



Parent Handbook

St. Anthony's Secondary School
Parent Handbook

MISSION STATEMENT

At St. Anthony's Secondary School we strive to share with students, experiences that will benefit them on a global level and will equip them with tools to function and excel in their future.

St. Anthony's Secondary School will provide its teachers with opportunities to stay abreast of up to date methods of teaching and ensure facilitation of their professional development.

St. Anthony's Secondary School endeavours to build strong relationships between parents, teachers and child, the important stakeholders whose cooperation and mutual respect will ensure positive outcomes.

SCHOOL DAY

The school day begins at 8:25 am with either assembly or homeroom. Teachers are to be on school premises half an hour before classes begin and should be there for half an hour after the final bell at 4:00 pm. Parents and guardians must schedule meetings with the student's teacher during this time or another time that is conducive to both parties.

Office Hours: 8.00am to 5:00pm

Important Phone Numbers:

School Office: 562- 6851
Staff Room: 562-6852

School Fax: 562-6853
E-mail: sassadmin@gmail.com

Staff Members:

Joann Boulos-Callias
Evanisia Wilson

Principal
Admin Assistant

APPLICATION PROCEDURES

1. Parents or guardians should complete the application form and return it to the school office along with the non-refundable **ECD 250.00** application fee. Cheques should be made payable to St. Anthony's Secondary School.
2. The school must be furnished with the following:
 - (a) Student's transcripts/report cards from previous school attended.
 - (b) A clear photocopy of student's birth certificate and a passport size picture of the applicant.
 - (c) A completed medical form (provided by the school) as the school must be made aware of any physical problems or learning disabilities that may affect the student.
3. All students entering St. Anthony's Secondary School must write an entrance test in both Mathematics and English.
4. Short interviews will be held with each applicant along with their parent/guardian and the principal.
5. Tuition structure is included in the application package.
6. Upon evaluation of the submitted application package, notification will be made by letter regarding your child's admission status

PARENTAL INVOLVEMENT

As partners in our school, parents have an important role to play. Parents are encouraged to get involved with various school activities including helping in the classroom, excursions, fundraising, school celebrations and community outreach. Parents may become part of the school's PTA (parent, teacher association.)

CHANNELS OF COMMUNICATION

1. When a problem concerning your son or daughter and his/her work in school arises, an appointment to see the teacher concerned may be made by calling the office or by contacting the teacher directly.
2. Problems that cannot be solved through a conference with the teacher and questions of a more general nature concerning the operation of the school may be discussed with the Principal.

GENERAL INFORMATION

1. Any student withdrawing from St. Anthony's Secondary School must be cleared by all teachers, the library, the book scheme, the Accounts Department and the Principal. Only after such clearance and all finances are in order will school records and transcripts be released.
2. All medication to be administered during school hours must be given to Administration with written authorization from the parent/guardian along with clear instructions.
3. Fire and earthquake drills will be scheduled at intervals throughout the school year.
4. Regular attendance and punctuality at school is directly related to achievement. This practice reflects a respect for learning and the rights of others to learn without interruption. Attendance will be recorded by the class teacher as follows:
 - a. Present- student in class, in the office, on a school-authorized trip, participating in a school team activity.
 - b. Special circumstance absence- student has a documented medical condition, a religious observance, death in the immediate family, on an education opportunity or special activity deemed appropriate by Administration or has documented legal obligations.
 - c. Suspension- absence due to suspension by school administration.
 - d. Excused absence- a note or call from home with an acceptable excuse.
 - e. Unexcused absence- no acceptable excuse provided by the home.

Students are responsible for completing work missed during absences. A parent/guardian must telephone the school or send a note on the day of, the day after, or prior to, the absence. ALL LATE ARRIVALS must sign in at the Administration office to obtain an admittance slip *before* proceeding to class. Sleeping in is not an excusable excuse. OFFICIAL MEDICAL or LEGAL excuses are required during examination periods.

5. Plagiarism is defined as:
 - a) Copying another person's work without giving them credit.
 - b) Copying a published work without acknowledgement.
 - c) Copying the ideas, arguments or thoughts of another person without acknowledgement.Plagiarism is stealing and the penalty for plagiarism is an automatic "0" on the assignment.
6. Copying each other's work and any other form of cheating is unacceptable behavior. If copying occurs during an exam appropriate action will be taken against those involved. Student/s will be given an automatic "0"
7. Students are NOT permitted to use personal electronic equipment anywhere in the school or on school property during school hours unless they are authorized by the Principal as learning tools. Phone calls may be made by students in emergency cases through the office for a nominal fee.
8. Vandalism:

Students caught defacing school property will be given detention and will be responsible for the replacement cost of property or the cost to return the property to its original state.
9. Inappropriate or derogatory comments of a lewd, sexual or racist nature will NOT be tolerated. Inappropriate physical touching or leering that could be construed to be a sexual advance will NOT be tolerated. Students have a responsibility and right to report any racist or sexual comments, gestures, writings and/or advances that are unwelcome and make them uncomfortable. These offences after consideration of the circumstances could end in detention and/or suspension and/or expulsion.
10. Verbal or physical fighting is considered as non-acceptable behavior and will be punishable by detention, suspension and/or expulsion.
11. St. Anthony's Secondary School has a No TOLERANCE policy on weapons and drugs. Students found with such items will be brought before a Disciplinary Board for possible EXPULSION.

12. Stealing is not acceptable and students will replace item/s and face detention, suspension or expulsion.
13. Persons caught Chewing gum on the property will be fined \$10.00
14. IPODS, MP3's, CELLULAR PHONES or any other electronic items are not permitted on the school compound. **Such items if seen will be confiscated and returned at the end of the term/year.**
15. Permission must be asked of the Principal or the Assistant Principal for students to bring a laptop to school.
16. All parents entering the St. Anthony's Secondary School property to deliver messages or items and/or to collect sick child must check in at the Administrative Office and NOT go directly to classrooms.

SCHOOL FEES

See Appendix A.

DETENTIONS

Detentions will be held on Friday afternoons from 4:15-5:15pm on the school property. These detentions may be given for major violations which have been reported by teachers to the office. The Administration office will contact the parents/guardians to notify them if their child appears on the list. Detention students will be required to do some form of community service either on or off campus.

IN-SCHOOL SUSPENSIONS

Students who have been given an in-school suspension will report directly to the office. They will be placed in an assigned location and not be allowed to leave without administrative permission. The student will spend the days of suspension doing assigned school work and will not be permitted to participate in any school functions and activities or sports during those days.

OTHER RESPONSES TO NEGATIVE BEHAVIOR

Administration may deem certain offenses to be best served through one of the following:

- a. A peer mediation
- b. Collaborative problem solving
- c. Parental consultation
- d. Student conference
- e. Removal of privileges (extra-curricular etc.)

MERIT SYSTEM

At St. Anthony's Secondary School a merit system is in place to encourage appropriate student behaviors. Merits are given for good citizenship, academic excellence and achievement in sport. Awards will be given to students who receive merits as a result of exceptional performance in the above mentioned areas.

HOMEWORK

Homework and projects are considered an integral part of the learning process. Students will be given daily homework in a variety of subjects. Longer periods of time will be given for projects. Remember that homework is not always required in a written form but daily review of material covered in class is extremely beneficial for students' success.

PHYSICAL EDUCATION

Physical Education is also an integral part of the learning process. All students are expected to participate. Non-participation will be allowed for medical reasons only. Please furnish the school with written notification.

SCHOOL TEXT BOOKS

All **texts** will be issued by the school. Some of these texts are being supplied by the Government and others by the school.

All books are required to be covered by the end of the second week of school. There will be a replacement charge for any text book which is damaged or lost by a student. The amount will be covered by the parents/guardians.

All accounts must be paid before Report Cards or new books will be issued to students.

REPORTING STUDENT PROGRESS

Parents are encouraged to keep abreast with their child's progress. Please feel free to contact teaches to find out how your child is progressing. The official reporting will be as follows:

1st Progress Report will be issued during the first week of November. This will coincide with Parent-Teacher interviews to discuss your child's status thus far.

End of Term One Report Card will coincide with the School's closing for the Christmas holidays. A formal examination period will be held prior to issuing of this Report Card.

End of Term Two Report Card will coincide with the School's closing for the Easter holidays. No formal exams will be administered during this term. Grades will reflect all tests, quizzes, projects, homework assignments and participation during said term.

End of Year Report Card will coincide with the School's closing for the summer holidays. A formal examination period will be held prior to issuing this Report Card.

● Please note: A monthly newsletter is distributed to all students. This newsletter provides information on Parent-Teacher interviews, examination schedules, upcoming events, reports on special events that the School has participated in and other pertinent information. A calendar of events is also published at the beginning of the school year.

DRESS CODE

Uniform

Students will be expected to wear the official St. Anthony's Secondary School uniform as outlined in Appendix A.

- All students are expected to be well groomed.
- Hairstyles should not be of a style or colour that distracts or interferes with learning i.e. no streaking, no Mohawk hairstyles, no shaved designs etc.
- Hair should be tied back away from the face so that the eyes are not covered.
- Tie-backs for hair in school colours will be made available for purchase at the school. Should the student wish to wear their own then it must be in the school colours of brown or beige.
- Nail polish and artificial nails are not permitted.
- The use of make-up is not permitted.
- Boys are not permitted to wear earrings.
- Girls are permitted to wear a single pair of earrings, studs or hoops no larger than a twenty-five cent piece.
- A gold or silver chain is acceptable so long as it remains inside of the uniform.
- Students are permitted to wear a watch.
- Only bracelets sold at the school in school colours are permitted to be worn with the exception of Medi-Alert bracelets.

Students who do not comply with the above rules will have extra jewelry confiscated and returned at the end of the school year. Other infractions will lead to students being sent home to rectify the issue.

The School is not responsible for any loss or damage to personal belongings brought to school.

On days when there is PE, students must report to school in regular uniform and change into the PE uniform when the class starts. As long as the proper PE uniform is being worn, the students may remain in it for the remainder of the day.

On Alternate Dress Days which will be held periodically during the term, students can wear their own clothes following the guidelines below.

Sleeveless shirts, blouses and dresses are permitted as long as they cover the width of the shoulder. No tank tops or blouses with thin or spaghetti straps are permitted. No garments which display underwear or have holes or are frayed are permitted. Students are prohibited from wearing articles of clothing that have motifs advertising or promoting alcohol, tobacco, drugs or sexually suggestive and obscene language. A small fee will be charged for students to participate in alternate dress day. Monies will be placed in a school development fund and parents will be informed as to the project to which money is directed.

PLEASE NOTE THAT THESE GUIDELINES WILL BE REASSESED AND POSSIBLE CHANGES MADE DURING THE COURSE OF THE SCHOOL YEAR. PARENTS WILL BE NOTIFIED OF ANY CHANGES OR AMMENDMENTS.

APPENDIX A

School Uniforms:

Boys: a white shirt and brown long pants. A brown belt is required.

Girls: a white shirt and a kilt with attached shorts underneath.

The white shirts will have a print of the school logo.

Girl's kilts are to be worn no shorter than 1 inch above the knee. The kilt Pin must be worn on the uniform every day by female students.

Brown shoes are to be worn with the uniform. The acceptable SASS shoes are on sale at Asot's Arcade on High Street unless permission for deviation is granted by the principal.

The PE uniform for both boys and girls consists of a white T-shirt bearing a print of the school logo and black shorts. These will also be available for purchase from the school.

White socks are to be worn with the girl's uniform. Socks are to be crew type and worn turned down. Socks purchased with the "turn down" sown in are acceptable. Knee highs and anklet socks will not be accepted as appropriate.

Brown socks are to be worn with the boy's uniform.

FEE payment Rules and regulations:

- 1) School Fees are due on the **FIRST school day** of each new term/month.
- 2) A 5% "**Late School Fee**" will be applied to any delinquent account within 10 days of past due payment.
- 3) As a specific school rule, any Parents of students enrolled at St. Anthony Secondary School are liable for 3 terms school fees each year. Unless otherwise properly notified in writing and with at least 15 days notice prior to the new term, the parents are liable for the full payment of the due term regardless if their child attends school or not.

- 4) Payment can be arranged in two ways as follows:
 - a) Term payment (maximum of three (3)) payable as per rule #1
 - b) Monthly payment (maximum of ten (10)) payable on the first school day of each month and finishing no later than the first school day of the last school month.
- 5) All “**Other Fees**” including but not limited to, Uniforms, Lunch, Beverages, Convenience fees, field trips, clubs etc. are to be kept to a reasonable amount and are due at the end of each month.
- 6) “**Book Fees**” are pertaining to 2 categories;
 - a) Government books (belonging to the Government of Antigua & Barbuda).
 - b) St. Anthony Secondary School books (belonging to the school)

In either case and especially in the books belonging to the Government, the school is bound by laws to maintain and assure that the students and parents are held responsible for any damage or loss (accidental or not) of each book. The school is responsible for collecting and reimbursing the “fee” associated and clearly identified ahead of the school year with the damage or the loss and therefore the school is not in a position to negotiate with the parents the replacement value of the said book.

These fees are calculated each end of school year upon return of the school books or upon the departure of the child during the school year and due immediately after being identified.

- 7) All outstanding fees must be cleared by 15th July or your child’s space may not be kept available for the following academic school year.
- 8) Failure to apply by these rules will result in the following;

- a) Access to InformationNow (School online support) will be denied.
- b) Your child will not be able to take part in the exam period at the end of each term.
- c) End of term Report Card will not be distributed.
- d) Final Year End Report card or Transcript will not be distributed.
- e) No transcript will be forwarded to any other institution
- f) The school taking any legal steps available to recover the loss of funds.

9) End of Year;

Due to the high demand for placement at St. Anthony's we will request at the end of each school year and upon distribution of the yearend report card, an advanced payment equivalent to 1 month's school fees per child.

This payment will ensure that your child/children have a reserved space at St. Anthony Secondary School for the following academic year.

If you so decided NOT to return, the amount paid will be refunded immediately upon proper receipt of notification as explained in rule #3.

Failing to notify the school in due time will result in the loss of the paid amount.

GENERAL SUPPLIES

English dictionary
French dictionary
Spanish dictionary
Thesaurus
Note books for each subject (Math requires 4 exercise books)
Graph Paper (2nd & 3rd Forms)
Loose leaf binder
3 ring binder paper
Pens (blue or black ink)
Pencils
Sharpener
Eraser
Ruler
Geometry set
Scientific Calculator (3rd Form)
Manuscript book (for writing musical notes)
SBA Science Books (4th Form)

ART LIST

Forms 1 & 2

Drawing

- One drawing pad (no smaller than 9 x 12 in)
- Drawing pencils (HB, 2B, 3B) at least two of each
- Plastic eraser
- Sharpener

Painting

- One watercolour pad (no smaller than 9x12 in)
- Watercolour/gouache/acrylic paints. NB:-Absolutely no oil paints

- Paint brushes-flat tip, round brushes, fine tip brushes
- Paint palette for mixing paints.

- To be completed by student’s doctor for pre-diagnosed conditions.

St. Anthony’s Secondary School
Longfords, Antigua.
Tel: 268 562 6851/2
Fax: 268 562 6853
E-mail: sassadmin@gmail.com

EMERGENCY CARE PLAN

NAME.....

GRADE..... AGE..... DATE OF BIRTH.....

PARENTS/CAREGIVERS NAME.....

ADDRESS.....

PHONE (h).....(c).....(w).....

DOCTOR

PHONE.....(c)

To provide assistance to a student experiencing symptoms related to a health condition/accident.

HEALTH CONDITION●

.....

POSSIBLE WARNING SIGNS AND SYMPTOMS:●

.....

.....

ACTION TO TAKE IN AN EMERGENCY/ACCIDENT AT SCHOOL:

.....

.....

.....

.....