



Student Handbook

2017-2018

Table of Contents

Philosophy	4
Mission Statement	4
Aim	4
Vision Statement	4
School Values	5
Long Bay School's Goals for its Students	5
Christ-Centered Learning	5
Character Development And Witnessing.....	5
Academic Excellence.....	5
Thinking Skills.....	5
Cooperation and Positive Attitudes	5
Aesthetic Appreciation	5
Career and Life Skills.....	5
Healthful Living.....	5
Long Bay Schools Goals for Itself	6
Admissions Policy	7
Dress Policy	7
Food Policy	7
Cafeteria	7
Lunch Policy	7
Visitors	8
Request to Leave Early	8
Telephone	8
Textbooks & Supplies	8
Exercise Books	8
Health & First Aid	8
Courtesy	9
Physical Education	9
Dress-up Day	9
Application Fee	9
Returning Student Fee	9
Tuition Fee	10
Tuition Penalties	10
Tuition Refund	10
Discounts	10
Payment Plans	11
Insurance	11
Online System/ ID Cards	11
Lab Fee	11
Graduation Fee	11
College of the Bahamas Entrance Exam	11
Principal	12
Vice-Principals	12
Senior Master/Mistress	12
Homeroom Teachers (Secondary)	12
Classroom Teachers (Elementary)	12
New Student	13
Long Bay School 6th Grade Students	14

<i>Registration</i>	14
<i>Class Admission Slip</i>	14
<i>School Hours</i>	15
<i>Absences</i>	15
<i>Unexcused Absences</i>	15
<i>Punctuality</i>	15
<i>Grade Reports</i>	16
<i>Honour Roll</i>	16
<i>Transcripts</i>	16
<i>Promotion to the next Grade</i>	17
<i>Secondary Graduation Requirements</i>	17
COMMUNITY SERVICE	18
<i>Internal Assessment</i>	19
<i>External Examinations</i>	19
<i>Report Card Sessions</i>	19
<i>Philosophy of Discipline</i>	20
<i>Positive Reinforcement</i>	20
<i>The Parent’s Role</i>	21
<i>The Teacher’s Role</i>	21
STUDENTS ROLE	22
UNACCEPTABLE PRACTICES	23
<i>Confiscation</i>	24
<i>Corporal Punishment</i>	25
<i>Guidelines for Administrating Discipline</i>	25
<i>When Serious Violation Occur</i>	26
<i>General Disciplinary Procedures (Elementary Division)</i>	26
<i>The Demerit Program (Secondary Division)</i>	27
<i>The Detention Programme</i>	29
<i>The Merit Program (Secondary Division)</i>	30
<i>Elementary Division</i>	31
<i>Secondary Division</i>	32
<i>Care of School Property</i>	33
<i>Personal Injury</i>	33
<i>Lost and found</i>	33
<i>Use of School Telephone</i>	33
<i>Students Receiving Telephone Calls</i>	33
<i>Cell Phone Policy</i>	33
<i>Bicycles</i>	34
<i>Cars (Secondary Division)</i>	34
HOW DO YOU RATE?	38
An “A” Student.....	38
A “B” Student.....	38
A “C” Student.....	38
A “D” Student.....	38
An “F” Student	39
Cafeteria Prices	41
Friday Schedule	43

ABOUT LONG BAY SCHOOL

Long Bay School is a Self-Supporting Seventh-day Adventist School. It is operated by Signet Ministries Inc. a non-profit Corporation dedicated to sharing the gospel of Jesus Christ primarily through Christian Education. Leadership for this school is provided by Mr. Isaac Collie and his family.

Philosophy

At Long Bay School we believe that each child although marred by sin, is a special creation of God. It is the goal of true education to restore the image of God in His children. This means that each child is to be taught to honour God and seek His will for his life. The Long Bay School community, Parent, Teachers, and Supporters are committed to helping each child develop his full potential. Our philosophy is epitomized in our motto “Working together in harmony.”

Mission Statement

Long Bay School is dedicated to providing a Christ-centered educational programme, in cooperation with parents and the community to meet the needs of the students of Abaco. The provision of a sound Christian education will prepare the student for useful service to his fellowman and fit him for life in the earth made new.

Aim

The aim of Long Bay School is supported by its philosophy and is reflected in its symbol. In the symbol, the dove at the top of the wheel within the wheel illustrates the Holy Spirit’s role in bringing parents, teachers, students and the community together for the education of students. Accordingly, the school aims to help each student reach his full potential in all aspects of education, personal values, and faith development.

Vision Statement

One family under God demonstrating Christian values and academic excellence.

School Values

- *Long Bay School is committed to:
- *Christ-centered Learning
- *Character Development & Witnessing
- *Academic Excellence
- *Thinking Skills
- *Cooperation and Positive Attitudes
- *Aesthetic Appreciation
- *Career and Life Skills
- *Healthful Living

Long Bay School's Goals for its Students

Christ-Centered Learning

To adopt a Christ-centered worldview as the basis for all learning and living.

Character Development And Witnessing

To surrender one's whole life to God through daily conversion and to share that good news to others.

Academic Excellence

To demonstrate high standards of proficiency in academic areas of study as required by higher education, external exams, and one's life work.

Thinking Skills

To develop creativity, decision-making and critical thinking skills as opposed to merely reflecting passively the thoughts of others.

Cooperation and Positive Attitudes

To relate well with oneself and with others

Aesthetic Appreciation

To develop an appreciation for the beautiful, both in God's creation and in human expression

Career and Life Skills

To have the skills, tools and attitudes needed to function effectively in one's career and as a citizen, church worker, and family member.

Healthful Living

To practice the principles of good physical, mental and spiritual health.

Long Bay Schools Goals for Itself

Christ-centered Learning

To ensure that God and His word are integrated throughout the formal and informal curricula of the school.

Character Development and Witnessing

To provide numerous opportunities for students to encounter Christ and share Him with others on and off campus; to model Christian virtues in all school operations.

Academic Excellence

To expect all students to work toward the upper limits of their potential; to offer a rigorous, relevant curriculum that is coherent and interconnected throughout the grades and that connects with point beyond higher education, external exams and vocations.

Thinking Skills

To provide a classroom environment of active learning that encourages higher levels of knowledge, attitudes and skills that discourage excessive teacher direction and rote.

Cooperation and Positive Attitudes

To exemplify Christian collegiality through school-wide cooperation as well as collaboration with home, church, and community.

Aesthetic Appreciation

To provide opportunities in the formal and non-formal curricula where students can develop an appreciation for the fine arts; to provide a school environment that itself exhibits beauty and order.

Career and Life Skills

To provide opportunities for students to learn the skills, and attitudes needed to function effectively as contributing citizens, church workers, and family members in a technological society.

Healthful Living

To integrate healthful living as a part of the formal curriculum and to provide services in the school that promotes the health and well-being of each student.

GENERAL INFORMATION

Admissions Policy

Long Bay welcomes applications from people of all races, religions, and nationalities whose standards are in harmony with the principles and ideals of the School as expressed in its objectives and governing policies. To be accepted as a student, an applicant must pass an examination, give evidence of Christian character, and be in good health and willing to adhere to the standards of the School.

Dress Policy

We expect that every student will present himself/herself in a clean and pressed uniform each day. Students are also expected to adhere to the dress policies as it relates to the length of skirts, length of hair (for boys), and hairstyles (for girls). *The School reserves the right to determine what styles are acceptable.*

Students are not allowed to wear or have in their possession jewelry such as rings, necklaces, bracelets, earrings, eyebrow pencil, eye shadow, or lipstick on school grounds, at all school-sponsored functions, or while wearing the School's uniform. (Read further under "Dress and Uniform" on pages 28-30)

There is a uniform check every morning by the homeroom teacher. If your child is not in uniform including proper haircut, socks, shoes, belts, length of skirt, etc. the student's parent/guardian may be called to bring such items to school and or to pick up your child to get a haircut.

Food Policy

We believe that our bodies are the temples of the Lord, and as such we should observe sound health principles. Therefore, we encourage our students to eat healthy diets. Because a vegetarian diet is encouraged, meat is not permitted on campus at any school function or party. Meats such as conch, lobster, crab or pork and its products are not permitted on campus at anytime.

Cafeteria

The school cafeteria serves hot breakfasts, lunches, snacks, and drinks. Menus vary from day to day. Meat and fish are not served in the cafeterias however. Students are encouraged to eat breakfast before starting their day. (See "Menu on pages 36-37 for Menu options and prices)

Lunch Policy

Both divisions of the school provide hot food for lunch each day and occasionally breakfast is served. Students can either pack a lunch bag from home or purchase food from the cafeteria. Consequently, students will not be allowed to accept food from the outside unless the parents with the Senior Master/Mistress have made prior arrangements. Students not following this procedure will have their food confiscated.

Visitors

Students are not allowed to have visitors during school hours. All visitors MUST first stop at the main office for assistance. Parents are also asked not to go directly to the classroom, but to wait at the office when picking up a child early or leaving something with the child. This is particularly important at the Elementary Division because classes are seriously disrupted when parents appear at the door.

Request to Leave Early

If students must leave campus before dismissal, parents should contact the Senior Master/Mistress early in the day to make the proper request. Upon arrival to pick up the child, the parent should stop at the main office to sign the child out, then wait while the Senior Master/Mistress or other office personnel goes to the classroom to get the child. At no time should the parent go directly to the class to collect the child.

Telephone

The School telephone number is 367-2376.

Calls for teachers should be made before or after school hours, at lunch time or recess (break). Messages of necessity will be forwarded to them.

Students are allowed to use school phones, in case of emergency, with the permission of the child's teacher. Children are not to use school phones to arrange parties and sleepovers at friends' homes. These matters should be arranged at home.

Textbooks & Supplies

Students are responsible for purchasing all the books listed on the Book List. Textbooks ARE NOT included in the tuition fee. Some books may be rented from the school. Students are also responsible for coming to school each day with proper supplies, which include pencils, pens erasers, exercise books, and/or folder sheets.

Students are responsible for the good care of textbooks and library book from the school. All books taken home must be carried in a school bag. Policy calls for them to pay for damage of books or school property as well as loss thereof before the final report card is issued.

Exercise Books

Students are expected to provide a black hard cover exercise book for EACH subject. Books must be kept neat and tidy and must be properly headed with the day's date, subject, and topic of lesson. Parents are encouraged to check their child's books everyday. Students are also strongly encouraged to use proper penmanship when writing assignments in their exercise books.

Health & First Aid

Dispensing Medications: Medication will only be dispensed to students with a Medication Authorization Form having been completed by the family physician and parents. In addition, the medication must be in the original pharmacy container

with Doctor provided written instructions that include method, amount, and time the medication should be administered.

Communicable diseases: Students suffering from pink eye, trench mouth, ring worm, scabies, impetigo, or any other communicable disease of the skin shall be excluded from school until they have recovered or have been granted permission to return by a physician.

First Aid: When a student has a minor accident that involves superficial cuts or abrasions, first aid will be administered in the office. In case of severe injury, the child will be taken to emergency and parents will be called.

Courtesy

Every teacher should be expected from every student in the school. All teachers should be addressed and referred to by the proper title.

Physical Education

Physical Education is required unless excused by the written request of the family physician. The uniform may be purchased at the school.

Dress-up Day

Parents are responsible for the dress of their children. The underlying principle for student dress code will be modesty and appropriateness. In keeping with the vision and goals of our school, however, we suggest the following guidelines: no inappropriate slogans or advertising on shirts; no spaghetti type straps, tank tops, muscle shirts, no torn jeans, no hats or caps and no bare feet.

FINANCIAL INFORMATION

Application Fee

All students applying for the first time must pay a \$50.00 fee before their applications are processed. This fee is non-refundable.

Returning Student Fee

At the beginning of the third term, all returning students are required to pay a fee of thirty dollars (\$30.00) to reserve a seat for the new school year. This fee is not applied to the tuition.

Tuition Fee

The school does offer payment plans for those parents unable to pay the entire year or semester up-front. Please see our 'Fee Policy and Schedule' for more information. Cash and certified cheques are accepted.

Kindergarten	Grades K3-K5	\$550 per term
Elementary	Grades 1-6	\$650 per term
Secondary	Grades 7-9	\$750 per term
	Grades 10-12	\$850 per term

Tuition is due in full at the beginning of each term. Failure to pay after two weeks will result in the child being asked to remain at home until the fees are paid.

Parents are encouraged to contact the Business Office as soon as possible if difficulties should arise within a given term.

Tuition Penalties

Failure to comply with tuition payment results in penalties. For each month the tuition is not paid a penalty fee of 1.5% will be added to the total outstanding fee amount.

Tuition Refund

Tuition fees are not refundable.

Discounts

- A minimum enrolment commitment of one full year is required to be eligible for any discount.
- Discounts are only applicable to Tuition Fees.

Annual Fee Payment Discount. All fees received in full for the year will receive a 5% discount.

Referral Discount. For every referral, a 10% discount will be applied to your child's tuition for as long as your referral remains enrolled.

Sibling Discount. For families with more than one student attending Long Bay School, additional sibling discounts apply. The oldest child pays full tuition. A 10% discount is given to the first sibling (when there are two children in the family); a 15% discount is given to the second sibling (when there are three children in the family); and a 25% discount is given to subsequent younger siblings. In order to receive the sibling discount, all students must be enrolled at Long Bay School for a period of at least one full year.

Continuing Education Discount. Students who have been enrolled continuously at Long Bay School for a period of 3 years or more are eligible to receive the following discount:

- 10% discount on Tuition fees if paid in full before 31st August
- 5% discount on Tuition fees if paid after 31st August

Payment Plans

Payment plans are available to facilitate parents/guardians who are unable to pay the tuition all at once.

Insurance

All students are required to have accidental insurance coverage provided through the school from Colina Insurance Company. If parents have children covered under another plan, proof of this coverage must be provided at the time of registration. Additionally, if parents choose not to purchase any coverage, they must sign a waiver that releases Long Bay School and Signet ministries from liability arising from accidental injury to their child(ren) occurring on campus or during any school sponsored trip or activity.

The annual insurance premium of \$20.00 is to be paid to the school at the beginning of each school year. The student will be issued with an insurance card by the company by the beginning of October of each new school year.

Online System/ ID Cards

Students are added to our online system at the beginning of each school year. The annual fee is \$30.00. An ID card will also be given to the students.

Lab Fee

High school students are charged a fee of \$150.00 per year for the use of labs and lab equipment. Elementary students are charged \$50.00 per year.

Graduation Fee

All seniors in the secondary division are required to pay a nonrefundable graduation fee of \$175.00 at the beginning of the second term in order to help defray the expenses incurred in preparing for graduation.

College of the Bahamas Entrance Exam

All grade twelve students will be encouraged to sit the entrance exam for the College of the Bahamas. The fee must be paid in advance.

STAFF RESPONSIBILITIES

Principal

The Principal is responsible for the administration of both the Elementary and Secondary divisions of the school and the Early Learning Center. The Principal is also the official spokesperson for the School.

Vice-Principals

The Principal is assisted by the Vice-Principals who are responsible for the day-to-day operation of the Elementary and Secondary Divisions.

Senior Master/Mistress

A Senior Master/Mistress is assigned to each Division and is responsible for student development and the supervision of discipline.

Homeroom Teachers (Secondary)

Teachers are assigned to a homeroom or grade by the school's administration and are responsible for planning the worship periods each morning. They also keep accurate records of students' personal data and prepare report cards at the end of each term.

Classroom Teachers (Elementary)

Teachers are assigned to each grade by the school's administration and are responsible for planning the worship periods each morning. They keep accurate records of students' personal data and prepare report cards at the end of each term. In addition, they are responsible for teaching the curriculum for that grade.

THE CURRICULUM

ELEMENTARY

Language Arts:	This consist of the integration of Grammar, Creative Writing, Spelling, Comprehension, Reading, Phonics and Handwriting/Penmanship.
Other Subjects:	Religious Knowledge, Mathematics, Science and Social Studies.

Specialized Subjects: These include Music, Spanish, Computer, Physical Education, and Creative Arts, Agriculture. Students receive an S (Satisfactory) or U (Unsatisfactory) for these subjects.

GLAT Exams: Students sit these exams at the end of Grades 3 and 6.

SECONDARY

Grades 7-9: English Language, English Literature, Mathematics, Religious Studies, Health Science, General Science, Spanish, Social Studies, Home Economics, Technical Drawing, Computer Studies, Family Life and Physical Education.

Options: There are no optional subjects at this time.

BJC Exams: Students in Grade 9 sit the Bahamas Junior Certificate (BJC) Examination at the end of that year.

Grades 10-12: English Language, Literature, Mathematics, Religious Studies, History, Computer Studies, Biology, Chemistry, Physics, Home Economics, Geography, Graphical Communication and Physical Education

Options: There are no optional subjects at this time.

BGCSE Exams: Students in Grade 12 sit the Bahamas General Certificate of Secondary Education (BGCES) examinations at the end of that year.

Specialized Subjects: These include Renewable Energy, Music, Agriculture, Auto Mechanics, Plumbing, and Electronics. Students receive an S (Satisfactory) or U (Unsatisfactory) for these subjects

PROCEDURE FOR ADMISSION

New Student

Our motto here at Long Bay School is “Working Together in Harmony”. We believe that educating children is most effective when parents and teachers work together. As such, admission is based not solely on academic ability but also on the parents and candidates resolve to our motto.

Admission Process

1. Complete and Return the Application Form
Application form must be returned with the following:
 - i. Non-refundable fee of \$50.00
 - ii. 1 recent passport size photograph
 - iii. transcript (or latest report card)
 - iv. Essay on “What I hope to achieve at Long Bay” (150 words for 7-9 grade applicants and 250 words for 10-11 grade applicants) This is to be handwritten (not typed on a computer).
 - v. Other items on application checklist may be submitted after conditional acceptance has been granted. However, all items must be in student file with the first two-weeks of school.
2. Sit Placement Exam (dates and times may be arranged at the school office).
3. Formal Interview with parents and candidates.
4. Conditional Acceptance letter
5. Finances. The offer of a place and subsequent acceptance is conditional until financial clearance is given by the Financial Department.

Long Bay School 6th Grade Students

Long Bay Primary School sixth grade students planning to enter grade 7 do not have to sit the Placement Exam. However, these students should complete and turn in to the Secondary Division a Transfer Form and Medical form (filled out by a doctor) during February of their sixth-grade year. Upon receipt of these forms, and acceptance letter and package will be sent to each student.

Failure to turn the forms in will mean that the student does not plan to return for grade 7, and a seat cannot be held for him/her. A late fee will be charged for all forms turned in after the stated deadline.

Registration

All students are required to register at the beginning of each term on the dates announced by the school. In order to be considered registered; the student must make a deposit on the tuition at the school office or at any First Caribbean International Bank branch. A copy of the deposit slip is to be returned to the business office. The student is then given a Class Admission slip. It is at this point that the student is considered registered. This process is repeated at the beginning of each term.

Class Admission Slip

Every Student must present a Class Admission slip to his class teacher on his/her first day of class at the beginning of each term. Failure to present this Card may mean that student may not be allowed to enter the class. A student receives a Class Admission Slip when the copy of the bank’s deposit slip is presented to the Business Office.

ATTENDANCE

School Hours

The operation hours for each division are as follows:

Elementary	Secondary
School Starts: 8:45 am	School Starts: 8:45 am
School Ends: 3:30 pm	School Ends: 3:45 pm
Fridays at 8:45am- 1:00 pm	Fridays 8:45am - 1:00 pm

Absences

All students are expected to attend school promptly and regularly. Daily records of students' attendance are kept by the office through the student signing in through their ID card, and also by the class teachers. Excessive absences are brought to the attention of the Senior Master/Mistress. If a student is absent from school, he/she must bring a note signed by a parent or guardian the day he/she returns to school, or a telephone call must be made to the Senior Master/Mistress to explain the child's absence.

The Senior Master/Mistress of the respective divisions should be informed if a student must be absent due to unexpected events, such as a death in the family, an accident or hospitalization of the student.

Once the child returns to school with a note or a call is received explaining the absence, the student has one week in which to submit any missing pieces of work. Failure to meet deadline will result in a grade of "F" for the assignments. Responsibility for making up work rests with parent and child.

Unexcused Absences

Unless proper arrangements are made with the class teacher or the Senior Master/Mistress, an absence will be treated as UNEXCUSED. Test and quizzes will not be made up when absences are unexcused.

Punctuality

It is important for students to be punctual to school each day, and when this is not so, it is cause for concern for the administrators of each Division. Students are considered late when they report to worship after 8:45 am. Parents are requested to make every effort to get children to school on time each day.

In the Secondary division, the office through the student signing in through their ID card also keeps student's punctuality daily. Students must receive a Late Pass from the Senior Master/Mistress' office when they are late. A student who is late will not be allowed into his/her homeroom without a Late Pass. Students arriving late to school without a signed note from a parent or guardian will receive one demerit. After the student has arrived late three times a letter will be sent to the parents/guardians and the student will be subject to detention. In addition, if a child is late (for any reason), he/she will not qualify for the Perfect Attendance award given at Honours Convocation.

RECORD AND GRADES

Grade Reports

Grade reports are issued at the end of each term. At the end of the year, the student's grades are recorded for permanent reference.

A+	96 – 100 %	(3.84 – 4.00)	C	61 – 65 %	(2.44 – 2.60)
A	91 – 95 %	(3.64 – 3.80)	C-	56 – 60 %	(2.24 – 2.40)
A-	86 – 90%	(3.44 – 3.60)	D+	51 – 55 %	(2.04 – 2.20)
B+	81 – 85 %	(3.24 – 3.40)	D	46 – 50 %	(1.84 – 2.00)
B	76 – 80 %	(3.04 – 3.20)	D-	41 – 45 %	(1.64 – 1.80)
B-	71 – 75 %	(2.84 – 3.00)	F	0-40%	(0.00 – 1.60)
C+	66 – 70 %	(2.64 – 2.80)			

Honour Roll

Any student who receives an overall average of 80% (B) and above is listed as an honour student at the end of each term. In addition, the student must have no failing grade in any of the subjects he or she is taking. If the student maintains this average at the end of each term, he/she is given special recognition at the school's annual Honours Convocation. A student receiving no grade below an 80% (B) in any subject is named to the Principal's List.

Transcripts

Each graduated/graduating student who desires a transcript of his/her schoolwork be forwarded to another institution will receive one transcript without charge. A fee of \$25.00 will be required for each additional transcript produced for graduated students. Students who have not completed grade 12 or are not in the process of graduating, yet, are desirous of a transcript will be charged a fee of \$25.00. Transcripts are granted only if the student's account is up-to-date and the completed form (which may be collected from the office) has been completed and submitted. Request will not be taken on the phone. An additional fee will be charged for express requests.

Promotion to the next Grade

- A. In order for a student to be promoted from one grade to the next, he/she must have an overall cumulative average of at least **2.60 GPA/65% (C)**. In the secondary division, students must also achieve at least 65% (C) cumulative average in English and Math.

In the elementary division, students must also achieve an overall cumulative average of at least 65%, plus a 65% cumulative average in Language Arts and Math.

- B. Each summer during July, classes are held in English and Math for those students who failed to make the 65% (C) cumulative average in one or both of the aforementioned subjects, but who achieved their overall year's average of 65% (C). These students are promoted to another grade subject to their making up the deficiency in English and/or Math. As fee is charged for summer school classes.
- C. Summer Classes are open to students from other schools who are desirous of entering the School in September.
- D. Students who do not make their overall year's average of 65% (C) will have to repeat their present grade, be placed on academic probation, and referred to the Special Services unit.
- E. Students who do not meet the promotion requirement after repeating a grade once may be asked to withdraw from the School.

Secondary Graduation Requirements

A student is eligible for graduation after he/she has completed the required classes and has an overall cumulative average of 65% (C) and a cumulative average of 65% (C) or above in English and Math at the Secondary Division. Students who are deficient in English or Math, but have their overall cumulative average may participate in the graduation ceremonies but must attend summer classes to make up their deficiencies. Upon successful completion of summer school, students will receive their diplomas.

Students must also have obtained at least 5 BJC Examinations with good passes, in order to be eligible for graduation.

The Core Subjects that must be taken in order to receive your graduation Diploma are: English Language, Mathematics, Science (Biology, Chemistry etc.), Social Science (e.g. Geography, Economics etc.), Civics/Bahamian History, Physical Education. All these subjects should be taken from grades 10-12.

Attendance and Punctuality of at least 90% is another requirement for graduation.

Students who have not met the deficiency requirements after attending Summer School and are desirous of receiving their diplomas may enroll at Long Bay School

for the first term of the new school year and complete the requirements in either Language or Mathematics.

Students who do not meet the requirements for graduation may repeat the twelfth grade in order to receive a diploma.

Students qualify to graduate with honours if they have maintained a cumulative average of 80% or higher for Grades 10, 11 and 12. Students qualify to graduate on the Principal's Honour Roll if they have been named to the Honour Roll every year while enrolled in the Secondary Division. Students receiving no cumulative below an 80% (B) in any subject during their senior year are named to the Principal's List. A student qualifies to be Valedictorian after he/she has completed Grades 10-12 at the School and has the highest cumulative average for the three (3) years.

Eleventh graders who are successful in passing a minimum of five (5) BGCSE subjects with C and above, inclusive of English Language and Mathematics, will be eligible to receive their high school diploma.

They will have the option of participation in the following year's graduation. However, they will not be eligible for the Valedictorian's or Salutatorian's award.

A minimum of 30 hours of community service is also a criteria for graduation.

DIPLOMA

The high school diploma is awarded if all of the above is completed and all financial obligations have been settled.

VALEDICTORIAN/SALUTATORIAN

Good grades are a huge part of being named valedictorian or salutatorian, however they are not the sum total. In order to be considered for Valedictorian or Salutatorian the student must have been at Long Bay since the beginning of grade 11. Their 10th grade GPA must be at least a 3.2. The candidate's behavioural record must be free of infractions. The candidate must be a peer role model.

A student qualifies to be Salutatorian after he/she has completed grades 10-12 at the school and has the second highest cumulative average for the three (3) years and is a peer role model with a good behavioural record.

COMMUNITY SERVICE

Students in Grades 10 — 12 are required to complete a minimum of 10 hours per school year of community service. This can be done at any organization approved by the school. A satisfactory evaluation is to be received by the school.

EXAMINATIONS

Internal Assessment

Examinations are held at the end of each term. A review period is allotted the week before the examination session. Students should receive a review sheet from each teacher to assist with the student's revision process. No new material will be taught during the revision week.

All graded work should be returned to the students at this time. Any queries or discrepancies should be reported to the grade/subject teacher as soon as possible.

External Examinations

Students in Grades 3 and 6 sit the Grade Level Assessment Test (GLAT) at the end of the respective years. Students will sit examinations for Language Arts, Mathematics, Social Studies, and Science.

Students in Grade 9 will sit the Bahamas Junior Certificate (BJC) examinations at the end of the ninth grade. The Ministry of Education sets examinations in English Language, Math, General Science, Health Science, Social Studies, Religious Knowledge, Home Economics, Technical Drawing, and Art and Craft. Students must pass at least 4 subjects to move to grade 10 (two of which being Mathematics and English Language).

Students in Grade 12 will sit the Bahamas General Certificate of Secondary Education (BGCSE) examinations at the end of the twelfth grade.

All students will sit the core papers, but students must qualify to sit the extended papers by achieving a minimum of 80% in a subject and be recommended by the subject teacher.

Report Card Sessions

Report Cards will be issued after each examination/assessment period. The dates for the collection of report cards are printed on the School Calendar, and reminders are always sent out in advance. Report Card sessions are vital for parents and teachers to confer on the student's academic progress.

Parents' attendance at these sessions is MANDATORY. Therefore, the child will not be allowed back in class until the parent comes to collect the report card.

PARENT-SCHOOL RELATIONSHIP

Since the success of the school depends upon the fullest cooperation among parents, students, and the school, we urge all parents to:

1. Attend the monthly Parent-Teachers' Association meetings.
2. Check their child's written work regularly.
3. Read the Student Handbook and assist their child in upholding the rules of the school especially the following:
 - a. Be punctual and regular in class attendance.
 - b. Wear the uniform of the school on every school day.
 - c. Respect authority.
4. Notify an administrator about all complaints concerning the school and withhold judgment until a proper investigation has been made.
5. Inform the school of any health concerns pertaining to your child.

DISCIPLINE

Philosophy of Discipline

Seventh-day Adventists believe that while Satan is the originator of strife and confusion, God is the author of law and order.

Therefore, everything Christian educators do "must be done decently and in order." (1 Cor. 14:40). This orderliness is obtained and maintained by Christian discipline, which is both preventive and redemptive. Accordingly, Christian educators who represent God must seek to train and nurture children and the youth to develop positive images of themselves and become self-controlled, constructive members of society.

Positive Reinforcement

Long Bay School recognizes the importance of positive reinforcement in strengthening and maintaining good discipline. As a result of this, much attention is given to positive and preventative measures to guide students in developing their minds and character for constructive citizenship in this world and in the world to come. Just as students are expected to accept the consequences of their negative behavior, they will also be rewarded for consistent good behaviour.

The following are some positive ways students who have performed in an acceptable manner will be recognized:

1. Positive notes of commendation
2. Verbal praise
3. Special privileges
4. Notes of commendation to parents
5. Public recognition
6. Approval stickers
7. Tokens of appreciation (these may be redeemable)

The Parent's Role

Parents are expected to train their children to assume the following responsibilities:

1. Accept responsibility for their own behavior instead of denying behavior.
2. Use problem-solving skills to resolve conflicts
3. Report violation of school rules to the Senior Master/Mistress.
4. Maintain appropriate dress and hygiene
5. Treat each other with courtesy and respect.
6. Be respectful of all school personnel
7. Respect the rights and property of others
8. Avoid the use of threats or intimidation against others
9. Avoid engaging in unlawful or immoral activities
10. Maintain high academic standards.

Parents are expected to report any altercations between their child and any other child. Parents should not confront another student in situation like these, as this will be dealt with seriously by the Administration.

The Teacher's Role

Teachers can be expected to assume the following responsibilities:

1. Accept the teaching of positive behavior as important as the teaching of academic subjects.
2. Expect support for discipline from parents
3. Respond to students in a caring and respectful manner.
4. Display impartial behavior to all students
5. Enforce the rules and regulations firmly, consistently and promptly
6. Ensure that consequences for breaking rules and regulations have positive learning orientation.
7. Use rewards for good behavior as well as punishment for negative behavior
8. Demonstrate fair play by avoiding public embarrassment of students
9. Accept responsibility for maintain discipline in the school and on school grounds
10. Be adequately trained in acceptable disciplinary procedures.

This list is by no means exhaustive and certainly includes any and all behavior not consistent with Seventh-day Adventist beliefs and general overall good behavior. The School Board of Long Bay School reserves the right to make, interpret and enforce its school rules.

STUDENTS ROLE

Student Code of Conduct

- a. Our Relationship With God
 - i. We will speak of God in respectful ways.
 - ii. We will encourage close relationship with God in others as well as ourselves through Bible reading, prayer, sharing, etc.
 - iii. We will respect ourselves because God created us in his image.
- b. Our Relationship With Those in Authority
 - i. We will be respectful in our speech and conduct.
 - ii. We will be obedient to those in authority over us.
 - iii. We will not condone disrespect displayed by others to those in authority.
- c. Our Relationship to Others
 - i. We will be respectful of others
 - ii. We will address each other properly and not resort to name calling, swearing or dirty language towards each other.
 - iii. We will respect each other's property.
 - iv. We will encourage everyone to feel included.
 - v. We will respect each other's person and remember "no touching except for helping."
 - vi. We will learn to apologize when we fail and seek God's strength to continue building a community of love and respect.
- d. Our Relationship to School Property
 - i. We will respect school property. This includes furniture, books,

equipment and building.

- ii. We will report any damage done and volunteer to pay for damages if we are responsible.
- iii. We will accept responsibility for the cleanliness of the school and grounds.

UNACCEPTABLE PRACTICES

There are certain practices, which are unacceptable at Long Bay School. Therefore, a student is liable to be suspended indefinitely if he/she is know to engage in nay one or more of the following:

1. Defiance of the authority of any staff member. This includes refusal to carry out a teacher's/ staff member's instructions, refusal to accept discipline from teachers, and disrespect for a teacher.
2. Fighting which results in bodily harm to another person.
3. Throwing objects (stones, bottles, cans, etc.) at other students, hitting, and or biting other students.
4. Making verbal or written threats of bodily harm to students or members of staff.
5. Persistent involvement in fights, continuous outbursts of anger, continuous verbal disruption of school activities, bringing other students on campus for the purpose of creating trouble, and/or engaging in activities which suggest involvement in a gang.
6. Possessing dangerous weapons such as knives, guns (toy or real), screwdrivers, box cutters, cutlasses, clubs, slingshots, or any other instrument that can be considered a weapon.
7. Possessing, having the knowledge of, using, distributing or intending to distribute illegal drugs or drug paraphernalia in any form
8. Possessing, having the knowledge of, distributing or intending to distribute alcohol in any form.
9. Forging, or having someone forge, parent's signature on any note intended for the office or any staff member.
10. Possessing, using or having tobacco or tobacco-like substances, home-made cigarettes, rolling papers, pipes, cigarettes/cigars, matches, or lighters in his/her possession.
11. Using 'profane language (cursing), indulging in suggestive or unacceptable conduct, possessing or displaying obscene literature, pictures, drawings, articles, etc.
12. Deliberate deception regarding violation of school rules, cheating in examinations or class work. Cheating in examinations or class work will result in a zero for the assigned piece of work.
13. Stealing in any form.

14. Leaving campus without written permission and entering or leaving school buildings by means other than regular entrances or exits.
15. Meeting persons of the opposite sex in any deliberately clandestine manner or place.
16. Vandalism, which includes writing on or defacing walls and any school furniture, or destruction of property belonging to teachers or students.
17. Sexual harassment/assault of any staff member or student.
18. Gambling or betting.
19. Becoming pregnant or causing a pregnancy.
20. Arson and possessing any flammable material, which may start a fire.
21. Possessing, having the knowledge of, or involvement with the setting off of fire crackers, stink bombs, or any device which can create havoc in or out of the classroom.
22. Indulging in suggestive or unacceptable conduct.
23. Repeated interference with the school's ability to provide educational opportunities to other students.
24. Disseminating atheistic ideas or undermining the Christian ideals of the school.
25. Wearing of Tattoos.

Confiscation

The following items should not be brought or used on campus without the school's permission, and if they are found, they will be confiscated until the end of the term. At that time, the student can pay a fee to have the item returned. Any items left at the end of the term will be auctioned off and the funds raised will be used to purchase classroom supplies.

1. beepers, pagers, cell phones and/or paraphernalia (toy or real).
2. Hats or shades
3. Radios, CD players, CDs, cassette players, cameras, video games, game boys, game cartridges, other electronic or computerized hand held games, and table games such as dominoes or card games.
4. Jewelry worn on campus or while uniform is worn.

Fee schedule for the return of confiscated items:

Cell phones	\$25.00
Electronic gadgets	\$20.00
Jewelry	\$20.00
All other items	\$10.00

Corporal Punishment

While it is not a regular form of discipline at Long Bay School, corporal punishment may be used as a last resort. However, certain disruptive behavior may warrant corporal punishment as an immediate measure. Corporal punishment will be administered on the authorization of the principal.

Staff may, in dealing with disruptive students, use reasonable and appropriate physical intervention or force as necessary for the following purposes:

- To restrain a student from an act of wrongdoing.
- To quell a disturbance threatening physical injury to others
- To obtain possession of weapons or other dangerous objects upon a student within the control of a student.
- For the purpose of self-defense
- For the protection of person or property
- For the preservation of order.

Guidelines for Administering Discipline

Before discipline is administered, a careful assessment of the circumstances of each case and a review of the following factors will be taken into account:

- Seriousness of the offense
- Student's age
- Frequency of the misconduct
- Student's attitude
- Potential effect of the misconduct on the school environment.

The School had the authority to administer discipline whenever the interest of the School is involved, on or off school property in conjunction with class or school-sponsored activities. The scope of this authority applies:

- (a) During the regular school day, regardless of time.
- (b) While the student is participating in any activity on school grounds
- (c) While the student is participating in any school-related activity off campus, such as school games, sports events etc.
- (d) During lunch time (whether on or off school campus)
- (e) While the student is in attendance at any school-related activity regardless of time or location
- (f) During after-school hours, as long as the school's uniform is worn.

Students are expected to respect those in authority whether inside the classroom, on the campus, or at school-sponsored activities. Students failing to follow directions from any staff member or administrator will be subject to disciplinary action.

When Serious Violation Occur

If a student participates in any unacceptable practices, he/she will be referred to the Senior Master/Mistress. Using the Student Handbook as a guide, the Senior Master/Mistress may choose to deal with the matter himself/herself, or refer the case to the Disciplinary Committee of which he/she is the chairperson. The Committee will review the facts involved then make a recommendation regarding the punishment to be meted out.

It is the duty of the Senior Master/Mistress to inform parents of the student's misbehavior and communicate any recommendations made by the School.

If criminality is involved or uncontrollable situations arise, the proper law enforcement agency may be notified.

When all methods for modifying behavior have been employed and the student continues with his/his disruptive behavior, the case may be referred to the School Board. After reviewing the facts involved, the Board may recommend that the student withdraw from the School in an effort to ensure the safety and moral integrity of the School.

To ensure the safety and protections of the School family, the School reserves the right to search students, their possessions or their lockers.

If a student is not benefiting from the program offered by the school, the School reserved the right to ask the student to withdraw from the School.

General Disciplinary Procedures (Elementary Division)

This list below show what may be done to encourage proper behavior:

- Verbal Praise
- Handshake
- Posting good work on bulletin board
- Call to parents
- Tokens
- Stickers
- Pencils/pens, etc.
- Treats
- Parties
- Awards

Teachers may employ some of the following strategies in the classroom whenever students do not adhere to classroom rules. Students may be asked to:

- Stand at the back of the room
- Remain in the classroom for part of lunch time

- Clean up the classroom at the end of the day
- Return items borrowed from others
- Pay for items broken
- Apologize to others as necessary
- Write an essay on a topic dealing with misbehavior
- Pick up trash in the yard
- Write an essay outlining the reasons for misbehavior

Each teacher has general class rules that the student must obey. Failure to do so will result in punishment as outlined in the teacher's Classroom Discipline Plan. The steps below will be followed if misbehavior persists:

- After two attempts by the teacher to deal with a disciplinary matter are not met with success, the teacher will contact the parents. After the third unsuccessful attempt, the student will be sent to the Senior Mistress.
- After one attempt by the Senior Mistress to address an issue with the student is unsuccessful, the parent will be notified.
- If the misbehavior continues, the student will be referred to the school's Guidance Counselor.
- If the school's Counselor finds it necessary, the student may be referred to other professionals in the field of education or medicine.
- The Senior Mistress will again call the parent(s) for a conference to apprise them of the situation.
- If no results are seen at this point, the student will be put on on-campus suspension.
- When all attempts have failed to effect change in the child's behavior, the school may refer the matter to the school board.

The Demerit Program (Secondary Division)

Classroom teachers employ various methods in their rooms to encourage positive attitudes and behavior among students. However, if a student persists in displaying negative behavior by violating the rules of the classroom and/or school, he/she will be given a demerit.

A demerit will be recorded on a pad especially made for that purpose. The original copy is given to the student to take home to his parents and a copy is sent to the Senior Master's/Mistress' office.

Demerits may be given for the following reasons:

1. Late arrivals to school or class without a signed note from the parent or the Senior Master/Mistress'.

2. Coming to class without a textbook, pen/pencil, calculator, folder sheets, or notebooks (first infraction)
3. Turning assignments in late (first infraction).
4. Disrupting the lesson during the class time by constantly talking or playing around in the classroom (first infraction).
5. Chewing gum or eating in class without the teacher's permission
6. Untidy attire (e.g. Shirt out of pants, etc.)
7. Being found out of class or in the foyer area during class time without a bathroom or office pass.

This is not an exhaustive list of reasons for which students may receive a demerit. Demerits are a part of the regular discipline program at the school.

An accumulation of demerits in one term can lead to a detention. Even though a student may accumulate demerits before getting a detention, there are situations when a student can be given an automatic detention without first receiving demerits or warnings.

Automatic detentions may be given for the following reasons:

1. Throwing objects (stones, bottles, cans, etc.) at other students, hitting, or biting other students.
2. Loitering by the walls.
3. Refusal to follow teacher's instructions.
4. Skipping classes without approval.
5. Going to the Elementary Division or shops in the area without permission.
6. Leaving the classroom between classes without verbal or written permission from the teacher.
7. Fighting, bullying others, playing rough (wrestling, drop-kicking), or making fun of other students.
8. Cursing (verbal or non-verbal)
9. Using fire crackers, stink bombs, or any other device which can create havoc in or out of the classroom.
10. Skipping detention without prior approval from the Senior Master.
11. Forging, or having someone forge, parent's signature on any note meant for the office.
12. Violating lab rules.

Students can be given a detention slip by a classroom teacher or an administrator from either the Elementary or Secondary division. A detention notice indicates that the student has to remain after school for one hour on one of the prescribed detention days.

The notice will be given at least one day in advance and should be taken home for the parents to sign and return. The Senior Master/Mistress will contact the parents as a

follow up whenever detentions are given.

Please note the following points concerning detention:

- A. Detention days are TUESDAYS and THURSDAYS of each week, including exam week.
- B. Detention will last for one (1) hour and the student will be free to leave at 5:00 pm
- C. If students arrive late to detention, they will remain behind after the others have been dismissed for the amount of time they were late.
- D. Parents are notified when a detention has to be served.

If a student persists in getting detentions, this will lead to an off-campus suspension. A chart outlining the consequences for breaking the rules is as follows:

3 demerits = 1 detention

At this point, the student will be referred to the Special Services Unit (SSU) and placed "On Report" for the week to monitor the student's behavior. While "On Report", the student will report to SSU to collect his report sheet at the beginning on each day. He/She will take this sheet to each teacher he has that day. The teacher will indicate on the sheet at the end of the class period whether the student's behavior was satisfactory or not. At the end of the week, the Counselor will report to the Senior Master/Mistress and they will decide if further disciplinary actions need to be taken.

The Detention Programme

Further consequences are outlined as follows:

8 demerits = parents notified that suspension is the next step

9 demerits = 3 detentions = 1 day on-campus suspension

12 demerits = 4 detentions = 3 day on-campus suspension

15 demerits = 5 detentions = 1 week off-campus suspension

Parents will be informed of consistent misbehavior before suspension takes place. However, once a student has been suspended, he/she will not be allowed to return to school unless a conference takes place with the parent, student, Senior Master/Mistress, and the Guidance Counselor. Parents will be expected to make this a priority and must arrange to come in as soon as possible. The student and parent may be asked to sign a form pledging their support to follow the school rules or risk being asked to withdraw from the School.

Demerits and detentions are recorded on a term's basis. The accounting process begins again in the next term. However, suspensions are recorded on the students' permanent record in the office. IF A STUDENT RECEIVES TWO (2) ONE-WEEK

SUSPENSIONS DURING THE SAME SCHOOL YEAR, THE STUDENT WILL BE DEMONSTRATING THAT HE/SHE IS NOT PREPARED TO ADHERE TO THE SCHOOL POLICIES. IN THAT CASE, THE STUDENT MAY BE ASKED TO WITHDRAW FROM THE SCHOOL.

The Merit Program (Secondary Division)

The merit program balances the system of discipline at the school. Therefore, when a student performs as is required of him/her, he/she may receive a merit.

The merit will be recorded on a pad especially made for that purpose. The original copy will be give to the student to take home, and a copy will be sent to the Discipline Office.

Merits may be given for the following reasons:

1. Honesty
2. Assisting teacher/staff member
3. Demonstrating positive school spirit
4. Showing kindness to a class/school mate

This is not an exhaustive list of reasons for which a student may receive a merit.

When a student earns three merits this may cancel out one demerit. Merits do not cancel out automatic detentions. Automatic detentions are given for infractions that are considered very serious and are given preference in terms of when a student is expected to serve them.

Demerits may accumulate but automatic detentions are served on the nearest detention date to when the infraction occurred.

All demerits and merits are cancelled at the end of each term, and the student begins a fresh. All demerits that have not been served and all merits remaining are credited to the student's house.

MERIT REWARD SYSTEM

10 Merits Per Month – A small token and recognition in chapel

20 Merits Per Month – Student of the month

Students who consistently demonstrate good behavior will be recognized monthly.

DRESS AND UNIFORM

Uniforms should be neat and clean, and be worn to and from school as well as in the school.

IF FOR ANY REASON AN ARTICLE OF UNIFORM CANNOT BE WORN, A LETTER OF EXPLANATION SHOULD BE BROUGHT.

ALL ITEMS OF CLOTHING AND PERSONAL PROPERTY SHOULD BE LABELLED WITH THE STUDENTS NAME.

Badges other than those issued by the school should not be worn on uniform.

Make-up, jewelry (including rings and earrings) should not be worn. No nail polish, acrylic nails or tips are to be worn. Boys and girls hair should be kept tidy.

There is a uniform check every morning by the homeroom teacher. If your child is not in uniform including proper haircut, socks, shoes, belts, length of skirt, etc. the student's parent/guardian may be called to bring such items to school and or to pick up your child to get a haircut.

Elementary Division

K3- Grade 3

Girls: White shirts round neck, school print jumper (V-neck), white socks, black shoes. Standard white socks (no lave or writing on socks; to be worn at least 1 inch above the ankle bone).

Boys: White shirt, navy shorts (just above knee) or long pants, white socks, and black shoes. Low haircuts (no higher than ½ inch when pulled out).

Grades 4-6

Girls: Short sleeved white shirt, school printed skirt, white socks, black shoes.

Boys: Short sleeved white shirt, long navy, loosely fitting pants, white socks and black shoes.

Please not the following concerning uniform:

1. All girls must wear their skirts with the hemline below the front and back of the knee.
2. No girl should wear a blouse of transparent material

3. Girls should wear only white or navy hair accessories. No weaves, beads, hair color/highlights or outlandish hairstyles. Braids are to be worn at shoulder length and should be in the students natural hair.
4. Boys must wear a black belt with pants that have loops for the belt.

P.E. UNIFORM

P.E. Uniforms must be worn during assigned physical Education classes. These can be purchased from the School.

Grades 1&2: Wear PE Uniform only on PE days

Grade 3: Wear PE shirt with jumper or pants, tennis, and white socks on PE days

Grades 4-6: Wear full school uniform and bring PE uniform in a bag to change at the appropriate time.

Secondary Division

Boys' Uniform

Short sleeve white shirt (standard to be worn tucked in at all times)

Long navy blue pants (no baggy pants, no labels/tags, extra pockets or loops)

Solid black shoes (no white or coloured stripes. No tennis shoes. Both upper and lower parts of shoes should be black.

White or black socks only.

Only white undershirts/T-shirts are to be worn under uniform shirts

Black belt (to be worn at all times)

Low haircuts (no higher than ½ inch when pulled out)

School print ties for all boys

Girls' Uniform

Short sleeve white blouse (worn tucked in). No Peter Pan collars.

School Print pleated skirts (hemline MUST be below the front and back of the knee) with knife pleats 1½ inches apart. Waistbands must be no more than 2 inches wide.

Black shoes (no tennis shoes)

Standard white socks (no lace or writing on socks to be worn at least 1 inch above the ankle bone).

Appropriate hairstyles with white or navy hair accessories. No braids, beads or weaves or hair color/highlights.

No nail polish, acrylic nails or tips

School print ties on all girls.

Boys should wear the shirts tucked in their pants at all times – before, during, and after school. Failure to do so will result in a demerit being given.

A Physical Education uniform is to be bought at the school and worn at all P.E. classes.

The School reserves the right to determine what its uniform is. Students who fail to comply with uniform regulations will be sent home until the infraction is corrected.

OTHER IMPORTANT REGULATIONS

Care of School Property

Students are encouraged to take pride in caring for the school's property. If through carelessness or deliberate acts, a student damages a desk, chair, or any school property, he/she will be charged a fee to cover damages.

Personal Injury

If through carelessness or deliberate acts, a student damages the person or property of another, he/she will be responsible for ALL financial obligations (including medical bills) incurred as a result of his/her actions.

Lost and found

The School will not be responsible for loss of money or other valuables. Should it become necessary for such items to be brought on campus, students are encouraged to leave them at the Office until the end of the day.

Use of School Telephone

The school's telephones are for business use and EMERGENCIES only.

Students Receiving Telephone Calls

Students will not be called from their classes during the day to take telephone calls. Messages will be taken and delivered for students ONLY IN CASE OF ABSOLUTE EMERGENCIES!

Cell Phone Policy

Students are not allowed to have cell phones on campus. If they are found and confiscated, they are held until the end of the term and a fee of \$25.00 will be required to get them back. Students who have permission to bring phones on campus must check them in the office and collect them at the end of the school day.

Transportation

Bicycles

Students are asked not to ride their bicycles on the playground, around the school building, or around the flagpole.

Any student who is seen riding his/her bicycle improperly, endangering the welfare of other children, or other wise making a nuisance with the bicycle, will be asked to leave it at home.

Cars (Secondary Division)

Students wishing to drive vehicles to school must apply for permission to do so from the Principal of the school. The following documents are needed before approval is granted: (1) a letter of request from the student's parents/guardians, (2) a valid driver's license, and (3) a copy of the insurance papers stating that the student is covered by the insurance.

Upon receiving permission from the Principal, the student must understand that the administration reserves the right to state where the vehicle should be parked, that students should not sit in the parked car during school hours, and that the students will not be allowed to leave the campus until school is dismissed in the afternoon.

INTER-HOUSE COMPETITION

Through the House System, Long Bay School seeks to help students learn to compete fairly and justly. The House System is a motivating tool and individuals may earn points for their Houses by achieving excellence in academics, citizenship, and cultural activities. Sports house points may also be deducted for infringement of rules.

Each student is assigned to a House upon admission. There are four Houses identified by the following colours:

Barracuda – Yellow

Stingray – Red

Marlin – Blue

Dolphin – Green

Prefect Council

The Prefect Council is designed to assist with the overall discipline and smooth operation of the school the Head boy, Head girl, and Prefects are selected by

teachers and administrators from the 11th and 12th grades. Each prefect will be assigned to a specific area or class at the beginning of the school year and will be expected to supervise that area in the absence of teachers or administrators. The factors considered in the selection of Prefects are academics, attitude, punctuality, citizenship, attendance, and leadership ability.

The Prefect Council is led by the Head boy and Head girl under the supervision of the Senior Master/Mistress and should meet regularly to discuss matters and concerns pertaining to discipline, cleanliness, and orderliness on the campus. The Head Boy and Head Girl have prerogative to write demerits and detentions (which will later be approved or not by the Senior Master/Mistress).

Qualities Required of a Prefect

1. You must be cooperative, helpful and a well-mannered student, who is trustworthy and responsible.
2. You must show respect for teachers, your peers and the school environment.
3. You must display leadership qualities
4. Be willing to take on extra responsibility
5. Complete tasks without supervision
6. Show initiative and follow instructions carefully
7. Be able to encourage and motivate fellow students
8. You must be positive and enthusiastic when underrating your duties
9. Be able to encourage and motivate peers.
10. You must be dressed appropriately on all occasions
11. You must be punctual for your duties
12. You must demonstrate that you can work independently and as part of a team
13. You must be committed to your duties and take responsibility for your actions
14. You must be a good ambassador for the School
15. You must be cooperative and self disciplined, on and off School grounds.
16. You must have and maintain an excellent attendance record
17. You must maintain good academic records.

Monitors

Each class has a monitor who is appointed by the homeroom teacher and is assigned responsibilities by the teacher.

The Class will be assigned sponsors who will act as consultants and advisors. No decisions should be made or plans announced by the Class without approval of the sponsors and/or the Administration. The officers of the Class should sit down with their sponsors at the beginning of the year to outline their class activities and plans, especially those that involve the payment of fees, etc. The Administration reserves the right to reject any plans presented.

Graduation is the culminating event of the senior year and is a very special occasion in the life of every twelfth grader. The school has two services to commemorate this “rite to passage”: a Baccalaureate service and a Commencement Service. The designated attire under the graduation robe is the school uniform. Failure to comply with this dress code will mean that the student may not participate in the ceremonies.

Head boy & Head girl

The position of head boy and head girl is granted to student from grades 11 or 12 who exemplify good behaviour, grades, and attendance. As head boy or girl, you will be responsible for setting an example for other students and for serving as a leader in school activities.

Lead by Example

One of the most important duties of the head boy and girl is the lead by example. Each day at school, he and she must act in keeping with school rules and regulations, keeping in mind that other students will look to him and her for behavioural clues. This includes coming to school on time, participation in school events, maintaining good grades and showing school spirit at sporting events.

Representing the School

Head boys and head girls are often required to be ambassadors for their school at events around the island and even in and out of the country. At these events, which may include festivals and conferences, the head boy or head girl may speak on behalf of the children of Long Bay School. At PTA meetings, the head boy & girl may be present to speak with the parents about Long Bay School and what is it like to be a student at the school.

How to become a Head boy or Head girl at Long Bay School:

1. Keep your record clean. The process for becoming head boy or head girl begins long before your final year in school. Throughout your educational

- career, stay out of trouble and make friends with everyone around you. Be respectful, obedient and responsible, so that your record reflects those characteristics when you apply to be head boy or head girl.
2. Take your School seriously. That means getting good grades and staying active in extracurricular events beyond your studies. Your school has an aim, philosophy and vision review them and try to live so that your activities and service make the school look good.
 3. Remember that character matters. As head boy or girl, you carry a lot of responsibility, and your role in representing the School becomes larger and more visible than ever before. If you demonstrate that your character is strong, people are more willing to put you into a position of influence. Act like a great head boy or head girl before you even apply and your transition into the role can be quite smooth.
 4. Sell yourself. Even if you've done everything right leading up to the application process for becoming head boy or head girl, you still need to do a little bit of marketing. Don't be arrogant, but don't hesitate to point out your fine qualities and your dedication to the school. All in such a way that other can't doubt your suitability for the role of head boy or head girl.

STUDY HELPS

1. Have a study programme and follow it every day.
2. Learn to concentrate. Practice for short periods at first, then for longer periods with relaxation between periods.
3. Ask yourself questions and if possible, do some reading aloud.
4. Read the lesson through rapidly at first. Get a hasty survey of the assignment. Read the second time with great care.
5. Use pencil and paper. Writing a statement helps fix it in the mind. Take brief notes as you study the lessons through the second time.
6. Look for the main topics and sub-topics. Put these in outline form.
7. Practice review. It is well to review the previous assignments before starting a new one. Reviews pay big dividends. A few minutes review before class will help.
8. Practice recall. Shut your book often and see how much of the paragraph or section you can recall.
9. Practice associations. Connect statements in the lesson with your own previous knowledge or experience. Think of concrete examples.
10. Use the dictionary frequently.
11. Be independent. Do your own thinking. Study by yourself most of the time.
12. Aim to finish some assignments during school hours.

HOW DO YOU RATE?

Students sometimes expect to receive better grades than they deserve. By studying the following carefully, you can do a fairly good job of rating yourself and estimating your grade.

An "A" Student

1. Usually does more work than is required
2. Builds wide vocabulary for each subject
3. Is alert and always ready for class discussions
4. Is prompt, neat and thorough in all work that is required to be done.
5. Studies how to best use books and other materials to accomplish much in a small amount of time.
6. Has initiative and originality in attacking new problems.
7. Associates and rethinks the problem and adapts himself/herself to changing situations.
8. Has enthusiasm for his/her work and completes all assignments
9. Constantly seeks to apply ideas gained to everyday life.

A "B" Student

1. Frequently does more than is required.
2. Has good vocabulary for each subject.
3. Is usually alert and quite alive to the situation in hand
4. Is usually careful in taking assignments
5. Is prompt, neat and usually accurate in all work required to be done.
6. Is eager to attack new problems and profits by criticism
7. Has the ability to apply the general principles of the course.

A "C" Student

1. Does what is required
2. Builds only a moderate vocabulary for each student
3. Usually is attentive to assignments
4. Does work neatly, quietly, and reasonably accurately; but often is limited by personal interest.
5. Is willing to comply with instructions, but initiative and originality with new problems are not evident
6. Can retain and recall the general principles of the course.

A "D" Student

1. Usually does what is required
2. Vocabulary is limited to a few outstanding terms of the course
3. Attendance is often irregular
4. Frequently misunderstands assignments
5. Is usually late and often careless and inaccurate in preparing work that is required

6. Knows a part of the general principles of the course, but with no thought of applying them to life.

An "F" Student

1. Always does much less than required.
2. Has only what vocabulary he/she may absorb from the class discussions
3. Is listless and inattentive
4. Usually misses much of the assignments.
5. Work is usually tardy, if it is done at all, and often very careless and inaccurate
6. Does not and will not do the work, and therefore has little thought of even the general principles.

CAFETERIA MENU

Breakfast: Fresh fruit is provided with breakfast. **Breakfast is available upon request one-day prior.**

Monday	Tuesday	Wednesday	Thursday	Friday
Grits and Tuno	Pancakes Scrambled Eggs	Grits with scrambles eggs and sausage patties	Waffles and scrambles eggs	Scrambled Eggs with Toast

Lunch:

Week	Week 1	Week 2	Week 3	Week 4
Monday	Macaroni W BBQ	Sandwich French Fries Soup	Scalloped Potatos	Sub sandwich with fries
Tuesday	Taco and Fries	Lasagna and Potato & tossed salad	Hamburger and Fries	White rice, curry and coleslaw
Wednesday	White rice, curry and Coleslaw	Peas'n' Rice BBQ and Coleslaw	Fried Rice	Corn Fritters and Pickles
Thursday	Spaghetti or Rotini	Spaghetti or Rotini	Spaghetti or Rotini	Spaghetti or Rotini
Friday	Pizza Scallop Salad	Pizza Scallop Salad	Pizza Scallop Salad	Pizza Scallop Salad

Cafeteria Prices

	<i>Secondary</i>	<i>Elementary</i>
Breakfast Package		
- Per Week -	\$25.00	\$20.00
- Daily	\$5.00	\$4.00
Breakfast Meal only		
- Per Week -	\$20.00	\$15.00
- Daily	\$4.00	\$3.00
Lunch Package		
- Per Week -	\$37.50	\$28.75
- Daily	\$6.50	\$5.50
Lunch Meal only		
- Per Week -	\$30.00	\$25.00
- Daily	\$6.00	\$5.00

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Monday – Thursday Schedule Hours

8:15-8:30 Staff Worship

8:20:8:45 Breakfast

Elementary

8:45-9:00	Registration/Worship
9:05-9:40	Period 1
9:45-10:20	Period 2
10:25-11:00	Period 3
11:00-11:15	BREAK
11:20-12:00	Period 4
12:00-12:55	LUNCH
1:00-1:05	Registration
1:10-1:45	Period 5
1:50-2:20	Period 6
2:20-2:40	SSR
2:45-3:30	Period 7
3:30	Dismissal

Secondary

8:45-9:00	Registration/Worship
9:05 – 9:50	Period 1
9:55 – 10:40	Period 2
10:45 – 11:25	Period 3
11:25 – 11:40	Break
11:45 – 12:25	Period 4
12:30 – 1:10	Period 5
1:10 – 2:10	Lunch
2:15 - 2:20	Registration
2:20 – 2:40	SSR
2:45 -3:45	Period 6
3:45	Dismissal

**SSR – Silent Sustained Reading (the ENTIRE campus participates)*

Friday Schedule

Elementary

8:15-8:30	Staff Worship
8:20:8:45	Breakfast
8:45-8:55	Registration
9:00-9:30	Assembly
9:35-10:05	Period 1
10:10-10:45	Period 2
10:45-11:15	Period 3
11:15-11:30	BREAK
11:35-12:05	Period 4
12:10-1:00	Period 5
1:00	Dismissal

Secondary

8:15-8:30
8:20:8:45
8:45-855
9:00-9:30
9:35-10:20
10:25-11:05
11:10-11:50
11:50-12:05
12:10-1:00
1:00