Council
  - President
  - Vice President
  - Representatives/Councillors
- III. Form Captains/Monitors
- IV. Peer Counsellor

### **Prefect Body**

The prefect body provides an opportunity for Grades 10, 11 and 6th form students to create a positive impact on the school, experience the rewards and challenges of leadership first hand, and develop and demonstrate their full leadership potential.

The prefect body is led and coordinated by the Head Boy/ Head Girl, assisted by their deputies and are supervised by a committee. They are selected from among the student population to assist with maintaining discipline at the school.

## **Students' Council**

The student council is the main body of student democracy. The members comprise the directly elected representatives of each form. Two students should be elected from a class if there are 25 or more students. Only one representative is required for a class that has less than 25 students. The officers are elected by students and the Council is supervised by at least two teachers invited by the Council.

The Students' Council is responsible for representing the view, frustrations, needs and sometimes demands of the student body to the administration of the school, through the Principal. The President or his/her appointee may also make representation to the school Board, where he/she serves as a student representative. He/she also sits on the National Secondary Schools' Student Council.

A student councillor should be a student who has been democratically elected by students to represent and advocate for the acknowledgement and respect of their rights. However, while doing so must enforce discipline and good conduct at all times.

## The President

***The roles and responsibilities of the Council President include:***

- Co-ordinating the responsibilities of all student Councillors.
- Serving as a positive role model for other students.
- Meeting with the Principal, Vice-Principal, Dean of Discipline, administrative staff, teachers to discuss vital issues reflecting the views of the schools population.
- Representing the school at important outings.
- Helping to build and maintain the school spirit.
- Building good relations between students and the Council.
- Meeting with the student councillors to discuss important issues pertaining to the issues affecting the student body.
- Sitting on the National Secondary Schools' Student Council.

## Special Privileges

***The president may be afforded privileges similar to that of a prefect.***

## Student Council Body

***The roles of the student Council Body entail:***

- Being an advocate for the rights of students
- Representing student views and interest.
- Promoting the active participation of students in matters affecting their interest.
- Working with the school administration and all other stakeholders to promote a supportive education system.

- Acting as a consultative body, providing the school administration with the views of students on critical issues affecting the school.
- Promoting discipline and good conduct among students through effective leadership and support.
- Contributing to the school through spearheading projects aimed at school development.
- Building good relations with the students
- Sharing with the president and other executive members the views of the students.
- Helping to build a positive image of the school.

### **A Student Councillor must**

- Have a good understanding of the aims and objectives of the students' council.
- Represent the views and concerns of the class and not his/her own views.
- Realise that attendance at meetings is very important and that aside from illness or other serious consideration, attendance is compulsory.
- Report to the class after each council meeting.
- Participate actively in the plans and activities of the council.

## Form Captains

At the start of each school year, the form teacher shall appoint a Class Monitor and an assistant. The process may also be a democratic one in which the Class elects the students to fulfil this role. They should be outstanding students with good leadership skills and academic achievements. The role of the Class Monitor is primarily to assist in monitoring the class and maintaining discipline especially in the absence of a teacher. Class monitors and their assistants may be re-elected during the course of the year in the event that their performance is not satisfactory. Their roles entail:

- Controlling the class in the absence of the teacher.
- Maintaining discipline in the form.
- Serving as positive role models for the rest of the class.
- Helping with class room duties in the absence of the form teacher, subject teacher or class prefect.
- Building good relationships with classmates.
- Reporting disobedient students.

## Peer Counsellors

Peer counsellors will be selected from among the student body. These students will be selected based on their interest, wiliness and ability to serve in such a capacity. This is not an elected position or based on a per class basis. Students will be selected on the recommendation of the academic staff. A head peer counsellor/mediator will be elected to coordinate the activities of the group. They are supervised by the Guidance Counsellor along with the Dean of Discipline.

## The Roles of Peer Counsellor

- Motivating and encouraging students.
- Serve as peer mediators in disputes among students.
- Encouraging good behaviour among students.
- Being positive role models.
- Providing brief counselling for students on issues that required it.
- Providing interim or immediate counselling of students who have been affected by some event.
- Helping to defuse tension and or tense situations that may arise.

## Expectations

### ***All student leadership representatives should:***

- Make every effort to arrive at school on time.
- Follow all the rules governing the general student population of the school.
- Be a positive role model to all students

## Consequences

Failure to comply with the expectations of the any of the above mentioned bodies will result in students:

- Loosing his or her badge for a specified period.
- He/she permanently loosing his/her title/position.
- Having strong disciplinary actions being taken against them.

# *School Rules and Code of Conduct*

## What is Expected of Students

Students of Lacovia High School are expected to be wise in their department. Each student is required to respect the core values which include but is not limited to Accountability, Commitment, Respect, Integrity, Transparency and Moral Standards.

### **Respect**

While taking full advantage of the excellent opportunities the school provides, students are asked to show full respect to self and others. This includes behaving and talking in a positive manner to teachers, members of the Administrative and Ancillary staff, student leaders and each other. It is the expectation that the students respect the school infrastructure by keeping it clean.

### **Honesty**

Students are expected to be honest in all things. They should be disciplined, come to school regularly and on time, attend all assigned classes and other school events. Every student is required to work hard and do his very best academically, in sports and other co-curricular activities.

## Importance of rules and code of conduct

The school rules and code of conduct were designed to enhance the well-being of each student at Lacovia High School. It is therefore required that they study and obey these two legislations.

They help staff and teachers to ensure that Lacovia High School graduates are fully prepared to matriculate into tertiary institutions and gainful employment. The school policy endorses the most appropriate consequences when the rules are broken. The school maintains records for each student, which is instrumental when reviewing conduct and behaviour.

## **Student IDs**

All students must have and wear a Lacovia High School Identification card at all times and at school events. Each student is asked to absorb the cost for this card.

## **School Hours**

No student may leave the compound during school hours without a written permission from the Principal, Vice Principal, Dean of Discipline, Grade Supervisor or School Nurse.

Morning Shift 7:00 a.m. – 12:00 noon

Afternoon Shift 12:00 noon – 5:00p.m.

## **Assembly**

All students are required to attend General Assembly every Monday and every other Friday at 11:50 am.

A letter seeking permission for student to be exempted from devotion MUST be handed in by student's parent/ guardian in order for student to leave.

## **School Functions**

The school calendar includes several functions scheduled during the school day and at other times. They form an important part of the school's programme, providing opportunities for students to participate in the broader aspects of the education process. Every student is required to attend all functions held during the school day and on stipulated days other than school day.

## Punctuality and Absence

Students should be in their classrooms by 7:10 a.m for the morning shift and 12:10 p.m for the afternoon shift. They **MUST** be in full uniform with the school crest and stripes on their Tunic/ blouse/Shirt with IDs displayed.

A student who is NOT present between 7:00 a.m. and 7:10 a.m on the morning shift, 12:00 noon and 12:00 p.m. for the Afternoon shift will be marked late. Students will be penalized for repeated late attendance.

The school gate will be closed at 7:30 a.m. for the morning shift and 12:30 p.m. for the afternoon shift.

Any student that is absent, on return to school, **MUST** bring a written letter signed by his parent or guardian, stating the reason for absence.

Permission to leave school during the school day will only be granted on the written request of a student's or guardian. Permission will only be granted for legitimate reasons and only be granted for legitimate reasons and only the following persons can grant such permission for the student to leave in response to the letter of request from parent or guardian: Principal, Vice Principals, Dean of Discipline or the School Nurse.

A student who leaves school during the day without permission will be considered to have withdrawn himself/herself from the school and will not be allowed to resume classes until a parent or guardian attends the school to discuss the matter. Please note this well.

After absence for a protracted period and especially after an infectious illness, the student should produce a medical certificate on his/her return to school.

***N/B Parent/guardian must inform school immediately if a student will be absent for a prolonged period of time.***

# Dress Code Requirements

## Girls

1. The uniform for Grades 7 to 9 girls consists of kiss pleated tunic. Shift A females' tunic is worn with blue PLAID blouse and Shift B PLAIN white blouse. Tunics and skirts must be three (6) inches below the bottom of the knee. Ties are to be worn only by sixth former. (See uniform pattern for further detail)
2. Plain BLACK shoes and plain black socks are to be worn which are to be folded one inch above the ankle. No suede shoes and shoes worn must be able to be polished. Ankle socks are not allowed.
3. Hair styles must be simple and uncluttered. False hair is not allowed; that includes wigs, hair extensions, and braids. No colour/highlights or outrageous styles should be worn in the hair.
4. Makeup is NOT allowed. This includes the following items; foundation, eye shadow, false eyelashes, mascara, eye-liner, eyebrow pencil, lipstick, colour lip gloss, false fingernails, nail polish, and nail designs.
5. Eyebrows should NOT be shaved.
6. Bleaching of the skin is strictly prohibited. Students will be sent home and will return when they have regain their natural skin colour.
7. Only navy blue sweaters will be accepted. For the morning shift, students will be asked to remove the sweater at 8:00a.m.

## BOYS

1. Khaki uniformed for males up to grade eleven. Shirts must be neatly tucked into your pants at all times. Grades 7-10 wear the school's crest affixed on the left pocket.

### ***Stripes are worn as follows***

Grade 7- One strip below the crest

Grade 8- Two Stripes below the crest

Grade 9- Three stripes below the crest

Grade 10 – One stripe around each sleeves

Grade 11- Two stripes around each sleeves

2. ABSOLUTELY NO TIGHT PANTS/SPANGY PANTS. Pants MUST fall at the waist and not at the hips or below. Students will not be allowed on the compound in attire fitting the description of tight pants.
3. All male students MUST wear a plain BLACK SHOES, a black belt with regular buckle and plain black socks ;ankle socks are not allowed. Large irregular buckles will be confiscated for the rest of the school year.
  - NO SUEDE SHOES
  - No Sneakers
  - No Boots and high tops
  - No multi-coloured footwear
4. Only white V neck undershirts or merino that cannot be seen above the open neck of the shirt may be worn.

5. Hair must be cut neatly in a style appropriate for school. ONLY SCHOOLBOY HAIRSTYLE WILL BE ALLOWED. No Mohawk, fade, high top and any outrageous hair style will be allowed. No patterns are to be cut in the hair and no added colour.
6. With the exception of wrist watches no jewellery or trinkets should be worn at any time.
7. Bleaching of the skin is strictly prohibited. Students will be sent home and will return when they have regain their natural skin colour.
8. Only navy blue sweaters will be accepted. For the morning shift, students will be asked to remove the sweater at 8:00a.m.
9. Rags and coloured kerchief are not to be seen hanging out of pockets or carried around conspicuously, for example, on the shoulder, around the neck or in the mouth.
10. Caps, tams and hats are not to be worn with the uniform, except in special cases. This requires the child's parent/ guardian submitting a WRITTEN request for permission to the school, and thereafter receiving written permission BEFORE it should be done.
11. Shorts are worn for physical education classes and for other sporting activities. However, they must be properly fitted and in good taste and should not be shorter than mid-thigh.
12. For extra-curricular activities, students are expected to be in a plain jeans pants/skirt and School t-shirt or otherwise stated. Rip jeans, shorts, shirts/ blouses with profanity, suggestive phrases, alcohol, drug advertisements or other inappropriate phrases or symbols are not permitted.
13. Articles hanging from uniform or school bags such as chains are not permitted.

## **Where students should NOT wear the school uniform**

No student should be seen in clubs, discos, video games stores, or any similar establishment in school uniform.

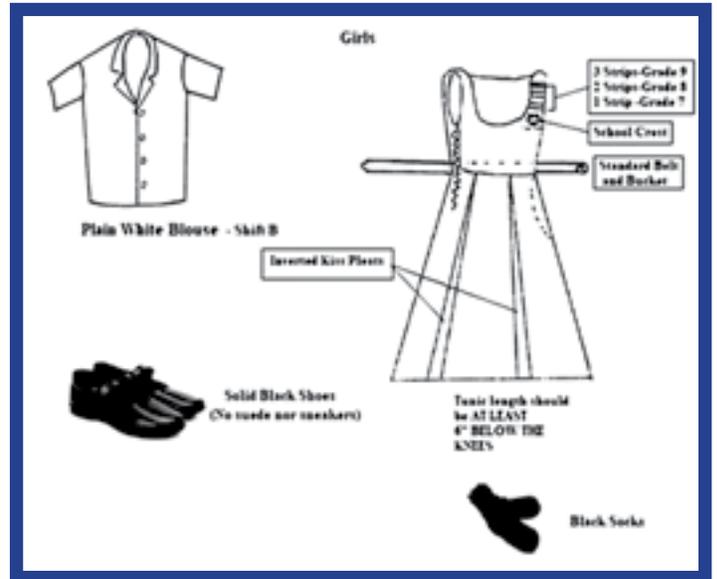
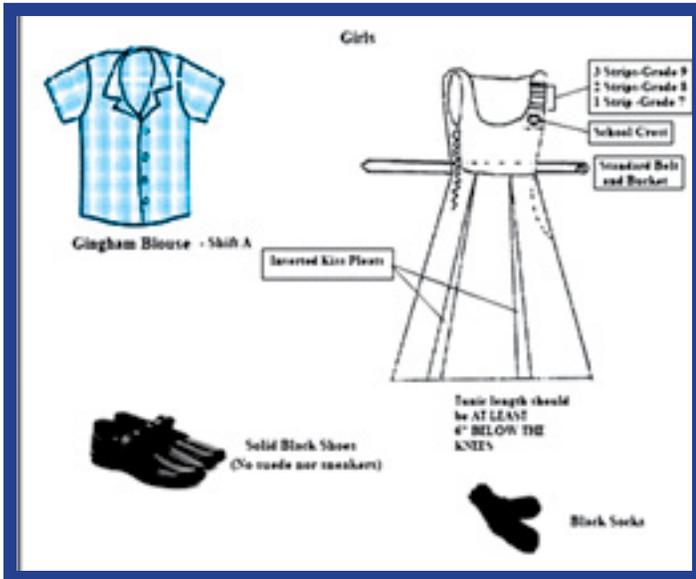
Loitering in parks, plazas and shopping centres in school uniform is strictly prohibited.

Students in uniform on and off the compound must conduct themselves in a manner befitting Lacovia High School students. Students in uniform are at all times ambassadors of the school.

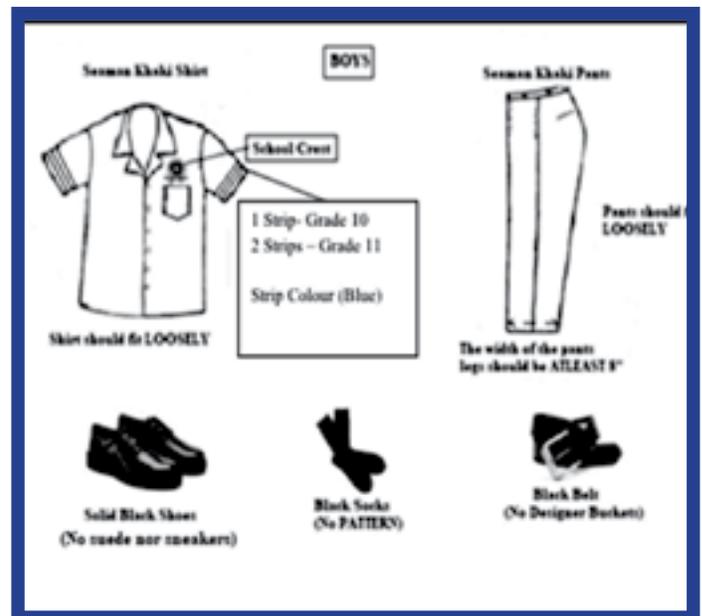
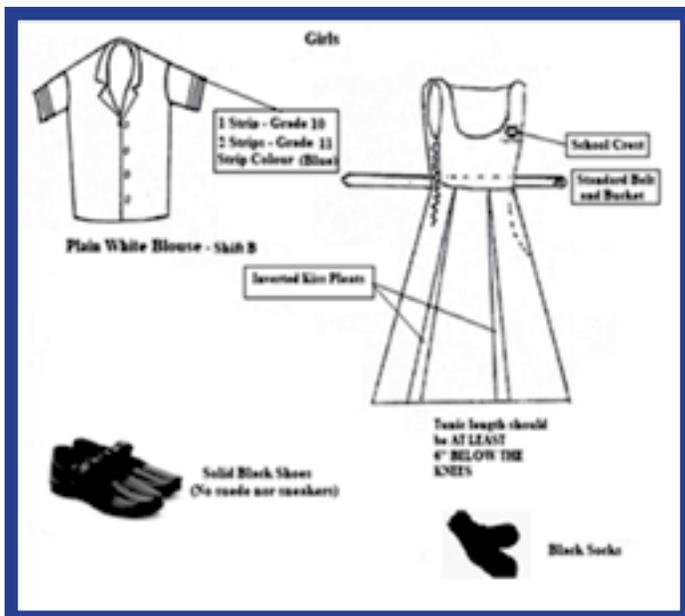
Please note that if for any reason a student is unable to wear the correct uniform or shoes to school, a written letter of excuse briefly explaining the situation **MUST** be submitted to the Form teacher by the parent/guardian.

# The School Uniform

## Uniform Pattern for grades 7 to 9



## Uniform Pattern for grades 10 and 11



1. Students should enter and exit the school compound only through the front man gate. The only exception is in the case of a drill or an emergency.
2. The following areas are out of bounds to all students except when accompanied by a teacher or given special permission.
  - Staff Room
  - Lawns
  - All workshops, Laboratories, Computer Room, Schience Prep. Room, Home economics room, Art rooms
  - Administrative Block
  - Guard Station
  - Parking Lot
  - Staff Flats
3. All plazas and shopping centres are out of bounds to students in uniform during school hours. Games rooms and games arcades are strictly off limits to students in uniform at all times.
4. Students should leave the compound as soon as school is dismissed for their shift unless otherwise in supervised activities.
5. School hours are Shift A -7:00 a.m. to 12 noon, Shift B 12 noon to 5: 00p.m
6. Students MUST be punctual for school and report to their form teachers for the first ten minutes of the shift.
7. Students should NOT enter the school compound or a class without

being properly attired (see dress code). The first five minutes of class time will be spent inspecting students' activities.

8. Students should NOT wear a uniform or academic badge that does not belong to them.
9. Students must be courteous and disciplined at all times.
10. Students who are absent from school MUST bring a letter of explanation from their parents to their Form Teacher when they next attend school or a medical certificate from attending physician.
11. No male student must stand by or enter the female bathroom and the vice versa.
12. All students MUST attend devotional exercises, house meeting, and club meeting.
13. Students MUST complete all homework assignments, tests and examinations.
14. Students who are found cheating in examinations using cellular phones, copying or by any other means will run the risk of being excluded from all other internal examination.
15. Students found with dangerous weapons such as ice picks, knives, scissors sharp sticks, machetes, bike chain or any other item that can be used as an offensive weapon will be handed over to legal authorities for prosecution.

16. The use or possession of any form of illegal narcotic drug is prohibited. Students found in violation of this rule will be suspended and referred to the law enforcement.
17. Sexual activity is strictly prohibited. Students found involved in such activities will be referred to the Children Protection Family Support Agency (CPFSA). Also the viewing of pornographic material is forbidden. Any such material will be confiscated and student referred for counselling.
18. Students who are involved in brawls and fight will face disciplinary sanctions.
19. Students should NOT use expletives on or off the school compound.
20. Cellular telephones are strictly prohibited and will be confiscated on sight.
21. Students should NOT take electronic gadgets on the school compound. These include MP3/MP4 players, IPODS, laptops, cameras, recording equipment, cell phones, CD players, and videogames. These will be confiscated and kept to the end of the school term.
22. Students must demonstrate appropriate behaviour on or off the school compound, especially when still in uniform
23. All Students must be dressed in their complete uniform on regular school days, with the exception of approved Club uniforms worn on designated days or according to instructions issued by Club leaders. The school shirts MUST not be used as a substitute.

24. No student should be seen outside during class time without a valid General Pass or Bathroom Pass from the class teacher.
25. No child may leave the premises during school hours without permission. Gate pass with ID must be produced.
26. Students should not litter the campus
27. All students **MUST** leave the premises after the dismissal of their shift, unless engaged in organized school activities or they are detained for any good reason.
28. Students **MUST** show the greatest respect to their teachers and all other workers. Disciplinary action of public apology may be taken at **GENERAL** Assembly.
29. Game shops and video shops are out of bounds to students in uniform, especially during school hours
30. Grade 11 and sixth form students must report to **ALL** external examinations in accordance with the Dress Code requirements of the institution. Students who refuse to comply will not be admitted on the school compound.
31. **EXTORTION** is an illegal act and is not allowed in school. Any student who is reported of demanding money or property from another student with the use of threats or force will be **SUSPENDED** from the school and recommended for **EXPULSION**.

## **Sports/ Physical Education (PE)**

- 1.No organized games are to be played unless supervised by a member of staff.
2. For all sports activities, students must report at the time specified by the teacher.
3. Students must wear P.E. gears for classes.
4. An exemption from games requires a written request from a parent or guardian, supported by a medical certificate.

## **Money and Other Valuables**

Students must keep money or items of value on their person or hand them to a teacher for safekeeping. Loans and similar agreements between students are not supported by the school. The School will not investigate such matters but will record its happenings. Restitution will be the responsibility of the parents in private negotiations.

## **Visitors to the School**

1. Visitors are not allowed on the BLOCK. All visitors must be logged in at the security post and taken to the main office for further information. The visitor will wait for student or staff member they are here to see. At the end of the visit, the visitor is required to leave and log out at the security post.
2. All persons visiting the school premises must be suitably dressed-conforming to the dress-code at the school gate. Persons not suitably dressed will not be allowed on to the compound. This includes past students, enrolled students who may not be attending classes on the day of visit and staff members not at work.

## **Movements ON and OFF the Compound**

Students are not allowed to leave the compound during school hours. Students who wishes to leave the compound before dismissal must first seek and obtain written permission from the principal or Vice Principal. Students who requesting permission to leave before dismissal must present a written request from parent/guardian submitted to the Principal Vice Principal. This correspondence must be place on the student's file for reference.

## **Classroom Behaviour**

1. No student must be seen on the outside without a corridor pass issued by a teacher.
2. Walk on the right of the corridors at all times
3. Exercise due courtesy to other users
4. Avoid congregation on the corridors
5. Students moving from one room to another should do so quietly.
6. Don't sit or slide on the rails.

# Misdemeanours and Sanctions

ONE	Any breach of the dress code/personal grooming	Sent to correct uniform/ detention/ essay writing
	Late for school or class (twice in one week)	Detention
	Loitering in prohibited areas	Detention
	Bullying, Use of expletives, littering	Detention
	Failure to complete assignments	Complete Assignment/ Detentio
	Use of cellular phone and possession of other prohibited devices on the school compound	
	Absent from class while at school	Detention/essay writing
	Littering the school grounds/classroom	Campus/labour
	Constant loud disruptive behaviour	Campus/labour/Detention/Essay writing
TWO	Disrespect to any Staff member	Detention/Suspension/Public apology
	Leaving Campus during school time without a valid pass or using fraudulent documents	Suspension
	Use of expletives	Suspension/Time out
	Viewing pornographic content	Suspension

# THREE

Verbal or physical abuse	Suspension
Threatening of a member of staff	Suspension
Fighting	Suspension/Expulsion
Extortion	Suspension
Vandalism	Restoration/Suspension
Gambling	Suspension
Merchandising of goods on the school compound	Confiscated/Suspension
Possession and or use of illegal drugs	Confiscated/Suspension
Attending under the influence of drugs/alcohol	Suspension
Damage or destruction to school property	Suspension
Defacing of walls, chairs and desks	Suspension /restoration

# FOUR

Sexual misconduct	Suspension- Serious sexual offences such as rape will result in immediate expulsion
Sexual Harassment	Suspension
Use or possession of weapons- guns, machetes, knives, ice picks, scissors, broken bottles etc	Confiscated/Suspension/Expulsion
Threats	Suspension
Causing serious injury/ wounding with intent	Expulsion
Illicit activities	Suspension/Expulsion
Destruction of School property (Arson, break-ins)	Suspension/Expulsion
Any other criminal acts	To be determined by the School Board

Students who violate the rules of the school are subject to disciplinary measures which include conduct and/or academic probation, detentions, campus service, manual labour and suspensions. Please refer to the Code of Conduct for details.

## Detention

1. Students and parents will be notified via a detention slip that a detention has been issued. Parents are expected to sign the slip which is to be handed in on the day that the student has been asked to report for punishment.
2. Detentions take place on a Tuesday and a Thursday.
3. Detentions will begin at 12:00 pm for the morning shift students and 11:00 am for the afternoon shift student.
4. The duration of the detention is one hour.
5. Failure to report to detention will result in a demerit being issued which goes immediately onto the student's permanent record.

## Demerits

Demerits are notations placed on the student's permanent record which inform a potential employer of school that the student has engaged in serious misconduct which may have implications for how they behave in the future. Demerits signal to future employer or schools that they may need to investigate further into a student's character and behavior. (Please see the list of offences which warrant demerits)

## **Campus Service**

As defined by the school is the active involvement of the students in helping tasks around the school. The student may be asked to ensure that a particular area is clean and free from graffiti. It involves helping others to complete a task that is important for the school community to be productive. (Please see the list of offences for which one may be issued campus service.

### **Probation**

Students may be placed on probation for repeated offences. The period of probation may last from one month to an entire school year.

## **Suspension**

Students committing offences at the suspension level will be suspended for a period of between three to ten days or for a duration deemed appropriate by the Principal or Board of Governors. The number of days given will be dependent on the nature of the offence: the more serious the offence, the greater the number of days. During this time, students will be referred to external agencies for intervention. Such agencies are; CHANCE, National Council on Drug Abuse, Child Protection and Family Services Agency (CPFSA), Child Guidance Clinic, and any other organization that the school believes will assist the present behaviour of child.

## **Expulsion**

This is the final level of discipline and is applicable to major offences (see table above), repeated offences, and if all other avenues for rehabilitation have

failed. This may also be given to students involved in criminal offences without any prior record.

### **Category 1**

Campus service can be administered by teacher(s) and prefect(s). Campus service will be carried out by students up to 30 minutes per day. Students refusing to carry out assigned tasks will face the consequences of category 2.

### **Category 2**

Campus service can be administered by teacher(s) and prefect(s). Campus service will be carried out by students up to 30 minutes per day. Students refusing to carry out assigned tasks will face the consequences of category 2. Repeated offenders in this category may be suspended and the matter reported to the school board.

### **Category 3**

Students who commit acts in this area are likely to be suspended and or required to carry out community service outside of the immediate school campus.

In addition to the actions listed above, other possible actions may be:

- Parent conference
- Referred to Guidance Counsellor and other external agencies
- Conflict Resolution

***Please note that students who bring the school in disrepute will be asked to wear white blouse/shirt and black skirt pants according to the stipulated measurements of the school's dress code for the remaining of their tenure.***

# Grievance Procedure

List of Offences Committed Against You	Person/s to whom you report/complain
Extortion	Dean, VP, Principal
Bullying/Teasing	Teachers, Year Supervisors, Guidance department, Dean, VP, Principal
Theft	Teachers, Year Supervisors, Dean
Wounding	Dean, VP, Principal
Verbal abuse/indecent language	Teachers, Year Supervisors, Guidance Department, Dean
Fight	Principal, Dean, VP.
Sexual Harassment	Dean, Guidance Counsellor, VP,
Weapon possession	Teachers, Year Supervisors, Dean, VP.
Quarrels	Teachers, Year Supervisors, Dean VP.
Gang intimidation	Principal, Dean, VP.

In instances where an offence has been committed against you and you feel you have not gotten a fair resolution you may appeal to the board of Governors using the appropriate arm of the student council.

### **AGREEMENT TO COMPLY WITH SCHOOL RULES AND REGULATIONS.**

We, the undersigned parent/guardian and child/ward, have read and clearly understood the School rules so written, and agree to abide by those Rules & Regulations. We (parent & child/ward) understand that the school reserves the right to take punitive actions if the child/ward does not uphold the Rules and Regulations of the school.

Signed: \_\_\_\_\_

Mother/Guardian

\_\_\_\_\_

Father/Guardian

\_\_\_\_\_

Student

\_\_\_\_\_

Date

*To be signed and kept on student's file.*





**Ministry of Education Youth and Culture/Ministry of Health  
School Health Programme  
Student's Medical Report**

**TO BE COMPLETED AND SIGNED BY PARENT/GUARDIAN**

**Part A**

NAME OF SCHOOL \_\_\_\_\_

ACADEMIC YEAR: \_\_\_\_\_

**PERSONAL DATA**

STUDENT'S NAME \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ AGE: \_\_\_\_\_ YRS SEX: M

( ) F ( )

ADDRESS: (H) \_\_\_\_\_

ADDRESS (W) \_\_\_\_\_

TELEPHONE NO: (W) \_\_\_\_\_ (H) \_\_\_\_\_ (Cell) \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO (S): \_\_\_\_\_

FAMILY DOCTOR OR HEALTH CLINIC: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

## MEDICAL HISTORY

Please respond by putting a tick ( ) under the appropriate column and record dates of last treatment and remarks for positive responses.

Has your child ever been diagnosed or treated for any of the following conditions?

PAST HISTORY	YES	NO	DATE (S)	REMARKS
Asthma/Bronchitis	( )	( )	_____	_____
Rheumatic Fever/Rh. Heart disease	( )	( )	_____	_____
Congenital/ other Heart Disease	( )	( )	_____	_____
Sickle Cell Trait/Disease	( )	( )	_____	_____
Seizures (Epilepsy/Fits)	( )	( )	_____	_____
Fainting spells/giddiness	( )	( )	_____	_____
Anaemia (weak blood)	( )	( )	_____	_____
Excess Tiredness	( )	( )	_____	_____
Disorders of the Ears, Nose, Throat	( )	( )	_____	_____
Diabetes Mellitus (Sugar)	( )	( )	_____	_____
Chronic Disease (eg Cancer/Thyroid)	( )	( )	_____	_____

Recurrent headaches/Migraine	( )	( )	_____	_____
Visual or hearing disorders	( )	( )	_____	_____
Physical Disability	( )	( )	_____	_____
Infectious diseases ( eg. Measles, tuberculosis (TB), mumps typhoid)	( )	( )	_____	_____
Allergies to: Penicillin/ antibiotics				
Any other substance				
Any other condition	( )	( )	_____	_____

HAS YOUR CHILD EVER BEEN ADMITTED TO HOSPITAL OR HAD SURGERY? Yes

No

If yes, please explain for what reason.

---



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REGULAR MEDICATIONS TAKEN (IF ANY):

---

## EMOTIONAL HISTORY

Has your child ever been diagnosed with the following?

	YES	NO	DATE(s)	REMARKS
Depression	( )	( )	_____	_____
Learning Disability	( )	( )	_____	_____
Hyperactivity	( )	( )	_____	_____
Behaviour disorder	( )	( )	_____	_____

Has your child experienced the following?

	YES	NO
Recent stress eg. Death or relocation of a close family member, relative or friend	( )	( )
Difficulty making friends, adjusting to new situations	( )	( )
Difficulty concentrating in class	( )	( )
History of fighting/hurting others	( )	( )

Explain

---

---

## FAMILY HISTORY

Has any family member been diagnosed with the following?

	YES	NO	REMARKS
<input type="checkbox"/> Allergies	( )	( )	_____
<input type="checkbox"/> Mental Disorder	( )	( )	_____
<input type="checkbox"/> Sickle Cell Disease	( )	( )	_____
<input type="checkbox"/> Migraine	( )	( )	_____

I certify that the above information is correct.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## PART B

### MEDICAL EXAMINATION REPORT

To be completed by a physician or family nurse practitioner

Please give details of finding and verifying immunization history

STUDENT'S NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ AGE: \_\_\_\_\_

HEIGHT: \_\_\_\_\_ cm WEIGHT: \_\_\_\_\_ kg BP: \_\_\_\_\_

MENARCHE: YES ( ) NO ( ) If yes, LMP \_\_\_\_\_

General Appearance: \_\_\_\_\_

Nutritional state: \_\_\_\_\_ Posture: \_\_\_\_\_

SKIN: \_\_\_\_\_ TEETH/GUMS \_\_\_\_\_

EYES: \_\_\_\_\_ VISION: R \_\_\_\_\_ L \_\_\_\_\_

(Indicate whether tested with glasses or not)

EARS: \_\_\_\_\_ HEARING: \_\_\_\_\_

NOSE/THROAT: \_\_\_\_\_

THYROID: \_\_\_\_\_

RESPIRATORY SYSTEM: \_\_\_\_\_

CARDIOVASCULAR SYSTEM: \_\_\_\_\_

ABDOMEN/BI SYSTEM: \_\_\_\_\_

CENTRAL NERVOUS SYSTEM: \_\_\_\_\_

BONES AND JOINTS: \_\_\_\_\_

DEFORMITIES/DISABILITIES: \_\_\_\_\_

GENITO URINARY SYSTEM: \_\_\_\_\_

URINALYSIS \_\_\_\_\_ PROTEIN: \_\_\_\_\_

SUGAR \_\_\_\_\_

OTHER INVESTIGATIONS INDICATED: \_\_\_\_\_

(Follow up report to be provided)

Immunization History: Please indicate date vaccines received.

DOSES

DOSES					
Vaccine	1st	2nd	3rd	Booster 1	Booster 2
BCG					
DPT/DT					
MMR					
Chicken pox					
Hep. B					
Hib.					
Pneumovax					
Other					
Other					





**APPENDIX 7**  
**MINISTRY OF HEALTH**  
**CHILD DENTAL HEALTH FORM**

Medical Record# \_\_\_\_\_ Ward \_\_\_\_\_

Surname	First	Middle	Pet Name		
Address		Parish		Landmark	
Tel. No.	Sex: M (circle one)	Birth date	Age	Birth place	Religion
Emergency Contact	Relationship	Address No.	Telephone		
Name of Father	Mother's Maiden Name				
Referring Doctor	Consultant/Specialist Specialty				
Health Insurance Company					

# Medical History

	YES	NO	Doctor's Comments
1. Is child in good health?	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Is child under care of physician?	<input type="checkbox"/>	<input type="checkbox"/>	_____

If yes, since when? \_\_\_\_\_ Why? \_\_\_\_\_

3. Has child had any serious illness or been hospitalized?   \_\_\_\_\_

Reason \_\_\_\_\_

4. Is the child taking any medication?

If yes, what? \_\_\_\_\_

5. Is child subject to nervous disorders

(fainting, dizziness)? \_\_\_\_\_

6. Is child allergic to penicillin, antibiotics

Substances, latex? \_\_\_\_\_  
\_\_\_\_\_

# Dental Health Services Policies and Procedures Manual

## Jamaica

Has child ever had any of the following conditions?

Measles	<input type="checkbox"/>	<input type="checkbox"/>	Shortness of Breath	<input type="checkbox"/>	<input type="checkbox"/>	Fainting
Spell	<input type="checkbox"/>	<input type="checkbox"/>				
Mumps	<input type="checkbox"/>	<input type="checkbox"/>	Ankle Swelling	<input type="checkbox"/>	<input type="checkbox"/>	Epilepsy/
Seizures	<input type="checkbox"/>	<input type="checkbox"/>				
Chicken Pox	<input type="checkbox"/>	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Nervous
Disorders	<input type="checkbox"/>	<input type="checkbox"/>				
Rheumatic Fever	<input type="checkbox"/>	<input type="checkbox"/>	Lung Disease	<input type="checkbox"/>	<input type="checkbox"/>	Multiple
Sclerosis	<input type="checkbox"/>	<input type="checkbox"/>				
Scarlett Fever	<input type="checkbox"/>	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	
Psychiatric Care	<input type="checkbox"/>	<input type="checkbox"/>				
Strep Throat	<input type="checkbox"/>	<input type="checkbox"/>	Heart Trouble	<input type="checkbox"/>	<input type="checkbox"/>	Liver
Disease	<input type="checkbox"/>	<input type="checkbox"/>				
Tonsillitis	<input type="checkbox"/>	<input type="checkbox"/>	Hay Fever	<input type="checkbox"/>	<input type="checkbox"/>	
Jaundice	<input type="checkbox"/>	<input type="checkbox"/>				
Ear Ache	<input type="checkbox"/>	<input type="checkbox"/>	Bruise Excessive	<input type="checkbox"/>	<input type="checkbox"/>	Kidney
Disease	<input type="checkbox"/>	<input type="checkbox"/>				
HIV/AIDS	<input type="checkbox"/>	<input type="checkbox"/>	Prolonged bleeding	<input type="checkbox"/>	<input type="checkbox"/>	
Muscular Dystrophy	<input type="checkbox"/>	<input type="checkbox"/>				
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Blood Disease	<input type="checkbox"/>	<input type="checkbox"/>	
Other_____						

## DENTAL HISTORY

1. Has child ever had dental treatment?
2. Has child ever had mouth injury?
3. Has child ever had orthodontics?
4. Does child have any habits such as:

Thumb sucking  Lip Biting  Mouth Breathing

Tongue Thrusting  Nail Biting  Teeth Grinding

How often does your child brush his/her teeth per day? \_\_\_\_\_

I understand the above information is necessary to provide my child with dental care in a safe and efficient manner. Therefore consent to the performing of the dental necessary or advisable for my child/myself, including the use of local anaesthesia and/or relative analgesia as indicated. I, as a parent, accept my responsibility for the fee(s).

I consent to your obtaining from other practitioners who are currently treating or who have treated my child, such further information as may be necessary for providing my child with proper dental treatment and care.

Parent Signature: \_\_\_\_\_ TRN \_\_\_\_\_ Date \_\_\_\_\_

Patient's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness:

\_\_\_\_\_  
MR 74b DENTAL 08/26 (MOH-PE)

# DENTAL EXAMINATION RECORD

\_\_\_\_\_

LAST NAME	FIRST	MIDDLE	DTE OF BIRTH
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To the parents/Guardians: \_\_\_\_\_

Please arrange with your family Dentist or Clinic for year child/ward to have a dental examination and possible correction or treatment. Take this form with you and have it completed by the Dentist or Dental Nurse.

## To the Dentist or Dental Nurse

\_\_\_\_\_

Will you please make an oral examination of the above named child and check "Yes" or "No" at the conditions which are so found to be in need of dental care. It is desirable that arrangement be made for necessary correction or treatment.

The child needs professional care for the following:

	Yes	No
Carious Teeth _____	_____	_____
Primary _____	_____	_____
Permanent _____	_____	_____
Periodical Disease _____	_____	_____
Gingivitis _____	_____	_____
Periodontitis _____	_____	_____

Occlusion \_\_\_\_\_

Fractured Dentures \_\_\_\_\_

Other

Remarks

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Clinic: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

## Dear Parent/Guardian:

The school nurse can no longer administer oral medication to students. If a child/ward has been diagnosed with any medical problems, please indicate to the school nurse.

If oral medication must be administered regularly, please label medication with student's name and dosage and bring it to the school nurse. The nurse will administer this medication when necessary.

Parent's Name: \_\_\_\_\_ Child's Name: \_\_\_\_\_

Principal: \_\_\_\_\_ School's Name: \_\_\_\_\_

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LACOVIA HIGH SCHOOL INSURANCE FORM

SCHOOL MATE FROM TIP FRIENDLY SOCIETY

FULL NAME OF STUDENT: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

NAME OF PARENT (S)/GUARDIAN: \_\_\_\_\_

PREMIUM \$1000

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**LACOVIA HIGH SCHOOL  
CURRENT COMMUNICATION SERVICE  
PARENT SIGN UP FORM**

COST \$300

Name of student

First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last \_\_\_\_\_

tick M ( ) F ( )

Cell phone Number of Parent/Guardian

By completing and signing this form the Parent/Guardian agree to receive text messages regarding events at the school that your child/ward attends. The Parent/Guardian also agrees to pay an annual fee to receive notifications during the year in the amount

\_\_\_\_\_

\_\_\_\_\_

Parent Signature

Date



# LACOVIA HIGH SCHOOL

## INFORMATION SHEET

STUDENT'S NAME: \_\_\_\_\_  
(Block letters) Surname First Middle

STUDENT'S ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CLASS PLACED IN: \_\_\_\_\_  
(see envelope)

DATE OF BIRTH: \_\_\_\_\_  
Day Month Year

GENDER (please  $\surd$ ) MALE FEMALE

POSITION IN FAMILY eg. 3/5 \_\_\_\_\_

RELIGION: \_\_\_\_\_

LAST SCHOOL ATTENDED: \_\_\_\_\_

LAST GRADE: \_\_\_\_\_

DATE OF ADMISSION: \_\_\_\_\_

DATE OF LEAVING: \_\_\_\_\_

FATHER'S NAME: \_\_\_\_\_

FATHER'S ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

OCCUPATION: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

RELIGION: \_\_\_\_\_

MOTHER'S NAME: \_\_\_\_\_

MOTHER'S ADDRESS: \_\_\_\_\_

\_\_\_\_\_

OCCUPATION: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

RELIGION: \_\_\_\_\_

GUARDIAN'S NAME: \_\_\_\_\_

GUARDIAN'S ADDRESS: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

RELIGION: \_\_\_\_\_



## 6th formers

June 21, 2021

Dear Parent/Guardian,

We thank God for taking us safely through the school year and we express our heartfelt congratulations on your child's 6th form placement to this noble institution.

**Kindly pay attention to the following FEE STRUCTURE for 2021-2022.  
ALL fees are to be paid at Bank of Nova Scotia, Main Street, Santa Cruz.**

**Students are to pay Consumable Fees on stipulated voucher # 01368-16.**

If you are unable to pay all fees at once please indicate in the column below the amount being paid for each item. All consumable balances are to be paid before the end of the school year.

<b>OTHER CHARGES</b>	<b>FEES</b>	<b>AMOUNT PAID</b>
ID/ File Photograph	\$ 1,000.00	
School Badge	\$ 700.00	
Registration	\$ 1,000.00	
Vocational	\$ 3,500.00	
Photocopying	\$ 2,000.00	
Security	\$ 1,500.00	
Insurance	\$ 1,000.00	
School T-Shirt	\$ 2,500.00	
Resource Material	\$ 7,000.00	
Co-curricular, Clubs & Societies	\$ 1,500.00	
Sports Fund	\$ 2,000.00	
School Development	\$ 4,300.00	
P.T.A	\$ 2,000.00	
<b>TOTAL</b>	<b>\$ 30,000.00</b>	

**Student Handbook (Received upon payment for Package)      \$4,000. 00**

Yours truly,

Ricardo Bennett (Mr.)  
**Principal**



## NEW TRANSFERRED STUDENTS (Grades 8,9,10,11)

June 21, 2021

Dear Parent/Guardian,

We thank God for taking us safely through the school year and we express our heartfelt congratulations on your child's transfer to this noble institution.

**Kindly pay attention to the following FEE STRUCTURE for 2021-2022.  
ALL fees are to be paid at Bank of Nova Scotia, Main Street, Santa Cruz.**

**Students are to pay Consumable Fees on stipulated voucher # 01368-16.**

If you are unable to pay all fees at once please indicate in the column below the amount being paid for each item. All consumable balances are to be paid before the end of the school year.

OTHER CHARGES	FEEES	AMOUNT PAID
ID/ File Photograph	\$ 1,000.00	
School Badge	\$ 700.00	
P.E Gears – Boys/Girls	\$ 2,000.00	
5 School Crests	\$ 1,500.00	
Photocopying	\$ 1,000.00	
Security	\$ 1,500.00	
Insurance	\$ 1,000.00	
School T-Shirt	\$ 2,500.00	
Vocational	\$ 2,500.00	
Resource Material	\$ 1,400.00	
Student Welfare/Co-Curricular	\$ 1,500.00	
Sports Fund	\$ 2,000.00	
School Development	\$ 2,500.00	
P.T.A	\$ 1,500.00	
<b>TOTAL</b>	<b>\$ 22,600.00</b>	

**Student Handbook (Received upon payment for Package)      \$4,000. 00**

Yours truly,

Ricardo Bennett (Mr.)  
**Principal**



# HOMWORK TIPS

The following tips relate to the importance and presentation of work done both at and outside of school.

- Try to do your homework at the same time each day in a quiet place where you are free of distractions.
- Always include a title and the date when submitting homework.
- Read over assignments before submitting them. Check for spelling punctuation and grammatical errors.
- Books should be clean and tidy at all times, no stickers or graffiti should be placed on books.
- Presentation is very important. Use appropriate margins and indented paragraphs. Only black or blue ballpoint pens should be used for writing. Coloured pens should only be used to aid presentation.

# *Notes*