

BARBADOS SEVENTH-DAY ADVENTIST SECONDARY SCHOOL



STUDENT HANDBOOK 2007

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Welcome

The Barbados Seventh-day Adventist (SDA) Secondary School welcomes you to its historic compound situated in the outskirts of Bridgetown at Dalkeith, St. Michael.

The Barbados SDA Secondary School is a private co-educational institution operated by the East Caribbean Conference of Seventh-day Adventists.

We the faculty and staff are delighted that you have chosen this school to pursue your secondary education career. We deem it a privilege to serve your educational needs; encourage you in the development of your talents; facilitate the attainment of knowledge and high academic achievement, character development and spiritual enrichment; and also assist you in maintaining a sense of dignity and refinement of manner, the mastery of self discipline and the realization of success.

Message from the Principal



It is my delight to welcome you into the family of the Barbados Seventh-day Adventist Secondary School. This school was officially opened on September 21st 1953 and is one of the leading private denominational schools in Barbados.

The school is operated and financed by the Seventh-day Adventist church and it seeks to provide an education that harmonizes the development of the spiritual, mental, social and physical being.

The hand book has been designed to enable you to become familiar with all aspects of our school's history, mission, objectives, philosophy, policies, procedures and code of conduct. It is upon these that the foundation and reputation of our school will continually be built. I urge all students and parents/guardians to study it carefully and use it as a motivational guide.

Here at our school we set high Christian standards and we expect all members of our school family to cooperate. Remember that good conduct and a positive attitude to self, work and play are absolutely necessary if the goals we set are to be achieved.

Rules are established only to ensure that you can proceed with the serious business of learning in the safest of environments. If you know and practice what is required of you, I am sure that you will benefit from your educational opportunities here. In addition, you will not only achieve your goals but you will be able to speak of the Barbados Seventh-day Adventist Secondary School with pride and affection long after you have graduated.

I therefore encourage all stake holders to cooperate in this mission, seeking God's leadership and guidance that we may continue to make a difference in our country and above all inherit our heavenly home.

May God bless you.

Cecil I. Cummins, J.P. Ph.D.
Principal

History of the School

The school was established by the Seventh-day Adventist Church and opened its doors on September 21, 1953 with the stated mission of providing a secondary education for the youth of the church. The school also sought to provide some service to the Barbados community at large, as there has always been a significant non-SDA presence in its enrollment. On establishment, this non-SDA enrollment represented some 57% in 1953 and reached 62% in 1983 – 1985.

The school was housed in rented quarters at "Flodden" Culloden Road, St. Michael from 1953 – 1960 when it was transferred to its present home at "Abingdon" Dalkeith Road, St. Michael. It was always a co-educational establishment and remains so today.

The main administration block is currently housed in an "old" structure, which is identified and tagged as a "National Trust" building. This identification restricts the school's administration in its attempts at restructuring, remodelling, and renovating the said building. In 1997 a new block comprising of 14 rooms was erected. This included a language lab, a computer lab, a staff room, a sick bay, and a Deputy Principal's office.

There are plans to complete phase II, which will include science laboratories, a technical and vocational wing and other needed facilities.

Who may Attend?

Although founded primarily for Seventh-day Adventist youth, the Barbados SDA Secondary School welcomes all students of character and high ideals regardless of religion, race, color or creed. While no regulation test is applied, it must be definitely understood that all students who are accepted agree to abide by the regulations of the school and show reverence for the Word of God.

Students who are desirous of receiving a Christian education are eligible for admission. All students must make formal application and receive notice of acceptance before admission is final. Prior to acceptance, the following must be submitted to the school.

1. \$5.00 application fee
2. Completed application form
3. Two official recommendation forms – one completed by a Pastor and the other by the Principal of the school last attended.
4. A copy of the child's birth certificate
5. One current passport size picture
6. Medical health history
7. Immunization records
8. A placement exam must be taken by all first form students desiring entrance to this institution.

Mission Statement

(Revised 1993)



Our motto, SUPERO - DEI - GRATIA is interpreted: "I overcome by the grace of God."

The mission of the Barbados Seventh-day Adventist Secondary School is to offer to our students a balanced education that will inspire, challenge and direct their pursuit of knowledge and instill in them a sense of responsibility for their personal development, and for service to mankind. It will provide a framework of Christian values, beliefs and lifestyle that will prepare them for service here and for their future eternal life.

Philosophy of SDA Education

The Barbados Seventh-Day Adventist Secondary School was established in 1953 to provide Seventh-day Adventist education for the young people of its defined territory, and to prepare them for further study in Caribbean Union College (now officially renamed the University of the Southern Caribbean) or any other of our Adventist institutions. The territory of operation was defined as the East Caribbean Conference.

The school now continues to provide training and preparation which will enable students to gain admission to higher educational institutions having met national and/or international academic requirements.

The school is operated and financed by the Seventh-day Adventist Church which holds that knowledge of God, fellowship and companionship with Him in study and service and likeness to Him in character development are to be the source, the means and the aim of SDA education. Its philosophy and objectives are based primarily on the church's philosophy of education which guides the modus operandi of its schools.

The Barbados Seventh-day Adventist Secondary School has then as its general educational philosophy:

- (1) The restoration of the image of God in man.
- (2) The development of the total being in preparation for service here.
- (3) The pursuit and practice of excellence in its programme.

The school seeks to provide an education that harmonizes the development of the spiritual, mental, social and physical being. In so doing, it seeks to train its students to be loyal and useful citizens committed to giving of their skills and talents in Christian service for the betterment of humanity.

Objectives

SPIRITUAL

- To impart a knowledge of God as the creator, sustainer and source of all life
- To foster an understanding and acceptance of man's dependence on God
- To nourish the spiritual nature into the development of a personal relationship with God
- To point to the Bible as the Divine Word of God
- To foster and develop an awareness, understanding and appreciation of Bible principles as taught by the Seventh-day Adventist Church

INTELLECTUAL

- To provide for the acquiring of the skills and body of knowledge necessary for scholastic advancement
- To provide for the application of such knowledge and practice of such skills
- To provide academic counselling and awareness
- To foster and develop the pursuit and practice of excellence in the school's program of studies
- To foster the recognition of one's own natural abilities, talents and interests and to provide for development of these
- To foster intellectual inquiry and independent thought
- To develop reasoning skills and habits essential for problem solving
- To develop proficiency in communication techniques
- To foster an understanding of God as the source of all knowledge in one's pursuit of knowledge and truth

SOCIAL

Personal

- To foster the development of a value system which effects positive self-image and high self-esteem
- To nurture a sense of personal responsibility and self motivation to govern the individual's behaviour and pursuits
- To provide for the nurturing of qualities of honesty and integrity in one's pursuit of self-realization
- To develop the practice of good grooming

Interpersonal

- To inculcate moral and ethical principles which effect respect for authority and appreciation of the dignity of one's fellow man and the practice of fair play and justice
- To develop a spirit of cooperation, team work and true sportsmanship
- To develop an appreciation for the practice of the social graces
- To arouse the individual's social consciousness as a motivation for peaceful change in society
- To develop an understanding and appreciation of the principles and responsibilities of a Christian home
- To develop the necessary skills and knowledge that will enable the individual to establish and maintain a Christian home
- To foster the importance of the practice of effective communication in social relations

Civic

- To foster a sensitivity to the creative use of time for the benefit of others
- To foster a respect for authority, law and order
- To foster a respect for the property of others
- To foster an appreciation for the preservation and enhancement of the environment

Cultural

- To present the beauty of true culture and to nurture an appreciation for the pure, true and noble
- To develop an awareness of biblical and wholesome cultural patterns which should govern one's taste/choice in music, literature, drama, dress and food

Economic

- To foster an appreciation for the dignity of work
- To provide for vocational and academic training necessary for one's economic well-being
- To develop skills for the management of finance
- To ensure that all students are 'functionally literate' and operant

- To provide career guidance and training for the demands of pursuing and practising a career

Physical

- To train in the study and practice of the biblical principles of health and temperance
- To provide for recreational activities which bear positively on the development of body, mind and soul
- To develop a sense of value which should govern one's use of leisure time

Christian Service

- To promote the practice of service to one's fellowman and to God
- To train for the practice of habits of charitable service and sacrifice
- To promote an awareness of one's responsibility in response to the needs of the church
- To prepare for denominational service and to encourage a love for involvement in the work of the church

A Word to Parents

Parents are requested to read carefully all regulations and suggestions in order that they may place their children in the Barbados SDA Secondary School with an intelligent understanding of its principles and requirements. They are urged to give the faculty their whole hearted cooperation and support in upholding the standards of the school. This can be done by encouraging students to study for good grades, attend classes regularly, turn in assignments at the specified time, and by demonstrating to their children at all times the confidence which they have in the teachers.

“In the formation of character, no other influences count so much as the influence of the home. The teacher's work should supplement that of the parents, but is not to take its place. In all that concerns the well-being of the child, it should be the effort of parents and teachers to co-operate.”

Education p. 283

A Word to the Students

Every student who matriculates with this school thereby enters into a contract to comply cheerfully and faithfully with all the rules and regulations of the school. Failure to do so severs all connection with the school. A student who violates major regulations will be retained only at the discretion of the staff.

It is definitely understood that students who enroll in the Barbados SDA Secondary School must acknowledge that they understand the conditions for attendance here and pledge themselves to observe the regulations and to live in harmony with the ideals and purposes of the institution. Unless they are willing to do so freely and without reservation, they will not be admitted. If this pledge is broken, the student will be subjected to discipline or dismissal.

SECTION 1—You and Your Devotions

You will find that our school provides numerous opportunities that will aid you in your search for eternal realities. You may experience the presence of Almighty God here on this campus in a host of meaningful ways. Whether in daily worship, Bible lessons, chapel sessions or inspiring weeks of prayer, you will quickly sense a different atmosphere that pervades this compound in contrast to that found on others.

A truly successful Christian experience can only be gained through time spent each day alone with Jesus. Each student is encouraged to establish a schedule which will allow him or her to spend at least half an hour to an hour each day (in the morning and before going to bed) in personal Bible study and prayer.

Daily Worship

Worship is conducted every morning:

Monday Wednesday Friday	Hall Worship
Tuesday	House worship
Thursday	Form worship

Form worship is conducted in the respective home rooms and House worship is conducted in designated meeting areas.

Attendance at worship is compulsory.

Students must enter the place of worship quietly and reverently. Talking, gum chewing, improper posture, jesting, etc. are considered irreverent behaviour and should be avoided. Persons must exercise discipline, regard for others and reverence for God.

Assembly (chapel)

Chapel is conducted every Wednesday morning from 8:45 to 9:30. During these sessions additional issues concerning student life are considered and dealt with.

Weeks of Prayer

There are occasions at this school that will be found to be especially meaningful in regards to spiritual emphasis. These are special weeks of prayer, often involving invited guests as speakers. Students are also encouraged to speak, sing or participate in various ways at these sessions. There are two regularly scheduled inspirational weeks of prayer during each school year.

1. The Christmas Term (Term 1)
2. The Summer Term (Term 3)

SECTION 2 - You and Your Studies

Registration

Students are expected to register on the first day of the school term.

Registration includes:

1. Payment of tuition and general fee
2. Purchasing of uniform items: school tie, epaulettes
3. Uniform inspection
4. Purchasing of exercise books
5. Textbook check

Registration is completed when all registration forms are completed and submitted, required fees are paid and class permits are issued. Students will not be allowed to enter classes without class permits. You may also pre-register to avoid the rush and long line. (Students whose registration process is not completed by the specified time may be charged a late registration fee.)

School Hours

School hours are

Monday – Thursday	8:30 a.m. – 3:00 p.m.
Friday	8:30 a.m. – 1:00 p.m.

Students are expected to be at school by 8:25 each morning. The bell rings at 8:30 a.m. at which time students report to their classrooms for the morning register. Once the register is taken the students make their way to the assigned location for morning worship. The lunch period is from 11:30 to 12:30.

The bell schedule from Monday to Thursday is as follows:

<u>Time</u>	<u>Activity</u>
8:25	Make your way to the classroom
8:30 – 8:50	Roll call and worship
8:50 – 9:25	First lesson
9:30 – 10:05	Second lesson
10:10 – 10:45	Third lesson
10:50 – 11:25	Fourth lesson
11:30 – 12:25	Lunch
12:30 – 1:05	Fifth lesson

1:10 – 1:45	Sixth lesson
1:50 – 2:20	Seventh lesson
2:25 – 2:55	Eighth lesson

The bell schedule for Friday is as follows:

<u>Time</u>	<u>Activity</u>
8:25	Make your way to the classroom
8:30 – 8:50	Roll call and worship
8:50 – 9:25	First lesson
9:30 – 10:05	Second lesson
10:10 – 10:45	Third lesson
10:50 – 11:20	Lunch
11:20 – 11:50	Fourth lesson
11:50 – 12:20	Fifth lesson
12:20 – 12:50	Sixth lesson

The bell rings at the beginning and end of each of the activities above.

Assessment

Like other secondary schools in Barbados, our school year comprises three terms. Continuous assessment is carried out throughout each of these terms. The main forms of assessment are tests and quizzes. There will be at least three tests or quizzes each term which will be used to assess student performance throughout that term. Other forms of assessment include projects, laboratory assignments, homework assignments, and classroom participation.

There is an End of Term examination at the end of the first term and a promotion examination at the end of the third term. In Forms 1 to 3 students obtaining a 50% average or higher will be automatically promoted. In Form 4 and lower 5, students must obtain a passing grade in 5 or more subjects to be promoted.

Students in Forms 4 and 5 usually engage in School Based Assessment activities which contribute to their final CXC examination grade at the end of Form 5.

Honor Roll

Students obtaining an overall average of 75% or higher are recorded on the honor roll. Students are encouraged to maintain this high standard of performance and are usually awarded for this achievement.

Study Habits

Students are encouraged to develop good study habits. They should make the best use of whatever opportunity is afforded them. The use of study groups, the library, and other activities are encouraged to ensure the highest level of performance at all times.

SECTION 3 - You and Your Attendance

School Attendance

You are expected to attend school regularly unless you are experiencing bouts of illness or other circumstances beyond your control.

Class Attendance

Regular and prompt attendance to all class sessions is expected of all students. Repeated unexcused absences from classes will result in disciplinary action.

Tardy Policy

Students who are late for school must report to the office for a late slip. You must produce a late slip signed by administration or staff member in order to enter class.

Excused Absences

The following are legitimate reasons for missing a class:

1. Sickness (a signed excuse from a parent/teacher must be presented)
2. Death in the family (letter from parent)
3. Medical or dental appointment (letter from parent or note from doctor)
4. Participation in school sponsored activity
5. Parent initiated absences (letter or telephone call)
6. Financial problems (Business Office verification required)

Unexcused Absences

An unexcused absence occurs when a student:

1. Willfully misses a class without a bona fide reason and cannot present a signed excuse
2. Leaves the classroom without permission from a teacher
3. Leaves the compound without permission from parents, staff member or administration

Permission to Leave School

This must be obtained by phone call or letter from parent or guardian.

SECTION 4 - You and Your Finances

The Barbados SDA Secondary School, in the context of Barbados, is a relatively small private school. Given that education is a very costly service to provide, fiscal prudence in the allocation of limited resources is extremely important in maintaining our highly qualified and competent staff, and satisfactory school services.

For the school year 2006/2007 the average cost per student per year was in excess of \$3300 for our school and in excess of \$4000 for Government schools. Our school fees were \$2100 per year for period January 2001 to December 2005 (or \$700.00 per term) before various discounts were deducted.

School Fees and Other Charges

- Tuition fees (September 2007) are \$800 per term or \$2400 per year
- Petty fees of \$50 per year for new students and \$30 per year for returning students
- Bursary: The Government of Barbados through the Ministry of Education offers partial bursaries of \$125 per term and “Full” bursaries for total tuition fees or the greater part thereof to qualifying students.
- Discounts:

SDA

All SDA students are eligible to receive a SDA discount each term. At present the discount is \$50 per term.

Family

(Siblings at SDA Secondary only)

Each child receives a family discount off his/her tuition fees for up to two siblings. If there are three (3) or more siblings at the school at the same time, two will receive the family discount (presently \$25 per student) while the third (or additional) sibling(s) will receive full tuition scholarship.

(Siblings at Both Primary & Secondary Schools)

If there are three or more siblings and at least one at either school, each sibling at the SDA Secondary School is entitled to the Family discount.

Employee Discount:

Any full-time or permanent employee of the school is entitled to a further discount of 40% on tuition fees payable after any Government bursaries are deducted. Qualifying employees do not benefit from SDA and family discounts for any number of children.

Payment Schedule

You will find that the Barbados Seventh-day Adventist Secondary School is one of the most reasonably priced private institutions in the island.

In keeping the cost as low as possible, it is necessary that all payments of student accounts be made on or before the due date.

Tuition and other fees for each new term become due IN FULL on the first day of term. In the event of financial hardship or difficulty, contact the offices of the Principal or Business Manager to make arrangements for payment.

Where fees are not paid on time a letter of reminder with a deadline date is hand-delivered by the student or mailed to the parent(s) during the first week of the second month of the term for which the fees are due. Refusal to settle accounts by the deadline results in the forwarding of a second letter with a new deadline and the caution that failure to respond may result in your child/ward being withdrawn from school. The child or ward must be withdrawn from school if there is no settlement or arrangement to settle after the second letter.

Textbook Scheme

The Government of Barbados operates a textbook scheme where all students are able to access all the texts they need, or the texts that are available, for the entire school year. The annual fee is \$75.00. Textbook collection and return dates for each form are issued by the school.

Textbooks are rented on a cash basis from the school. At the close of the school year, all books must be returned to the book room. Students who fail to return books will be charged a fee depending on the condition of

the book when it was issued. All new books that are badly damaged must be replaced or the full cost of the book must be paid.

All books must be returned to the school on the dates specified by the book room staff. Students who do not return books on the specified date will be charged a late return fee of \$25.00.

Dates are also given at the end of each year for the collection of books for the new school year and at orientation for the new students. Please make sure that your books are collected on the specified date. Students who collect books after the date will be charged a fee.

No textbook will be issued for a new school year until all books for the previous year are returned and all charges paid. No CXC results will be released by the school until the student returns all textbooks.

Return Cheque Fee: There is a current fee of \$25 on all cheques returned by the bank. The school reserves the right to refuse subsequent cheque payments from persons whose cheques the bank has previously returned.

Uniform Material: The appropriate uniform material for girls may be purchased from the Business Office of the school. Colour samples for senior boys as well as information about where material can be purchased can also be obtained at the school's Business Office.

Financial & Other Development:

Maintaining the financial solvency and position of the school is of major priority to the Board & Administration of the School.

Some Facts: The current cost of providing education and school support systems for each student per year in 2004/2005 was \$4804 per year or \$1601 per term. The tuition fee since January 2006 is \$800 per term. Currently, in excess of 88% of total revenue is expended as staff salaries, wages, and related costs.

The goals of the Business Department include:

The gradual increase of tuition fees to where the tuition fee income covers the instructional costs of the school.

The development of non-tuition approaches to assist in the funding and development of the school. These may include:

- Provision of scholarships by former students and stake holders
- Provision of funding for particular projects, and other asset and physical plant development

Physical Development

It is the intention of the school to continue the physical development of the school plant in the following areas:

- Construction of the new canteen facilities with concrete seating area for students
(Project to be completed)
- The repair and upgrade of our science laboratory
(Project currently in progress.)
- Provision of general outdoor seating for students
- Construction of additional classrooms to allow for increase in school roll and improvement of current programme
- Construction of a new school hall
- Provision of gymnasium type facilities

Available School Items:

The following items may be purchased from the Business Office: ties, belt buckles, epaulettes, games shirts, games shorts (boys) and exercise books.

Student Transcripts

A transcript cannot be issued until the student's account with the institution is paid in full.

Student Exams

A student account must have zero balance or proper arrangement must be made with the business manager on a payment schedule before exams are taken or CXC results released.

Breakage and Loss Fines

Students will be charged for the malicious breakage or damage of equipment, furniture, or any school property.

The school will not be responsible for the theft of, breakage or loss of personal property.

SECTION 5- You and Your Conduct

A person's conduct says much about that person. It says a great deal about how we were trained, our basic values and even what we think of ourselves.

Your conduct at this school will reveal to your teachers and fellow classmates who you really are. Your conduct here will be measured in ways intended to aid you in your own unique personal growth.

Code of Conduct

The Barbados Seventh-day Adventist Secondary School administration, faculty and staff members expect all students to observe the policies, regulations and standards essential to the achievement of the goals and objectives of Christian Education.

Each student is held personally responsible for upholding the specific standard of conduct, integrity, and morality compatible with the principles and doctrines of the Seventh-day Adventist philosophy. Students who fail to respond to appeals made to their sense of honor based on infractions of school rules or disciplinary code and whose influence is found to be decidedly harmful based on violations where an aggregate number of violations permit suspension will not be allowed to remain even though they may not have been adjudged guilty of a major offense. For the purpose of this section, major offenses are defined as offenses that subject the student to suspension or expulsion.

Parents may be assured that the student will be given every opportunity to develop a Christian character as long as he/she expresses a desire to cooperate with the institution.

Whenever, in the judgment of the faculty, the character of a student's work is such that attendance is no longer profitable to him/her, or the nature of his/her conduct is such that he/she is a detriment to the school, the parents or guardians will be asked to remove that student or he/she will be dismissed.

Disciplinary Purpose and Application

We define discipline as acts of love taken to bring one who has strayed back into harmony with the body. The primary purpose of disciplinary sanction is to

- (a) discover reasons for the student's inappropriate behavior.
- (b) aid in positive behavioral changes.

Disciplinary Infractions

Discipline takes into account the following aspects of your school life:

1. Religious Life
2. Academic Life
3. Conduct on the School Compound
4. Conduct off the School Compound

Revised School Rules 2006-2007

1. Be soft spoken and orderly at school and in all public places.
2. Loitering along the corridors and stairwells is strictly forbidden and students are not allowed on the upper floor before the ringing of the first bell in the morning and during the lunch interval.
3. "Hanging out" is not permitted in the classrooms and assembly hall except when it rains.
4. Stand when a teacher or a visitor enters the classroom.
5. Bring to each class the textbooks, tools or other materials that are required.
6. Obtain a teacher's permission to enter or leave your classroom, or to remain in your classroom outside of class time.
7. Having entered the school compound, obtain permission from the Principal's office to leave.
8. Always respond to the bell promptly and appropriately.
9. Keep all areas of the school clean and tidy.
10. Care for all school buildings, equipment and tools.
11. The chewing of gum on the compound is strictly forbidden.
12. Stay away from the guard walls and do not loiter at the entrances to the school.
13. Riding of bicycles around the compound is not allowed.
14. Throw no stones or other objects and avoid climbing the trees.

15. Respect the property of others - no trespassing or stealing.
16. Any items found on the compound must be turned in to the Principal's office.
17. Obscene language in any form is strictly forbidden.
18. Attend all school sessions - emergency and planned absences should be explained in writing on the day the student returns to school.
19. Students must be present for all scheduled examinations and tests. Parent/guardian must notify the office immediately of any urgent situation that requires a student to be absent for an examination or test and arrangements made with the teacher to sit the test or examination.
20. All infringements of examinations regulations will be appropriately punished.
21. Attendance and reverence at all worship sessions are compulsory.
22. Respect and obey administration, staff and others in authority.
23. Respect and cooperate with prefects. However, students have the right of appeal.
24. Fighting is strictly forbidden and is punishable by suspension.
25. Uniforms must be worn as specified at all times. Written requests for exemptions must be sent if an emergency requires that a student must temporarily change his/her manner of dress.
26. Hair extensions and false pieces are strictly forbidden. Hair bows and other accessories worn in the hair should be black, brown, burgundy, navy or maroon only. No hair tints are allowed. Any hair dyes used should be the same colour as the natural hair. All students must be well groomed at all times.
27. Absolutely no student should have a cell phone in his/her possession on the school compound. Discmans, radios, or other electronic devices are not allowed at school except with prior permission from administration.
28. Familiarity ('touching up') among students is strictly forbidden.

SECTION 6 - You and Your Appearance

Because we believe that our compound is a special place set apart from the world, not only what we believe and teach is important to us, but how we look as well.

You may find that not all of us agree as to what that look should be but we do agree that one thing is certain; what we wear (or don't wear) tends to influence how we act and relate to one another.

The building of sound character is to a great extent dependent upon modesty and simplicity. These principles are expected to govern the dress of all students both in the home and community.

HAIR

1. Hair should be well maintained and clean. A comb should pass easily through the hair unless it is plaited. Hair braiding should not be done on the compound.
2. No unnatural hair dyes i.e. orange, red, plum, blue, green, etc. are acceptable.
3. Young men are not permitted to have braided hair.
4. Dreadlocks are not permitted and boys must keep their hair at a reasonable, school-appropriate length.

MAKEUP

1. Finger nails should have no design, coloured polish or jewels.
2. No obvious rouge, lipstick, or eye make-up should be worn.

JEWELRY

Jewelry such as bracelets (including ID bracelets, friendship bands), rings, chains, earrings and anklets are not allowed.

Uniform

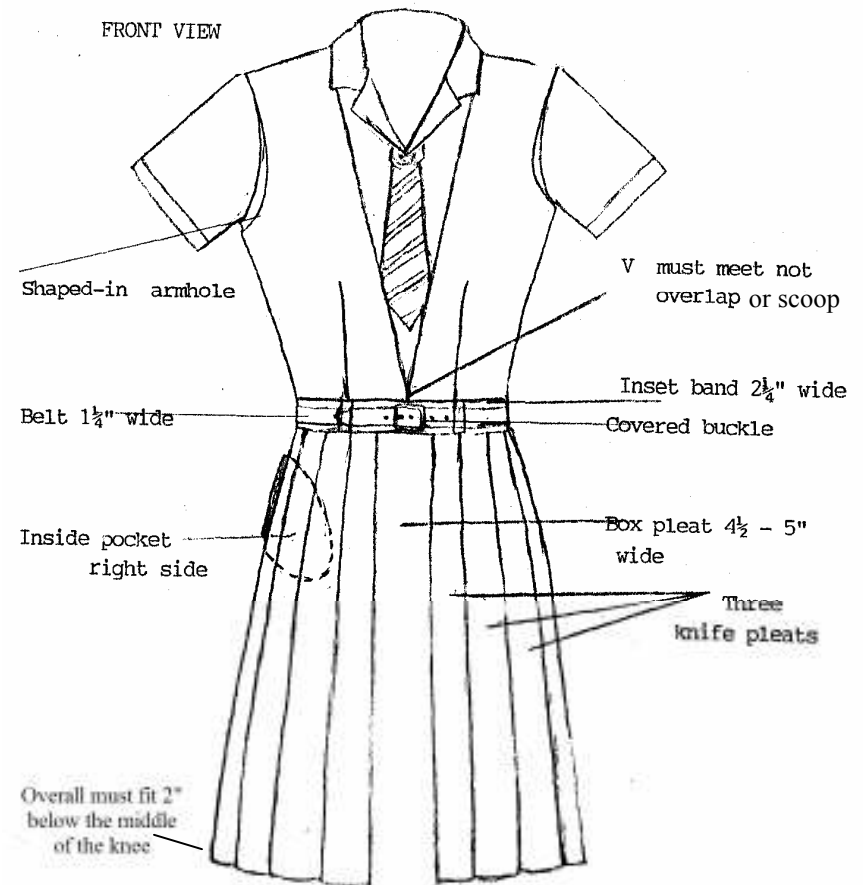
Complete uniform is required to attend class. The complete uniform consists of:

Female Uniform

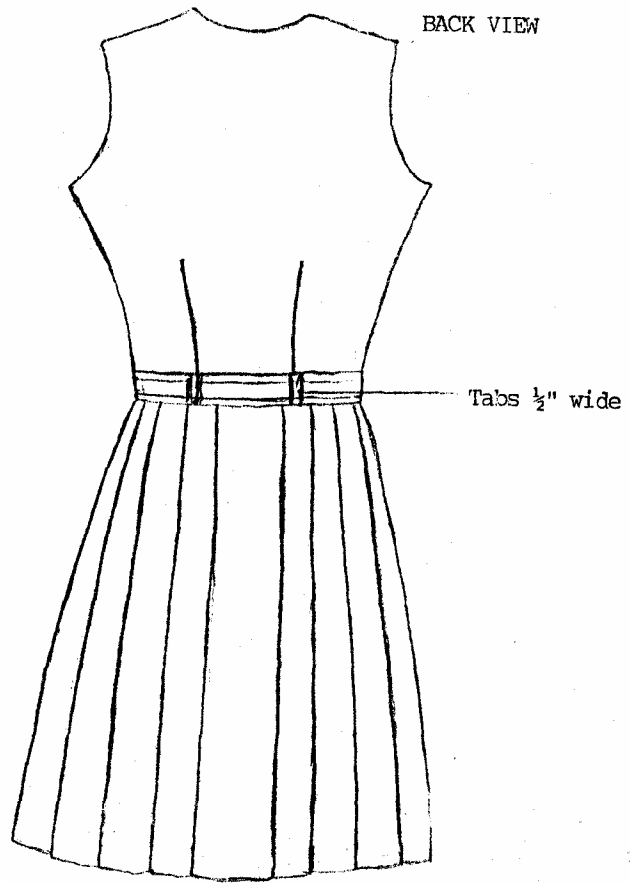
- A. School tie
- B. Buckled belt
- C. Maroon (overall) just below knee (at least two inches) in length
- D. White short sleeved blouse

- E. School tie that fits into the "V" at the front of the uniform
- F. White socks no lower than two inches above the top of the shoe
- G. Brown shoes
- H. No pins or brooches on the tie except the house badge, honour roll badge, and prefect's badge - applicable to 5th formers
- I. Hair accessories must be navy blue, dark brown, burgundy or maroon, or black.
- J.

Female Uniform



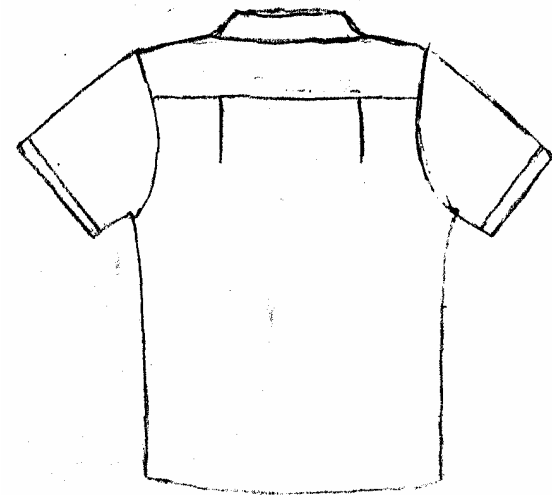
Female Uniform



Female Uniform - Blouse



FRONT VIEW

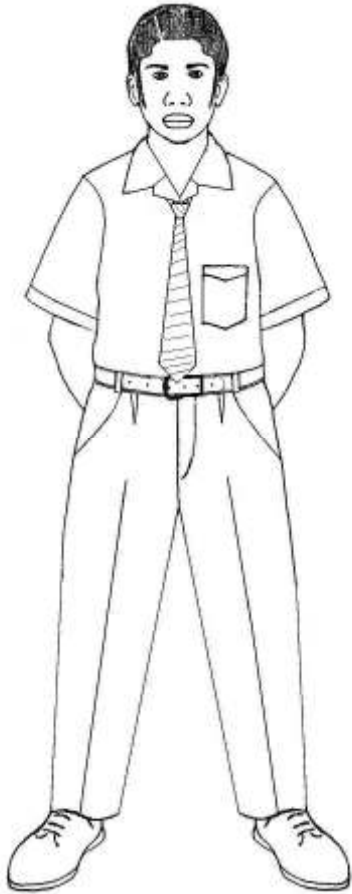


BACK VIEW

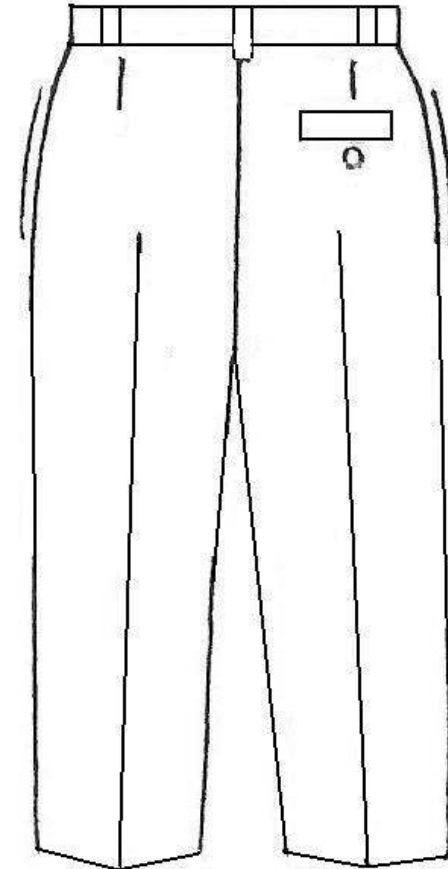
Male Uniform

DRESS CODE FOR SENIOR BOYS

- A. Long dark gray pants - must fit on waist and must not sweep the floor, and must not carry extra wide legs
- B. White shirt
- C. Black belt
- D. Dark socks specified as navy, black, or dark gray
- E. Laced black shoes no higher than the ankles
- F. School tie - Tie length must be from break in the shirt to waist

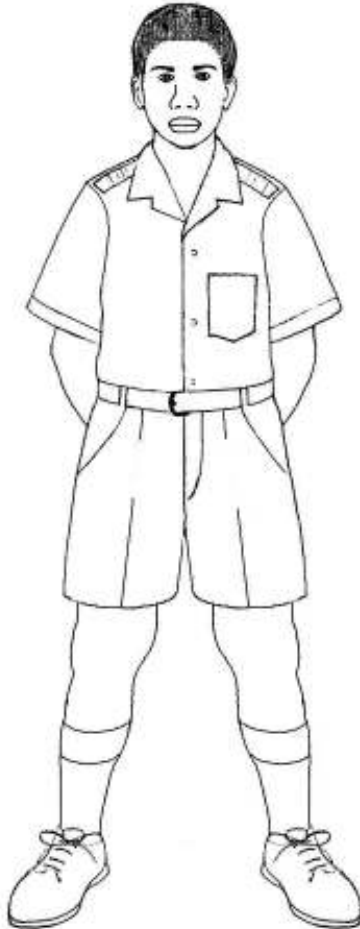


Long Pants (Back)

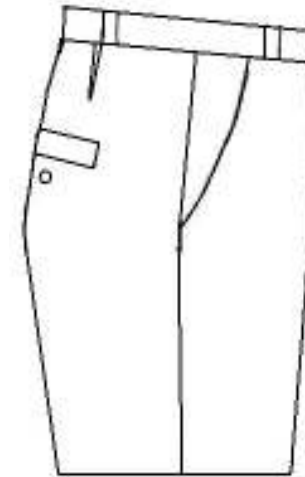


DRESS CODE FOR JUNIOR BOYS

- A. Khaki short pants
- B. Cream shirts with tabs to accommodate epaulettes
- C. Epaulettes
- D. Brown belts with buckles
- E. No name buckles, studs or additions to the belt
- F. Brown shoes no higher than the ankles -no boots
- G. Khaki socks to be worn on the calf



Short Pants



Games Uniform

Games tops and shorts are available for purchase from the business office.

Games uniforms should be worn at all sessions.

Students will not be allowed to participate in any sporting event unless they are in full games uniform.

NB.

- Young ladies' overalls should reach 1-2 inches below the knee.
- Young men's pants are to be worn at the waist and not below.
- Athletic shoes or sneakers should not be worn to school without permission.
- Clothes should be clean and neatly pressed.
- Socks should be worn 2 inches above the ankle (females) and on the calf (males).
- There may be occasions, however, that changes will be made in regards to regular attire. Students will be informed of these changes and notice sent to parents/guardians.

SECTION 7 - General Areas

Home and School Fellowship Association (PTA)

The Home and School Fellowship is open to all parents/guardians of our students. Meetings are held every second Tuesday of each month. The officers are elected annually and serve for one year. At these meetings, issues pertaining to our children's well being are discussed and acted upon. At times, special guests are invited to speak on specific and relevant issues. The Home and School Fellowship Association has also been involved in the funding and implementation of a number of projects within the school. We encourage all parents to become a part of this organization so that you can make a real difference in the academic life of your child.

Restricted Areas

Once students enter the school compound they are not to leave unless special permission is obtained. For the safety of the students there are some areas which are out of bounds. Students are not allowed in the wooded area behind the hall or Ephesus church. The area behind the Science and Technical block is also out of bounds. Students are not allowed around the perimeter walls at any time. This is to ensure that students can be supervised at all times.

Use of Equipment

Equipment is provided for the students' use in the computer labs, science labs, and technical labs among other areas. Students are expected to use this equipment in a respectful manner ensuring their own safety and that of those around them. Students found acting in an irresponsible manner with this equipment may be withdrawn from the class or subjected to another form of disciplinary action. Students irresponsibly damaging any equipment will be asked to pay for its repair or replacement.

Library

The Library is open to all students of the school. Once you sign up, you will have access to books, magazines, past papers, tapes and CD's among other things.

The library provides a safe, quiet environment where students can work and study. Students will also be able to research on the internet in a safe, supervised environment.

Canteen

Our newly constructed canteen provides healthy and nutritious meals for our students. The menu includes cooked lunches, sandwiches, snacks, and drinks.

Sports

Students in Forms 1 to 3 have two lessons of Physical Education each week. Students of form 4 and 5 have one lesson of Physical Education each week. During these lessons students obtain training and practice in athletics, aerobics and sports such as Basketball, Netball, Cricket, Road Tennis, Table Tennis, Football and Volley Ball.

Our annual school sports are held during the second term. This activity may include the sports items mentioned above and usually ends with the athletic competition held at the National Stadium.

We hope you enjoy your time at the Barbados SDA Secondary School and that you make the most of all opportunities provided to you. Please be cognizant of the fact that this handbook is subject to continuous revision and update. For any further information feel free to contact us at the school or check our website at www.babadossdasecondary.org.