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The School Song

Bahamas Academy! Bahamas Academy!
This is the school for me.
Bahamas Academy! Bahamas Academy!
Here is the place to be.

CHORUS

With Godly teachers to help us.
And parents who care and love.
We'll strive to attain the utmost
With the blessings of God above.

Bahamas Academy! Bahamas Academy!
We'll all try to do our part.
Bahamas Academy! Bahamas Academy!
To train head, hands and heart.

Bahamas Academy! Bahamas Academy!
True to our school we'll be.
Bahamas Academy! Bahamas Academy!
Preparing for eternity.

MISSION STATEMENT

Bahamas Academy of Seventh-day Adventists is committed to helping students develop character through a personal relationship with Jesus Christ, promoting high standards of excellence and preparing students for service now and for eternity.

VISION STATEMENT

One family under God demonstrating Christian values and academic excellence.

SCHOOL VALUES

Bahamas Academy is committed to:

- Christ-centered Learning
- Character Development & Witnessing
- Academic Excellence
- Thinking Skills
- Cooperation and Positive Attitudes
- Aesthetic Appreciation
- Career and Life Skills
- Healthful Living

BAHAMAS ACADEMY'S GOALS FOR ITS STUDENTS

Christ-centered Learning

To adopt a Christ-centered world view as the basis for all learning and living.

Character Development and Witnessing

To surrender one's whole life to God through daily conversion and to share that good news to others.

Academic Excellence

To demonstrate high standards of proficiency in academic areas of study as required by higher education, external exams, and one's life work.

Thinking Skills

To develop creativity, decision-making and critical thinking skills as opposed to merely reflecting passively the thoughts of others.

Cooperation and Positive Attitudes

To relate well with oneself and with others.

Aesthetic Appreciation

To develop an appreciation for the beautiful, both in God's creation and in human expression.

Career and Life Skills

To have the skills, tools and attitudes needed to function effectively in one's career and as a citizen, church worker, and family member.

Healthful Living

To practice the principles of good physical, mental and spiritual health.

BAHAMAS ACADEMY'S GOALS FOR ITSELF

Christ-centered Learning

To ensure that God and His word are integrated throughout the formal and informal curricula of the school.

Character Development and Witnessing

To provide numerous opportunities for students to encounter Christ and share Him with others on and off campus; to model Christian virtues in all school operations.

Academic Excellence

To expect all students to work toward the upper limits of their potential; to offer a rigorous, relevant curriculum that is coherent and interconnected throughout the grades and that connects with points beyond higher education, external exams and vocations.

Thinking Skills

To provide a classroom environment of active learning that encourages higher levels of knowledge, attitudes and skills that discourage excessive teacher direction and rote.

Cooperation and Positive Attitudes

To exemplify Christian collegiality through school-wide cooperation as well as collaboration with home, church, and community.

Aesthetic Appreciation

To provide opportunities in the formal and non-formal curricula where students can develop an appreciation for the fine arts; to provide a school environment that itself exhibits beauty and order.

Career and Life Skills

To provide opportunities for students to learn the skills, and attitudes needed to function effectively as contributing citizens, church workers, and family members in a technological society.

Healthful Living

To integrate healthful living as a part of the formal curriculum and to provide services in the school that promote the health and well-being of each student.

BACKGROUND AND HISTORY OF BAHAMAS ACADEMY

Early in its development, the Seventh-day Adventist Church emphasized the importance of Christian education to protect the children of the Church from worldly influences. Today, the doctrine of Seventh-day Adventist Christian Education is espoused by every segment of the Church.

As far as Seventh-day Adventists are concerned, the school is one of the primary institutions for Christian education. Thus recognizing the value of true Seventh-day Adventist education, the Seventh-day Adventist Church in The Bahamas established Bahamas Academy.

In 1912, Elder James H. Smith, along with his wife and two children, came to The Bahamas. Realizing the great need for Seventh-day Adventist Christian education, he began the first church school in a building which housed the “Odd Fellows Lodge,” which was known as Aurora Hall. The principal was Professor Coffin and Mrs. Coffin was the only teacher.

In 1914, the enrollment reached fifty students. A small tuition fee was charged, but the school mainly survived as a result of the generous contributions from the community. The curriculum at the time consisted of the basic subjects: reading, writing, spelling, arithmetic and Bible.

Throughout the years, the school operated at various locations and under the leadership of persons such as Miss Enid Wright, Mrs. A.R. Haig, Mr. O.J. Lawrence, Ms. U.Z. Lawrence, and Mr. D.B. Reid. After the church was located on Shirley Street, the basement of this building was then used as school rooms, but after an increase in enrollment, the school relocated to Hawkins Hill in a building graciously donated by Mr. William Fountain. It remained there for quite a number of years before moving to its present location on Wulff Road. The building was designed by Elder H.D. Colburn, the President of the Bahamas Mission of Seventh-day Adventists.

The school became a junior academy in 1948 and achieved senior academy status in 1955. In an effort to further expand the educational program of the school, the Bahamas Conference Executive Committee voted in 1985 to allow the elementary section of the school to develop as a separate entity. In September of that year, the elementary school

began with 8 teachers and 361 students, operating from a campus on Penny Savings Bank Lane. As the need for pre-school instruction grew, it became necessary to establish a second campus. Therefore, in 1989 the Early Learning Centre was established. This campus was first located on Soldier Road then relocated to Old Trail Road. The ELC houses students in K2 – K5.

In January of 2002, the Bahamas Conference Executive Committee voted to bring the schools back together again in an effort to facilitate a smoother operation and implementation of the school’s programs. This change necessitated a new administrative structure—one principal to be responsible for the supervision and general administration of the elementary and secondary divisions; one vice-principal responsible for the daily operations of the elementary division; one vice-principal responsible for the secondary division; and one business manager responsible for the co-ordination of the financial operations of both divisions. The programs offered in both divisions aim to provide students with a strong spiritual, moral, mental, and social foundation.

During the period 1950 – 2008, many hard-working and dedicated teachers and administrators have given their service to Bahamas Academy. Some of the Principals have been: Mr. W.W. Liske, Miss E. Mullings, Pastor H.A. Roach, Dr. John Carey, Dr. Ruth White, Dr. Cheryl Rolle, Mrs. Lynn Smith and Mr. Anthony Burrows.

GENERAL INFORMATION

Admissions Policy

Bahamas Academy welcomes applications from people of all races, religions and national origin whose standards are in harmony with the principles and ideals of the Academy as expressed in its objectives and governing policies. To be accepted as a student, an applicant must pass an examination, give evidence of Christian character, and be in good health and be willing to adhere to the standards of the School.

Dress Policy

We expect that every student will present himself/herself in a clean and pressed uniform each day. Students are also expected to adhere to the dress policies as it relates to the length of skirts, length of hair (for boys), and hair styles (for girls). *The School reserves the right to determine what styles are acceptable.* (Students are not allowed to wear or have in their possession jewelry such as rings, necklaces, bracelets, earrings, eyebrow pencil, eye shadow, or lipstick on school grounds, at all school-sponsored functions, or while wearing the School's uniform (read further under Dress and Uniform on pages 32 - 34)

Food Policy

We believe that our bodies are the temples of the Lord, and as such we should observe sound health principles. Therefore, we encourage our students to eat healthy diets. Because a vegetarian diet is encouraged, meat is not permitted on campus at any school function or party. Meats such as conch, lobster, crab, or pork and its products are not permitted on campus.

Cafeteria

Each Division has a cafeteria that serves hot breakfasts, lunches, snacks, and drinks. Menus vary from day to day. Meat and fish are not served in the cafeterias however. Students are encouraged to eat breakfast before starting their day. Check with the Division your child is in for a menu and prices.

Visitors

Students are not allowed to have visitors during school hours. All visitors **MUST** first stop at the main office for assistance. Parents are also asked not to go directly to the classroom, but to wait at the office when picking up a child early or needing to leave something with the child. This is particularly important at the Elementary Division because classes are seriously disrupted when parents appear at the door.

Lunch Policy

Both divisions of the school provide hot food for breakfast and lunch each day. Students can either pack a lunch bag from home or purchase food from the cafeterias. Consequently, students will not be allowed to accept food from the outside unless prior arrangements have been made by the parents with the Senior Master/Mistress. Students not following this procedure will have their food taken away from them.

Requests to Leave Early

If students have to leave campus before dismissal, parents should contact the Senior Master/Mistress early in the day to make the proper request. Upon arrival to pick up the child, the parent should first stop at the main office to sign the child out, then wait while the Senior Master/Mistress or other office personnel goes to the classroom to get the child. At no time should the parent go directly to the class to collect the child.

Textbooks & Supplies

Students are responsible for purchasing all the books listed on the Book List. Textbooks ARE NOT included in the tuition fee. Students are also responsible for coming to school each day with the proper supplies, which should include pencils, pens, erasers, exercise books, and/or folder sheets.

Exercise Books

Students are expected to provide a black hard cover exercise book for EACH subject. Books must be kept neat and tidy and must be properly headed with the day's date, subject, and topic of lesson. Parents are encouraged to check their child's books everyday. Students are also strongly encouraged to use proper penmanship when writing assignments in their exercise books.

FINANCIAL INFORMATION

Application Fee

All students applying for the first time must pay a \$30.00 fee before their applications are processed. This fee is non-refundable.

Returning Student Fee

At the beginning of the second term, all returning students are required to pay a fee of twenty dollars (\$30.00) to reserve a seat for the new school year. *This fee is not applied to the tuition.*

Tuition Fee

The annual tuition has been broken into three payments to facilitate planning. For exact tuition figures, please contact our Business Office. Cash and certified cheques are accepted.

Tuition is due in full at the beginning of each term. Failure to pay after two weeks will result in the child being asked to remain at home until the fees are paid.

Parents are encouraged to contact the Business Office as soon as possible if difficulties should arise within a given term.

Tuition Refund

Students who withdraw from school up to two weeks after the opening of school will receive a 50 percent refund on tuition. After two weeks, no tuition will be refunded.

Insurance

All students are required to have accidental insurance coverage provided through the school from British American Insurance Company. If parents have children covered under another plan, proof of this coverage must be provided at the time of registration. Additionally, if parents choose not to purchase any coverage, they must sign a waiver that releases Bahamas Academy of Seventh-day Adventists and Bahamas Conference of Seventh-day Adventists from liability arising from accidental injury to their child(ren) occurring on campus or during any school sponsored trip or activity.

The annual insurance premium of \$20.00 is to be paid to the school at the beginning of each school year. The student will be issued with an insurance card by the Company by the beginning of October of each new school year.

ID Cards

Students are issued ID cards at the beginning of each school year. The cost is \$10.00 per card.

Lab Fee

A fee of \$30.00 each term is charged to all students for the use of labs and lab equipment.

Graduation Fee

All seniors in the secondary division are required to pay a non-refundable graduation fee of \$185.00 at the beginning of the second term in order to help defray the expenses incurred in preparing for graduation. Grade 6 students are required to pay \$100.00.

STAFF RESPONSIBILITIES

Principal

The Principal is responsible for the administration of both the elementary and secondary divisions of the school and the Early Learning Center. The Principal is also the official spokesperson for the School.

Vice- Principals

The Principal is assisted by two Vice-Principals who are responsible for the day-to-day operations of the elementary and secondary divisions.

Business Manager

The Business Manager is responsible for the overall financial operations of the school and is assisted by accountants and cashiers in the “respective divisions.”

Senior Master/Mistress

A Senior Master/Mistress is assigned to each division and is responsible for student development and the supervision of discipline.

Co-ordinator of the Early Learning Centre

The Co-ordinator is responsible for planning the daily activities and supervising the operations of K2 – K5 and works under the supervision of the Principal.

Heads of Departments (Secondary)

These are appointed by the school's administration and are responsible for co-ordinating the instructional program of each Department.

Grade Level Co-ordinators (Elementary)

These are appointed by the school's administration and are responsible for co-ordinating the instructional program of each grade level.

Homeroom Teachers (Secondary)

Teachers are assigned to each grade by the school's administration and are responsible for planning the worship periods each morning. They also keep accurate records of students' personal data and prepare report cards at the end of each term.

Classroom Teachers (Elementary)

Teachers are assigned to each grade by the school's administration and are responsible for planning the worship periods each morning. They keep accurate records of students' personal data and prepare report cards at the end of each term. In addition, they are responsible for teaching the curriculum for that grade.

Special Services Unit

This unit consists of the Guidance Counselor and a Special Education teacher. The Special Services Unit is responsible for general student counseling with particular reference to social and behavioral adjustments

among students, career guidance, providing assistance with study skills, and the testing and evaluation of students who may be experiencing academic difficulties.

THE CURRICULUM

ELEMENTARY

Language Arts:

This consists of the integration of Grammar, Creative Writing, Literature, Spelling, Comprehension, Reading, Phonics and Handwriting/Penmanship.

Other Subjects:

Religious Knowledge, Mathematics, Science and Social Studies.

Specialized Subjects:

These include Music, Spanish, Computer, Physical Education, and Creative Arts. Students receive an **S** (Satisfactory) or **U** (Unsatisfactory) for these subjects.

GLAT Exams: Students sit these exams at the end of Grades 3 and 6.

SECONDARY

Grades 7 – 9: English Language, Literature, Mathematics, Music, Religious Studies, Health Science, General Science, Spanish, Social Studies, Computer Studies, Family Life, Physical Education, Music.

Options:

In addition to the mandatory subjects listed above, students entering Grade 7 must choose between Home Economics and Technical Drawing.

Students are not allowed to change options after the first three weeks of school and must be prepared to remain with this option until the end of Grade 9.

BJC Exams:

Students in Grade 9 sit the Bahamas Junior Certificate (BJC) Examinations at the end of that year.

PROCEDURE FOR ADMISSION

Grades 10 - 12: English Language, Mathematics, Religious Studies, History, Computer Studies, Biology and Physical Education.

Options: In addition to the mandatory subjects listed above, students in grade 10 can choose to enter ONE of the following streams and complete the required two courses for that stream. Students are not allowed to change options after the first six weeks in Grade 10 and must be prepared to remain with this option until the end of Grade 12.

Business	-	Accounts and Commerce
Science	-	Physics and Chemistry
Arts	-	Literature and Spanish
Vocational 1	-	Physics & Graphical Communications
Vocational 2	-	Woodwork and Graphical Communications
Vocational 3	-	Clothing and Textiles, Office Procedures and Music

BGCSE Exams: Students in Grade 12 sit the Bahamas General Certificate of Secondary Education (BGCSE) examinations at the end of that year.

New Students

Any new student who plans to attend the Academy is required to complete an application form supplied by the school for this purpose and must pay a **NON-REFUNDABLE** application fee of **thirty dollars (\$30.00)**. The student should see that an official transcript and a statement of honourable dismissal are forwarded by his/her former principal to the Academy.

No student is admitted into school membership until his/her application and the required recommendations (one from his/her former school principal and one from his/her minister) are approved by the Admissions Committee. Students must also supply the school with two (2) passport size pictures, a birth certificate or the first two pages of the student's passport. In addition, a medical form should be completed by a doctor.

Entrance Examination

All new students are required to take an entrance exam before being admitted into both divisions of the Academy. This exam will be given in Language Arts and Mathematics. The performance in the exam will determine if the student is accepted and what grade level he/she will be placed in.

Bahamas Academy 6th Grade Students

Students from our Elementary Division planning to enter Grade 7 do not have to sit the Entrance Exam. However, these students should complete and turn in to the Secondary Division a Transfer Form and Medical Form (filled out by a doctor) during February of the Grade 6 year. Upon receipt of these forms, an acceptance letter and package will be sent to each student. Failure to turn the Forms in will mean that the student does not plan to return for Grade 7 and a seat cannot be held for him/her. A late fee will be charged for all forms turned in after the stated deadline.

Registration

All students are required to register at the beginning of each term on the dates announced by the school. In order to be considered registered, the student must make a deposit at any Royal Bank of Canada

Branch. The parent/student is given a deposit slip from the Business Office. The parent takes this slip to the bank, and the bank gives him/her two copies. If the child is in the elementary division, a green copy must be returned to the school's Business Office. If the child is in the secondary division, a pink copy must be returned to the school's Business Office. The white slip is for the parent's records. The student is then given a Class Admission Slip. It is at this point that a student is considered registered. This process is repeated at the beginning of each term. If additional deposit slips have to be issued, a fee of one dollar (\$1.00) will be charged.

Class Admission Slip

Every student must present a Class Admission Slip to his class teacher on his/her first day of class at the beginning of each term. Failure to present this Card may mean the student may not be allowed to enter the class. A student receives a Class Admission Slip when the green/pink copy of the bank's deposit slip is presented to the Business Office.

ATTENDANCE

SCHOOL HOURS

The hours of operation for each division are as follows:

Elementary

School Starts: 8:50 a.m.

School Ends: 3:15 p.m.
(Fridays at 12:30)

Secondary

School Starts: 8:50 a.m.

School Ends: 3:35 p.m.
(Fridays at 12:40)

Absences

All students are expected to attend school promptly and regularly. Daily records of students' attendance are kept by class teachers, and excessive absences are brought to the attention of the Senior Master/Mistress. If a student is absent from school, he/she must bring a note signed by a parent or guardian the day he/she returns to school, or a telephone call must be made to the Senior Master/Mistress to explain the child's absence.

The Senior Master/Mistress of the respective divisions should be informed if a student must be absent due to unexpected events, such as a death in the

family, an accident or hospitalization of the student.

Once the child returns to school with a note or a call is received explaining the absence, the student has one week in which to submit any missing pieces of work. Failure to meet this deadline will result in a grade of "F" for the assignments.

Unexcused Absences

Unless proper arrangements are made with the class teacher or the Senior Master/Mistress, an absence will be treated as *UNEXCUSED*. Tests and quizzes will not be made up when absences are unexcused. The Guidance Counselor will also be notified of excessive unexcused absences and will be asked to follow up on such cases.

Punctuality

It is important for students to be punctual to school each day, and when this is not so, it is cause for concern for the administrators of each division. Students are considered late when they report to worship after 8:50 a.m. Parents are requested to make every effort to get children to school on time each day.

In the secondary division, students must receive a *Late Pass* from the Senior Master's/Mistress' office when they are late. A student who is late will not be allowed into his/her homeroom without a *Late Pass*. Students arriving late to school without a signed note from a parent or guardian will receive one demerit. In addition, if a child is late (for any reason), he/she will not qualify for the Perfect Attendance award given out at Honours Convocation.

In the elementary division, if a student is late in arriving to school, he/she should be taken to the office of the senior mistress by the adult who brings the child to school. The adult will provide the senior mistress with the reason for the child being late. The office will document it. If the child is late three times for the term, the senior mistress will set up a conference with the child's parents, the Guidance Counselor and herself. If a child is late five times for the term he/she will receive a one-day, off-campus suspension.

RECORDS AND GRADES

Grade Reports

Grade reports are issued at the end of each term. At the end of the year, the student's grades are recorded for permanent reference.

A	95 – 100%	(4.00)	C	65 – 69%	(2.00)
A-	90 – 94%	(3.67)	C-	60 – 54%	(1.67)
B+	85 – 89%	(3.33)	D+	50 – 54%	(1.33)
B	80 – 84%	(3.00)	D	50 – 54%	(1.00)
B-	75 – 79%	(2.67)	D-	45 – 49%	(0.67)
C+	70 – 74%	(2.33)	F	0 – 39%	(0.00)

Honour Roll

Any student who receives an **overall average of 80% (B)** and above is listed as an honour student at the end of each term. In addition, the student must have no failing grade in any of the subjects he or she is taking. If the student maintains this average at the end of each term, he/she is given special recognition at the school's annual Honours Convocation. In the secondary division, a student receiving no **grade below a 80% (B)** in any subject is named to the *Principal's List*.

Transcripts

Each student who desires a transcript of his/her school work be forwarded to another institution will receive one transcript without charge. A fee of five dollars (\$5.00) will be required for each additional transcript. Transcripts are granted only if the student's account is up to date. Two weeks' notice is required for a transcript request. An additional fee will be charged for express requests.

Promotion to the Next Grade

- A. In order for a student to be promoted from one grade to the next, he/she must have an overall cumulative average of at least 65% (C). In the secondary division, students must also achieve at least a 65% (C) cumulative average in English and Math.

In the elementary division, students must also achieve an overall cumulative average of at least 65%, plus a 65% cumulative average in Language Arts and Math.

- B. Each summer during July, classes are held in English and Math for those students who failed to make the 65% (C) cumulative average in one or both of the aforementioned subjects, but who achieved their overall year's average of 65% (C). These students are promoted to another grade subject to their making up the deficiency in English and/or Math. A fee is charged for summer school classes.
- C. Summer Classes are open to students from other schools who are desirous of entering the Academy in September.
- D. Students who do not make their overall year's average of 65% (C) will have to repeat their present grade, be placed on academic probation and referred to the Special Services Unit.
- E. Students who do not meet the promotion requirement after repeating a grade once may be asked to withdraw from the Academy.

Elementary Promotion Requirements

Students in Grade 6 are promoted to the Secondary Division after they have completed the required courses, achieved an overall cumulative average of 65% and a cumulative average of 65% in Language Arts and Math. Special recognition will be given to students who maintain cumulative averages of 90% or above from Grades 4 – 6.

Students qualify for promotion with honours if they have maintained a cumulative GPA of 80% or higher for Grades 4, 5 and 6. Students qualify for promotion on the Principal's Honour Roll if they have been named to the Honour Roll every year they have been at Bahamas Academy.

A promotion service will be held to recognize students moving from the elementary to the secondary division.

Secondary Graduation Requirements

A student is eligible for graduation after he/she has completed the required classes and has an overall cumulative average of **65% (C) and a cumulative average of 65% (C) or above in English and Math** at the Secondary Division. Students who are deficient in English or Math, but have their overall cumulative average may participate in the graduation ceremonies but must attend summer classes to make up their deficiencies. Upon successful completion of summer school, students will receive their diplomas.

Students who have not met the deficiency requirements after attending Summer School and are desirous of receiving their diplomas may enroll at Bahamas Academy for the first term of the new school year and complete the requirements in either Language or Mathematics.

Students who do not meet the requirements for graduation may repeat the twelfth grade year in order to receive a diploma.

Students qualify to graduate with honours if they have maintained a cumulative average of 80% or higher for Grades 10, 11 and 12. Students qualify to graduate on the Principal's Honour Roll if they have been named to the Honour Roll every year they have been at Bahamas Academy. A student qualifies to be Valedictorian after he/she has completed Grades 10 – 12 at the Academy and has the highest cumulative average for the 3 years. A student qualifies to be Salutatorian after he/she has completed Grades 10 – 12 at the Academy and has the second highest cumulative average for the 3 years.

All grade twelve students will be required to sit the entrance exam for the College of the Bahamas. This fee will be included in the first terms tuition payment.

Grade 11 students who are successful with a minimum of 5 BGCSE subjects with C and above inclusive of English Language and Mathematics will be eligible to receive their high school diploma. They will have the option to return and march the following year. However, they are not eligible to be named as Valedictorian or Salutatorian.

EXAMINATIONS

Internal Assessment

Examinations are held at the end of each term. However, students in the secondary division will have their class work, projects, quizzes and tests assessed and will not sit final exams for the 2nd term. A review period is allotted the week before the examination session. Students should receive a review sheet from each teacher to assist with the student's review process. No new material will be taught during the review week. All graded work should be returned to the students at this time. Any queries or discrepancies should be reported to the grade/subject teacher as soon as possible.

External Examinations

Students in Grades 3 and 6 sit the **Grade Level Assessment Test (GLAT)** at the end of the respective years. Grade 3 will sit examinations for Language Arts, Mathematics, Social Studies, and Science.

Students in Grade 9 will sit the **Bahamas Junior Certificate (BJC)** examinations at the end of the ninth grade. The Ministry of Education sets examinations in English Language, Math, General Science, Health Science, Social Studies, Religious Knowledge, Home Economics, and Technical Drawing, and Art and Craft.

Students in Grade 12 will sit the **Bahamas General Certificate of Secondary Education (BGCSE)** examinations at the end of the twelfth grade. All students will sit the core papers, but students must qualify to sit the extended papers by achieving a minimum of 80% in a subject and be recommended by the subject teacher.

Report Card Sessions

Report Cards will be issued after each examination/assessment period. The dates for the collection of report cards are printed on the School Calendar, and reminders are always sent out in advance.

We feel that Report Card sessions are vital for parents and teachers to confer on the student's academic progress. Attendance at these sessions on

the part of parents is MANDATORY. Therefore, the child will not be allowed back in class until the parent comes to collect the report card.

PARENT-SCHOOL RELATIONSHIP

Since the success of the school depends upon the fullest cooperation between parents, students, and the school, we urge all parents to:

1. Attend the monthly Parent-Teachers' Association meetings.
2. Check their child's written work regularly.
3. Read the Student Handbook and assist their child in upholding the rules of the school especially the following:
 - (a) be punctual and regular in class attendance.
 - (b) wear the uniform of the school on every school day.
 - (c) respect authority.
4. Notify an administrator about all complaints concerning the school and withhold judgement until a proper investigation has been made.
5. Inform the school of any health concerns pertaining to your child.

COMMUNITY SERVICE

Students in Grades 10 – 12 are required to complete a minimum of 10 hours per school year of community service. This can be done at any organization approved by the school and a satisfactory evaluation is to be revised by the school.

DISCIPLINE

Philosophy of Discipline

Seventh-day Adventists believe that while Satan is the originator of strife and confusion, God is the author of law and order. Therefore, everything Christian educators do "must be done decently and in order." (1 Cor.14:40). This orderliness is obtained and maintained by Christian discipline which is both preventive and redemptive. Accordingly, Christian educators who represent God must seek to train and nurture children and the youth to develop positive images of themselves and become self-controlled, constructive members of society.

Positive Reinforcement

Bahamas Academy recognizes the importance of positive reinforcement in strengthening and maintaining good discipline. As a result of this, much attention is given to positive and preventive measures to guide students in developing their minds and characters for constructive citizenship in this world and in the world to come. Just as students are expected to accept the consequences of their negative behaviour, they will also be rewarded for consistent good behaviour.

The following are some positive ways students who have performed in an acceptable manner will be recognized:

1. Positive notes of commendation.
2. Verbal praise.
3. Special privileges.
4. Notes of commendation to parents.
5. Public recognition.
6. Approval stickers.
7. Tokens of appreciation (these may be redeemable)

The Parent's Role

Parents are expected to train their children to assume the following responsibilities:

1. Accept responsibility for their own behavior instead of denying behavior.
2. Use problem-solving skills to resolve conflicts.
3. Report violation of school rules to the Senior Master/Mistress.
4. Maintain appropriate dress and hygiene.
5. Treat each other with courtesy and respect.
6. Be respectful of all school personnel.
7. Respect the rights and property of others.
8. Avoid the use of threats or intimidation against others.
9. Avoid engaging in unlawful or immoral activities.
10. Maintain high academic standards.

Parents are expected to report any altercations between their child and any other child. Parents should not confront another student in situations like these, as this will be dealt with seriously by the Administration.

Teachers' Role

Teachers can be expected to assume the following responsibilities:

1. Accept the teaching of positive behavior as important as the teaching of academic subjects.
2. Expect support for discipline from parents.
3. Respond to students in a caring and respectful manner.
4. Display impartial behavior to all students.
5. Enforce the rules and regulations firmly, consistently and promptly.
6. Ensure that consequences for breaking rules and regulations have a positive learning orientation.
7. Use rewards for good behavior as well as punishment for negative behavior.
8. Demonstrate fair play by avoiding public embarrassment of students.
9. Accept responsibility for maintaining discipline in the school and on school grounds.
10. Be adequately trained in acceptable disciplinary procedures.

This list is by no means exhaustive and certainly includes any and all behavior not consist with Seventh-day Adventist beliefs and general overall good behavior. The Scool Board of Bahamas of Seventh-day Adventists reserves the right to make, interpret and enforce its school rules.

UNACCEPTABLE PRACTICES

There are certain practices which are unacceptable at Bahamas Academy. Therefore, a student is liable to be suspended indefinitely if he/she is known to engage in any one or more of the following:

1. Defiance of the authority of any staff member. This includes refusal to carry out a teacher's/staff member's instructions, refusal to accept discipline from teachers, and disrespect for a teacher.
2. Fighting which results in bodily harm to another person. Throwing objects (stones, bottles, cans, etc.) at other students, hitting and or biting other students.

3. Making verbal or written threats of bodily harm to students or members of staff.
4. Persistent involvement in fights, continuous outbursts of anger, continuous verbal disruption of school activities, bringing other students on campus for the purpose of creating trouble, and/or engaging in activities which suggests involvement in a gang.
5. Possessing dangerous weapons such as knives, guns (toy or real), screwdrivers, box cutters, cutlasses, clubs, sling shots, or any other instrument that can be considered a weapon.
6. Possessing, having the knowledge of, using, distributing or intending to distribute illegal drugs or drug paraphernalia in any form
7. Possessing, having the knowledge of using, distributing or intending to distribute alcohol in any form.
8. Using or having illegal drugs or drug paraphernalia in any form.
9. Forging, or having someone forge, parent's signature on any note intended for the office or any staff member.
10. Possessing, using or having tobacco or tobacco-like substances, home-made cigarettes, rolling papers, pipes, cigarettes/cigars, matches, or lighters in his/her possession.
11. Using profane language (cursing), indulging in suggestive or unacceptable conduct, possessing or displaying obscene literature, pictures, drawings, articles, etc.
12. Deliberate deception regarding violation of school rules, cheating in examinations or class work. Cheating in examinations or class work will result in a zero for the assigned piece of work.
13. Stealing in any form.
14. Leaving campus without written permission and entering or leaving school buildings by means other than regular entrances exits.
15. Meeting persons of the opposite sex in any deliberately clandestine manner or place.

16. Vandalism which includes writing on or defacing walls and any school furniture, or destruction of property belonging to teachers or students.
17. Entering or leaving school buildings by means other than regular entrances.
18. Sexual harassment/assault of any staff member or student.
19. Gambling or betting.
20. Becoming pregnant or causing a pregnancy.
21. Arson and possessing any flammable material which may start a fire.
22. Possessing, having the knowledge of, or involvement with the setting off of fire crackers, stink bombs, or any device which can create havoc in or out of the classroom.
23. Indulging in suggestive or unacceptable conduct.
24. Repeated interference with the school's ability to provide educational opportunities to other students.
25. Disseminating atheistic ideas or undermining the Christian ideals of the school.
26. Wearing of Tattoos.

Confiscation

The following items should not be brought or used on campus without the school's permission, and if they are found, they will be confiscated until the end of the each term. At that time, the student can pay a fee to have the item returned. Any items left at the end of the year will be auctioned off and the funds raised will be used to purchase classroom supplies.

1. beepers, pagers, cell phones and/or paraphernalia (toy or real)
2. Hats or shades

3. Radios, CD players, CDs, cassette players, cameras, video games, game boys, game cartridges, other electronic or computerized hand-held games, and table games such as dominoes or card games.
4. Jewelry worn on campus or while uniform is worn.

Fee schedule for the return of confiscated items:

Cell phones	\$25.00
Electronic gadgets	\$20.00
Jewelry	\$20.00
All other items	\$10.00

Corporal Punishment

While it is not a regular form of discipline at Bahamas Academy, corporal punishment may be used as a last resort. However, certain disruptive behaviour may warrant corporal punishment as an immediate measure. Corporal punishment will be administered on the authorization of the Principal.

Staff may, in dealing with disruptive students, use reasonable and appropriate physical intervention or force as necessary for the following purposes:

- To restrain a student from an act of wrong doing
- To quell a disturbance threatening physical injury to others
- To obtain possession of weapons or other dangerous objects upon a student or within the control of a student
- For the purpose of self defense
- For the protection of persons or property
- For the preservation of order

Guidelines for Administering Discipline

Before discipline is administered, a careful assessment of the circumstances of each case, and a review of the following factors will be taken into account:

- Seriousness of the offense
- Student's age
- Frequency of the misconduct
- Student's attitude
- Potential effect of the misconduct on the school environment

The School has the authority to administer discipline whenever the interest of the School is involved, on or off school property in conjunction with class or school-sponsored activities. The scope of this authority applies:

- (a) During the regular school day, regardless of time.
- (b) While the student is participating in any activity on school grounds
- (c) While the student is participating in any school-related activity off campus, such as school games, sports events, etc.
- (d) During lunch time (whether on or off school campus)
- (e) While the student is in attendance at any school-related activity regardless of time or location.
- (f) During after-school hours as long as the school's uniform is worn.

Students are expected to respect those in authority whether inside the classroom, on the campus, or at school-sponsored activities. Students failing to follow directives from any staff member or administrator will be subject to disciplinary action.

When Serious Violations Occur

If a student participates in any unacceptable practices, he/she will be referred to the Senior Master/Mistress. The Senior Master/Mistress may choose to deal with the matter himself/herself, or refer the case to the Disciplinary Committee of which he/she is the chairperson. The Committee will review the facts involved then make a recommendation regarding the punishment to be meted out.

It is the duty of the Senior Master/Mistress to inform parents of the

student's misbehavior and communicate any recommendations made by the School.

If criminality is involved or uncontrollable situations arise, the proper law enforcement agency may be notified.

When all methods for modifying behavior have been employed and the student continues with his/her disruptive behavior, the case may be referred to the School Board. After reviewing the facts involved, the Board may recommend that the student withdraw from the Academy in an effort to ensure the safety and moral integrity of the School.

To ensure the safety and protection of the School family, the School reserves the right to search students, their possessions or their lockers.

If a student is not benefiting from the program offered by the School, the School reserves the right to ask the student to withdraw from the School.

General Disciplinary Procedures (Elementary Division)

Each teacher has general class rules that the student must obey. Failure to do so will result in punishment as outlined in the teacher's Classroom Discipline Plan. The Discipline office will refer to matters to the Guidance Counselor as necessary. The steps below will be followed if misbehavior persists:

- * Verbal Praise
- * Handshake
- * Posting good work on bulletin board
- * Call to parents
- * Tokens
- * Stickers
- * Pencils/pens, etc.
- * Treats
- * Parties
- * Awards

Teachers may employ some of the following strategies in the classroom whenever students do not adhere to classroom rules. Students may be asked to:

- ❖ Stand at the back of the room
- ❖ Remain in the classroom for part of lunch time
- ❖ Clean up the classroom at the end of the day
- ❖ Return items borrowed from others
- ❖ Pay for items broken
- ❖ Apologize to others as necessary
- ❖ Write an essay on a topic dealing with misbehavior
- ❖ Pick up trash in the yard
- ❖ Write an essay outlining the reasons for misbehavior

Each teacher has general class rules that the student must obey. Failure to do so will result in punishment as outlined in the teacher's Classroom Discipline Plan. The steps below will be followed if misbehavior persists:

- After two attempts by the teacher to deal with a disciplinary matter are not met with success, the teacher will contact the parents. After the third unsuccessful attempt, the student will be sent to the Senior Mistress.
- After one attempt by the Senior Mistress to address an issue with the student is unsuccessful, the parent will be notified.
- If the misbehaviour continues, the student will be referred to the school's Guidance Counselor.
- If the school's counselor finds it necessary, the student may be referred to other professionals in the field of education or medicine.
- The Senior Mistress will again call the parent(s) for a conference to apprise them of the situation.
- If no results are seen at this point, the student will be put on on-campus suspension.
- When all attempts have failed to effect change in the child's behavior, the school may recommend that the parent enroll the child in another school.

The Demerit Program (Secondary Division)

Classroom teachers employ various methods in their rooms to encourage positive attitudes and behavior among students. However, if a student persists in displaying negative behavior by violating the rules of the classroom and/or school, he/she will be given a demerit.

A demerit will be recorded on a pad especially made for that purpose. The original copy is given to the student to take home to his parents and a copy is sent to the Senior Master's/Mistress' office.

Demerits may be given for the following reasons:

- (1) Late arrivals to school or class without a signed note from the parent or the Senior Master/Mistress'.
- (2) Coming to class without a textbook, pen/pencil, calculator, folder sheets, or notebooks (first infraction).
- (3) Turning assignments in late (first infraction).
- (4) Disrupting the lesson during the class time by constantly talking or playing around in the classroom (first infraction).
- (5) Chewing gum or eating in class without the teacher's permission
- (6) Untidy attire (eg. Shirt out of pants, etc.)
- (9) Being found out of class or in the foyer area during class time without a bathroom or office pass.

This is not an exhaustive list of reasons for which students may receive a demerit. Demerits are a part of the regular discipline program at the school.

An accumulation of demerits in one term can lead to a detention. Even though a student may accumulate demerits before getting a detention, there are situations when a student can be given an automatic detention without first receiving demerits or warnings.

Automatic detentions may be given for the following reasons:

1. Throwing objects (stones, bottles, cans, etc.) at other students, hitting, or biting other students.
2. Loitering by the walls.
3. Refusal to follow teacher's instructions.
4. Skipping classes without approval.
5. Going to the elementary division or shops in the area without permission.
6. Leaving the classroom between classes without verbal or written permission from the teacher.
7. Fighting, bullying others, playing rough (wrestling, drop-kicking) or making fun of other students.
8. Cursing (verbal or non-verbal)
9. Using fire crackers, stink bombs, or any other device which can create havoc in or out of the classroom.
10. Skipping detention without prior approval from the Senior Master.
11. Forging, or having someone forge, parent's signature on any note meant for the office.
12. Violating lab rules.

Students can be given a detention slip by a classroom teacher or an administrator from either the elementary or secondary division. A detention notice indicates that the student has to remain after school for one hour on one of the prescribed detention days. The notice will be given at least one day in advance and should be taken home for the parents to sign and return. The Senior Master/Mistress will contact the parents as a follow up whenever detentions are given.

Please note the following points concerning detention:

- A. Detention days are **TUESDAYS** and **THURSDAYS** of each week, including exam week.
- B. Detention will last for one(1) hour and the student will be free to leave at 4:45 p.m.
- C. If students arrive late to detention, they will remain behind after the others have been dismissed for the amount of time they were late.
- D. Parents are notified when a detention has to be served.

If a student persists in getting detentions, this will lead to an off-campus suspension. A chart outlining the consequences for breaking the rules is as follows:

3 demerits = 1 detention
6 demerits = 2 detentions

At this point, the student will be referred to the Special Services Unit (SSU) and placed "On Report" for the week to monitor the student's behavior. While "On Report", the student will report to SSU to collect his report sheet at the beginning of each day. He/She will take this sheet to each teacher he has that day. The teacher will indicate on the sheet at the end of the class period whether the student's behavior was satisfactory or not. At the end of the day, the student must report to SSU where a conference will be held with the Guidance Counselor. At the end of the week, the Counselor will report to the Senior Master/Mistress and they will decide if further disciplinary actions need to be taken.

Further consequences are outlined as follows:

8 demerits = parents notified that suspension is the next step
9 demerits = 3 detentions = 1 day on-campus suspension
12 demerits = 4 detentions = 3 day on-campus suspension
15 demerits = 5 detentions = 1 week off-campus suspension

Parents will be informed of consistent misbehavior before suspension takes place. However, once a student has been suspended, he/she will not be allowed to return to school unless a conference takes place with the parent, student, Senior Master/Mistress, and the Guidance Counselor. Parents will be expected to make this a priority and must arrange to come in as soon as

possible. The student and parent may be asked to sign a form pledging their support to follow the school rules or risk being asked to withdraw from the Academy.

*Demerits and detentions are recorded on a term's basis then the accounting process begins again the next term. However, suspensions are recorded on the student's permanent record in the office. **IF A STUDENT RECEIVES TWO(2) ONE-WEEK SUSPENSIONS DURING THE SAME SCHOOL YEAR, THE STUDENT WILL BE DEMONSTRATING THAT HE/SHE IS NOT PREPARED TO ADHERE TO THE SCHOOL POLICIES. IN THAT CASE, THE STUDENT MAY BE ASKED TO WITHDRAW FROM THE ACADEMY.***

The Merit Program (Secondary Division)

The merit program balances the system of discipline at the Academy. Therefore, when a student performs as is required of him/her, he/she receive a merit.

The merit will be recorded on a pad especially made for that purpose. The original copy will be given to the student to take home, and a copy will be sent to the Discipline Office.

Merits may be given for the following reasons:

1. Honest
2. Assisting teacher/staff member
3. Demonstrating positive school spirit
4. Showing kindness to class/school mate

This is not an exhaustive list of reasons for which a student may receive a merit.

When a student earns three merits this may cancel out one demerit. Merits do not cancel out automatic detentions. Automatic detentions are given for infractions that are considered very serious and are given preference in terms of when a student is expected to serve them.

Demerits may accumulate but automatic detentions are served on the nearest detention date to when the infraction occurred.

All demerits and merits are cancelled at the end of each term, and the student begins a fresh. All demerits that have not served and all merits remaining are credited to the student's house.

MERIT REWARD SYSTEM

- 10 Merits Per Month - A small token and recognition in chapel
- 20 Merits Per Month - Student of the month

Students who consistently demonstrate good behavior will be recognized monthly.

DRESS AND UNIFORM

(Elementary Division)

Elementary Division: Grade 1 – Grade 6

All students are required to wear the proper uniform every school day.

Grades 1 – 3

GIRLS: White shirt blouse, maroon jumpers, white socks, black shoes. Standard white socks (no lace or writing on socks to be worn at least 1 inch above the ankle bone.

BOYS: White shirt, black shorts (just above knee) or long pants, black socks and black shoes. Low haircuts (No higher than ½ inch when pulled out.

Grades 4 – 6

GIRLS: Short sleeved white shirt blouse, maroon pleated skirt, white socks, black shoes

BOYS: Short sleeved white shirt, long black loosely fitting pants, black and black shoes

The school jacket **MUST** be worn during the cool months. This can be purchased from the School's Business Office.

Please note the following concerning uniform:

1. All girls must wear their skirts with the hemline below the front and back of the knee length.
2. No girl should wear a blouse of transparent material.
3. Girls should wear only white or maroon hair accessories. No weaves, beads, hair color/highlights or outlandish hairstyles. Braids are to be worn at shoulder length and should be in the students' natural hair.
4. Boys must wear a black belt with pants that have loops for the belt.

P.E. UNIFORM

P.E. uniforms must be worn during assigned Physical Education classes. These can be purchased from the School's Business Office.

- Grades 1 & 2: Wear P.E. uniform only on P.E. days.
- Grade 3: Wear P.E. shirt with jumper, tennis and white socks on P.E. days.
- Grades 4 – 6: Wear full school uniform and bring P.E. uniform in a bag to change at the appropriate time.

Secondary Division

BOYS' UNIFORM

Short sleeve white shirt
(standard to be worn tucked in at all times).

Long black pants (no baggy pants, no labels/tags, extra pockets or loops)

Solid Black shoes (no white or coloured stripes. No tennis shoes. Both upper and lower parts of shoes should be black)

GIRLS' UNIFORM

Short sleeve white blouse (worn tucked in). No Peter Pan collars

Maroon pleated skirts (hemline MUST be below the front and back of the knee) with knife pleats 1½ inches apart. Waist

White or black socks

Only white undershirts/T-shirts are to be worn under uniform shirts

Black belt (to be worn at all times)

Low haircuts (No higher than ½ inch when pulled out)

Maroon ties for all Grade 12 boys

School jacket (during winter months)

bands must be no more than 2 inches wide.

Black shoes (no tennis shoes)

Standard white socks (no lace or writing on socks to be worn at least 1 inch above the ankle bone)

Appropriate hairstyles with white or maroon hair accessories. No braids, beads or weaves or hair color/highlights.

No acrylic nails or tips

Maroon ties for all Grade 12 girls
School jacket

Boys should wear their shirts tucked in their pants at all times—before, during, and after school. Failure to do so will result in a demerit being given.

A Physical Education uniform is to be bought at the school and worn at all P.E. classes.

Neck ties for Grade 12 students can be purchased at the school.

The Academy reserves the right to determine what is its uniform. Students who fail to comply with uniform regulations will be sent home until the infraction is corrected.

OTHER IMPORTANT REGULATIONS

Care of School Property

Students are encouraged to take pride in caring for the school's property. If through carelessness or deliberate acts, a student damages a desk, chair, or any school property, he/she will be charged a fee to cover damages.

Personal Injury

If through carelessness or deliberate acts, a student damages the person or property of another, he/she will be responsible for ALL financial obligations (including medical bills) incurred as a result of his/her actions.

Lost and Found

The Academy will not be responsible for loss of money or other valuables. Should it become necessary for such items to be brought on campus, students are encouraged to leave them at the Office until the end of the day.

Use of School Telephone

The school's telephones are for business use only. A pay telephone has been provided for students who must make **EMERGENCY** calls during the day with an administrator's permission.

Students Receiving Telephone Calls

Students will not be called from their classes during the day to take telephone calls. Messages will be taken and delivered for students **ONLY IN CASES OF ABSOLUTE EMERGENCIES!**

Cell Phone Policy

Students are not allowed to have cell phones on campus. If they are found and confiscated, they are held until the end of the term and a fee of \$25.00 is required to get them back. Students who have permission to bring phones on campus must check them in at the office and collect them at the end of the school day.

Transportation Bicycles

Students are asked not to ride their bicycles on the playground, around the school building, or around the flagpole.

Any student who is seen riding his/her bicycle improperly, endangering the welfare of other children, or otherwise making a nuisance with the bicycle, will be asked to leave it at home.

Cars (Secondary Division)

Students wishing to drive vehicles to school must apply for permission to do so from the Principal of the school. The following documents are needed before approval is granted: (1) a letter of request

from the student's parents/guardians, (2) a valid driver's license, and (3) a copy of the insurance papers stating that the student is covered by the insurance.

Upon receiving permission from the Principal, the student must understand that the administration reserves the right to state where the vehicle should be parked, that students should not sit in the parked car during school hours, and that the student will not be allowed to leave the campus until school is dismissed in the afternoon.

INTER-HOUSE COMPETITION

Through the House System, Bahamas Academy seeks to help students learn to compete fairly and justly. The House System, of course, is a motivating tool and individuals may earn points for their Houses by achieving excellence in academics, citizenship, and cultural activities. Sports house points may also be deducted for infringement of rules.

Each student is assigned to a House upon admission. There are four Houses identified by the following colours:

Barracuda	-	Yellow	Stingray	-	Red
Marlin	-	Blue	Dolphin	-	Green

CLUBS (Secondary Division)

Student Association

The student association is called the United Student Movement (USM). It consists of an executive elected by the student body each fall following an election campaign. The executive members are assisted by two or more faculty sponsors. All students are automatically members of the Association.

The purpose of the United Student Movement is to provide a means of communication and build a working relationship between the

school's administration staff, and its members.

The Association takes an active part in student affairs, inviting speakers to address the student body on relevant topics under the direction of their sponsors. They are also active in fundraising.

Other Clubs

The names of other clubs on campus are as follows:

Drama and Poetry	Campus Ministries
Science/Math	Gavel
Social Science	Choir
Health/Fitness	Business

Criteria for Officers

Students wishing to run for any office in a club should meet the following criteria:

- (1) Be approved by the administration.
- (2) Have a minimum average of 65% (C); 80% if applying for the position of president or vice-president
- (3) Should not hold more than two (2) offices in one or more clubs.
- (4) Leads or heads one (1) club.

Prefect Council

The Prefect Council is designed to assist with the overall discipline and smooth operation of the school. The Headboy, Headgirl, and Prefects are selected by teachers and administrators at the end of the 11th Grade. Each prefect will be assigned to a specific area or class at the beginning of the school year and will be expected to supervise that area in the absence of teachers or administrators. The factors considered in the selection of Prefects are academics, attitude, punctuality, citizenship, attendance, and leadership ability.

The Prefect Council is led by the Head Boy and Head Girl under the supervision of the Senior Master/Mistress and should meet regularly to discuss matters and concerns pertaining to discipline, cleanliness, and orderliness on the campus. The Head Boy and Head Girl have the prerogative to write demerits and detentions.

Monitors

Each class has a monitor who is appointed by the homeroom teacher and is assigned responsibilities by the teacher.

The Senior Class

The Senior Class is formed at the beginning of the Grade 12 year. The class chooses, in consultation with the Administration, the following officers to assist with the programs leading up to graduation: president, vice-president, secretary, treasurer, chaplain, parliamentarian, and sgt.-at-arms.

In order to qualify for the positions of president and vice-president, students must have achieved at the end of Grade 11 a cumulative GPA of 80% or higher. The minimum requirement for all other offices is 65%.

The Class will be assigned sponsors who will act as consultants and advisors. No decisions should be made or plans announced by the Class without approval of the sponsors and/or the Administration. The officers of the Class should sit down with their sponsors at the beginning of the year to outline their class activities and plans, especially those which involve the payment of fees, etc. The Administration reserves the right to reject any plans presented.

Graduation is the culminating event of the senior year and is a very special occasion in the life of every twelfth grader. The school has two services to commemorate this "rite of passage": a Baccalaureate Service and a Commencement Service. The designated attire under the graduation robe is dress for girls, and dress pants, shirt and tie for boys. Dress shoes should also be worn. Failure to comply with this dress code will mean that the student may not participate in the ceremonies.

Study Helps

1. Have a study programme and follow it every day.
2. Learn to concentrate. Practice for short periods at first, then for longer periods with relaxation between periods.

3. Ask yourself questions and if possible, do some reading aloud.
4. Read the lesson through rapidly at first. Get a hasty survey of the assignment. Read the second time with great care.
5. Use pencil and paper. Writing a statement helps fix it in the mind. Take brief notes as you study the lesson through the second time.
6. Look for the main topics and sub-topics. Put these in outline form.
7. Practice review. It is well to review the previous assignment before starting a new one. Reviews pay big dividends. A few minutes review before class will help.
8. Practice recall. Shut your book often and see how much of the paragraph or section you can recall.
9. Practice associations. Connect statement in the lesson with your own previous knowledge or experience. Think of concrete examples.
10. Use the dictionary frequently.
11. Be independent. Do your own thinking. Study by yourself most of the time.
12. Aim to finish some assignments during school hours.

HOW DO YOU RATE?

Students sometimes expect to receive better grades than they deserve. By studying the following carefully, you can do a fairly good job of rating yourself and estimating your grade.

AN "A" STUDENT

1. Usually does more work than is required.
2. Builds wide vocabulary for each subject.
3. Is alert and always ready for class discussions.
4. Is prompt, neat and thorough in all work that is required to be done.

5. Studies how to best use books and other materials to accomplish much in a small amount of time.
6. Has initiative and originality in attacking new problems.
7. Associates and rethinks the problem and adapts himself/herself to changing situations.
8. Has enthusiasm for his/her work and completes all assignments.
9. Constantly seeks to apply ideas gained to everyday life.

A "B" STUDENT

1. Frequently does more than is required.
2. Has good vocabulary for each subject.
3. Is usually alert and quite alive to the situation in hand.
4. Is usually careful in taking assignments.
5. Is prompt, neat and usually accurate in all work required to be done.
6. Is eager to attack new problems and profits by criticism.
7. Has the ability to apply the general principles of the course.

A "C" STUDENT

1. Does what is required.
2. Builds only a moderate vocabulary for each subject.
3. Usually is attentive to assignments.
4. Does work neatly, quite promptly, and reasonably accurately; but often is limited by personal interest.
5. Is willing to comply with instructions, but initiative and originality with new problems are not evident.
6. Can retain and recall the general principles of the course.

A “D” STUDENT

1. Usually does what is required.
2. Vocabulary is limited to a few outstanding terms of the course.
3. Attendance is often irregular.
4. Frequently misunderstands assignments.
5. Is usually late and often careless and inaccurate in preparing work that is required.
6. Knows a part of the general principles of the course, but with no thought of applying them to life.

A “F” STUDENT

1. Always does much less than required.
2. Has only what vocabulary he/she may absorb from the class discussions.
3. Is listless and inattentive.
4. Usually misses much of the assignments.
5. Work is usually tardy, if it is done at all, and often very careless and inaccurate.
6. Does not and will not do the work, and therefore has little thought of even the general principles.