



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 8:20 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. The school is not responsible for students who are left at school past 5:15pm.

Office hours: Monday – Friday 8:00am to 5:00pm

Important phone numbers:

School office: 736- 6851/3

Staff room: 736-6852

School fax: 562-6853

e-mail: sassadmin@sasantigua.org

Principal

Assistant Principal

- Joann Boulos-Callias, B.A., B.Ed., M.Ed.
- Catherine Stuart, B.A. (Hons)

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 or appointment, a religious observance, death in the immediate family, on an education opportunity or special activity deemed appropriate by Administration or has documented legal obligations. These will be considered as excused absences. A note or call from home must be received before or on the day of the absence or upon the student's return to school. Students are responsible for requesting work missed during absences and completing it in a timely manner. Teachers will be expected to give students assignments and tests missed.
 - c. Suspension- absence due to suspension by school administration.
 - d. Unexcused absence- no acceptable excuse provided by the home. Missed assignments and tests will be given a zero grade during unexcused absences.

ALL LATE ARRIVALS must check in at the Administration office to be registered present in the school's system (InformationNow) before proceeding to class. Sleeping in is not an excusable excuse. OFFICIAL MEDICAL or LEGAL excuses are required during examination periods.

Cases of students whose attendance is irregular and have no proper acceptable excuse will be reported to the truancy department in the Ministry of Education.

Students who sign up for External Exams with or without sanction of the school will be granted an excused absence for 1 day prior to the exam date and the actual day of the exam.

Parents are asked to follow the school's vacation dates when planning their own vacation. Only in extenuating circumstances will this sort of absence be considered an excused absence.

Students who are late three (3) or more times in a week without acceptable reasons given by parents will result in a detention on the Friday of the week in question.

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 unless they are authorized by the Principal or Teacher 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 \$20.00
14. IPODS, MP3's, CELLULAR PHONES, SMART WATCHES 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. 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 3:30-4:30pm on the school property. These detentions may be given for major violations which have been reported by teachers to the office. Teachers giving a detention will notify the parents by sending home a detention slip with the student, which should be signed and returned to school the next day. Parents can also see any detention for their child in the 'Discipline' section on InfoNow. 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. No formal exam will be administered during this term.

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.

The school has a computer programme called 'Information Now'. Once students are enrolled, access codes are made for each parent and student and are available at the administration office during the first week of school. This programme allows parents and students to keep abreast of grades, work to be submitted and all other information being circulated by the administrator.

- Please note: Newsletters are distributed to all students when the need arises. This newsletter provides information on Parent-Teacher interviews, examination schedules, upcoming events that the School has and other pertinent information. A calendar of events is also published at the beginning of the school year and updates are circulated at the beginning of each term. Important dates are listed on the home page of InformationNow.

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 should be in school colours of brown, beige or black.
- 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 one bracelet in school colours (black, brown, white, beige) is 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 may report to school in perfect/correct PE uniform.

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 REASSESSED 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.
(To be obtained from Happy Kids located on Market Street).

Girls: a white shirt and a kilt with attached shorts underneath.
(To be obtained from Happy Kids located on Market Street).

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.

Brown shoes are to be worn with the uniform. Flat, closed up shoe styles for the girls and regular dark brown shoes NOT boots for the boys are stipulated.

The PE uniform for both boys and girls consists of a 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:

Appendix A:

FEE payment Rules and regulations

1) School fees are set as follow:

- **1st, 2nd and 3rd forms – EC \$8,664.00 annually**

1st Academic period – EC\$2,888.00

2nd Academic period – EC\$2,888.00

3rd Academic period – EC\$2,888.00

- **4th and 5th forms – EC\$9,528.00 annually**

1st Academic period – EC\$3,176.00

2nd Academic period – EC\$3,176.00

3rd Academic period – EC\$3,176.00

Other mandatory fees are as follow:

Art Fee - Forms 1 & 2 - EC\$270.00 annually (EC\$90 an academic period)

IT Lab Fee -Forms 1 -5; - EC\$135.00 annually (EC\$45 an academic period)

2) Payment can be arranged in two ways as follows:

a) Full year payment upfront

b) Academic period payment (maximum of three (3)) payable as per rule #1

3) Discount:

- A **5%** discount will be given for parents wishing to pay for an entire year up front.
- A **5%** discount will be given to a second child enrolled at the school.
- A **5%** discount will be given to a third child enrolled at the school.
- All discounts are cumulative.

(Subject to change. In case of school fee increase, parents will be clearly notified in writing at least 8 months before due time)

4) As a specific school rule, any parents/guardians of students enrolled at St. Anthony Secondary School are liable for 3 FULL payments of school fees each year. All school fees **must** be paid on or before the first day of each school term. No student will be allowed to enter classes unless fees have been paid.

Academic periods are as follows:

- 1st period from 1st school day of September to December 31st
- 2nd period from 1st school day in January to March 31st
- 3rd period from April 1st to June 30th

If a student is withdrawing from school, parents must inform the administration in writing at least 15 days prior to the new academic period otherwise they are liable for the FULL payment of fees for that period.

- 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 the final day of school or your child will not be accepted for the following academic school year.
- 8) Failure to abide by these rules will result in the following;
 - a) Your child’s space may no longer be available in the following school academic period.

- b) Access to InformationNow (School online support) will be denied.
- c) End of term Report Card will not be distributed.
- d) Final Year End Report card or Transcript will not be distributed.
- e) The school taking any legal and other 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 year-end 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's Secondary School for the following academic year. If you so decide NOT to return, the amount paid will be refunded immediately upon proper receipt of notification as explained in rule #6. 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
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)
Baroque Recorder – (recorder should be separable in three parts with letter “B”)
SBA Science Books (4th Form)

Art Supplies

Please note that Art Supplies for Forms 1-2 will be provided at a reasonable cost each term at the school to eliminate parental stress to find them. Forms 3-5 are to purchase their own supplies.