



# Family Handbook

## 2022-2023

## MISSION STATEMENT

*To equip students with an arsenal of entrepreneurial knowledge and life skills based which will enable them to build and manage wholesome, sustainable businesses thereby contributing to the economic development of our nation through job creation and foreign exchange earnings.*

### **DISCLAIMER**

*Saanma Junior and High School reserves the right to amend these rules at any time. Amendments will take precedence over existing rules and a full, revised version will be available for download on our website. Parents/guardians will be notified of revisions via text, phone, email or any other means of viable communication.*

**TABLE OF CONTENTS**

**REGISTRATION & SCHOOL FEES ..... 4**  
**WITHDRAWING FROM SCHOOL ..... 4**  
**SCHOOL ARRIVAL AND DISMISSAL ..... 4**  
**EARLY DISMISSAL ..... 4**  
**RELEASING STUDENTS ..... 5**  
**ATTENDANCE/TARDINESS ..... 5**  
**SCHOOL HOURS ..... 5**  
**SCHOOL CLOSINGS ..... 5**  
**DISCIPLINE AND CONDUCT ..... 6**  
*Codes of Conduct: ..... 6*  
**DRUGS, ALCOHOL AND WEAPONS ..... 7**  
**DRESS CODE ..... 7**  
**HEALTH/MEDICAL ..... 8**  
**ADDITIONAL HEALTH ISSUES ..... 8**  
**SCHOOL MEALS ..... 9**  
**PACKED LUNCH ..... 9**  
**HOMEWORK ..... 9**  
**REPORT CARDS ..... 9**  
**TECHNOLOGY ..... 9**  
**FIELD TRIPS ..... 10**  
**PARTIES ..... 10**  
**EVENT COMMITTEES ..... 10**  
**PARENT/TEACHER CONFERENCES .....10**  
**LOST AND FOUND .....10**  
**VEHICLES ON PREMISES .....10**  
**VOLUNTEERS .....10**  
**NOTES ..... 11**

## REGISTRATION & SCHOOL FEES

The current school fee is **\$1800 per term** and is due in FULL one week prior to the first day of school unless communicated otherwise. A security deposit of one Term's school fees, **plus** the first Term's fees are required upon enrollment of your child/ward unless otherwise agreed.

Upon registering a student, the following must be submitted to the office: immunization records, a passport size photo, National Identification Card/ Passport and copies of previous school report cards (where applicable). Students without the required records will not be registered. A nominal fee of \$50.00 per child (non-refundable) is also required for registration. Newly registered students will be on probationary enrollment for one (1) term before they are officially enrolled in the school. During this time, students may be denied acceptance if they do not meet the school's eligibility criteria.

As a courtesy, we may extend a weekly or monthly payment plan, as a more affordable payment alternative. Weekly payments are due the Monday of each week whereas monthly plans are due on the 1<sup>st</sup> of each month. However, we reserve the right to withdraw the payment plan if there is any violation of the payment agreement. A late penalty of **\$50** will be charged to your account for payments made after the due date which increases to **\$100** for payments made after the 5<sup>th</sup> of the month. In addition, payments not made within fifteen (15) days of the due date will result in your child being suspended from school for non-payment. Your child will only be allowed to resume school once the payment, inclusive of all late fees, has been received in FULL. All costs and legal fees associated with debt collection will be billed to the parent if that course of action is necessary.

Please note that School fees only cover your child's tuition during regular school hours. The fees do not cover any additional programs offered by the school, student materials, special amenities or damage to school property unless you receive a written correspondence from the school stating otherwise.

## WITHDRAWING FROM SCHOOL

Parents who wish to withdraw their child from the school must notify the school in writing, via a formal letter, ONE FULL TERM (a minimum of 90 days) prior to the child's last day of attendance. Failure to provide the appropriate notice will result in the forfeit of the mandatory security deposit. During that time, you will be asked to return all school property received. Parents may pick up their child's transfer papers on the child's last day of school or, with written consent, the transfer papers can be sent home with the student.

## SCHOOL ARRIVAL AND DISMISSAL

The school opens at 7:30 a.m.; therefore, students are not to be on the school premises prior to this time. The school assumes no responsibility for students arriving prior to the official start time of 9:00 a.m.

School is dismissed at 2:30 p.m. Parents/guardians who pick up their child must be prompt. Students who have not been picked up by 3:00 p.m. will be asked to come to the office and parents will be contacted. A late pick-up penalty fee will be applied to the account of parents who repeatedly pick up their child past the grace period of 3:00 p.m. in the amount of \$10 per half hour past that time. The school assumes no responsibility for students that stay after 3:00 p.m.

## EARLY DISMISSAL

Students must never leave the school building without permission and/or without signing out in the Attendance Office with parent approval. Failure to follow this procedure will result in disciplinary action.

## RELEASING STUDENTS

Early dismissals can be disruptive to the learning environment. When possible, we ask that you schedule appointments at times other than when school is in session. Students leaving school grounds prior to dismissal must report to the office to be signed out by a parent/guardian or an adult the parent/guardian has designated.

Parents or guardians wishing to pick up their child prior to the end of the school day must show proper identification and sign the child out via the “Student Sign-out Notebook”. Only a parent, guardian, or designee will be permitted to sign a student out of school.

## ATTENDANCE/TARDINESS

Regular attendance is important to your child’s success in school and is required by Barbados’ laws. When a child is absent from school frequently, they miss out on important information and skills. This can also impact on their academic achievement. If at any time your child must be absent, please contact the office within 30 minutes from the scheduled start of school. Half-day absences (arrival twenty-one minutes or more after the schedule start of school) will be counted as tardiness. Under such circumstances the child must report to the office before going to their respective class. Excessive tardiness will result in appropriate measures taken by the school’s authority.

The following conditions may excuse a student from school attendance:

- 1) Personal illness or injury (a medical verification note should be submitted to the principal’s office)
- 2) Family illness – an emergency requiring the student to be absent from school.
- 3) Death of a relative, friend or family member - (limited to two days absence without a doctor’s certificate)
- 4) Quarantine of the home by local health officials.
- 5) Other instances may include observance of major religious holidays of the family’s faith.

NOTE: Following any absence, a note from the parent explaining the reason for the absence is required. If your child is absent from school for several days, please notify his/her teacher so arrangements can be made for completing required make-up work.

Teachers will notify the front desk of the students who have been absent from class three times in a nine-week grading period, however it is also the student and guardian’s responsibly to be aware of the days he or she missed in each class. All other situations may be taken before the review committee.

Students are also expected to attend all scheduled classes and arrive promptly for the start of each session, especially after break and lunch. Failure to comply will result in disciplinary action.

## SCHOOL HOURS

Start Time: 9:00 a.m.

Break: 10:30 a.m.-10:45 a.m.

Lunch: 12:15 p.m.-1:00 p.m.

End Time: 2.30 p.m.

## SCHOOL CLOSINGS

In the event of inclement weather, school delays and closings will be posted on the school’s website, Facebook page and/or sent via text message or WhatsApp.

## DISCIPLINE AND CONDUCT

Saanma Junior and High School's conduct generally focuses on the following statement: Respect for self, others, and property. Our goal is to portray an environment that encourages everyone to be the best they can be and accept responsibility for their actions.

If any of the codes are violated or breached, students may be suspended or expelled. Repeated suspensions result in automatic expulsion. Inadmissible devices/items will be confiscated. In some cases, a meeting will be called with the parent, teacher and principal to discuss the issue before hand.

### Codes of Conduct:

1) **Disruption of School**

Students shall not, using violence, threat/force, or any other means, cause disruption or obstruction to the normal operation of this school or any other school in the school's area.

2) **Damage of Property**

Students shall not cause or attempt to cause damage of school property or the property of another student. If your child defaces school property, other's textbooks or uniforms, you are liable for the repair cost. Such costs may be charged to your account.

3) **Harassment**

Students shall not harass other students, school employees, persons that are guests of the school or persons conducting business for the school. This category also applies to remarks or actions of a sexual, racial, ethnic or religious nature that are deemed offensive.

4) **Threats**

Students shall not, through verbal, written, technological or any other means, make statements that state that physical or emotional harm may come to another person or to an institution. Bomb threats will result in immediate expulsion from school.

5) **Use of Obscene Language/Materials**

Students shall not use obscene, vulgar or profane language, make inappropriate gestures or possess vulgar materials.

6) **Theft**

All students shall respect the personal property of others. The principal may exercise the prerogative of reporting thefts to local authorities.

7) **Failure to Obey Instructions/Insubordination/Disrespect**

All students must comply with all lawful instructions or requests made by teachers, teacher aides, principals or other authorised personnel when he/she is under the authority of such school personnel. Students must not be disrespectful toward any authorized personnel of the school under any circumstances. Any matters of concern regarding a teacher or staff member should be escalated to the highest authority on the premises and recorded at the front desk.

8) **Keeping inadmissible devices/items in personal possession**

Students are not allowed to have any items on their person outside of the materials or items required for school (toiletries allowed). All students are required to **check-in their cell phones, prescribed medication, and all other sanctioned items at the Front Desk**. Routine bag searches will be carried out by administration if defiance is suspected.

## DRUGS, ALCOHOL AND WEAPONS

Alcohol, illegal drugs, or weapons are not allowed in the school, on the parking lot, on the bus, or at any school – sponsored function. Saanma Junior and High School has a zero-tolerance policy with regard to these effects and any child that is found to be involved in this form of activity will be immediately expelled.

*NB. Please note that we reserve the right to deny a child re-admission into the school due to poor performance or misconduct. No refund will be issued for a student who has been expelled for misconduct or for the possession of drugs, alcohol and/or weapons.*

## DRESS CODE

Saanma Junior and High School's students will take pride in wearing their FULL uniform which must be clearly labeled with the school's logo. Our goal is to have students dress in a way that will not interfere with our positive learning environment. Therefore, the following guidelines must be followed.

- 1) School Uniform (Appearance) - must be worn in accordance with the school's guidelines at all times. All pants and shirts/overalls should be always worn at knee length. Socks should be neatly folded at the ankles and all bands and belts should be fasted securely around the waist. Uniforms must not be altered to include any markings or designs of any kind.
- 2) Hair - no elaborate haircuts or hairstyles must be worn to school. If in doubt of what is acceptable, please contact the principal's office.
  - Boys - must be worn in a school-boy low cut, no (dye) stripes, shaving and absolutely no hair plats.
  - Girls – hair must always be well groomed with bows, bobbles, or ribbons in colours of blue or pink.
  - Rastafarians - His or her hair must be tied back neatly with a hairband.
  - Boys and girls – no gel is allowed.
- 3) Shoes must be polished and brushed regularly.
- 4) Games apparel which includes sneakers must be worn during out-door activities only.
- 5) Earrings - Boys – absolutely no earrings are allowed; Girls – only ONE pair of earrings may be worn: sleepers/studs in gold or silver
- 6) Nails – must always be kept clean and short. NO nail polish is allowed.
- 7) Hats may be worn only during outside activities.

## **HEALTH/MEDICAL**

If at any time you notice a health situation which you believe could affect your child's school performance, please provide the school with the relevant information as soon as possible to ensure our swift action into the matter. If your child shows signs of illness, it is important to keep him/her home. This prevents the spread of germs and will give your child time to get well. If your child has a fever, it is best to wait for a 24-hour period of being fever free before sending him/her to school.

Once a medical release is received from a physician, the school strives to cooperate fully with students' parents to ensure that the students receive their prescribed medication during the normal school day at the appropriate times. It is preferred that medications be taken by students at home, however, it is recognized that certain circumstances may necessitate taking medications during school hours. If this is the case, please take the medicine to the front desk and complete a "Consent for Medication" form. The medication is to be brought to the school by the parent/guardian or their designee in original containers.

Parents are asked to complete an emergency card for their child. This information will enable the school to notify you or your designee in case an emergency occurs. The school does not accept liability for incidents that occur through no fault of its property, employees or administration. Refunds will not be issued for any time missed due to medical or health related incidents.

Any costs incurred due to an altercation between students should be settled between the parents/guardians of the respective students. The school will facilitate an initial meeting for the parents after which point the parties will have to address the matter externally.

The school accepts **zero liability for any incidents** that occur on the premises outside of the official school hours of **7:30 a.m. to 3:00 p.m.** (when children are fully supervised). Children that arrive before 7:30 a.m. and stay after 3:00 p.m. will have limited supervision; parents/guardians accept full liability for any issues that arise outside of these hours.

## **ADDITIONAL HEALTH ISSUES**

The following symptoms will not be allowed on school premises.

### **Ringworms**

Ringworm begins as a small, red patch or bump that spreads outward, so that each affected area takes on the appearance of a red, scaly, outer ring with a clear central area. Hair may become brittle and break off in gradually spreading areas. Itching sometimes accompanies the infection.

### **Diarrhea**

Infectious diarrhea, sometimes with abdominal pain, nausea, vomiting, and fever, may have a number of causes. A health care provider should be consulted.

### **Chickenpox**

Chickenpox is an acute viral illness of sudden onset characterized by fever, fatigue, and a generalized eruption of the skin. Each lesion begins as a small (blister) that scabs over in 3–4 days.

### **Conjunctivitis (Red Eye)**

Conjunctivitis is a common infectious disease of one or both eyes caused by several types of bacteria and viruses. The eye waters profusely, appears extremely red, and feels irritated. The eyelid may be swollen and the student may complain of itching, pain, and sensitivity to light. Vision is usually normal.

### **COVID-19/Money Pox**

Students exhibiting any associated symptoms should not be sent to school unless the respective health clearance/test has been obtained and copy forwarded to the administrative section.



## **SCHOOL MEALS – SUSPENDED UNTIL FURTHER NOTICE**

At Saanma Junior and High School, meals and snacks are provided. Lunch in the form of sandwiches and hot meals are available from \$8.00 to \$15.00. Special meals may be prepared for children with food allergies. Parents are asked to make breakfast and lunch orders for their children at least one day in advance where possible.

Alternatively, parents may subscribe to our Meal and Snack Tab System. Those who subscribe to the Tab System will be notified when the balance is running low.

Terms of payment: **Cash**

## **PACKED LUNCH**

If your child brings a packed lunch to school, please ensure, to the extent possible, that his/her lunch is lunch-time ready. As such, all hot meals must be contained in a thermal flask/container to keep them warm and all drinks should be pre-frozen to keep them cold. Our staff will not assume the responsibility for the refrigeration of drinks or the warming of lunches. Students are NOT allowed to enter the staff room facility or use the staff room amenities **under any circumstances**.

All students must also bring their own water bottle to school so that they may have access to water throughout the day. Hydration is a vital part of healthy living and as such, students should be able to use water as often as needed during breaks. The school will not provide students with any drinking devices for this purpose.

## **HOMEWORK**

Homework provides opportunities to develop responsibility, study skills, time management; mastery of skills learned and stimulates interest. Expect your child to have homework where applicable. If you did help your child in any sum given, please attach a note and let us know exactly what they were having difficulty with; this will help us to provide further assistance in his/her weak area.

## **REPORT CARDS**

Report cards are sent via email at the end of the grading period. If you have questions or concerns about your child's progress, you are asked to contact the front desk and schedule a time to meet with the teacher.

## **TECHNOLOGY**

With the teacher's permission, students may be permitted to use their own personal electronic devices (e.g. tablets, laptops, mobile phones) in the classroom to enrich the curricula being. Outside of such an arrangement, devices must be turned off and kept in your child's bag. Saanma Junior & High School will not be liable for any damaged or stolen electronic student devices.

## **FIELD TRIPS**

Meaningful educational field trips may be taken during the school year. Letters will be sent home to inform you of such trips at least a week in advance. A parent/guardian must sign the permission slip and return to the office for your child to attend. If permission is not given, the child will be assigned to another class for the day. However, if it is a school wide trip, students not attending should be kept home.

## **PARTIES**

Parties are allowed for special occasions only and must be approved by the principal. All food products brought to the classroom for the students must be commercially prepared for health reasons. A list of acceptable products can be found in the principal's office.

## **EVENT COMMITTEES**

Various activities are planned each year that will provide opportunities for you to become involved in special short-term projects and fundraisers. All parents are encouraged to give of their time and services towards these valuable causes. If you are interested in any project, you may sign-up at the office at any time.

## **PARENT/TEACHER CONFERENCES**

Conferences can be an effective means of communicating the progress or lack thereof of your child and can be scheduled by either the parent or teacher. Parent/teacher conferences for all parents are held three times during the school year. We encourage you to take advantage of these opportunities to communicate with your child's teachers. These conferences are scheduled and typically last 30 minutes. Should you desire a longer conference, please contact the office to make arrangements convenient for all concerned.

## **LOST AND FOUND**

During the school year, the lost and found box becomes filled with lunch boxes, jackets, sweaters and other unclaimed articles. We encourage you to mark your child's clothing so it is readily identifiable. Lost and found items are kept at the front desk. Any unclaimed items at the end of the year are discarded.

## **VEHICLES ON PREMISES**

When visiting the school, please park in the designated visitors parking area, located at the side of the building, with your vehicles parked facing out, within the set boundaries. The same applies for if you are dropping off or picking up your child. At no given time are you allowed to park to the front or the rear of the building.

## **VOLUNTEERS**

Parents are invited and encouraged to become volunteers at school. We welcome your involvement in the educational and tour process. If you choose to volunteer, we ask that you complete a volunteer application and attend the volunteer training held each year at the school. Contact the Principal's office for further information.

