



EXCELLENCE EQUITY OPPORTUNITY

THE ANGLICAN CENTRAL EDUCATION AUTHORITY STUDENT HANDBOOK

The Anglican Diocese of The Bahamas, Turks & Caicos Islands (The Anglican Diocese) has been involved in educating the youth of this nation for many years. Today there are four schools St. Andrew's Anglican School (Exuma), Bishop Michael Eldon School (Grand Bahama), St. Anne's School, and St. John's College in New Providence governed by the **Anglican Central Education Authority** (ACEA) a body of 15 members appointed by the Bishop of the Diocese of The Bahamas and the Turks and Caicos Islands. All four schools are coeducational institutions. The Primary Departments of the schools have grade levels Nursery and Kindergarten through grade six. The Secondary Departments have grade levels seven through twelve (St. Andrew's Anglican School grades 7 through 9).

The A.C.E.A. establishes and directs overall policy, controls staff recruitment and conditions of service, development and expansion, and finances. The Chairman is The Very Rev'd. Patrick Adderley, Dean of Christ Church Cathedral. The Director of Education is the liaison between the A.C.E.A. and the administration of the schools.

PHILOSOPHY

All children have the right to be given the opportunity to develop their God given talent and to receive an education which will help them to build God's Kingdom.

MISSION STATEMENT

The ACEA offers, in a safe environment, a well-rounded educational product that fosters the development of students' spiritual, academic, physical, social, and emotional well-being thereby affording their relevancy and adaptability for future citizenship and life in an ever changing global environment. The ACEA will provide the faculty and staff with all of the tools necessary to accomplish the mission.

GOALS AND OBJECTIVES OF ANGLICAN EDUCATION

In accordance with the philosophy and mission of the Anglican Diocese with respect to Education, the goals and objectives of Anglican Education are:

- To promote a Christian philosophy of life by encouraging students to know God and to have a daily relationship with Him
- To prepare students for Christian service in the Church and the wider community.
- To produce competent individuals who can compete successfully in all aspects of education and to promote in them a zeal for excellence.
- To inculcate in students positive qualities of character that lead to self-discipline, integrity and good citizenship.
- To develop in students a respect for the corpus humanum (*human Body*) as the temple of the Lord, thereby discouraging any form of abuse and encouraging their commitment to realize to the fullest a mens sana in corpore sano (*a sound mind in a sound body*).
- To foster in all students a knowledge of and love for their environment and the wider world in which we live, and to develop in them a sense of responsibility for the preservation of nature.

HISTORY OF THE SCHOOLS

St. Andrew's Anglican School

In the Southern Bahamas, on the island of Exuma, **St. Andrew's Anglican School** a parochial Preschool was founded 1983. The Primary Department was established in 1995 and the Middle School in 2002. The school is located on the ground floor of the St. Andrew's Community Centre in the heart of George Town, Exuma. The ACEA had assisted in the development of the school since 1993. In 2003 the ACEA increased its involvement in the administration of the school.

School Crest: The crest is a shield divided into three sections. One section has a Blue Marlin; the second has the cross of St. Andrew; and the third has the school's initials in capitals SAAS.

School Motto: *Sapere Aude:* Dear To Be Wise

School Hymn: "Jesus Calls us O'er The Tumult"

Bishop Michael Eldon School

(Formerly Freeport Anglican High/Discovery Primary School)

In the Northern Bahamas, on the island of Grand Bahama, **Bishop Michael Eldon School (Freeport Anglican High School and Discovery Primary School)** originally known as Freeport High School and re-named Freeport Anglican High School opened its doors in September of 1965. Over the next three years the campus was developed with the addition of more rooms. In 1975 the school was taken over by the ACEA. Fr. Bishop, who had been headmaster at St. John's College for many years, was appointed principal. Like its sister and brother schools on New Providence the success of the school can be seen in its graduates who have made contributions nationally and internationally. Lady Henrietta St. George founded Discovery Primary School in a cottage in the garden of her Freeport home. In 1991 Lady Henrietta built the new Discovery Primary School on the grounds of Freeport Anglican High School. In 1993 she donated the buildings to the Diocese and Discovery Primary became a part of the Anglican Schools family. Both schools have flourished. In September 2005 the school was renamed Bishop Michael Eldon School after Bishop Michael Hartley Eldon, the first Bahamian Bishop of the Anglican Diocese of the Bahamas and the Turks and Caicos Islands. From 1954 through 1962 Bishop Eldon served as Assistant Master at St. John's College. In 1962 he began his ministry on Grand Bahama Island, where he taught, served as Rural Dean, Archdeacon, probation officer and Chairman of the Grand Bahama Christian Council. Bishop Eldon retired as Lord Bishop of Nassau in 1996.

School Crest: The crest is a shield divided into three sections. One section depicts three birds representing egrets that were once plentiful on Grand Bahama and the indigenous scrub pine; the second has a sail ship with a cross on its sail; and the third has the school's initials in capitals BMES.

School Motto: *Lux Mentis Lux Orbis invenire veritatem:* The Light of the Mind, the Light of the World – Discover the Truth

School Hymns: "Immortal, Invisible, God Only Wise" and "Let There Be Peace on Earth"

St. Anne's School

St. Anne's School, located on the eastern end of New Providence Island, began in 1955 as a parochial school. Canon David John Pugh founded the school when he was the Priest-in-charge of St. Anne's Parish Church, Fox Hill. Recognizing the need for schooling in the Fox Hill

vicinity, Fr. Pugh utilized the Old Parish Hall and converted it into three classrooms, and he made use of the rectory's garage. Thus began the Parish School of St. Anne with twenty-six students and four teachers under the principalship of Canon David J. Pugh. Due to the lack of classrooms and the increasing number of students, some classes had to be taught in the church yard, under the sapodilla and almond trees, and in the church's graveyard. Over the years St. Anne's has developed into a flourishing and renowned educational institution. Academically, St. Anne's School has held its own and has made an invaluable contribution to the Bahamas. The school has built up an enviable reputation in the community for its academic excellence.

School Crest: The Crest St. Anne's Church (Fox Hill) and the Sapodilla tree where classes were once held.

School Motto: *Dei Gratia:* By the Grace of God

School Hymn: "Now Thank We All Our God"

St. John's College

In 1947 the Anglican Diocese under the direction of Bishop Spence Burton founded **St. John's College**. Being the first secondary school of the Diocese, it was named after the patron saint of the Diocese. The school was located on Market Street north until 1979 when it was moved to its present campus on Bishop Eldon Drive, off Bethel Avenue. The sprawling campus sits on twenty-eight acres of property. Since 1947 St. John's College has always encouraged its students to achieve academic excellence and uphold high moral standards. The many Bahamians who hold positions of authority and who are making an invaluable contribution to the Bahamas evidence its many successes.

School Crest: The crest holds the Latin *Ecce Agnus Dei*, (Behold the Lamb of God) the first words uttered by John the Baptist when he saw Jesus, according to St. John's Gospel.

Motto: *Respice, Adspice, Prospice:* Look to the Past, Present and Future

School Hymn: "Praise to the Lord the Almighty"

With St. John's in the west, St. Anne's in the east, Bishop Michael Eldon School in the north and St. Andrew's Anglican School in the south, the Anglican schools by the grace of God will look to the past, to the present, and to the future to enlighten the minds of our youth as they discover the truth and challenge them to be wise through quality education.

ADMISSION

All students must write and pass the entrance examination in Mathematics and English to enter grades 1 - 8. Students entering grade 10 must have a minimum of five B.J.C. subjects including Mathematics and English. All students are admitted on Academic Probation and must maintain an average of 60% or better. Failure to maintain the same may result in the student repeating the grade level or being requested to withdraw from the school.

THE ACADEMIC PROGRAMME

THE CURRICULUM

The curriculum is a liberal one and covers a comprehensive list of subjects. The timetable allows forty (40) teaching periods in a week.

At the Secondary level the subjects offer include:

| | | | |
|------------------|--------------------|-----------------------|-----------------------|
| English Language | English Literature | Mathematics | Accounts |
| General Science | Commerce | French | Biology |
| Economics | Spanish | Chemistry | Social Studies |
| Physics | Computer Studies | Physical Education | Geography |
| Art | Family Life | Religious Studies | Music |
| History | Home Economics | Hospitality & Tourism | Clothing Construction |

At the Primary Level the curriculum is an integrated one. It uses a webbed approach where a theme that is Science or Social Studies based corresponds with the Reading series. The contents of the traditional subjects are rearranged to fit into the themes.

THE GRADING SYSTEM

| GRADE | GRADE POINT | INTERPRETATION | DIPLOMA |
|------------|-------------|-----------------------|-------------------|
| A 90 - 100 | 4.00 | Mastery | Distinction |
| A- 85 - 89 | 3.75 | | |
| B+ 80 - 84 | 3.50 | High Level Competence | Special Credit |
| B 75 - 79 | 3.00 | | |
| B- 70 - 74 | 2.75 | Moderate Competence | Credit |
| C+ 65 - 69 | 2.50 | | |
| C 60 - 64 | 2.00 | Minimum Competence | Pass |
| F 0 - 59 | | Failure | Basic Certificate |

TEXT BOOKS

Secondary students are responsible for purchasing their own textbooks. Most texts are available from Nassau Stationers. Exercise books are available at School. Parents are furnished with a booklist prior to the opening of school in September. The use of the Mead **Exercise books** is required. **The use of correction fluid is not permitted.**

In the Primary department students are responsible for purchasing their workbooks. A Book Rental Fee is paid in the first term. The textbooks are on loan, and must be submitted at the end of the academic year. Students are required to cover these books to help to keep them in good condition. A charge is levied for lost or damaged textbooks.

HOMEWORK

SECONDARY: Homework will be assigned according to the given timetable

Grades 7 – 9 Two (2) subjects per night and three (2) on weekends

Grades 10 – 12 Three (3) subjects per night and four (3) on weekends.

PRIMARY: K. - Gr. 2 One (1) assignment per night Monday - Thursday

Grades 3 - 5 One (1) per night Monday - Friday

Grade 6 Two (2) per night Monday – Friday

Kindergarten through Grade 6 is to be encouraged to do some Reading every night.

THE AVERAGE HOMEWORK ASSIGNMENT SHOULD REQUIRE:

K - Grade 6: approximately 30 minutes

Grades 7 – 9 30 - 45 minutes

Grades 10 -12 45 minutes - 1 hour

ALL HOMEWORK ASSIGNMENTS MUST BE:

Completed when turned in

Turned in on time

Done by students, on their own, to the best of their ability

Neat, clean and legible

Made up when a student is absent from class or school

Signed and dated by a parent or guardian (Primary School Only)

STUDENTS WHO DO NOT SUBMIT HOMEWORK ASSIGNMENTS ON TIME WILL

- Lose 10% of the assigned grade
- Serve a Homework DETENTION (the following school day). Failure to attend will result in a Suspension.
- Be issued a Suspension when given a 4th Homework Detention.

WHEN DETERMINING REPORT CARD GRADES, HOMEWORK WILL

Account for 15% of the final grade.

STUDENT AGENDAS / HOMEWORK RECORD BOOK

All students are required to record Homework assignments in their Student Agenda/Homework Record Book and have it available for review by a parent/guardian and the Homeroom Teacher as required.

EXAMINATIONS

All students take examinations at the end of Report Period 1 (Michaelmas Term) and Report Period 3 (Trinity term). All school examinations are compulsory. Students are excused only when a doctor's certificate is presented for absence. An "absent" will be recorded on the student's file, and the final average will not include the missed examination.

During examinations communication in any form is forbidden. Cheating in any form will result in the cancellation of the examination script. (See list of rules and conditions for examinations).

External and National examinations written by students include, Bahamas Junior Certificate (BJC), Grade Level Assessment Tests (GLAT), Bahamas General Certificate of Secondary Education (BGCSE), PSAT (Gr. 11), SAT & AP (Gr. 12) and Pitman examinations.

REPORT CARDS

Report cards are issued three (3) times during the year. The reports will be sent home for the first two Report Periods (December and March). The reports are in sealed envelopes and addressed to the parent or guardian of the student concerned. The report for the third Report Period will be issued by June 30th and must be collected from the school. Queries concerning a student's Report should be addressed to the Guidance Counselor.

PROMOTION

Student promotion is based on performance and achievement. The minimum requirement is a **Current Year Average of 60%** with scores of **60%** or higher in Mathematics and Language Arts. Grade Nine (9) students must pass a minimum of five (5) BJC subjects (including Mathematics and English) to qualify for promotion to Grade ten (10). Please note that students may be required to attend Summer School in order to qualify for promotion. Any student may be asked to repeat a grade level **ONCE**, if the required standard for promotion has not been met.

PRIZEGIVING AND GRADUATION

The following Prizes are awarded to members of each homeroom.

- | | | | | |
|--|----------|--------------|-------------|-------|
| <input type="checkbox"/> Proficiency | Progress | Effort prize | Honour Roll | Merit |
| <input type="checkbox"/> Most Improved (PD Artistic/Helpful) | | Conduct | | |

In addition students are awarded trophies and or certificates for Inter-House competitions, leadership, projects, and extra-curricular activities.

On the successful completion of Grade 12 (meeting all required standards), each student will receive a School Diploma. These are graded: Distinction (A), Special Credit (A-), Credit (B), and Pass (C). **Graduation is not automatic.** Students not meeting the required standard will receive a Basic Diploma (Leaving Certificate).

Requirements for participation in the Graduation Exercises include:

- A minimum Cumulative Average of 60% (Grades 11 & 12)
- Regular attendance and punctuality to school and classes
- Full preparation and participation in classes and activities
- Submission of all assignments, projects and coursework
- Attendance at all external examinations
- Completion of 30 hours of community service
- Participation in at least one extra-curricular activity
- Compliance with all school rules and regulations.

TRANSCRIPTS

Transcripts (1st one free - all others \$5.00) are obtained from the Guidance Counselor and are an accurate record of academic attainment from date of entry into the school through graduation.

The school office holds all certificates, official documents and prizes if a student has outstanding bills.

THE SCHOOL UNIFORM: FULL SCHOOL UNIFORM MUST BE WORN AT ALL TIMES. PARENTS ARE ENCOURAGED TO LABEL ALL CLOTHING

BOYS:

School shirt (school colour)

Trousers: Short (1 - Grade 5) Long (Grades 6 – 12) with black belt (leather or leather-like)

School colour socks and black shoes

GIRLS: FULL SCHOOL UNIFORM MUST BE WORN AT ALL TIMES

School blouse (school colour)

Pleated skirt bib front and crossed straps at the back (1 - Gr. 4)

Pleated skirt (Grades 5 - 12) – **Length 3” below the knee**

School colour socks and black shoes (leather or leather-like) NO HEELS

WINTER WEAR

1) **School colour** Buttoned down - front Sweater **OR**

2) **School colour** V-Neck Pull Over Sweater

3) **School colour** Windbreaker with School Crest

NB. Girls may wear tights on very cold days.

HAIR AND HAIR ACCESSORIES

Blue, grey, green, gold, black or white hair accessories may be worn according to school uniform colour. Extension braids and / or beads, weaves, hair colour, etc. are not permitted.

Boys are reminded to be clean-shaven; hair is to be kept short and neatly trimmed. Ponytails, pigtails, buds, faddish parts and designs are not allowed.

GIRLS:

- 1) One pair of matching knobs, or matching sleepers in the lower lobe of the ear.
(*Earrings can be gold or silver. If a finger can pass through the loop, it's too large.*)
- 2) Wrist Watch

Wearing MAKE UP, FALSE NAILS OR NAIL POLISH is absolutely prohibited.

BOYS:

Wrist Watch only – **(NO earrings allowed).**

No other jewellery (including bracelets, nose rings, tongue rings or tattoos) allowed. They are subject to automatic seizure. The school does not accept responsibility for items for such items.

Uniforms may be purchased from leading Uniform Suppliers.

ALL SCHOOL RULES APPLY WHEREVER AND WHENEVER THE SCHOOL UNIFORM IS BEING WORN.

ATTENDANCE

Monday – Friday 8:30 a.m. - 3:00 p.m. **(Exception Bishop Michael Eldon School)**

NB: Parents will be notified in advance of any changes in school hours.

All children must be at school punctually (before 8:25 a.m. every morning). The first bell rings at 8:25 a.m. Normal pick up time is 3:15 p.m. This gives a student time to collect their books, talk to their teacher if necessary, or to be kept in for ten (10) minutes if necessary.

School attendance is compulsory, and the students are required to be in homerooms by 8:25 a.m.

Following an absence, a note signed by a parent must be submitted to the Homeroom teacher.

Students failing to produce a signed note will be issued a Wednesday Detention.

Once students are deposited on the campus, they are not allowed to leave without permission (including before school begins the morning). The school assumes responsibility for students on the campus from 8:00 a.m. to 4:00 p.m. Monday through Friday.

NO STUDENT IS TO LEAVE THE SCHOOL GROUNDS UNLESS THE PRINCIPAL HAS GIVEN PRIOR PERMISSION.

TRUANCY

Students, who absent themselves from school without their parents' permission, are guilty of truancy. Students who absent themselves from classes or who leave the campus without permission during the day are also guilty of truancy. These offenses are punishable by suspension.

TARDINESS

Students arriving after 8:35 a.m. must report directly to the office for a **Late Pass**. Students with twelve (12) lates or more in one month will be issued a School Detention.

When the bell rings signalling the end of the class, upon being dismissed students must proceed directly to the next class. Movement on the corridors should be in single file and on the left. If students are required to wait outside a room, they must do so in single line along the wall. At no time should students be playing in the corridors, or obstructing the flow of traffic.

EMERGENCY PROCEDURES

The first point of basic importance is for everyone to escape danger. Be aware of the exit routes posted and at the sound of the emergency bell, stop work and follow the instructions of the teacher. If the emergency occurs during a **Break** freeze and wait for instructions.

CONDUCT

All ACEA schools require students to exhibit a high standard of behaviour and deportment at all times. Accordingly, students **must:**

1. Show respect for the Administration, teaching staff, support staff, and prefects.
2. Wear the correct school uniform at all times. **The school does not accept responsibility for seized items of jewellery or clothing.**

3. Be punctual for school and classes.
4. Attend the following:
 - a) Classes
 - b) Daily Assemblies
 - c) Weekly Mass
 - d) Annual Carol Service
 - e) Annual Track & Field Meet
 - f) Special Events as required
5. Produce a signed note from their parent or guardian immediately following an absence. Failure to do so will automatically result in a Detention.
6. Obtain permission from the Principal to use the campus after school hours.
7. Obtain permission from the Principal if they wish to leave the school ground before 3:00 p.m.
8. Report directly to the School Nurse if excused from class because of illness.
9. Bring all required materials to class.
10. Have a copy of the Homeroom and Homework timetables.
11. Enter daily homework assignments into the Student Agenda/Homework Record Book and complete them.
12. Possess a Student Handbook and abide by the rules therein.

The violations listed below are punishable by a **DETENTION:**

1. Eating, drinking or playing in the classrooms, library, hall or bathrooms.
2. Chewing gum within the School Campus.
3. Playing ball outside the season stipulated by the P. E. Department.
4. Failing to place litter into the garbage bins.
5. Wearing **MAKE UP, FALSE NAILS OR NAIL POLISH. ALL** students are permitted to wear a watch and female students **ONLY** are allowed to wear **ONE** pair of matching earrings (**knobs or sleepers**) in the lower lobe of the ear.
6. Defacing of school property.
7. Student drivers are not permitted on campus.

NB. Laptops, iPads, iPods, toys, jewellery, tops, walkmans, radios, yoyos, video tapes, electronic games, beepers, cellular telephones, cards, games, CD's and tape players / recorders, cameras should NOT be brought to school (except when authorized by a teacher for a supervised class project or activity), they are subject to automatic seizure. NO CELL PHONES, PAGERS OR BEEPERS ALLOWED.

THE DISCIPLINARY SYSTEM

The Disciplinary System is designed to act as a deterrent for negative behaviour. Its ultimate aim is to develop self-discipline in students.

SCHOOL POLICY ON WEAPONS AND VIOLENCE

In September 1999, the Anglican School System adopted the violence prevention and intervention programme, **Respect & Protect** developed by The Johnson Institute. Its foundation is the principle that everyone is obliged to respect and protect the rights of others and has **NO** tolerance for violence. It promotes a system wide belief that, ***Violence is not acceptable – We do not tolerate it here.***

THE PURPOSE: To give students, parents, staff, and the community at large a clear statement concerning the school's position against weapons violent behaviour.

OBJECTIVES:

- To ensure the safety of students and staff, their property, and the property of the school.
- To maintain a safe, supportive, nurturing, non-punitive school environment highly conducive to learning.

STATEMENT OF POLICY ON WEAPONS: No one shall use, threaten or use, possess, sell, distribute, or store any weapons or weapon look-alike in a school facility, in a school vehicle, in or on any other school property, or at any school-sponsored function at any other location.

DEFINITION OF A WEAPON: A weapon is defined as any object that, by its design, use, intended use, or brandishing could cause bodily harm or property damage or could intimidate other persons. Weapons include, but are not limited to, firearms (whether loaded or unloaded, whether operational or not, and whether genuine or not), as well as knives and knife look-alikes, chains, martial art equipment, dangerous chemicals, and explosives. Items not designed as weapons will be regarded as weapons under this policy if their use causes another person bodily harm or property damage, or if the items are used with the intent of causing bodily harm or property damage, or if they are used with the intent of causing bodily harm or property damage, or if they are used to intimidate others. Such items include, but are not limited to belts, sprays, pens and pencils, scissors, and other sharp objects.

STATEMENT OF POLICY ON VIOLENCE: No one is entitled to be violent. No form of violence will be tolerated from anybody at school, on school-sponsored transportation, or at school-sponsored activities away from school. **VIOLENCE IS NOT TOLERATED AT OUR SCHOOL.** Violence occurs whenever anyone harms- or threatens to harm- a person's body, feeling or possessions. The act need not be deliberate. Unintentional violence is included and subject to the consequences.

RESPECT & PROTECT PROGRAMME

DEFINITION OF VIOLENCE

Violence is any mean word, look, sign, or act that hurts a person's body, feelings, or things. Such unacceptable behaviour includes, but is not limited to:

PHYSICAL VIOLENCE: Any act that does to person or property by means of physical action. Physical violence against another person is any act that does bodily harm or that disregards harm. Physical violence against property is any that damages or that disregards potential damage to public or private property, whatever its monetary value. Examples of physical violence against a person are blocking a path, forcing sex, grabbing, groping, hazing, hitting, slapping, punching, beating, kicking, stomping, pinching, prodding, jabbing, pulling hair, pushing, shoving, shooting, slashing, stabbing, spitting, tripping, and using a pet to attack or frighten.

Examples of physical violence against property are breaking restroom fixtures, breaking windows, defacing lockers, plugging up drains, writing graffiti, dumping books, strewing papers, gouging a name into fixture, injuring or killing a pet, playing "keep away" with possessions, ruining clothes, scratching the paint on a car or bike, slashing tires, spoiling homework, spraying with a hose or an aerosol can, throwing rocks/books, furniture.

SOCIAL VIOLENCE: Social behaviour that hurts a person is violent.

Examples of social violence are conning a student out of money or into doing something, ignoring a child's requests for help, making fun of a person's cherished beliefs, poisoning someone's mind against another person, "protecting" a student for fee, shunning a youngster on the playground, sabotaging a friendship, stealing, touching a person in an unwelcome manner, violating a person's human rights or civil liberties.

VERBAL VIOLENCE: Verbal means more than oral, or spoken. It includes any expression through words, written or uttered.

Examples of verbal violence are breaking a confidence, revealing a secret, calling a person names, constantly criticizing a person, deriding a heartfelt belief, heckling a speaker, insulting a person's ethnic identity, insulting a person's religious or non-religious identity, insulting somebody's loved one, lying, making a deeming comment to a person's face, making a deeming comment behind a person's back, making a lewd remark, making an unwelcome sexual advance, making animal sounds or other noises intended to demean, making fun of person's ability/body/clothing, making fun of a person's idea or opinion, malicious gossiping, mimicking or mocking, ordering a person around, ridiculing, shaming, speaking in an ominous tone of voice, speaking a nasty rumour, taunting, threatening to damage possessions, threatening to do bodily harm, threatening

to kill, using profanity, using sarcasm, writing a derogatory comment in a public place, writing a note to scare someone or to get someone into trouble.

VISUAL VIOLENCE overlaps physical, social and verbal violence. The perpetrator wants the recipient to see-and –feel intimidated by the action.

Examples of visual violence are displaying a threatening tattoo, displaying an effigy or a voodoo doll, displaying a weapon, displaying gang colours in a threatening way, drawing pictures of a person, exposing, exposing genitals/mooning, making sexually suggestive movements, glaring ("If looks could kill."), "gesturing obscenities/fake punches/gang signs/secrets signs, posturing the body in a threatening manner, mimicking, showing intimate snapshots or videotapes of a person, smirking/sneering, stalking, peeping, voyeurism, staring deliberately, sticking a finger down the throat to insult someone, sticking out the tongue as a hateful, threatening with a fist.

CYBERBULLING is the use of Internet technology to inflict emotional harm through repeated and deliberate harassment, threats and intimidation.

Examples of Cyberbullying can consist of making threats; issuing insults and slurs; and other activities designed to inflict harm or damage to a person and his or her reputation, life, or even computer system (e.g. flooding a person's e-mail with unwanted or offensive messages). The technology used for cyberbullying typically includes e-mail, cell phones, chat rooms, blogs, social networking sites and instant messages."

SHOULD ANY OF THESE THINGS HAPPEN TO YOU PLEASE REPORT THE INCIDENT TO THE CLASS TEACHER OR THE FIRST TEACHER YOU MEET - THEN TO THE RESPECT & PROTECT CO-ORDINATOR DURING THE BREAKS.

MERIT & DEMERIT SYSTEM

Merits are the primary unit of reward for excellent work. No more than ten may be awarded to an individual student on any occasion. An accumulative total of 200 will result in the merit prize. Merits are awarded for examination marks over 75% (Michaelmas and Trinity terms).

Demerits are given to individual students for direct violation of school rules and unsatisfactory behaviour. Ten demerits make a student liable for suspension.

HONOUR ROLL SYSTEM

This is maintained to recognize the outstanding accomplishments of students in the areas of academics, sports and extra-curricular activities.

REFERRALS

When a teacher decides that a student's behaviour is serious enough to warrant attention a **REFERRAL** form will be sent to administration. Once the matter has been dealt with the teacher and parent will be informed via Edline and a copy will be placed on the student's file.

DETENTIONS

Twenty-four hours notice will be given to the student for an after school detention, (i.e. held after 3:15 p.m.).

1. TEACHER'S DETENTION

Issued by the teacher for classroom rule infringements and supervised by individual teacher concerned during First Break, Second Break or after school.

2. WEEKDAY DETENTION

A forty-five minutes detention held after school on one day of the week designated by the administration for minor rule infringements e.g. lateness, uniform, gum chewing etc. After serving three (3) Tuesday Detentions if a student is issued a fourth weekday Detention a School Detention (Saturday) will automatically be issued.

3. HOMEWORK DETENTION

Students who do not submit homework on the due date will serve a forty-five minutes Homework Detention. Failure to attend will result in a Suspension. Students will be suspended when issued a 4th Homework Detention.

4. SCHOOL DETENTION

Held on Saturday from (10:00 a.m.-1:00 p.m.) and is supervised by a member of Administration. Students must attend in **FULL SCHOOL UNIFORM**. Failure to attend will result in a **SUSPENSION**. Students issued/serving three (3) Saturday Detentions will be **SUSPENDED**.

SATURDAY DETENTION

DAILY REPORT

When necessary, a student may be placed on report by the Administration for up to two weeks. He/she is given a report form that must be initialled by each subject teacher, once behaviour in that class was satisfactory. In case of misbehaviour, an "X" is inserted. Three "X"s will result in a suspension. Students will not be placed on Daily Report more than twice a year.

CORPORAL PUNISHMENT

Corporal punishment is a method of the disciplinary process and may be administered by the Principal or other designated member of administration.

SUSPENSION

Students may be suspended or expelled for the following offenses:

- Stealing
- Cheating / Plagiarism
- Fighting
- Truancy (skipping classes)
- Insolence to staff
- Misconduct which discredits the School (on or off campus)
- The publication of unacceptable material in the media, world wide web or print
- Possession and or use of tobacco products, alcohol, illegal drugs, weapons or firearms
- Immoral sexual conduct
- Involvement in criminal activity
- Failure to comply with lawful instructions given by the school administration/personnel.
- And all other acts deemed serious by the Anglican Central Education Authority.

Suspension may be of two types:

- a) **At home:** the students are not allowed on the school campus for the specified amount of time nor allowed to attend school related functions or activities.
- b) **In house:** Students do not attend classes, but report to school, and work in isolation. In all cases:
- c) The students are responsible for all work assigned during their suspension period.

EXPULSION

When the seriousness of the infraction warrants, students may be asked to withdraw from the school. Once a student has been expelled from an Anglican School, he or she will **not** be considered for admission to another.

In an effort to keep the campus safe and drug free, impromptu searches and random drug testing is undertaken.

The school's administration will determine appropriate consequences for violating school rules / policies. Consequences may include any or all of the following.

- Administering approved disciplinary practices and procedures
- Notifying the Principal, Director, Chairman or other designee
- Notifying parents, guardians, or legal custodians
- Notifying law enforcement officials

- Recommendation for expulsion by the Anglican Central Education Authority
- Recommendation for transfer to an alternative school or other setting

CAMPUS MINISTRY

The School Chaplain, who is always an Anglican Priest, coordinates campus worship. The Chaplain is further available to staff and students for counseling services.

WEEKLY MASS

Founded on Christian principles, ACEA schools hold spiritual growth and development at the very core of its mission in education. Worship is a traditional part of the School programme. Two masses are held weekly: one for the Secondary department and one for the Primary department. Priests from various parishes visit on a rotational basis and assist with Mass. The school Choir is encouraged to participate. ALL students who are permitted to receive Holy Communion in their own churches may receive communion at the weekly Mass.

ALTAR SERVER'S GUILD

In the celebration of the weekly Mass, servers, drawn from student volunteers assist the Chaplain. Servers will be trained by the Chaplain, and need have no prior experience.

THE STUDENT CHRISTIAN MOVEMENT

The Student Christian Movement meets every week and all students are welcome. The Movement fosters Christian fellowship, and seeks to strengthen the Christian commitment of students.

SUPPORT SERVICES

THE LIBRARIES

Students are encouraged to make full use of the library and develop the healthy and valuable habit of reading. The Libraries will be open during Breaks and after school until 3:30 p.m. and by special request at other times.

POLICY

1. Apart from borrowing and returning books, the library may be used for silent reading, for research, quiet discussions or group study on request.
2. Two books may be borrowed for a period of two weeks.
3. Overdue books are charged five cents per day, excluding weekends and public holidays.
4. Reference books may not be removed from the room without special permission.
5. Students are welcome to work in the library as assistants to the Librarian.

GUIDANCE COUNSELLING PROGRAMME

The Guidance Counselor is responsible for general student counseling with particular reference to career opportunities and personal development.

STUDENT COUSELLING

Students should consult the Guidance Counselor if problems arise in the following areas:

Personal Life: stress, peer pressure, interpersonal relationships and grief / depression.

Home Environment

Academics: Improving grades, finding work difficult, improving study skills/study timetable, relationship with teachers.

STUDENT REFERRALS

Teachers may refer students to the Guidance Counselor for reasons that include:

- Consistent decline in grades
- Not possessing textbooks and materials

- Sudden drop in grades
- Erratic performance and or behaviour
- Failure to submit Homework
- Underachieving
- Frequent tardiness
- Frequent absences.

In all cases, the Guidance Office works with the student and the home to ascertain the cause of the problem, and offer solutions.

SCHOOL CLINIC

The Clinic is open Monday through Friday from 8:30 a.m. – 4:00 p.m. The Clinic promotes and protects the optimal health status of students. It provides ongoing medical care during School hours, Health Education and Health Counseling for students. It further conducts preliminary medical examinations at specific levels, with a view to early detection of medical problems.

THE CLINIC DOES NOT DISPENSE ANTIBIOTICS AND VITAMINS.

1. Students must present a referral from a teacher to be seen by the School Nurse during class as well as between classes. No referral is needed for break and lunch time.
2. When students are given permission to go to the clinic, they must proceed directly there.
3. In cases where the nurse permits a student to go home, a parent is contacted and the parent must sign the Health Book in the office before leaving the campus.
4. Where a student has medication prescribed by a physician, the medication should be given to the nurse at the beginning of the day. The nurse will then dispense the medication at the specified time. The medication should be collected at the end of the day. **Students may not have medication of any kind in their possession.**
5. Where a student has a medical condition that requires special attention (i.e. frequent use of the bathroom, no P. E. classes), a doctor's note to this effect should be forwarded to the clinic, and the necessary steps will be taken.
6. Students who encounter medical problems out of School, should refer them to a parent immediately for further action, and not wait to be seen at the School Clinic.

THE CAFETERIA

Members of staff and prefects supervise students patronizing the cafeteria. Prefects are exempt from standing on the line, but may purchase only their own lunch. The cafeteria reserves the right to ban any student for misbehaviour.

EXTRA CURRICULAR ACTIVITIES

Staff members supervise extra-curricular activities and Clubs, and students are encouraged to become actively involved in at least one activity. Active groups include but are not limited to:

- | | | | |
|--|----------------------------|---------------|-------------------|
| <input type="checkbox"/> Anchor Club | Band | Basketball | Brownies |
| <input type="checkbox"/> Camera Club | Cheerleaders | Choir | Computer Club |
| <input type="checkbox"/> Cubs | Drama Club | French Club | Girl Guides |
| <input type="checkbox"/> Governor General Youth Award (GGYA) | | Interact Club | Junior Achievers |
| <input type="checkbox"/> Key Club | Optimist Club | Softball | Soccer |
| <input type="checkbox"/> Spanish Club | Student Christian Movement | | Rangers |
| <input type="checkbox"/> Reading Club | Red Cross Link | Scouts | St. Ambrose Guild |
| <input type="checkbox"/> Sunflowers | Swimming | Track & Field | Volleyball |
| <input type="checkbox"/> Yearbook | Junior Cooperative Society | | Future Teachers |
| <input type="checkbox"/> RBPF Cadets | Defence Force Rangers | | Modern Language |
| =Technical Corps | | | |

CAMPUS SECURITY

- All staff and students are required to wear School issued IDs while on campus
- All visitors to the campus must proceed directly to the office.
- Teachers will not release students from classrooms to leave the campus unless directed by The Principal/Vice Principal.
- Messages to students are relayed through the office.
- Outsiders are not allowed in the vicinity of the classrooms.
- Students requesting to leave the campus during school hours must present a signed note from a parent / guardian.
- Parents sending other persons to collect students during school hours, must send written permission.
- All students are required to wait in the designated area for pick up.
- The campus has twenty - four hours security.
- The school accepts responsibility for students from 8:00 a.m. to 4:00 p.m. daily.

TELEPHONE USAGE

Students are not allowed to use the telephone during school hours, unless directed by the Principal or Vice Principals. **All campus telephones are off limits to students during school hours. NO CELL PHONES OR BEEPERS ALLOWED.**

CLASSROOM ETIQUETTE - Students are advised to:

1. Get to class on time.
2. Stand when a teacher enters the room, and sit only after being told.
3. Address members of staff with "Sir", "Ma' am", or the teacher's name.
4. Raise your hand to indicate that you have a question or answer.
5. Sit where you can maintain eye contact with the teacher.
6. Be an active listener.
7. Participate in classroom discussions.
8. Obey all classroom rules.
9. Walk in single file when moving to classes.
10. Be courteous to others; respect others and their property.
11. Turn off the lights and fans when not in use.
12. Never visit the bathroom and water fountain during classes.
13. Never rock the chairs on two legs.
14. Do not slouch.
15. Do not shout.
16. Do not deface school property.
17. Do not use dialect in formal settings such as addressing a school official/teacher, answering or asking a question.
18. Never enter a room unless you knock on the door and the teacher has given you permission to enter.
19. Never use obscene language as it is forbidden.

REMINDERS

1. The Staff room, church and the surrounding areas are out of bounds except when under supervision.
2. The office telephone is to be used for emergencies only.
3. Complaints RE: members of staff must be brought to the attention of the Principal.
4. Items that are **seized** (toys, beepers, cell phones, jewellery etc.) may be claimed by students at the end of the school year (June 30th) at a fee ranging from \$5.00 to \$25.00.
5. Breakage and damages however small must be reported immediately to the Office.
6. All excessive cash or valuables should be left in the School's office.
7. All students must familiarize themselves with emergency procedures.

8. Students must not hike to and from school.
9. Students are responsible for the actions of their visitors on the campus.
10. All students must have medical coverage.
11. Vehicles transporting students should come into the school grounds in order to bring or collect students.
12. Student drivers must have a valid driver's licence and insurance. Vehicles must be parked in area designated by school's administration.

ALWAYS MAINTAIN A HIGH STANDARD OF DECORUM AND COMMUNICATE THE DESIRE TO LEARN