SCHOOL HANDBOOK
AND
PROCEDURES MANUAL

F. E. Stevens Academy
Queen's Highway
Calabash Bay, Andros, Bahama
Phone 242-368-2348

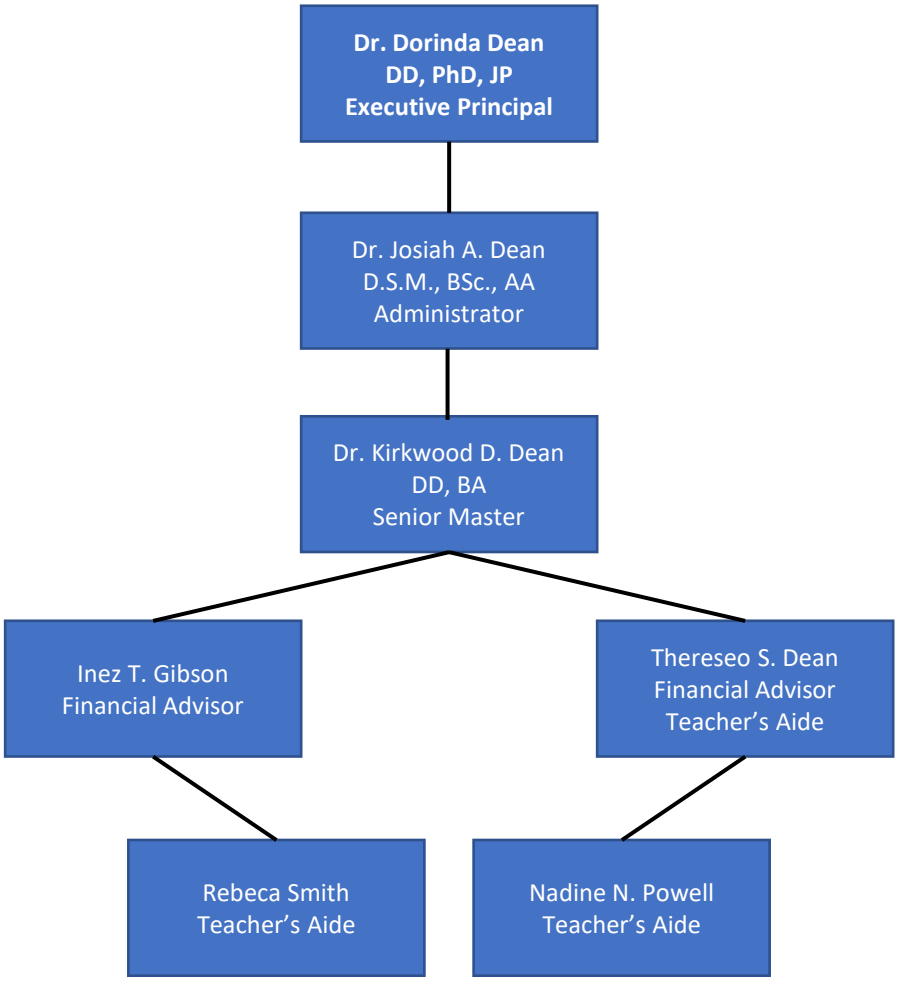
SCHOOL HANDBOOK

Dr. Dorinda E. Dean, D.D., PhD, M.O., J.P.
Dr. Kirkwood Dean, D.D., BBA
Dr. Josiah Dean, D.S.M., BSc(Psych), BA, AA

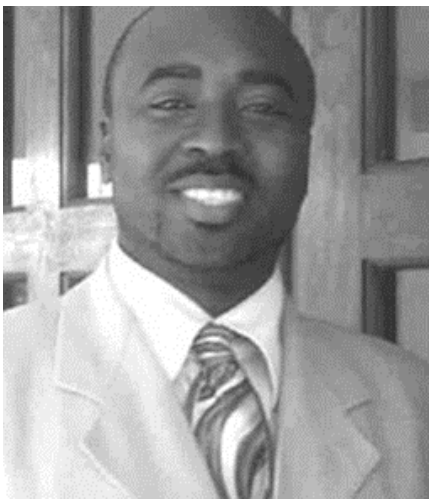
F. E. Stevens Academy

Student Handbook
2019/2022

ACADEMY'S GOVERNING BODY
ORGANIZATIONAL CHART



IN MEMORY AND DEDICATION
of
F. E. STEVENS ACADEMY



Alfred John Dean Sr.

In 1997, Alfred John Dean, Sr., started Alpha Angels Preschool and Nursery (AAPN). Later, Alfred was transferred to Abaco Central High School. AAPN continued for a while under a new name, "Alpha Angels Educational Center.

Alpha Angels Educational Center came under new management and was led by Annadel Thompson. After the departure of Annadel Thompson, Dr. Dorinda Dean took the rein and led the school.

In 2011, Dr. Dean restructure and organized it as an all-age school, from K through 12. The school was renamed F. E. Stevens Academy.

Florrie Estella Stevens (F. E. Stevens) was the mother of Dr. Dean and the grandmother of Alfred John Dean, Sr.

Florrie Estella Stevens transitioned at the age of 89 and Alfred John Dean Sr., also deceased at the age of 39.

F. E. Stevens Academy is dedicated to Alfred John Dean, Sr. as founder and named after Mother Stevens.

Mr. Dean was an honor roll student of Florida Memorial College, USA and majored in music. He served as the teacher and was a Ministry of Cultural Affairs employee and as a director. He was very instrumental in the church as the music director, choir director, youth director and the minister of music.

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F.E.S.A.

F. E. Stevens Academy

The School Song

F. E. Stevens Academy! F. E. Stevens Academy!
This is the school for me.
F. E. Stevens Academy! F. E. Stevens Academy!
Here is the place to be.

CHORUS

With Godly teachers to help us.
And parents who care and love.
We'll strive to attain the utmost
With the blessings of God above.

F. E. Stevens Academy! F. E. Stevens Academy!
We'll all try to do our part.
F. E. Stevens Academy! F. E. Stevens Academy!
To train head, hands and heart.

F. E. Stevens Academy! F. E. Stevens Academy!
True to our school we'll be.
F. E. Stevens Academy! F. E. Stevens Academy!
Preparing for eternity.

F.E.S.A.

F. E. Stevens Academy

VISION STATEMENT

F. E. Stevens Academy is an institution of excellence. A place where children can achieve their full potential academically, creatively, physically, morally and spiritually. We promote Christian values by teaching our children the importance of respect for themselves and others. We have a diverse curriculum, which promotes the unique skill set of each student through superb academic training, as well as technical and vocational program.

MISSION STATEMENT

The Mission of F. E. Stevens Academy is ti cultivate student's academic and social learning potential through a rigorous academic program and innovative instructional techniques.

SCHOOL VALUES

F. E. Stevens Academy is committed to:

- Christ-centered Learning
- Academic Excellence
- Character Development & Witnessing
- Thinking Skills
- Cooperation and Positive Attitudes
- Career and Life Skills
- Healthful Living
- Relationship Building

F. E. STEVENS ACADEMY'S GOALS FOR ITS STUDENTS

Christ-centered Learning
To adopt a Christ-centered world view as the basis for all learning and living.

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.

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

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.

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.

F.E.S.A.

F. E. Stevens Academy

HISTORY OF F. E. STEVENS ACADEMY

Changing Our World One Child at a Time!

F. E. Stevens Academy is a private school located on Queen's Highway, Calabash Bay, Andros, Bahamas.

F. E. Stevens Academy is an accredited, non-sectarian private school. We are accredited by ACI, Accrediting Commission International, Beebe, Arkansas, USA.

The experience created at F.E. Stevens Academy is rooted in three simple yet complex ideals: Knowledge, Character, and Community. The culture created at F.E. Stevens Academy is established with one primary objective—to achieve success in all that we do.

In order to achieve that success our students will ultimately encounter moments of adversity, perhaps even failure, but this, too, is a part of the journey to achieving success. Being willing to take on challenges, developing the skills to meet those challenges and achieving success is founded in the rudimentary expectation that in each of our students we will develop a work ethic complemented by character qualities that acknowledge diversity, mutual respect and tolerance and a commitment to the greater community around them.

Early in its development, F.E. Stevens Academy emphasized the importance of Christian education to protect the children of the Church from worldly influences. Today, the doctrine of F.E. Stevens Academy Christian Education is espoused by every segment of it's operation.

In 1997, Alfred John Dean, Sr., started Alpha Angels Preschool and Nursery (AAPN). Later, Alfred was transferred to Abaco Central High School. AAPN continued for a while under a new name, "Alpha Angels Educational Center.

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GENERAL INFORMATION

Admissions Policy
F. E. Stevens Academy welcomes applications from people of all races, religions, and nationalities whose standards are in harmony with the principles and ideals of the Academy as expressed in its objectives and governing policies. All students are accepted and will be placed according to their exam results 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 hair styles (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 32 ~ 34)

Food Policy
We believe that our bodies are the temples of the Lord, and as such we should observe sound health principles.

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 Primary Division because classes are seriously disrupted when parents appear at the door.

Lunch Policy
Students can either pack a lunch bag from home or purchase food from the school. Consequently, students will not be allowed to accept food from the outside unless prior arrangements have been made by the parents with the Administrator. Students not following this procedure will have their food confiscated.

Requests to Leave Early

If students have to leave campus before dismissal, parents should contact the school early in the day to make the proper request. Upon arrival to pick up the child, the parent should first stop at the main office to sign the child out. At no time should the parent go directly to the class to collect the child.

Textbooks & Supplies

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

Exercise Books

Students are expected to provide a 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 every day. Students are also strongly encouraged to use proper penmanship when writing assignments in their exercise books.

FINANCIAL INFORMATION

Application Fee

All students applying for the first time must pay a $40.00 registration fee before their applications are processed. This fee is non-refundable.

Returning Student Fee

At the beginning of the second term, all returning students are required to pay a fee of thirty dollars ($40.00) to reserve a seat for the new school year. This fee is not applied to the tuition.

Tuition Fee
The annual tuition ($50 per week or $200 monthly). For exact tuition figures, please contact our Business Office. Cash and certified cheques are accepted.

At the beginning of each week, or beginning of each month or those paying at the end of each month. 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 Refund
Students who withdraw from school up to two weeks after the opening of school will receive a fifty percent refund on tuition. After two weeks, no tuition will be refunded.

Insurance
All students are required to have accidental insurance coverage provided through the school from British American 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 F. E. Stevens Academy 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.

ID Cards
Head Boy, Head Girl, deputies and prefect are issued ill cards at the beginning of each school year. The cost is $10.00 per card.

Graduation Fee
All seniors in the secondary division are required to pay a non- refundable graduation fee of $185.00 at the beginning of the second term in order to help defray the expenses incurred in preparing for graduation. Sixth grade students are required to pay $100.00.

College of the Bahamas Entrance Exam

All grade twelve students will be required to sit the entrance exam for the University of the Bahamas or any external colleges. This fee will be included in the first term's tuition payment

STAFF RESPONSIBILITIES

Principal
The Principal is responsible for the administration of the school. The Principal is also the official spokesperson for the School.

Business Manager
The Business Manager is responsible for the day to day operations of the school and assisted by the financial advisors.

Administrator
A Administrator is responsible for student development and the supervision of discipline.

Classroom Teachers

Teachers are assigned 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

PRIMARY

We follow the ministry of education curriculum. We also follow the GLAT, BJC, and BGCSE exam.

Specialized Subjects: These include Music, Spanish, Computer, Physical Education, and Creative Arts. 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.

JUNIOR

Grades 7 - 9: English Language, Literature, Mathematics, Music, Religious Studies, Health Science, General Science, Spanish, Social Studies, Computer Studies, and Physical Education.

Options: In addition to the mandatory subjects listed above, students entering Grade 7 must choose between Home Economics and Technical Drawing. Students are not allowed to change options after the first three weeks of school and must be prepared to remain with this option until the end of Grade 9.

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

SECONDARY

Grades 10 – 12: English Language, Mathematics, Religious Studies, History, Computer Studies, Biology and Physical Education.

Options: In addition to the mandatory subjects listed above, students in grade 10 can choose to enter ONE of the following streams and complete the required two courses for that stream. Students are not allowed to change options after the first three weeks in Grade 10 and must be prepared to remain with this option until the end of Grade 12.

Business	Accounts and Commerce
Science	Physics and Chemistry
Arts	Literature and Spanish
Vocational	Ec/Spanish/Physics
	Chemistry/Commerce/Graph
	Comm/Office Procedures

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

PROCEDURE FOR ADMISSION

New Students

Any new student who plans to attend the Academy is required to complete an application form supplied by the school for this purpose and must pay a NON·REFUNDABLE application fee of thirty dollars ($40.00). The student should see that an official transcript and a statement of Honorable dismissal are forwarded by his/her former principal to the Academy. Students must also supply the school with two (2) passport size pictures, or the NIB card. In addition, the medical form supplied must be completed by a doctor.

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. If the child is in the elementary division, a green copy must be returned to the school's Business Office. If the child is in the Secondary division, a ~ copy must be returned to the school's Business Office. The white slip is for the parent's records. The student is then given a Class Admission Slip. It is at this point that a student is considered registered. This process is repeated at the beginning of each term. If additional deposit slips have to be issued, a fee of one dollar ($ 100) per deposit slip will be charged.

ATTENDANCE

SCHOOL HOURS

The hours of operation for each division are as follows:

School Starts: 8:50 a.m. **School Ends: 3:15 p.m.**

Absences
All students are expected to attend school promptly and regularly. Daily records of students' attendance are kept by class teachers, and excessive absences are brought to the attention of the administrator. 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 Principal to explain the child's absence.

The administrator 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 this deadline will result in a grade of "F" for the assignments.

Unexcused Absences
Unless proper arrangements are made with the class teacher or the administrator, an absence will be treated as UNEXCUSED. Tests and quizzes will not be made up when absences are unexcused. The administrator will also be notified of excessive unexcused absences and will be asked to follow up on such cases.

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. Students are considered late when they report to morning devotion after 8:50 a.m. Parents are requested to make every effort to get children to school on time each day.

A	95-100	4.00	C	60-64	2.00
A-	85-89	3.75	C-	55-59	1.75
B+	80-84	3.50	D	50-54	1.00
B	75-79	3.00	D-	45-49	0.50
B-	70-74	2.75	F	44-below	
C+	65-69	2.25	F		
Honor Roll					

Any student who receives an overall average of 75-90 and above is listed as an Honor 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 Honors Ceremony. A student receiving no grade below an 80 - 100 in any subject is named to the Principal's List.

Transcripts

Each student who desires a transcript of his/her school work be forwarded to another institution will receive one transcript without charge. A fee of five dollars ($10.00) will be required for each additional transcript. Transcripts are granted only if the student's account is up-to-date. Two weeks' notice is required for a transcript request.

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 GPA of 2.0.

B. Students who do not make their overall year's average of 2.0 will have to repeat their present grade, be placed on academic probation.

C. Students who do not meet the promotion requirement after repeating a grade once may be asked to withdraw from the Academy.

Primary Graduation Requirements

Sixth grade students graduate to the Secondary Division after they have completed the required courses and have achieved an overall cumulative average of 2.0 or above and a cumulative average of 2.0. Students who do not meet the requirements for graduation will have to repeat the sixth grade.

Secondary Graduation Requirements

A student is eligible for graduation after he/she has completed the required classes and has an overall cumulative average of 2.0 and have completed the 40 hours community service, a cumulative average of 65 (C) or above in English and Math at the Secondary Division.

Students who do not meet the requirements for graduation may repeat the twelfth-grade year in or will receive a high school diploma.

A student qualifies to be Valedictorian after he/she has completed Grades 10 - 12 at the Academy and has the highest GPA. A student qualifies to be Salutatorian after he/she has completed Grades 10 - 12 at the Academy and has the second highest GPA.

COMMUNITY SERVICE

Students in Grades 12 are required to complete a minimum of 40 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. However, students in the Secondary division will

have their class work, projects, quizzes and tests assessed and will not sit final exams for the second 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.

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

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/children 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, except Friday.
(c) respect authority.

4. Notify an administrator about all complaints concerning the school and withhold judgement until a proper investigation has been made.

5. Inform the school of any health concerns pertaining to your child/children.

DISCIPLINE

Philosophy of Discipline

FESA 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

F. E. Stevens Academy recognizes the importance of positive reinforcement in strengthening and maintaining good discipline. As a result of this, much attention is given to positive and preventive measures to guide students in developing their minds and characters 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 behavior.

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 maybe 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 Administrator.
4. Maintain appropriate dress code 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/children and any other child.

Parents should not confront another student in situations 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 a 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 maintaining discipline in the school and on school grounds.
10. Be adequately trained in acceptable disciplinary procedures.

UNACCEPTABLE PRACTICES

There are certain practices which are unacceptable at F. E. Stevens Academy. Therefore, a student is liable to be suspended indefinitely if he/she is known to engage in anyone 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, sling shots, 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, using, 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, borne-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 to 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 secret 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. Gambling or betting.

18. Becoming pregnant or causing a pregnancy.

19. Arson and possessing any flammable material which may start a fire.

20. 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.

21. Indulging in suggestive or unacceptable conduct.

22. Repeated interference with the school's ability to provide educational opportunities to other students.

23. Disseminating atheistic ideas or undermining the Christian ideals of the school.

24. 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	$25.00
Jewelry	$20.00
All other items	$20.00

Corporal Punishment

While it is not a regular form of discipline at F. E. Stevens Academy, 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 by the Principal.

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 has 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 school-related activity off campus, such as school games, sports events, etc.

(c) During lunch time (whether on or off school campus)

(d) While the student is in attendance at any school-related activity regardless of time or location.

(e) 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 directives from any staff member or administrator will be subject to disciplinary action.

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/her 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 Academy in an effort to ensure the safety and moral integrity of the School.

To ensure the safety and protection of the School family, the School reserves the right to search student's bag.

If a student is not benefiting from the program offered by the School, the School reserves the right to ask the student to withdraw from the Schoo!.

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

~ 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

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.

2. Coming to class without a textbook, pen/pencil, folder sheets, or notebooks.

3. Turning assignments in late.

4. Disrupting the lesson during the class time by constantly talking or playing around in the classroom.

5. Chewing gum or eating in class without the teacher's permission.

6. Untidy attire (eg. Shirt out of pants, etc.)

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. Refusal to follow teacher's instructions.

3. Skipping classes without approval.

4. Fighting, bullying others, playing rough (wrestling, drop-kicking), or making fun of other students.

5. Cursing (verbal or non-verbal)

6. Using fire crackers, stink bombs, or any other device which can create havoc in or out of the classroom.

7. Forging, or having someone forge parent's signature on any note meant for the office.

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 p.m.

C. Parents are notified when a detention has to be served.

3 demerits	1 detention
6 demerits	2 detentions
8 demerits	parents notified that suspension is the next step

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 and administrator. 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 Academy.

The Merit Program

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

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

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.

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.

DRESS AND UNIFORM

All students are required to wear the proper uniform every school day, except Friday, which is known as casual day.

Grades 1 -3

GIRLS: Purple polo shirts, black jumpers, black socks, black shoes.

BOYS: Purple polo shirts, black shorts or long pants, black socks, and black shoes. Low haircuts

Grades 4-12

GIRLS: Purple short sleeved purple cotton blouse with crest, black tie, pleated black skirt, black socks, black shoes.

BOYS: Purple short sleeved shirt with crest, black tie, long black pants, black socks and black shoes.

The school jacket **MUST** be worn during the cool months. This can be purchased from the School's Business Office.

Please note the following concerning uniform:

1. All girls must wear their skirts with the hemline below the front and back of the knee.

2. Girls should wear only purple or black hair accessories. No weaves, beads, hair color highlights or outlandish hairstyles.

3. P.E. uniforms must be worn during assigned Physical Education classes. These can be purchased from the School's Business Office:

4. Shirt must be tucked in at all times. Girls should not wear any nails.

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

Neck ties for Grade 12 students can be purchased at the school.

The Academy 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.

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

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 Academy 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 only unless authorized by the office.

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 CASES 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 is required to get them back. Students who have permission to bring phones on campus must check them in at the office and collect them at the end of the school day.

INTER-HOUSE COMPETITION

Through the House System, F. E. Stevens Academy 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 three Houses identified by the following colors:

1. Warriors
2. The Unstoppable Eagle and
3. Land Crabs

CLUBS

The student association is called the Student Christian Movement (SCM), The Marching Band (MB), The Drama Club (DC).

Criteria for Officers

Students wishing to run for any office in a club should meet the following criteria:

(1) Be approved by the administration.

(2) Have a minimum average of 65 (C); 80 if applying for the position of president or vice-president. Should not hold more than two (2) offices in one or more clubs.

(3) Leads or heads one (I) club.

Prefect Council

The Prefect Council is designed to assist with the overall discipline and smooth operation of the school. The Headboy, Headgirl and Prefects are selected by students and teachers. 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 Administrator 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 the prerogative to write demerits and detentions.

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 of passage": a Baccalaureate Service and a Commencement Service. The designated attire under the graduation robe is dress for girls and dress pants, shirt and tie for boys. Dress shoes should also be worn. Failure to comply with this dress code will mean that the student may not participate in the ceremonies.

Study Helps

1. Have a study program 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.

Read the lesson through rapidly at first. Get a hasty survey of the assignment. Read the second time with great care.

Use pencil and paper. Writing a statement helps fix it in the mind. Take brief notes as you study the lesson 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 assignment 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.

RATING STUDENTS?

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 subject.

3. Usually is attentive to assignments.

4. Does work neatly, quite promptly, 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.

F.E.S.A.

F. E. Stevens Academy