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PARENT/STUDENT HANDBOOK

2019-2020

(Revised Edition)

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WELCOME TO NEVIS ACADEMY

Dear Family,

I would like to take this opportunity to welcome everyone to a new and exciting 2018 – 2019 school year! I am thrilled that you have chosen to be a part of a safe, engaging, and loving environment that is balanced with strong academics, character development, and supportive teachers, and staff.

The Nevis Academy Handbook serves to specify the bylaws that govern and shield every student under our care. If students comply with these rules, they will earn the respect, privileges, and honor of their teachers, administrators, and peers. We must remember that a school and its reputation is only as good as the quality of the students who attend. The students give the school its public face, popularity, vitality, and the recognition that makes for a vibrant school culture. We value our students and hold them in high esteem.

Nevis Academy can and will be the BEST if we make it the BEST. To prepare students for success at Nevis Academy and beyond, we collectively and individually pledge our allegiance and dedication to do our best while following core value system:

1. Believe. We believe that we are individuals with unique gifts and abilities and together we can use our talents to build a great school.
2. Excellence. We try our best in everything we do. We focus on our weak areas and try our best to improve in those areas.
3. Serve. We serve others recognizing that we are part of a community. When we help to build and protect our community, we would not readily destroy it.
4. Team. Together we achieve greatness. Teamwork is important in the building of quality school. We need the teachers, the students and the parents working together to achieve our goal of being the BEST school on the island.

I do look forward to leading this institution to higher heights. All students will be held to the philosophy, objectives and standards as outlined in this school handbook, and all parents, faculty, and staff members are expected to uphold it as well. It is our hope that the contents of this handbook will be regularly referred to and be used as the compass to guide us at Nevis Academy. We look forward to continued growth as we journey through the school year.

Sincerely,

Andrea A. Bussue, PhD
Principal

About Nevis Academy

Nevis Academy is a private multicultural and multiracial primary institution (K-6) located just outside the capital of Charlestown in Bath Plains, Nevis.

Nevis Academy has a tradition focused on developing the complete student.

As educators we endeavor to develop each young person to maximize their God-given talents through academics, extracurricular activities (athletics, art, and music), outreach projects, and differentiated learning.

While students discover the difference and utilize their talents, we assist them in finding opportunities to make a difference. Our students embrace these challenges and core values that we represent and lead a reform that will serve to prepare them for outstanding citizens wherever they may roam.

We believe that every student that enrolls in Nevis Academy was placed here by God for a purpose. As role models we want to groom out children for the future.

Admissions

Admission is open to all students, regardless of race, ethnic background or religious affiliation.

Parents must complete the following for each child before the child is admitted into Nevis Academy:

- Registration Packet includes a Medical Form, and a signed Financial Agreement Plan.
- Official transcripts from previous school
- Three recommendations for all new students, one of which must be from a recent teacher, one from an adult who is not a relative and one from the pastor of your church.

Registration will be completed when these additional items are received:

- Physical examination for all new students.
- Medical immunization record with all required immunizations.

Financial Information

APPLICATION FEE

A \$100 non-refundable application fee must be submitted with the application.

TUITION PAYMENTS

- Tuition must be paid at the beginning of each term. Payments can be made at the Bank of Nevis (Nevis Academy/Tuition Account). Parents must then bring a copy of the receipt from the bank to the school to show that tuition has been paid. Parent will receive a stamped receipt from the school. If a parent selects to pay a monthly fee, the fee must be paid by the 1st of the month. Tuition not paid on due date will accrue an interest rate of 5%. Payment plan must be honored as per signed contract.
- There must be proof of satisfactory financial arrangements/payments made before admission for the new school year.
- Accounts from other immediate family members must be settled prior to another family member enrolling.
- Grade 6 students whose accounts are not current at year end will not be allowed to participate in graduation.

Students will not be permitted to take End of Term tests if tuition is not paid in full.

CASH DISCOUNTS

A prepayment discount of 5% applies if the entire year's tuition is paid in advance and 2% if a term's tuition is paid in advance. These discounts do not apply to the registration, entrance or any other fees.

Standards of Conduct

Nevis Academy desires to keep rules to a minimum, well thought out and strictly enforced. The following guidelines govern the entire curricular and extracurricular program of the school:

- Respect is to be shown at all times to God.
- Students are expected to behave in a courteous, respectful and attentive way to teachers, staff, and fellow students during class and assemblies and programs. These are important events in the life of a Nevis Academy student.
- Considerable emphasis is placed on such intangibles as attitude, spirit, cooperation and the general contribution to the spiritual, social and academic atmosphere of Nevis Academy.
- Moral conduct and reputation are essential ingredients for the Nevis Academy student. Any student, who teases, hazes, disrespects, harasses fights or attacks another stands in direct oppositions to this basic goal of the school. Lack of respect can manifest itself in the overt ways mentioned above, or in more subtle ways such as cyber-bullying, snobbery, gossip, exclusion and unfriendliness.
- Each student is to behave in an acceptable manner at all times. Unruly behavior, running in the classrooms, fighting or play fighting (horse play) anywhere in the building or on the grounds, inappropriate sexual behavior or any conduct of a discourteous nature is always out of order and will result in discipline.

- Possession of or sale of alcohol and tobacco products is not permitted at school events where vendors are allowed.
- Cell phones, iPods, portable video games, and other electronic items are not permitted during school hours. These items will be taken from the student and may be picked up from the Principal by a parent or guardian. The student may be subject to further disciplinary action.
- Inappropriate sexual behavior or language will not be tolerated. If a person believes he or she is the subject of inappropriate sexual behavior or comments, he/she should report the incident to their parents, the teacher or the Principal.
- The use of any digital technology or other device to harass, provoke, degrade, or disseminate, or send/forward any material for the purpose of harassing another individual is strictly forbidden at any time (during or outside of school hours) and shall be punished by suspension and possible expulsion. This includes but is not limited to cyber bullying; transmitting sexually explicit photos, videos, or other imagery of another person (whether or not that person is enrolled at the school); or distributing any indecent language or material.
- A student may not bring any weapons or hazardous materials on the school premises, including fireworks or smoke devices. A weapon is defined as any item that is or could be used to harm another. This includes items that may otherwise be deemed as “toys.” Violators will be subject to discipline which may include expulsion.
- Students may not leave Nevis Academy to go to the supermarket (Ram’s or ValuMart) during the school day unless permission is granted and he/she is accompanied by an adult. Automatic suspensions will take place.
- Nevis Academy physical plant (grounds) demands a great deal of care and attention. Each student is responsible for doing his/her share to keep the campus safe, and free of litter, graffiti, and acts of vandalism.

Students are expected to treat each other, Administration, Staff, and the entire Nevis Academy community with dignity and respect at all times. Rules and guidelines are the basis for maintaining a viable sense of community and directing students to positive participation in a quality school culture and personal growth.

Please note that the Principal is primarily responsible for articulating and enforcing the policies stated in this handbook. However, each staff member of Nevis Academy adheres to these guidelines. Due to the nature of specific disciplinary needs the handbook may not communicate and/or cover all situations/ circumstances. In consultation with the Principal, and the School Administrators adjustments may be made as deemed necessary to best serve the students, the staff and the interest of the school.

Nevis Academy has established a disciplinary ladder to manage students’ behavioral issues. The process of disciplinary action is outlined below. Successive violations are grounds for progressively severe disciplinary actions. Gross violations will result in immediate dismissal. The following Levels will be implemented:

Level 1: Verbal Warning: Students are verbally warned and counseled by a teacher or staff member of the Nevis Academy community as to the nature of the particular infraction and warned of potential consequences should similar behavior continue.

Level 2: Written Warning/Detention: Students will serve detention at school and will be asked to write about the incident and the measures that should be taken to avoid such incident from happening again. The issue of detention cannot be contested by the student.

Level 3: Suspension: Students will receive one but no more than three days separated from the school and all of its activities. This is a very severe action. It indicates the student is on the edge of dismissal.

Level 4: Dismissal: A student may be asked to withdraw or dismissed from Nevis Academy at the discretion of discipline committee. If the student's influence is detrimental to others, or when attempts to help the student have not brought the necessary results, parents may be ask to withdraw the student from school.

The Discipline Committee will consist of a member of the Board, the Principal, and one staff member.

EXPULSION

The following actions are examples of behaviors that could result in suspension or expulsion:

- Disrespecting those in authority at Nevis Academ
- Cheating
- Insults, fighting, and other hostile interaction
- Bullying, verbal or written threats
- Actions potentially harmful to persons or property
- Leaving school grounds during school hours without permission
- Use or possession of tobacco, alcohol, illegal drugs, or weapons on or off school property
- Inappropriate use of computers and cell phones
- Profanity/Swearing or vulgar language
- Graffiti and other acts of vandalism
- Destruction of school property
- And any other behavior deemed dangerous or destructive and would compromise the safety of others.

CHEATING

Students must not engage in cheating. Cheating also includes forging signatures (parent's signature), and plagiarism, (presenting information verbatim from the Internet or library references as though it were one's own work). Cheating or copying will result in a zero for the work.

PLAYGROUND RULES

The rules governing the use of playground equipment are made with the safety of students in mind. Playground supervising teachers will be the ultimate authority of that which is safe and unsafe. It is in the students' best interest and safety to cooperate with **ALL** teachers and designated playground supervisors.

- Throwing of inappropriate items such as rocks, rubber chips, etc. could result in hurting or offending someone, and therefore is not permitted.
- Students are to climb only on areas designed for climbing. Bushes and trees on the school grounds are not for climbing.
- Students are not to climb/sit on railings or on the fence.

HANDS-OFF POLICY

Students need to feel safe at school. Therefore, Nevis Academy subscribes to a strict hands-off policy between students.

- Abusive contact such as: fighting, kicking, shoving, slapping and the like, are not acceptable behaviors. Students engaged in this form of contact will be referred to the office.
- Overt, affectionate expressions of endearment through groping, fondling, or kissing are unacceptable.

“TEXTING” & “VIRTUAL BULLYING”

The use of devices that use any digital technology, or digital platforms including, but not limited to, Facebook and Twitter to send, disseminate, or forward any image or language containing inappropriate photos, videos, or other imagery of a person (including oneself), whether or not the person is enrolled at the school, or the distribution by such means of any indecent language or material, is **strictly forbidden**, and once brought to the attention of the administration (regardless of whether or not the incident took place on or off campus) shall be punishable by **suspension or expulsion**.

PROPERTY RIGHTS

Each student is expected to respect the property rights of the school and of every member of the school. Parent/guardian will be required to pay for damages caused by their child to the school or the property of others. The student should exercise the same care when using school property or supplies as he or she would if the articles were his or her own and held in value.

A fine will be charged to any student tampering with electrical equipment, fire or safety equipment or any of the locks on school property and for the unauthorized entry into any area of the building. Defacing or damaging school property, which is malicious or careless in nature and which results in destruction or damage, will result in appropriate consequences, action, and fines which may include cost of repair and restoration to original condition prior to the item being damaged or defaced.

Dress Code

All students are required to wear the formal school uniform.

Girls Uniform	Boys Uniform
White Peter Pan blouse with a navy blue cross tie	White Oxford Shirt (buttoned collar)
Navy blue skirt with pleated front	Navy blue pants with black belt
Black shoes, white/navy socks	Black shoes, navy socks
P.E. Uniform – navy blue skort, tennis shoes	P.E. Uniform – navy blue short, tennis shoes

Children must wear P.E. uniform on Tuesdays and Thursdays

General Policies

It is necessary that all students arrive to school by 8:30 AM. Regular school attendance is vital to academic success and the development of professional practices. Being on time reflects on the student, the family, and the school as a whole. When students are absent, they miss valuable information and lessons necessary to meet world class standards. Therefore, parents and students are expected and encouraged to maintain regular attendance and punctuality, unless unusual circumstances occur.

SCHOOL HOURS

The school day begins at 8: 30 AM and ends at 3:30 PM. Pick up must be completed by 4:15 p.m. except on days when the school team is involved in a sport activity. Parents will be charged a \$20 fee for every 15 minutes the child remains at school after 4:15 pm. **Fees must be paid at the time of pick-up or will be added to tuition fees.**

ABSENCES

If your child will not be attending school, please call the school office before 9:00 A.M. on the morning of the absence. Parents may also email, text or call the student's teacher.

- If your child has been absent from school for a day or more, he/she should return with a signed note from the parent citing the reason for absence. The note must be given to the classroom teacher. Students who are not well enough to participate fully in all indoor and outdoor activities should be kept home until they are completely well, unless they have a doctor's note.
- If a student becomes ill during the school day and must leave, the student must be picked up by a parent or responsible adult no later than one hour after the school calls and informs the parent or guardian that the student should be picked up.

- A student who has a dentist or doctor’s appointment during the day must bring a note to the classroom teacher. The student is responsible for any class work missed and for turning in all homework assignments.
- **Students must be at school a minimum of 4 hours for classroom instruction to be counted as present for the day.**
- Students are expected to complete all work missed during an absence. It is the student’s responsibility to get his/her assignments and complete the work missed during an excused absence. The number of days allowed to make up missed assignments is equal to the number of days the student received an excused absence. **Missed work will be available from the teacher upon return from the excused absence.**

HEALTH & SAFETY

ILLNESS AT SCHOOL

If your child shows signs of illness including the following: temperature of more than 100 degrees, nausea or vomiting, stomach ache, diarrhea, pale or flushed face, headache, coughing, earache, thick discharge from nose, sore throat, rash or infection of the skin, red or pink eyes, loss of appetite, and loss of energy or decrease in activity, **they must be kept home from school.** Your child may only return to school when he/she has been symptom free for at least 24 hours.

EPI PENS, ALLERGIES, AND INHALERS

An exciting part of the school day at Nevis Academy is the block scheduled for outdoor play. This is an integral part of our school program because the students are able to get sunlight, fresh air, and exercise. If students have severe allergic reactions to outdoor elements, parents are to ensure their child (ren) are appropriately medicated for the environment. A doctor’s note is required for students to stay indoors during outdoor activities.

EPI Pens and Inhalers must be kept on the child at all times. Additional inhalers and EPI Pens may be stored in the office as well.

MEDICAL EXCUSES FROM PHYSICAL EDUCATION

Physical education, is an integral part of the school curriculum, we are concerned with our students’ physical well-being, as well as their mental, emotional, social and academic development. Excuses from participation in physical education for medical reasons will

be granted upon a doctor's request. Be sure the doctor lists the types of activities the student can and cannot take part in, how long the restrictions will be in place, and the period for which the medication is to be administered.

EMERGENCIES

It is very important that we have **current information on all students**, especially emergency contact persons and their current telephone numbers. If there is an accident or illness, parents and/or guardians will be notified immediately. Parents can make emergency notifications easy by correctly completing all forms sent home and returning them promptly. Please notify the office of all changes during the course of the school year. Parents are responsible for informing the principal or teacher of any special medical problem that the child may have at the start of the school year when they complete the Medical Form.

SPANISH LANGUAGE ARTS

Spanish Language Arts is a part of the curriculum at Nevis Academy. In an effort to expose students to a second language, and in preparation for high school, all students K-6th grade are required to participate in the Spanish Language Arts program. Presently, the Grade 6 students participate in the Spanish and French Language Arts program.

SCHOOL TELEPHONE

Use of the telephone by students is limited to emergency calls and school business calls only. **Students may use the school telephones only with permission from an authorized school official, and only for school related or emergency calls.** School personnel will assist in such calls.

Students and teachers will not be called from their classes to answer the telephone. Emergency messages will be conveyed to the student or teacher in the classroom. Messages that are not of an urgent nature will be conveyed to the teacher during break times or conveyed to the student between classes or after school.

Most notices are usually sent out to parents in a WhatsApp broadcast. **Parents must register the number (660-2332) in their cell phones in order to get the broadcast.** Broadcasts are usually sent late in the evening or early morning. **To stay up to date and informed, parents must check their phones and listen to the voice notes or messages sent. The broadcast is NOT a chat group.**

ORGANIZATIONS AND ACTIVITIES

The school engages in programs and activities sponsored by the Youth and Sports Department. Students are given the opportunity to participate in various activities including drumming, steel pan, and dance, football etc. For some classes students are bused to a different location.

The School Song

1.

Education is our priority
As lifelong learning we receive
To be honest and well rounded citizens
While engaging our minds positively
We'll unfurl the banner of creativity
In every activity
Its learning, transformation, and discovery
In the Nevis Academy

Chorus

Yes, we will learn and our lives will transform
We'll be sure to discover
As learning, transformation and discovery
Shine in the Nevis Academy

2.

The power within us lies
To strive for excellence
Our values, virtues and our pride
Will shine wherever we are.
By God's strength we will succeed
And progress with many great deeds
Its learning, transformation, and discovery
In the Nevis Academy

Words by Ermelita Elliott
Music by Jack Ngumba and Estella Blackette