

Antilles School  
7280 Frenchman's Bay 16-1  
St. Thomas, VI 00802

## Student Handbook

*Excellence Diversity Community*

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The *Antilles School Student Handbook* contains information that students and their parents need to know about the School’s programs, policies, and practices. Our goal is to maintain a learning community where each person is able to experience a safe, friendly learning and work environment, and where all people are treated respectfully. We ask that each family familiarize themselves with the content of this handbook.

# Antilles School

*Excellence Diversity Community*

## **The Mission**

Antilles School is committed to the pursuit of educational excellence and a purposeful life. We foster a sense of community, embrace diversity and creativity, seek to develop the whole child, and prepare students for success in college and beyond.

## **The Vision**

Together, we are . . .

Challenged to maximize potential

Sustained by confident, ethical, and compassionate action

Nourished with a sense of wonderment

Characterized by intellectual growth and academic achievement

Committed to the enhancement of critical thinking, problem solving, interpersonal communication, and reflection

Grounded in culture, art, music, technology, and athletics

Energized by a collaborative community

Dedicated to life-long learning, global citizenship, leadership, and service

## **Belief Statements**

Collectively, we are committed to . . .

Modeling ethical, compassionate actions to lead the way for children as they gain self-confidence, a positive attitude, flexibility, self-regulation, and mutual respect

Creating joyful classroom experiences to nourish each child's sense of wonder, imagination, creativity, intrinsic curiosity, discernment, and motivation to pursue life-long learning, leadership, and service

Pursuing comprehensive, challenging student life programs with a strong commitment to the Advanced Placement Program of the College Entrance Examination Board and providing information, assistance and support to each student that enables them to set appropriate educational and career goals

Establishing a learning community where dynamic teaching and learning teams exist for academic, physical, and social excellence

Providing time and opportunities for experiential education and social interaction to encourage a set of universal values that include: adaptability, cooperation, compromise, courage, goal-setting, friendship, honesty, humor, integrity, open-mindedness, optimism, perseverance, responsibility, tolerance, trustworthiness, and sense of justice

Providing time and opportunities for leadership and service to others that encourages the broadening of one's perspective, problem solving, and initiative

Continuing to support programs that enhance cultural diversity and outreach in our community

# Telephone Extensions

(340) 776-1600

## Head of School

Liz Morrison	Head of School	1600
Jamie Aubain	Assistant to the Head of School	1601

## Early Learning Center and Lower School

Jean Barrows	Director of Early Learning Center & Lower School	4600
Lucy Serge	Administrative Assistant – Early Learning Center & Lower School	4601
Verian Tuttle	ELC-LS Counselor	4602
Bella Pescatore	Toddler Classroom 1	4217
Judy Brady	Toddler Classroom 2	4218

## Middle School and Upper School

Kim Ballowe	Director of Middle School	5602
Jason Brown	Director of Upper School	5600
Rachel Prewitt	Administrative Assistant – Middle & Upper School	5601
	Registrar	
Erin Salzbrun	Middle & Upper School Counselor	5603
Isabel Borrás Marín	Director of College Counseling	3702

## Deborah Finch Administration Building

### Office of Admission

Shannon Harris	Chief Academic Officer Director of Admission	1700
Ava Kendall	Admission Associate	1701
Karen Coffelt	Admission Associate	1702

### Business Office

Don Hancock	Chief Financial Officer	1900
Sara Szymanski	Business Office Associate	1901
Joanna Myers-Rhymer	Business Office Associate	1902

### Advancement Office

Ian Tacquard	Director of Advancement	1800
Ananta Pancham	Director of Communications & Alumni Relations	1801
Adrienne Baird-Butler	Advancement Associate	1802
Carol Malo	Alumni Coordinator	2602

**Mark C. Marin Center****The Jackson Fitness**

Amy Gurlea	Director of Facilities & Auxiliary Services	2600
Odette Magras	Administrative Assistant to the Director of Facilities	2601
Mark Daniel	Director of Athletics	2701
	Athletics Department	2706
	Director of Events	1804
		(340) 513-3335
Jackson Complex	Front Desk	2801

**Henry Kimelman Library**

Carol Wax	Lower School Librarian	3601
Margaret Avery	Middle & Upper School Librarian	3701
Justin Wilson	Director of IT	3801
Elisabeth Anderson	Information Management	3802

**Prior Jollek Hall**

Prior Jollek Box Office		3901
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**Student Health**

Edye Ciaccia	School Nurse	4603
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**Campus Bookstore**

Punky Sharp	Campus Book Store	5605
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## Daily Schedules

### Toddlers - Grade 5

7:30AM	Classrooms are open - Students may begin arriving on campus
7:55	Morning Meeting
8:15	Period 1
9:05	Period 2
9:45	Period 3
10:30	K-5 Morning Break
11:05	Period 4
11:55	Period 5
12:35PM	Lunch and Recess
1:25	Period 6
2:15	Period 7
2:45	Dismissal and departure from campus: Toddlers-Kindergarten
3:00	Dismissal and departure from campus: Grades 1-5
3:00-5:30	Extended Day Program /After School Activities (registration and fee required)

### Grades 6 - 12

Period		Day One	Day Two	Day Three	Day Four	Day Five	Day Six	Day Seven
1	7:50 - 8:44	A1	G1	F2	E3	D4	C5	B6
2	8:48 - 9:42	B1	A2	G2	F3	E4	D5	C6
<b>Break</b>	9:42 - 9:56							
3	10:00 - 10:54	C1	B2	A3	G3	F4	E5	D6
<b>Flex</b>	10:58 - 11:23							
4	11:27 - 12:21	D1	C2	B3	A4	G4	F5	E6
<b>Lunch</b>	12:21 - 12:55							
5	12:59 - 1:53	E1	D2	C3	B4	A5	G5	F6
<b>Advisory</b>	1:57 - 2:12							
6	2:16 - 3:10	F1	E2	D3	C4	B5	A6	G6

#### Advisory Period Rotation:

Division	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Middle School</b>	Division Meeting	Advisory	Advisory	Advisory / Class Meeting	Advisory
<b>Upper School</b>	Advisory	Division Meeting	Advisory	Advisory/Class Meeting	Advisory

3:30-5:30      After School Activities - *times vary*  
 After School Study Hall: HKL2 until 5:30PM with no additional fee.

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# General Information

## Arrival and Departure Times

For the safety of all children, the School asks that students not arrive on campus before 7:30AM. ELC students who are not participating in supervised activities should be picked up at 2:45PM. Students in grades 1-5 who are not participating in supervised activities should be picked up at 3:00PM. Students in grades 6-12 who are not participating in supervised activities should be picked up at 3:10PM.

## Emergency and Disaster Procedures and Practice Drills

The School has established procedures in the event of an emergency or natural disaster. Classroom teachers regularly review emergency and disaster procedures with students. Several times during the academic year, emergency drills are scheduled to provide an opportunity for students and staff to practice these procedures.

## Inclement Weather and School Cancellation

If the School must be closed due to inclement weather or other unusual conditions, public announcements will be made as early as possible via email, social media, and local radio stations WSTA-1340 AM and WVWI-1000 AM. Understanding, in some weather instances, that internet, phone, and radio access may be disrupted, we will also seek when possible to put an update for families on the communications board at the entrance to campus. Decisions to close the School are made by the Head of School and the administrative team.

## Lockers, Desks, Cubbies, and Personal Storage

Lockers are provided for the convenience of Grade 6-12 students. Students should not leave lockers unlocked. The School retains control over lockers, desks, and other student storage areas, and may at any time search lockers, desks, or other student storage areas.

If there is reasonable suspicion that the student is in possession of inappropriate or illegal items, the School may search individual students and their personal effects including pockets, pocketbooks, and backpacks and may require the removal of an outer garment such as a jacket. In addition, the School may search vehicles parked on the School's grounds. Reasonable suspicion may be based on direct observation or information provided by others. The School may seize unauthorized or illegal material or stolen property discovered in the search. Possession of such items may result in disciplinary action and may be reported to law enforcement authorities.

## Lost and Found

Students should report loss of property immediately to a classroom to a faculty or staff member. Students should make sure their lost articles were not misplaced, left at home, or borrowed by a classmate. Found articles should be given to a faculty or staff member. Each area of the School has a lost and found.

- Early Learning Center-Grade 5 Lost-and-Found is located outside the Lower School Auditorium.
- Grade 6-12 Lost-and-Found is located in the area outside the Bookstore. Students may reclaim their belongings during break time. Periodically, all items may be disposed of, including articles of clothing, notebooks, book-bags, lunch-bags, and school supplies. Unclaimed books may be resold or donated.
- The MCM Center Lost-and-Found is located in the Athletic Director's Office.

**Morning Break and Lunch**

Students have a mid-morning break each day. Lunch information is communicated to parents each fall and, if changes occur, during the school year. Toddlers-Grade 5 students eat lunch in their classrooms. Students in grades 6-12 enjoy lunch outdoors in designated areas around the campus. Students in grades 6-8 are supervised during break times and must obtain adult permission to leave their designated areas. Food and drink are not permitted in the Kimelman Library, Prior Jollek Hall, or Mark C Marin Center.

**Required Summer Reading**

The School outlines required summer reading selections for students entering grade 4 through grade 12. Students are expected to read each novel before the first day of class, and then bring these books to class on the first day of school. For more information, go to [www.antilles.vi](http://www.antilles.vi), click to open Academics, and then click on the appropriate division (i.e., Lower School, Middle School, or Upper School).

**Textbooks**

The School provides textbooks and workbooks to Early Learning Center-Grade 5 students. In most courses, Grade 6-12 students purchase textbooks and materials, which are available through the Campus Bookstore. The School publishes lists of required books, materials, and required reading for students in Grades 6-12; this information is available on the School's website.

**Visitor Check-in**

All visitors must check in at the Head of School's Office. At check-in, visitors receive a campus ID in exchange for a photo ID, before going to a classroom or other campus locations, with the exception of parents attending special campus activities or events.



# Academics

## Conferences, Report Cards, and Progress Reports

Parents or students may request conferences at any time with teachers, counselors, advisors, or administrators. See the *School Calendar* for scheduled conference dates. Division Directors coordinate conference schedules and ensure parents are informed.

### Toddler Program, Pre-kindergarten, and Kindergarten

- Four quarters
- Parent-Teacher conferences at the end of first and third quarters
- A written report at the end of the second and fourth quarters

### Grades 1 – 5

- Four quarters
- Parent-Teacher conferences at the end of first and third quarters
- A written report at the end of each quarter

### Grades 6 – 12

- Two Semesters
- A mid semester informal report and an Advisor-Student-Parent conference at the mid-semester mark, formal report cards at the end of the semester
- Teacher and Advisor communication throughout the semester about student progress.

## Grading Policies and Practices

The School's youngest students do not receive letter grades. Parents of these children receive narrative reports explaining developmental progress the student is experiencing toward knowledge and skills attainment. Parents of children in grades 4–12 receive written reports assigning letter grades to student achievements toward attaining expected learning goals.

### Letter Grade and Percentage Equivalents

A+ = 99-100%	B+ = 87-89%	C+ = 77-79%	D+ = 67-69%
A = 93-98%	B = 83-86%	C = 73 -76%	D = 63-66%
A- = 90-92%	B- = 80-82%	C- = 70-72%	D- = 60-62%

### Letter Grade and GPA Equivalents

A+ = 4.33	B+ = 3.33	C+ = 2.33	D+ = 1.33
A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67

**Grading criteria** are detailed in a teacher’s course syllabus in grades 6-12, providing a framework for students and parents to understand the ground rules for achieving success. Grading criteria may include the weight given to homework, quizzes, tests, projects, and other assigned work, as well as any value assigned to class participation and preparation.

**Failing a course** occurs when a student’s final grade is below 60%, indicating insufficient achievement or skill mastery to proceed to the next level of instruction. Failure may result in a student repeating the failed grade level or course. A final grade of “F” carries no credit.

**Graduation Requirements**

Minimum high school graduation requirements are:

**COURSE CREDITS**

Literature and English Language Arts	4
Mathematics	3 (includes Algebra 1, Geometry, and Algebra 2)
The Sciences	3 (includes three laboratory science courses)
History and Social Sciences	3 (includes Caribbean, World, and United States history)
World Language	3
Visual and Performing Arts	1.5 (a minimum of 0.5 credit must be earned in the performing and visual arts unless a student completes 2.0 credits or more in one discipline)
Physical Fitness and Health	1
Electives	5.5

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**Total** **24 Credits + 100 hours of Community Service + Senior Project**

**Community Service as a Graduation Requirement**

As a requirement for graduation, students participate in 100 hours of community service throughout their high school careers. Community service hours must be completed at a non-profit organization. A student may volunteer for a single or a variety of non-profit organizations. Paid experiences do not qualify. Working without pay at a job or for a family business does not qualify. A maximum of 25 hours of service provided to Antilles School can be counted toward the 100 hour requirement.

**Documentation of service** is required of students in order to receive credit toward the graduation requirement. Students in grades 9, 10, and 11 must submit documentation of service before the last day of class in the school year in which the hours were acquired. Students in grade 12 must submit documentation of service acquired during their senior year on or before May 15. Documentation of hours of service earned during the summer, should be submitted by the end of September. Documentation of service must be signed by an adult supervisor with contact information provided.

**Senior Project** is the culminating activity of each student's Upper School educational experience at Antilles School, providing a unique opportunity to pursue individual interests in the form of an independent, first-hand, campus-based or off-campus learning experience, which may include a career internship, social service project, academic research project, or artistic development project. Teachers and advisors assist students in selecting a Senior Project, and then oversee students' projects acting as their Faculty Sponsors. Students work for a minimum of 30 hours under the supervision of a professional involved in some area of interest to the student and are in ongoing communication with a Faculty Sponsor. Students are expected to present concerning their experience to their peers at the end of the Senior Project.

**Transferring students** may receive credit for service if the forwarding school provides documentation with the student's official academic records. For students transferring into Antilles School, if the community service requirement of 100 hours has not been met at the time of entry, then the Antilles graduation requirement will be pro-rated to be 12.5 hours per semester of attendance at Antilles School, or 100 hours, whichever less. For students transferring from Antilles School, the School will forward community service hours to the receiving school upon official request by the parents.

### **Course Changes – Adding and Dropping Classes**

Dropping and/or adding an elective course or college preparatory course must occur within two weeks of the first class meeting. Dropping an Honors or Advanced Placement course must happen within three weeks of the first class meeting. In the event a course is added, all work must be made up by the student. To change a course once the school year has commenced, a student must obtain a Drop/Add Form from the Upper School Office, obtain the requisite signatures, and return the Drop/Add Form to the Upper School Office. The Division Director must approve all course changes.

### **Exams and Tests, Grades 6-12**

Students enrolled in **Advanced Placement (AP) courses** must sit for the *AP* exam in order to receive credit for the course. AP students participate in midterm exams, but do not sit for a final exam in an AP course. Fees associated with these exams are billed through the Business Office.

**The School limits the number of tests a student will have on any given day to no more than two.** Spelling and vocabulary tests, class quizzes, and pop quizzes are exceptions to this practice and are not counted in the two-a-day rule.

**Make up quizzes and tests** for students in grades 6-12 are arranged between individual students and teachers and may be taken with the teacher or in after school study hall. It is the student's responsibility to communicate with the teacher about making up the work missed and to be familiar with the School's make-up work policies. For information on make-up tests and quizzes, grades 6-12, see *Homework and Classwork* (pg. 11).

**1<sup>st</sup> Semester and 2<sup>nd</sup> Semester Exams** – Students in grades 7-12 participate in 1<sup>st</sup> Semester and 2<sup>nd</sup> Semester exams, which are two hours in length.

**The possession and use of any electronic device during testing is strictly limited.** Students may have access to school approved calculators and computers during assessments only when directed to do so by a teacher or proctor. Any other possession of, and use of, any type of electronic device is strictly forbidden during classroom assessments, midterm and final exams, and standardized tests. Violations may lead to loss of privileges, probation, suspension, non-renewal of contract, or expulsion. A score of zero will be assigned to the test or exam if a violation occurs.

**Weighting 1<sup>st</sup> Semester and 2<sup>nd</sup> Semester Exams** are as follows:

- Grade 7, 1<sup>st</sup> Semester and 2<sup>nd</sup> Semester Exams are valued at 10% of the semester average, respectively.
- Grades 8-12, 1<sup>st</sup> Semester and 2<sup>nd</sup> Semester Exams are valued at 20% of the semester average, respectively.

**Senior Exams** – All seniors sit for 1<sup>st</sup> Semester Exams. For 2<sup>nd</sup> Semester Exams, seniors maintaining a second semester average of A- or above in the course associated with the exam are exempt. Teachers of senior courses calculate semester grades about one week in advance of final exams to determine eligibility and inform students and the Director of Upper School as to eligibility for this exemption.

### **Homework and Classwork, Grades 6-12**

Teachers inform students of due dates for homework assignments and long-term projects and papers, as well as scheduled dates for classroom quizzes and tests. Students are given a *Daily Planner* to record assignments and due dates. In addition, teachers post information for students and parents on Google Classroom, including course syllabi, assigned work with due dates, and anticipated schedules of classroom quizzes and tests.

**Late work will be graded and then reduced in value** in one of the following ways:

- If formative, graded work is deemed *late*, then a student may receive half credit if turned in one day late. Once a formative, graded assessment is two or more days late, no credit may be received.
- If a summative assessment (e.g. long-term projects, papers, quizzes, and/or tests) is deemed late, it will be graded and reduced in value by 5% each day the assignment is late including weekends and holidays.
- Individual instructors may determine a date beyond which a summative assessment may not be submitted for credit.
- All long-term assignments are due on the assigned due date, whether or not the student is in attendance at school.
- For excused absences, students have the number of days they were absent to submit missed work.

**When a student has an unexcused absence or is suspended from school**, all assigned work, including homework and long-term projects, including individual and group work, along with any in-class quiz and test, due or completed in class during the duration of the unexcused absence will be marked as *late work*.

## Honors and Advanced Placement Courses

Upper school students have the opportunity to participate in Honors and Advanced Placement courses, for which they receive recommendation. Honors and AP classes are weighted by an additional .33 towards a student's GPA. All AP students must sit for the AP exam to receive academic credit for the course. The School assesses an additional fee to cover the cost of the AP exams.

## Honor Roll

The Lower School does not maintain an honor roll; however, at the end of the school year, the Lower School Director recognizes Grade 4 and 5 students who have outstanding academic achievement. Recipients of academic achievement awards have no grade lower than a B+ during the last two quarters. At the end of each marking period, the School recognizes Grade 6-12 students for their academic successes with two levels of achievement: *High Honors* designates an A- or better average, 3.67 GPA, with no grade below B, and *Honors* represents a B+ average or better, 3.33 GPA, with no grade below B-. Students who have violated the School's academic honesty policies during the semester are ineligible for Honor Roll.

## Probation

The School places a student on academic probation if the student's GPA is at or below 1.67, or if the student earns one or more Fs, and/or two or more Ds, in a given marking period or as final grades. The School may place a student on conduct probation if the student violates the School's *Conduct Expectations*.

The terms of academic and conduct probation are treated individually. If the terms of the probation are not met, then a student may be subject to disciplinary action. The terms of probation may include restrictions on participation in the School's interscholastic and extra-curricular activities, including practices, rehearsals, performances, productions, and competitions, while on probation. Interscholastic and extra-curricular activities in this instance do not include the Extended Day Program and After School Activities Program. If a student is placed on probation, the School may modify or cancel the enrollment contract.

## Student Support Services

- **Academic Assistance** is offered by teachers to students in grades 6-12 during flex time. During this time, teachers are in their classrooms to provide academic assistance or to answer questions. Faculty are also available to students on Tuesdays, Wednesdays, and Fridays for 30 minutes after school.
- **Advisory** promotes a friendly and respectful school environment, positive and caring relationships, and a learning environment that encourages and supports every middle and upper school student to be socially and academically successful. Coming together frequently, advisory teams focus on community-building activities in order to foster trusting relationships and to cultivate a sense of belonging. Advisors serve as students' advocates and are liaisons between the student's parents and the School. Advisors are informed about their advisee's academic progress, conduct, and other school related issues; and they facilitate advisory conferences at mid-semester marks. The advisory program does not replace direct communication between families and teachers as needed.

- **Counseling** offers academic guidance, personal counseling, and career and college counseling. For an appointment with the Director of College Counseling, call 776-1600 x3702. Students and parents who need more information or who want to make an appointment with the School Counselor, or parents who seek information about individual, group, or family counseling services, call 776-1600 x5603.
- **Health services** are overseen by the School Nurse, who is a registered nurse and on duty during the regular school day. A fellow student, teacher's aide, or the classroom teacher accompanies Toddler-Grade 5 students to the School Nurse's Office, or when appropriate, children are sent independently by the classroom teacher. Grade 6-12 students need a Nurse's Pass before going to see the School Nurse, which they can acquire from classroom teachers or the office staff. If the School Nurse determines a student is able to return to class, then the student is expected to return to class immediately with the Nurse's Pass, noting the time of departure from the Nurse's Office and School Nurse's initials. If the School Nurse determines that the child needs to leave school, she will contact the parent or a person indicated on the *Health and Emergency Contact Form*. To contact the School Nurse, call 776-1600 x4603.

**Resource and tutoring support** are available to assist students experiencing academic, conduct, social, and/or emotional challenges. Student Support Teams include Division Directors, Resource Teachers, and School Counselors. When tutoring is requested, the names of available teachers and/or peer tutors are provided to students and parents. For more information about the Resource Program or to inquire about tutoring contact:

- Early Learning Center and Lower School, 776-1600 x4601 or Resource Teacher ELC-LS, 776-1600 x4602
- Middle and Upper School, 776-1600 x5601 or Resource Teacher MS/US, 776-1600 x5306

### **Transcripts**

The School maintains a permanent transcript or academic record for each student. This record includes grades in all courses, cumulative high school credits, standardized test scores, attendance records, and where appropriate, grades and records from transferring schools and disciplinary actions. To request copies of a student's transcript, contact the Middle/Upper School Registrar at 776-1600 x5601 or the Lower School Registrar at 776-1600 x4601 and submit a completed *Transcript Request* form, which is available on the School's website.

# Attendance

Regular school attendance is a fundamental to a student's school success. Students are to be on-time and in class every day. The School recognizes that from time to time, a student might be absent due to illness, doctor's appointment, or family emergencies; however, an unexcused absence for all or part of the school day - is not acceptable and may lead to disciplinary action. The School is concerned about each student's safety and well-being, and therefore, parents are asked to communicate with the appropriate division office about their child's absence from or late arrival to school.

Parents are asked to do one of the following:

1. Send a note on the date of the absence or late arrival
2. Telephone 776-1600 x4601 to speak with Ms. Serge, Toddlers-Grade 5 or 776-1600 x5601 to speak with Mrs. Prewitt, Grades 6-12
3. Email the appropriate assistant.

Grades 6-12, for information on arranging and submitting assigned work, quizzes or tests that are associated with an absence from school, see "Homework and Classwork, Grades 6-12" which begins on page 10 of this handbook.

## **Arrival Time**

Students are expected to arrive on the School's campus from 7:30-7:45AM. The campus does not offer adult supervision until 7:30AM. Students arriving to class after 7:50AM are late.

## **Chronic Unexcused Tardiness**

Tardiness is disruptive to the classroom learning environment. If a student, grades 4-12, incurs three unexcused tardy arrivals, parents will be contacted and the student will serve one detention. If a student has a fourth unexcused tardy arrival, he or she will serve a second detention. If a student has a fifth unexcused tardy arrival s/he will serve a third detention. Tardies beyond five may warrant meetings between the student's family and the Director. On the first day of each quarter, students' tardy arrival record is reset to zero (grades 4 and 5). On the first day of the second semester, students' tardy arrival record is reset to zero (grades 6-12). Determining if a late or tardy arrival is excused or unexcused is at the discretion of the Director.

Students in grades 6-12 must arrive on time for all of their classes over the course of the day. If a student in grades 6-12 is tardy for classes outside of the first period of the day three times, the student will serve a detention. If a student is tardy for classes four or more times, a meeting between the student, the advisor, and the Division Director may occur to develop a plan for improvement.

## **Excused, Athletic/Academic, and/or Planned Absence**

Excused absences include those caused by illness, doctor's appointment, or death of a family member. For an absence to be excused, parents must communicate with the School. The School may require documentation to excuse an absence.

Athletic/Academic absences involve students missing school for competitions or academic opportunities outside of Antilles School need to communicate with advisors, teachers, and division directors at least 3 weeks prior to travel in order to put a support system in place for the student.

Parents are expected not to plan vacations or family trips during the school year; however, the School recognizes that from time-to-time extenuating circumstances arise, and will review each planned absence request on an individual basis. Explained or planned absences not due to illness or family emergency include times when a parent/guardian takes a student out of school with the Division Director's prior knowledge and approval. Parents are asked to provide advance written notice by note or email to the appropriate Director and advisor at least 3 weeks prior to travel.

**Long-term absences** due to illness or family emergency are handled on an individual basis. A parent or guardian, whose child is absent long-term because the child is ill or due to a family emergency, is expected to communicate with the Division Director in order for the student to turn in assigned work after the due date, to make up quizzes or tests, or to have extended time to complete schoolwork for credit. In the event that an absence persists for a period longer than the School can support, the student may be held responsible for making up work on their own with support outside of the school structure.

### **Unexcused Absence**

An unexcused absence occurs when a student's absence from school does not qualify as excused or explained/planned. In these instances, the student will receive reduced credit (i.e., *late work* policy) on all class work missed, including quizzes and tests, as well as assigned work due. Determining if an absence is excused, explained/planned, or unexcused is at the discretion of the Division Director.

### **Chronic Absenteeism**

A student absent from school more than ten days may potentially not be promoted to the next grade level, and/or may not receive credit for the school year or coursework.

**A student has the right to appeal** a disciplinary response associated with chronic absenteeism. To do so, a student and their parents must submit a written request to the appropriate Division Director, detailing the dates and reasons for absences, supporting documentation, and a thoughtful statement suggesting why the School should consider an alternative disciplinary response. Once the written request is received, the Division Director will meet with the parents and student to discuss the appeal, and then present the appeal to the Head of School, whose decision is final.

### **Early Departure Time - Illness**

If a student becomes ill during the school day, the School Nurse will call the parent or person listed on the *Health and Emergency Contact Form*. The student will remain with the School Nurse until the parent or other authorized person arrives for pick-up. If a student-driver becomes ill, and the School Nurse determines the student needs to go home and is able to drive themselves, then the School Nurse will call to inform the parent or other authorized person.

### **Sign-in and Sign-out Procedures**

Toddler-Grade 5 students who arrive late to or depart from school early will check in and/or check out with their teacher. Grade 6-12 students who arrive late or depart school early must sign-in or sign-out in the Middle and Upper School Office. Grade 6-12 students who arrive late to school must obtain an admittance pass from the Middle and Upper School Office before reporting to class. Without the admittance pass, the student will not be allowed to sit for quizzes and tests, make up assignments, or hand-in assignments or projects for credit.



### **No Participation in Activities when Suspended or Absent**

To be eligible to participate in an interscholastic or extra-curricular activity, practice, contest, or event, a student must be at school, attending class  $\frac{1}{2}$  day or more scheduled that day. A student who is absent from school  $\frac{1}{2}$  day or more is not eligible to participate in any interscholastic or extra-curricular activity, practice, contest, or event scheduled on the day of the absence. If absent  $\frac{1}{2}$  day or more on Friday, then the student is not eligible to participate in any school activity scheduled on Friday or during the weekend. A student who has been suspended is not eligible to participate in any interscholastic or extra-curricular practice, activity, contest, or event scheduled during the term of the suspension. In these instances, interscholastic and extra-curricular activities include sporting practices and contests, dances, movie nights, musical rehearsals and performances, theatrical rehearsals and performances, school showcase events, academic team practices and competitions, and any other activity or event sponsored by the School and its teams, clubs, and organizations.

# Conduct Expectations

The School expects students to be mindful of others and to abide by the rules for school and school-sponsored activities. A student's standing at Antilles is determined by scholarship, academic and personal integrity, and citizenship. Failure to maintain good standing in any of these areas may result in probation, expulsion, or non-renewal of contract. The focus of the School's student conduct system is educational. We believe that students can learn from their mistakes, and in most cases, remain contributing and positive members of the community. While consistency is a goal of the School's disciplinary response, we recognize that each situation brings with it its own unique set of circumstances.

## Student conduct should demonstrate ...

- Respect for one's self
- Respect for others
- Respect for curricular and co-curricular learning environments
- Respect for the campus

## Conduct Guidelines

The School expects students to ...

- Abide by the rules for school, class, and school-sponsored activities
- Speak and act respectfully
- Be truthful and straightforward
- Be responsible and act thoughtfully
- Treat people and property with care and respect
- Demonstrate civility and diligence
- Be present and on time for school, class, and school activities
- Be prepared for class
- Participate in class discussion and group projects
- Maintain academic integrity
- Dress appropriately at school and during school-sponsored activities

These general expectations and guidelines, and the specific rules recited below, constitute the School's *Conduct Expectations* and are considered important for the well-being of the individual and necessary to maintain a safe and orderly learning community. Violation of any of these expectations, guidelines, or rules may result in disciplinary action up to and including expulsion.

## Abusive Behavior - Harassment

Harassment is conduct that may be reasonably perceived as offensive, malicious, intimidating, annoying, insulting, threatening, demanding, and/or degrading to another person or group of people. Verbal assault and physical abuse are serious offenses considered abusive behavior.

Bullying behavior is a form of intentional and continuous harassment that is unwelcome, intimidating, and/or offensive.

Appropriate student behavior that leads to a positive school environment is expected when students use technology. Cyber-bullying is a form of harassment, which involves the use of information and communication technologies that include social media, e-mail, cell phone and text messages, instant messaging, defamatory personal websites and online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others.

Students found to be in violation of the School's harassment policy will be subject to disciplinary action, including loss of privilege, suspension from school, conduct probation, up to and including expulsion.

### **Cheating and Plagiarism**

Students are expected to maintain academic integrity. Maintaining academic integrity requires that students engage in academic activities in a manner consistent with expectations explained by the School. Cheating, colluding, and plagiarizing are serious offenses, which compromise a student's integrity, and are not tolerated. In addition to disciplinary action, which may include suspension from school, the student will receive no credit for the work in which cheating, collusion, and/or plagiarism occurred.

- Students should always be responsible for completing their own work. Cheating is the violation of the established rules affecting the content of any work, including copying from a fellow student, plagiarism, unauthorized acquisition of advance knowledge of the contents of a test or assignment, use of an online translator, or any other violation of the rules and conditions of any academic or other school project.
- Within the academic setting, collusion occurs when one student provides substantial help to another. The teacher, in such cases, may assume the work was performed independently. Sharing ideas and academic material is a helpful part of the learning process. Working together with another student or students is appropriate when encouraged by the teacher. However, it is important to realize that copying another student's work or working together in unapproved ways and presenting the work as one's own is dishonest. If there is any doubt regarding the amount of collaboration that is appropriate for an assignment, it is the responsibility of the students to ask the teacher for guidelines.
- "Plagiarism is the use of the distinctive ideas or words belonging to another person without adequate acknowledgment of that person's contribution. To use as one's own the ideas or words of another is dishonest, since with most academic writing the greater part of the thought and expression is the property of the author himself. But when the writer borrows what belongs to any other person, whether from a published or an unpublished work, he must indicate the source by way of a footnote or an internal reference, and he must enclose any and all distinctive words of the source within quotation marks. Neglect of these indications shall be considered academic fraud." (Acknowledgment is gratefully made to the following publications: Plagiarism, University of Virginia and Pamphlet on Plagiarism, Princeton University.)

### **Chronic Misconduct and Insubordination**

Chronic misconduct is considered unacceptable behavior and by definition is a violation of the School's *Conduct Expectations*. Chronic misconduct may lead to loss of privilege, probation, suspension, non-renewal of contract, or expulsion.

### **Computer Network: Acceptable Use Policies**

Students are responsible for their behavior while using campus computers, network resources, and the internet, just as they are in any facility on campus or at any Antilles related function. Students must at all times abide by the *Acceptable Use Policy* (AUP) [see Appendix A].

The School reserves the right to restrict and monitor any student's use of computers, network resources, or the Internet. School administrators may review or delete files and communications to maintain system integrity and to insure that students are using the resources responsibly. Students' work stored on Antilles' computers and servers is not private and may be removed or deleted at the discretion of the school.

Violations of the AUP may result in disciplinary action, up to and including expulsion. In some cases, violations may be reported to the appropriate law enforcement agencies. If a student damages school property, including computers and network resources, the student and the student's parents will be held financially responsible for the cost of repair or replacement.

### **Personal Electronic Devices**

In grades 9-12, personal electronic devices of a non-academic, non-essential nature are permitted on campus, but their use may not interfere with the mission of the school and is governed by school policies.

- Personal electronic devices may include, but are not limited to cell phones, e-readers, iPads, smart watches, or laptop computers.
- The unauthorized use of any non-essential personal electronic devices during class time and/or meetings is a violation of school rules, and if a student is found using a non-essential personal electronic device at an inappropriate time the device may be confiscated.
  - Individual teachers will make judgements as to the appropriate use of personal electronic devices within their classrooms.
  - Classroom teachers may collect and store personal cell phones, ear buds, and /or headphones at the start of class.
  - If a student is found using a device at an inappropriate time and/or in an inappropriate manner the device may be confiscated.

In the ELC and grades 1-8, personal electronic devices of a non-academic, non-essential nature are not permitted on campus. If a student in grades 6-8 chooses to bring their personal device to school it must be locked in a locker or turned in to the Middle School Director to be locked in the office for the day. Devices may not be carried in student's backpacks or pockets during the school day.

### **Theft**

Theft of any property is a serious offence, which is disrespectful of others, and is not acceptable. In addition to disciplinary action, the student and their parents will be held financially responsible.

### **Tobacco, Alcohol, Vaping, and Illegal Substances**

Possession, use, distribution, or sale of tobacco, alcohol, vaping materials or any illegal substances or any paraphernalia or equipment associated with the use of these substances is prohibited at any time while attending school or while attending or participating in school-sponsored activities, whether on-campus or off-campus. Possession, use, distribution and/or sale of the above will result in a minimum of a two-day suspension. Additional consequences up to and including expulsion may be levied. In addition to taking disciplinary action within the context of School policies, the School may be obligated to notify appropriate law enforcement agencies.

### **Vandalism**

Deliberately defacing, abusing, breaking, damaging, or destroying school property is a serious offence. Tagging and creating graffiti are forms of vandalism. Rock throwing is dangerous in that it can lead to personal injury or damage to property. If something is damaged intentionally or unintentionally, it should be reported to a faculty or staff member. If the damage was caused purposefully, then the student or students involved are subject to disciplinary action. In addition to disciplinary action, in all instances, the student and their parents will be held financially responsible for damage to personal and School property.

### **Weapons**

Possession, use, or distribution of a weapon or any object, device, or instrument designed as a weapon or which through its use is capable of threatening or producing bodily harm, or may be used to inflict self-injury, is strictly prohibited. In addition to taking disciplinary action, up to and including expulsion for the violation of this policy, the School may be obligated to notify appropriate law enforcement agencies.

### **Disciplinary Action**

The School expects students to be mindful of others and to abide by the guidelines and rules for school and school-sponsored activities, both on and off campus. Violations of any of the School's Conduct Expectations may lead to disciplinary responses up to and including expulsion.

Students in the Early Learning Center – Grade 5 who violate conduct expectations are referred to the Director of Lower School. Students in Grades 6-12 who violate conduct expectations are referred to the Director of Middle or Upper School. Disciplinary responses may include detention, participation in required on-campus service, in-school suspension, out-of-school suspension, conduct probation, and/or expulsion.

In specific incidents, the Head of School and/or the Division Director may appoint a committee to investigate the circumstances, determine the facts, and make recommendations as to any potential consequences. In all cases of suspension, Division Directors will make determinations of disciplinary consequence. In cases of expulsion and non-renewal of contract, the Head of School will make determinations of disciplinary consequence.

Antilles School may be required to report disciplinary decisions to schools, colleges, and universities, and in some instances, is required to report violations to the appropriate law enforcement agencies.

## **Disciplinary Responses**

### **Detention**

The student is required to report to a specific room for a specified amount of time.

### **On-Campus Service**

The student may be required to perform service tasks related to the offense/behavior for which he or she is being disciplined.

### **In-School Suspension**

The student is required to attend school for a specified period and must report directly to the Division Director each morning for the duration of the suspension. The student will not be permitted to engage in any school activities for the duration of the suspension, and will be required to that time completing all academic work.

### **Out-of-School Suspension**

The student is prohibited from attending school for a specified period. The student will not be permitted to engage in any school activities for the duration of the suspension, and will be expected to remain in communication with the School while out. All work assigned/due during the suspension is due upon the student's return, and students should be prepared to sit for assessments upon their return.

### **Conduct Probation**

The student is prohibited from certain activities and extra-curricular activities or must meet specific conditions to remain in school.

### **Non-renewal of Contract**

Student will not be permitted to enroll for the following school year.

### **Expulsion**

Student is immediately dismissed from the school.

# Dress Code

## Tops

- Antilles polo shirt available for purchase in the campus bookstore.

## Bottoms

- Plain khaki or navy blue pants, shorts, or skirts free of designs, intricate details, excessive pockets, rips or tears. The length and fit of all bottoms must be appropriate for a professional learning environment.

## Footwear

- Toddlers-Grade 5 Shoes should be appropriate for outdoor recess. Flip-flops, slides, croc-style, or high-heeled shoes are not appropriate.
- Grades 6-12 Shoes should be appropriate for campus life, providing adequate protection for the foot and careful consideration for rain and wet surfaces and the outdoor campus environment
- Sneakers are required for P.E.

## Outerwear

- Antilles hoodies or zip up jackets are available for purchase from the Spirit Store.
- With the exception of raincoats, no other outerwear is considered in uniform.

## Physical Education Uniform

Students, Grades 6-12, wear Antilles P.E. clothing when participating in Physical Education and Health classes. The School provides each student with one complete P.E. uniform, including athletic shorts and t-shirt. Additional uniforms are available for purchase in the campus bookstore. Parents provide students with appropriate rubber-soled athletic shoes and athletic socks. Upper School students are expected to wear their school uniforms to school, then change to their P.E. uniforms at the beginning of physical education and health class, and change back into their school uniforms at the end of class. Middle School students may wear their P.E. uniforms to school on days on which they have P.E. Middle School students may change into a school uniform at the end of class, but are not required to.

## Out of Dress Code

A student who is out of dress code will be asked to call home for a change of clothing. At the Division Director's discretion, the student may purchase the appropriate item of clothing, if available, from the Campus Bookstore or borrow an appropriate item of clothing from the office. Repeated violations of the dress code policy may lead to other disciplinary responses.

## Inappropriate clothing includes

- Denim jeans, shorts, or skirts
- Sport shorts and sweat pants
- Spandex or lycra shorts, pants, jeggings, or leggings
- Clothing that does not cover undergarments completely
- Clothing that is torn, cut, slashed, or that has holes in it

- Clothing that is considered swimwear or resembles swimwear
- Sunglasses worn inside unless prescribed by a physician
- Clothing, including wrist bands and jewelry, which displays inflammatory, suggestive, racist, or other inappropriate writing, messages, symbols, advertisement, or artwork including offensive words, designs, violence, sexual images or innuendo, controversial slogans, illegal actions, obscenities, tobacco products, alcohol products, drugs, drug paraphernalia, etc.

### **Exceptions**

From time to time, students have the opportunity to wear clothing of their choice according to a special event on campus. Students and parents are notified in advance of these dates, which may include, but are not limited to, Character Counts' Color Days and School Spirit Days. Students are expected to dress in a manner that is appropriate for a professional learning environment.



# School Activities

## School Activities

The School sponsors a variety of supervised co-curricular, extra-curricular, and interscholastic activities including events sponsored by student organizations and clubs and academic team contests, as well as musical and theatrical performances, visual art showcases, dances, service learning activities, traditional school ceremonies, and athletic practices and competitions. School activities are held both on campus and in the community and may be scheduled during the school day, after school, and on the weekend. Students are encouraged to support and participate in school activities.

For the safety and well-being of all students, students in the ELC, Lower School, and Middle School remaining on campus after school dismissal must be in a supervised activity.

## After-School Activities Program

The School's *After School Activities Program* has activities available for students beginning in Pre-Kindergarten. To learn more about the schedule and various activities for different grade levels, as well as the registration process and fees, call 776-1600 x1601 or the school website.

## Extended Day Program

The School's *Extended Day Program* is available for students from Toddler-Grade 12 and includes:

- **Toddler Program, Pre-kindergarten, Kindergarten, and Grades 1-2 Extended Day** is designed for regular use and not for drop-ins. Space is limited and pre-registration is required. Snacks are provided. The participation charge is \$15 per day; and, parents arriving after 5:30PM to pick up students will be charged \$1.00 per minute, per student. For information, contact the Lower School Office at 776-1600 x4601.
- **Grades 3-5 Extended Day** is located in the Henry Kimelman Library, floor 1. Advance sign-up is encouraged. Snacks are provided. The participation charge is \$15 per day; and, parents arriving to pick up students after 5:30PM will be charged \$1.00 per minute, per student. To ensure children's safety, parents are asked to pick up and sign out students in the library. For more information contact the Lower School Office at 776-1600 x4601.
- **Grades 6-12** students are welcome to use the Henry Kimelman library, floor 2, until 5:30PM. Extended Day Academic Study Hall begins at 3:10PM. There is no cost to families for Extended Day Academic Study Hall until 5:30PM, and parents arriving to pick up students after 5:30PM will be charged \$1.00 per minute, per student. To ensure children's safety, parents are asked to pick up and sign out students in the library. For more information contact the Middle and Upper School Office at 776-1600 x5601.

## **Athletic Program**

Antilles School participates in the St. Thomas-St. John Interscholastic Athletic Association (IAA). Every effort is made to field a team in each sport sanctioned by the IAA. The School expects every student-athlete to conduct themselves in a respectful manner that demonstrates the highest level of sportsmanship. Playing time must be earned and is at the discretion of the Coach and Athletic Director.

In addition to meeting eligibility requirements, which includes a physical health certification, a student-athlete is expected to act in accordance with the School's *Conduct Expectations*. For more information contact the Athletic Director's Office at 776-1600 x2701.

## **Dances**

### Student Guests:

- All non-Antilles students are considered guests.
- Middle school guests must be current middle school/junior high school students.
- Upper school guests must be current upper school/high school students.
- Guests must be pre-registered with the Middle and Upper School Office and the Antilles student host must submit a Student Guest Form by noon on the day of the dance.
- Guests must be accompanied by an Antilles' student host, and the host is responsible for the behavior of their guest.

### Dance Arrangements:

- To schedule a date for a dance, a student-activity form must be completed and submitted at least two weeks in advance of the dance.
- To use the School's sound and/or light equipment, students must make arrangements with the Director at least five school days in advance of the dance.
- All equipment must be returned in good working order.
- Dances must be chaperoned by Antilles School faculty/staff.

### Dance Guidelines

- Students and guests are expected to follow the School's *Conduct Expectations*.
- A student or guest who leaves the dance may not re-enter.
- Students hosting a guest must enter and depart with the guest.
- Failure to comply with these guidelines and/or an adult chaperone request may result in the student's family being called and the student being asked to leave.

## **National Honor Societies: Antilles Chapters of NHS and NJHS**

Membership in NHS is reserved for qualified candidates who are rising sophomores, juniors, and seniors. NJHS membership is reserved for rising eighth and ninth grade students. The minimum scholarship requirement set by the School is a cumulative GPA of 3.67 on a 4.0 scale. Students who meet the scholarship requirement are eligible to apply based upon demonstrated service, leadership, and character (and citizenship/NJHS). For more information go to on the School's website or contact the Middle and/or Upper School Director.

## Senior Privileges

Senior students, who have demonstrated responsibility through their academic performance, personal conduct and positive contributions to the civic life of the school, and commitment to community service, may apply for senior privileges. Applications are available from and submitted to the Director of Upper School. Each application is reviewed by the Director of Upper School for approval. The Director may suspend or revoke such privileges at any time if it is determined that the student has abused a privilege or no longer meets the prerequisite requirements.

## School Trips

As a representative of the School, a student is expected to know and adhere to the School's *Conduct Expectations*. Participants must abide by all of the laws of the state, territory, region, principality or legal jurisdiction in which they travel. Violation of the School's policies while on a trip may result in disciplinary action. In some cases, the student may be sent home immediately at their parent's expense. When damage to personal or public property occurs, the student and their parent will be held financially accountable. If deemed appropriate, the appropriate law enforcement agencies will be contacted.

Students in grades 6-12 who miss classes because of a field trip or school-sponsored trip must communicate with teachers and are responsible for knowing and completing schoolwork assigned in their absence.

## Student Governance

Student councils plan and organize student activities and campus projects and provide leadership on a variety of issues pertinent to campus life. Students in good academic and social standing are eligible to participate in student leadership organizations and elected positions.

- Lower School Student Council Each fall, students elect officers from the fifth grade class. Classroom representatives are elected from grades three, four, and five to form the Lower School Student Council.
- Middle School Student Council Students in grades 6-8 nominate and elect student council officers each fall, including a president, vice president, secretary, and treasurer. Each grade level then elects two representatives and alternates to serve as council members, and together the officers and class representative form Middle School Student Council. Students also elect class officers who plan and lead class meetings.
- Upper School Student Council Students in grades 9-12 elect student council executive officers each spring. Each class then elects class officers, who represent their class as members of the Upper School Student Council. Class officers also serve to organize and conduct class meetings.

# Transportation

With hundreds of people arriving and departing campus each day, drivers are asked to exercise an abundance of caution and courtesy when driving on campus, including observing the one-way flow of traffic, the slow speed limit, the express lanes for drop-off and pick up, the cross-walks, and designated parking spaces.

Parents and guests are asked to not block the morning and afternoon traffic-flow or driveways, and when it is necessary to park, to use the parking spaces designated for visitors. Please do not park in reserved spaces or those marked with a "T" from 7:15AM-4:00PM.

Reserved parking is set aside in the library parking lot for Toddler Program drop-off and pick-up. The remaining spaces are assigned to staff members. Only parents of enrolled toddlers and assigned staff should be driving into the library lot at drop-off and pick-up.

## Arrival and Departure Times

For the safety and well-being of students, the School asks that students not arrive on campus before 7:30AM. Students not participating in supervised activities should be picked up at 2:45PM (ELC), 3:00PM (LS), or 3:20PM (MS/US).

## Morning Drop-off and Afternoon Pick-up

- Toddler Program An adult caregiver must be escort the child to the classroom and pick up the child at the classroom in the afternoon at 2:45PM.
- Early Learning Center (Pre-kindergarten-Kindergarten) Parents or an adult caregiver drop off students in front of the Early Learning Center between 7:30-8:00AM. Pick-up time is 2:45PM in the same location, unless the child is enrolled in the After School Activities Program or Extended Day Program.
- Grades 1-5 Parents drop off students at the sidewalk, directly in front of the Lower School building between 7:30-7:50AM. Pick-up time is 3:00PM in the same location, unless the child is enrolled in the After School Activities Program, Extended Day Program, or Athletic Program.
- Grades 6-12 Parents drop off students in the morning near *Rik's Bridge* by the athletic field and the upper parking lot flagpole. Afternoon pick-up is at 3:20PM at the same location unless the child is enrolled in the After School Activities Program, Extended Day Program, or Athletic Program.

## St. John Students

The Virgin Islands Department of Education provides ferry tickets at no cost to students that commute from St. John. Tickets are available from Ms. Aubain in the Head of School Office. Transportation from the ferry and the School is coordinated by the Parent Association of St. John. Students are dropped off before and picked up after the regular school day at the bottom of the steps next to the Deborah Finch Administration Building. Another bus picks up students at 5:15 at the flagpole to accommodate students needing to stay later than 3:20.

### **Student Driving and Parking Privileges**

Student parking permits are limited and are allocated by the Upper School Director, with priority given seniors. Students seeking campus driving and parking privileges must be in good standing and abide by terms of the *Student Driving Permit*, and they must have on file with the School all required documentation. The *Student Driving Permit* form may be obtained from the Director. Driving privileges may be suspended or revoked by the Director.

Students wishing to be passengers with student drivers must have a *Passenger Permission Form* on file with the School.

## Health Policies and the School Nurse's Office

Any student, faculty or staff member may use any of the School's nursing services. Parents need to keep the School Nurse informed of any physical, emotional, or social changes that may affect their child (i.e., death of a significant family member, family divorce or separation, new additions to the family, significant mood changes, illnesses, adjustments, etc.).

The School respects the individual's right to privacy, and information conveyed to the School Nurse remains confidential. The School Nurse's Office is locked in the School Nurse's absence. Contact the School Nurse at x4603 to ask questions or to share information.

### **Accident Insurance**

Every Antilles student is covered by a basic accident policy, designed to pay a portion of the bill. Student accident insurance is not designed to cover the entire medical expense. In the event a student is injured on campus, during school hours, or at a school-sponsored activity, and therefore needs medical attention outside the realm of the School Nurse or other school personnel, then parents should acquire the *School Accident Reimbursement Claim Form* from the School Nurse in order to obtain reimbursement.

### **Athletic Medical Release Eligibility Forms**

Before any student can participate in a competitive sport or after-school activity involving physical activity or physical contact, s/he must have an *After School Activities Medical Certification Form* completed and signed by a physician and the parent.

Without exception, a complete and signed form is required annually. The completed form must be on file with the School Nurse before a student-athlete can participate in try-outs, practice sessions, or competitive events.

### **Communicable Diseases**

Any student, who has been diagnosed as having a communicable disease, may be excluded from attending school. A list of communicable diseases and recommended exclusion times is available from the School Nurse.

### **Emergency Health Forms**

Each year, without exception, every student is required to have a new *Emergency Health Information Form* filled out in its entirety and on-file with the School Nurse.

### **Immunizations & physical exams**

Each student must have a yearly physical exam performed after the last day of school and submitted to the school nurse one week prior to the beginning of the new school year. Each student must also have a complete, up-to-date immunization record submitted annually to the school nurse along with the student's health forms. It is the School Nurse's responsibility, acting as the School's agent, to receive and maintain health and immunization records for each student. It is the responsibility of the parents/guardians and the child's physician to make sure the student's immunizations and health screenings are current. All pertinent medical forms, required by the school, can be accessed on the school's website and are grade level specific.

If the student's medical records, including immunization documentation or exemption documentation, are not received by the due date or the immunizations are not current then he/she will not be allowed to attend classes or participate in school sponsored activities, until the required documentation is received, reviewed, and accepted by the School Nurse.

### **Infection Control**

To help prevent the spread of diseases, the School follows Virgin Islands law and the most current Centers for Disease Control (CDC)'s publication: *Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus and Other Blood borne Pathogens in Health-Care Settings*. Annual training about techniques for preventing the spread of infectious diseases is provided to all of the Antilles School staff.

### **Medication Policy**

A medication cabinet and refrigerator are available for **all** medication brought to school. Students are not to take medication, prescribed or over-the-counter, without the School Nurse's knowledge. For the safety and welfare of all students and staff, **all** medications must be kept in the School Nurse's Office with the exception of epipens and inhalers which students in grades 6-12 may carry on their person. This requires that the *Prescription Medication Release Form* be filled out and signed by the student's physician.

### **Over-the-Counter Medication (OTC)**

A limited variety of OTC medications are kept in the School Nurse's Office. If a student needs a special type of OTC medication, parents provide the School Nurse with a bottle to be kept in the School Nurse's medication cabinet. The medication must be in its original container.

If a student comes to the School Nurse's Office and requires administration of the School's OTC medications, then it is imperative that the School Nurse have a signed release, which is on the back of the *Emergency Health Information/consent Form*. If a signed release is not available, then the School Nurse will attempt to contact the parent, but will not administer medication without a parent's express permission.

### **Pediculosis Capitis (Head Lice)**

If a student is exhibiting symptoms of head lice (i.e. constant itching of scalp) send them to the school nurse.

If a student is infested with head lice, the following procedure is followed:

1. The School Nurse contacts the parents, and the student is sent home from school for immediate treatment.
2. The School advises parents to seek medical advice on treatment or to purchase an over-the-counter remedy and follow the directions for treatment.
3. The student may return to school the day after treatment with a pediculocide shampoo. Before re-entry, the School requires the student, accompanied by parent/s, to report to the School Nurse.

When a case of head lice is identified in a classroom, the School sends a letter to the parents notifying them that there is head lice in the classroom with tips on what they can do to identify if their own child has lice.

**HIV/AIDS Policy**

The School's policies regarding Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS) are available for inspection in the School Nurse's Office.



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## Appendix A

### Antilles School Computer Network – Student Acceptable Use Policy (AUP)

Antilles School students are expected to act thoughtfully and respectfully, and they are responsible for their behavior while using computers, electronic tablets, e-Readers, the Internet, and the School's network resources. In order to use the School's computers, tablets, and e-Readers and to have access to the Internet and the School's network, Antilles students and their guardians are asked to review and sign the School's handbook which includes the *Computer Network Student Acceptable Use Policy* (AUP).

Antilles School reserves the right to restrict, monitor, and control any student's use of any device being utilized while on campus including computers, tablets, e-Readers, the Internet, and the School's network resources. School administrators may review or delete students' files and communications in order to maintain the system's integrity and to insure that students use the School's resources responsibly. Students' work stored on the School's computers and servers is not private and may be reviewed, removed, or deleted at the discretion of the School's administrators.

If a student damages the School's property, including computers, tablets, e-Readers, and network resources, the student's guardians will be held financially responsible for the cost of repair or replacement.

#### **The following actions violate the School's Student Acceptable Use Policy:**

- Using technology to offend, humiliate, harass, embarrass, tease, intimidate, threaten, or slander one or more students, faculty, or staff, including sending or displaying messages, pictures, or photographs that may be offensive, humiliating, embarrassing, threatening, slanderous, and/or obscene
- Using obscene, threatening, slanderous, or offensive language
- Damaging computers, tablets, computer systems, computer applications, or the School's computer network
- Violating copyright laws
- Violating federal or Virgin Islands' territorial laws
- Using or sharing another student's password
- Trespassing in another student's folders, work, or files
- Wasting limited resources, including indiscriminate printing or file storage of materials that are not school-related, especially games, videos, pictures, and other media files
- Using computers, tablets, the Internet, or the School's network resources for commercial purposes, financial gain, or fraud
- Any use of computers, tablets, the Internet, and the School's network that is not related to specific learning objectives in the School's curriculum without specific permission from the School's faculty or staff to do so
- Accessing personal web-based e-mail or social media sites while using the School's devices without explicit permission from the School's faculty or staff to do so
- Downloading files and installing applications without the specific permission and supervision of the School's faculty and staff to do so

- Deliberately circumventing filters and/or security measures on the School's network, servers, individual computers, tablets, and other electronic devices, including the use of any and all proxy servers
- Using or attempting to use or access the School's restricted network resources
- Obligating the School for any financial liability through materials ordered, installed or downloaded

**Acceptable Use for iPad Tablets and Laptop Computers:**

- Take good care of the iPad or laptop computer and other equipment assigned to them
- Never leave the assigned iPad or laptop computer and other equipment unattended
- Never loan out the assigned iPad or laptop computer and other equipment to other individuals
- Know where the assigned iPad or laptop computer and other equipment is at all times
- Charge the battery daily
- Keep food and beverages away from assigned iPad or laptop computer and other equipment
- Not disassemble any part of the assigned iPad or laptop computer nor attempt any repairs to these items
- Protect the assigned iPad or laptop computer and equipment
- Use assigned iPad or laptop computer and equipment appropriately for educational purposes, meeting the School's expectations
- Keep assigned iPad or laptop computer and equipment free of decorations (such as stickers, markers, etc.)
- Not deface the serial number or ID sticker of assigned iPad or laptop computer and equipment
- Understand that assigned iPad or laptop computer and equipment are subject to inspection at any time without notice, and these remain the property of the School or VI Government
- Follow the policies for assigned iPad or laptop computer and equipment at all times and in all locations
- Immediately report theft and/or vandalism of assigned iPad or laptop computer and equipment
- Be responsible for all damage or loss caused by neglect or abuse to assigned iPad or laptop computer and equipment
- Return the assigned iPad or laptop computer and equipment with its case and its power cords in good working order

**Violations of the School's AUP will result in disciplinary action, which may include revocation or suspension of specific user privileges.**