

Saint Lucia S.D.A. Academy

PARENT'S GUIDE

2018/2019

RULES AND REGULATIONS SUMMARIZED



In Christ We Progress

STATEMENT OF RULES AND REGULATIONS

Foreword

At the Seventh-day Academy, the disciplinary policy is viewed as crucial for inculcating the values of this Institution thus preparing our students to become useful citizens and candidates for heaven. These values include self-control, respect for the things of God, respect for authority and for duty, thoughtfulness, responsible behavior, punctuality and proper decorum in and out of school.

Whiles we are cognizant of the importance of academic pursuits, we recognize also that character building is vital and will define our graduates as well-rounded individuals that attribute development and progress to reliance on God and His expressed will in the Bible. Our motto eloquently expresses in this conviction:

‘IN CHRIST WE PROGRESS’

The Disciplinary Program at the Seventh-day Adventist Academy, therefore, is not only geared to maintain order but also train our students to embrace the right attitudes and values that are necessary for them to acquire positions of leadership and become models of Christ to others with whom they come in contact.

To achieve this, we consider carefully the measures chosen to discipline each student. We try to create a balance between teaching our students the importance of accepting responsibility for their actions while helping to foster in them an understanding of the values that we are trying to instill. The aim of any disciplinary action, we recognize, is to ensure that the student benefits positively from the experience. Hence the aims of the program at the S.D.A. Academy include the following;

1. To maintain order and ensure that the classroom environment is conducive to learning.
2. To provide a safe school environment where students recognize their rights and the rights of others.
3. To help students gain an awareness of appropriate attitudes, moral and religious, so that they will develop habits of critical thinking and a keen, lively conscience.

The program is designed in accordance with the Law and the Education Act of St. Lucia. Disciplinary measures are guided by the Rules of the School and this fall under the portfolio of the Discipline Committee who works closely with the Principal, Vice Principal, Guidance Counsellor, Form Coordinators and Teachers.

SECTION ONE

DRESS

Unisex

- a) All students shall be neatly attired and in complete uniform at all times, and the Administration reserves the right to require whatever modifications, alterations or deletions in dress-styles and/or hairstyles that are deemed necessary.
- b) The uniform for both male and female students shall be designed and worn according to the pattern provided.
- c) Students are not allowed to affix embellishments of any kind to the uniform.
- d) Colored or patterned T-shirts must not be worn under students' shirt/blouse.
- e) Jewelry and make-up **MUST NOT** be worn while one is in uniform, or while attending any school sponsored activity. This include lip gloss, nail polish, eyeliner etc. Simple, unembellished watches may be worn **ONLY** in the following colors:
 - **Black**
 - **White**
 - **Brown**
 - **Silver**
 - **Gold**
- f) All students will keep their shirt/blouses buttoned properly at all times.
- g) Badges provided by the school or with the school insignia must only be worn on the shirt collar.
- h) Students must **ONLY** wear black closed up shoes.

Girls

- i) Girls' uniforms must be 2 inches below the knee when standing.
- j) There must also be 2 inches or more hem allowance so the skirt can be lengthened if required.
- k) Girls must only wear plain white socks.

Boys

- l) The pants bottom should be no smaller than 14" in circumference.
- m) The white short sleeves shirt stipulated by the uniform guidelines **MUST** be neatly tucked into the waist of the pants **AT ALL TIMES**.
- n) Boys may only wear plain black or plain white socks
- o) Boys may only wear a black belt with a simple buckle.

HAIR & GROOMING

Unisex

- a) All students must keep their nails clipped short.
- b) Students are not permitted to wear dyes in hair.
- c) Hair extensions (braids, weave etc.) are **NOT** to be worn with the school uniform unless permission is granted in the case of a medical situation.
- d) Uniforms must be properly ironed and symmetrically worn at **ALL TIMES**.
- e) Uniforms, ribbons, belts, shoes and school bags worn by students must be clean and orderly.

Girls

- f) Hair should be styled in a simple and refined manner. Extravagant or distracting hairstyles are not allowed.
- g) The wearing of ribbons is mandatory for girls in forms 1 and 2 and optional for girls in forms 3 to 5.
- h) Wearing of hair completely loose or in an afro is prohibited.
- i) Contraptions worn in hair shall be for utility purposes, and should complement the uniform. The permissible colors shall be white, black, green and brown.

Boys

- j) Hair must be neatly cut and groomed at all times.
- k) Hair length must not exceed 2 centimeters from the scalp.
- l) The wearing of marking designs in the hair is prohibited.

SECTION TWO

STUDENTS DEPARTMENT

- a) Students are expected to respect school authority **at all times**, whether it is represented by a prefect, a teacher, or other member of staff.
- b) All students are required to be at school **before** 8:00 a.m. in order to be prepared for scheduled classes which begin at 8:00 a.m. Students who arrive later than 8:00 a.m. are to report to the Principal's office.
- c) For fighting or otherwise causing physical injury to another student due to violent behavior, a student is liable to be dismissed from school.
- d) The improper use of language is strictly forbidden. This includes:
 - i. Obscene language
 - ii. Abusive language

- iii. Offensive language
 - iv. Derogatory language
 - v. Loud speaking and shouting across distances
- e) School equipment and facilities must be treated with care and discretion. Failure to do so could incur severe penalties.
 - f) Littering of the premises is strictly forbidden.
 - g) The SDA Academy is required by law, to report the use of trafficking of intoxicants or narcotics. These items are strictly forbidden.
 - h) Students must be honest at all times. The following forms of dishonesty will not be tolerated.
 - i. Lying to authority
 - ii. Copying (during examination or of assignments)
 - iii. Plagiarism
 - i) Pornographic material of any kind is strictly prohibited on the school's premises.
 - j) Any behavior that bears the connotation of sexual intimacy is strictly prohibited between students of the same sex or of different sexes.**
 - k) The SDA Academy is required by law to report incidence of illegal possession of property. This is strictly forbidden.

SECTION THREE

PARENTS/GUARDIANS

- a) A parent who desires that a student leaves the premises during school hours due to medical appointments or emergencies must submit a request in writing to the Principal. Exemptions to this rule only apply to the established lunch period.
- b) Visitors to the school premises during school hours **MUST** report to the Secretary. The secretary may accept the message on behalf of the student and if necessary, excuse the student from classes to meet the parent/guardian in the office. Under **NO** circumstance are parents or visitors allowed to roam the school in search of a student.
- c) Parents who wish to engage in conferencing with a teacher during school hours, should **FIRST** contact the Secretary at the office. There, the parent may schedule an appointment with the teacher at the convenience of the teacher. Under **NO** circumstances are parents allowed to roam the school in search of a teacher. **Demands to speak with the principal. Teachers, or other members of staff will not be tolerated.**
- d) Plans for the withdrawal of a student from school must be submitted in writing to the Principal.

- e) A written excuse from the parent/guardian is required for any absence, tardiness, incomplete uniform or other breach of the Regulations involving the student.
- f) Students will not have access to the school phone, and personal calls will not be conveyed unless in the case of an emergency.
- g) Attendance at all P.T.A. meetings is required.
- h) Parents/guardians visiting the school must abide by the following dress code:

For Females:

- i. NO shorts
- ii. NO halter tops
- iii. NO midriff bearing outfits (i.e. exposure of the belly)
- iv. NO indecent exposure of cleavage
- v. NO conspicuous display of undergarment

For Males

- i. NO vests

SECTION FOUR

GENERAL

- a) Students are expected to leave the school premises by 3:30 p.m. If a student is required to be engaged in any school related activity after 3:30 p.m. then parents will be informed by the school.
- b) All students are to remain on the school premises during school hours (including lunch). The boundaries of this area demarcated by the fences on the Northern, Western and Southern sides, and by the hedge on the Eastern side. This applies equally to students who drive (or ride) a vehicle to school.
- c) No person should engage in selling on the school premises except by permission from the Principal.
- d) Except when instructed to do so by a teacher, students are not allowed to take radios, recording devices, or musical instruments to school, or to school related functions.
- e) The authority to search the person or property of any student when necessary is the prerogative of the Principal or of any person designated by him/her.
- f) No person is allowed to engage in advertising or publicity on the school premises without first obtaining permission from the Principal.
- g) Attendance at and participation in all religious activities of the school is required **of all students**.

- h) Organized grouping of students in a representative capacity without the permission of the Principal is forbidden.
- i) Except by special permission from a Teacher, no student is to leave his/her classroom except at break/lunch time.
- j) The school will not assume responsibility for lost personal property.
- k) A student may be suspended or excluded from school if his state of health adversely affects other students attending the school.
- l) When: **(i)** in the judgement of the governing body, **(ii)** the influence of a student is detrimental to the school, or **(iii)** it is found that through illness, inability to learn, or other cause, a student cannot be profited by continuing at school, he is liable to be dismissed.
- m) The right to appeal the decisions of the Principal and Staff to the School Board of Management is the prerogative of parents and students.
- n) The Rules and Regulations of the school shall be binding on all students. Failure to comply with anyone of them constitutes sufficient grounds for dismissal.

SECTION FIVE

USE OF CELL PHONE/MOBILE DEVICES

- a) Mobile phones and or other portable communication devices should not be used during class and should never disrupt or distract the teaching and learning process. These items must be turned off or turned to the silent mode and place out of site during curriculum time.
- b) If these items disturb instruction or are found in use during instruction, they must be confiscated by the teacher and subsequently submitted to the office. The device can be reclaimed **ONLY** by a parent/guardian after a period of five (5) school days and having paid a fine of \$40.00.
- c) Other electronic items, like computers, may be used in class only when given permission by the teacher. Students are encouraged to take personal responsibility for their items. Students are required to exercise good judgement when using electronic items in school.

SECTION SIX

TUITION POLICY

Preamble

The Saint Lucia Seventh-day Adventist Academy operates as a private entity that is mainly funded by the school fees paid by parents whose children are enrolled within the institution. The school depends on the prompt payment of tuition fees to be able to meet its monthly obligations, including the salary of teachers and auxiliary staff.

Adherence to the following policy is thereby crucial to the operation of the school.

1. Tuition is due and payable in advance, not in arrears. Tuition must be paid at the beginning of every term; however, a payment plan of fifty percent (50%) of the tuition (payable upfront) and the balance of fifty percent (50%) (to be paid within thirty (30) days), may be allowed in order to facilitate parents' needs. Payments of school fees are to be made at the First National Bank, account **2417**. Please note that a copy of the bank slip must be submitted to the Business Office as proof of payment.
2. Students with arrears will not be registered for a new term.
3. Clearance must be obtained from the Business Office before a student is registered.
4. Students registering for a new term **MUST** have a zero balance and the minimum of fifty percent (50%) of the new term's fees.
5. Accounts that are more than one hundred and eighty (180) days past the due date of payment will be subjected to legal collection proceedings.
6. The accounts of graduands must be paid in full in order to be eligible for graduation, or to obtain certificated, transcripts and or recommendations from the school.
7. Transfer documents will not be issued to students with delinquent accounts.
8. **ONLY** students with zero balances will be issued report books/grades reports at the end of any given term.
9. Tuition payments for the final term of the school year, and any outstanding arrears, **MUST** be made on or before May 30th.

Discounts

1. The following system of discount applies to the Saint Lucia Seventh-day Adventist Academy:
 - a. A Discount not exceeding five percent (5%) may be granted to those who pay the total calculated cost of the year at the time of matriculation.
 - b. A discount of five percent (5%) of the tuition charges may be granted for two children from one family whose expenses are being paid by the same person.
 - c. A discount of ten percent (10%) of the tuition charges may be granted for three or more children from one family whose expenses are being paid by the same person.
2. Discounts are not retroactive and will be granted only to those whose accounts are kept in balance.
3. Students of employees shall be granted only the same discounts granted to other Seventh-day Adventist students.

Refunds

The school shall not issue refunds on registration fee or tuition for missed classes and special vacations. Funds are refundable only in cases of extended illness, death or in any unique circumstances as approved by the School Board of Management.

Property Damages

Deductions will be made from students' Caution Fees for confirmed cases of vandalism to school property. In the event that the cost of the damage exceeds the Caution Fee, the student will be requested to pay the difference.

Returned Cheques

A fee equivalent to the bank's rate will be charged for every cheque returned by the bank.