



St. Kitts International Academy

If you can dream it, you can achieve it

Parent and Student
HANDBOOK

Revised August 2022

Table of Contents

Mission.....	3
Goals.....	3
Admission Policy/Requirements.....	3
Age Policy.....	4
Special Needs.....	4
English as a Second Language Learners.....	4
Class Size.....	4
Wait List.....	4
Hours of Operation.....	4
Student Drop-off.....	5
Student Pick-up.....	5
Attendance.....	5
Excused & Unexcused Absences.....	5
Travel During the School Year.....	6
Participation in After School Events/Clubs.....	6
School Communication.....	7
Parental Expectations.....	8
Parental Involvement.....	8
Parent Teacher Association.....	8
Academic Issues/Escalation Protocol.....	8
Student Academic Records.....	9
Academic Achievement.....	9
Student Health Policy.....	9
General Health Concerns.....	9
Contagious/Infectious Diseases.....	10
Allergy Policy.....	10
Immunizations.....	10
Medications.....	10
Emergency Contact Information.....	11
Code of Conduct.....	11
Four Basic Rules.....	11
Lunchtime, Playground & Bathroom Rules.....	11
Other guiding principles for our students.....	12
Student Responsibilities & Rights.....	12
Student Privileges.....	12
Consequences.....	12
Extreme Misconduct.....	13
Plagiarism Policy.....	13
Timetable.....	14
Physical Education Classes.....	14
Homework.....	14
Dress Code.....	15
Lunches, Snacks & Water.....	15
Electronics at School.....	16
Cell Phone Policy.....	16
Toys.....	16
Birthday Celebrations.....	17
Tuition Policy.....	17
Payment & Fees.....	17
Registration, Tuition & Additional Fees.....	17
High School Courses.....	18
Payment Information.....	18
Account Inquiries.....	18

Our Mission

The St. Kitts International Academy aims to provide a carefully planned, comfortable, safe and stimulating environment which will help the child develop within themselves the foundation of habits, attitudes, skills and ideas that are essential for a lifetime of creative thinking and learning. The primary purpose is to prepare students to become responsible and compassionate citizens striving for their best in academic excellence.

Goals

- To promote the highest standards of academic achievement for all students.
- To assist each child in the development of personal autonomy.
- To demonstrate and encourage the use of effective, positive communication skills.
- To nurture the development of self-discipline, self-control, self-confidence and positive self-esteem within each child.
- To guide each child toward constructive decision-making and behavioral choices that demonstrates respect for self and others.
- To foster the joy of learning in each child.

Admission Policy/Requirements

Interested parties should arrange a meeting with school administration for a tour. The school requires a character reference letter, the previous 3 years of school report cards (where possible), immunization records and other school forms to be complete prior to being accepted to our school program. Students are then evaluated based on their report cards and if necessary, an entrance exam might be given. Students must demonstrate proficiency in the core subjects to be successful in our program. Admission to the school is only complete once approved by administration and all necessary paperwork and fees are paid.

Retention Policy

In the event that retention is possible. The parent/guardian should be informed by mid-year. The administration, teacher(s) and parents will closely examine the student's performance, study habits, assessments and any other relevant information. The pros and cons of retention will be weighed. The decision to retain a student will be made by the school team in consultation with the parent. If retention is recommended a plan for improving the student's performance will be developed. This might include aggressive intervention and support strategies that might extend outside the school day, at the expense of the parent such as private tutoring. In this case the teacher(s) will liaise with the tutor to provide a framework of material to cover. Any student failing Math & Language Arts will be automatically retained. Students failing a combination of 2 other subjects may also be considered for retention. The final decision for retaining a child rests with the school administration. In some instances, parents may be given the option to provide extra help for their child over the summer by arranging a private tutor. The teacher will provide a list of areas for revision. Prior to the start of school, a readiness assessment will be given to determine if the child has improved enough to move on to the next grade level.

Age Policy

Students entering our Pre-Kindergarten program must be 4 by the end of December of the current school year. For all other grades St. Kitts International Academy will follow the education program of the child's previous grade level. When in question a placement exam will be given. Students are expected to perform at or above the grade level for which they are applying. St. Kitts International Academy reserves the right to evaluate cases on an individual basis and make placement decisions.

Special Needs

St. Kitts International Academy does not have the ability to provide an educational program for children with serious learning disabilities. Our school aims to provide assistance to students with mild learning disabilities or ADHD. These students may be placed on a modified program with input from the parents, teachers and administration. Every effort will be made to provide support; however, as there are no specialists on the team, parental support at home will be required. St. Kitts International Academy will endeavor to implement Individual Educational Programs (IEP's) from a licensed school psychologist or previous Child Study Team to the best of our abilities. Frequent parent communication will be required. St. Kitts International Academy is not financially responsible for additional classroom support that might be required such as educational technology or classroom support such as a paraprofessional.

English as a Second Language Learners (ESL)

Students who are not native English speakers may be admitted to our program. It is imperative that they demonstrate strong educational foundations in their native language (on their previous report cards) to be considered. St. Kitts International Academy does not provide ESL instruction to students on an individual basis. Language learning will be done through immersion. Prior to joining our school parents are encouraged to speak as much English with students as possible, especially in the area of meeting daily needs and basic academic vocabulary. Students are often encouraged to repeat the previous grade level so that they have a year of practice with English before learning new content. Parents are encouraged to seek private tutoring at home to help children get up to speed.

Class Size

Elementary & Middle School class sizes will be capped off at 20 students. High School classes will be capped off at 10 students. In rare instances, at the discretion of the school, exceptions will be considered.

Wait List

If a class is at capacity, a wait list will be created. Admissions will be based on a first come first served basis provided students meet the entry criteria of our school.

Hours of Operation

8:20am - 9:00am	Student Drop off
9:00am - 12:10pm	Class Hours
12:10pm – 1:10pm	Lunch and Playground
1:10pm - 3:30pm	Class Hours
3:30pm	Pick-up
3:30pm - 4:30pm	After School Program

Student Drop-off

Children should be dropped off at the front gate in the mornings no earlier than 8:20AM. Students arriving prior to 8:20am will not be granted entry to campus. At 8:20am security officers will direct students to the lunchroom where students will drop off their school bags and lunches before supervised playground time until 8:50am. At this time, homeroom teachers will collect their class (PreK-6). Classes start promptly at 9:00AM. However, if habitual lateness and absenteeism becomes a problem, parents will be consulted to discuss strategies that will support everyone involved.

Student Pick-up

Students are to be picked up by 3:30PM with the exception of those participating in the afterschool program. Students remaining after 3:30PM will wait at the gate with security. Parents arriving after 3:45 will be charged a late fee of \$10.00EC per 10 minutes or any portion there-of. Children enrolled for the afterschool program must be picked by 4:30PM after which time a late fee of \$10.00EC per 10 minutes will be charged. All students must be signed up in advance for the after school program.

Attendance

Students are required to attend school daily. There is a clear correlation between student learning and attendance. Absences should be kept to a minimum and coursework is expected to be completed despite being absent. Work with your child's teacher to ensure you know what work was missed. When children are absent or late is it recorded in the school register and documented on their report card each term.

In order for a child to successfully complete the academic school year, it is compulsory that they attend school for at least 90% of instructional days. A student may be retained at a grade level if they do not meet the 90% attendance policy. To be promoted to the next grade level a student must receive a passing mark of 60% or higher in each subject and receive instruction for at least 90% of the time established by the school calendar for that academic year. Considerations are made for ESL learners and those who receive accommodations.

Punctual arrival to school is one of the most important skills a person can learn. Students are required to be at school, ready and prepared to learn by 8:50am each day. A student who is tardy three times will receive an unexcused absence on their student attendance record. The same holds true for students who leave school early without an acceptable reason.

Understanding absences: Excused and unexcused absences are detailed below. The 90% policy equates to roughly 17 days per school year. These days are NOT to be considered 'personal days' for students. Missing 10% of the academic days can be very detrimental to your child's growth and performance. Missing days should be done only in cases of absolute necessity. **Excused absences still count toward the 90% attendance policy.**

Excused Absences:

- Personal illness (longer than 3 days requires a doctor's note upon return). Please note that children who have a contagious condition are required to have a doctor's approval before returning to school. The school should also be notified of the condition to take precautions to safeguard other students.
- Family funeral

- Court order by government agency
- Religious holiday
- Weather or environmental conditions rendering attendance impossible or hazardous
- To attend a healthcare appointment. Parents are requested to make every effort to book appointments outside of school hours when possible.
- Other absences to be determined by, and at the discretion of, the school

Unexcused Absences:

- Failure to attend school without the knowledge of the parent/guardian
- Family vacations. Family holidays that take place during the school year will not be considered excused. Any resulting absence will impact the 90% attendance policy. It is expected that families plan holidays during the allotted vacation time.

Travel During the School Year

If you opt to take an extended time off from school that does not correlate with our calendar, please note that this is extremely discouraged by the school. In the event that travel cannot be avoided, the administration must be given notice in advance. Administration will notify teachers so that your child will be given the necessary classroom materials to take with them while they are away. Students are expected to keep up with their work while away by following the class website (PreK – 5) and Google Classroom for grades 6 and up. Parents and students are expected to be proactive in reaching out to teachers. It is not the responsibility of the teacher to provide the work in advance before you leave. All work is due upon return to school.

Participation in After School Events/Club

In order to participate in extracurricular activities or athletic programs students must adhere to school policies (both behavioral and attendance), school-based criteria and any applicable laws. A student may not be able to participate in extracurricular activities for certain disciplinary offences or if the student was absent the day of the event. *Students must be present at school during the day to participate in an event after school.* It is important for students to understand that behavioral expectations placed upon them by the school can extend beyond the classroom and school campus. The school has the authority to withhold participation privileges from students. In addition, the school reserves the right to remove any student for an offense of the Student Code of Conduct which substantially disrupts the school or community.

School Communication

Our learning community is committed to open communication, mutual respect and a commitment to work closely with students and families. Parent-Teacher conferences are scheduled during the school year, in September and February. You may schedule additional conferences at any time and are encouraged to reach out with concerns. During class time the teacher's attention must be with the class, so if you would like to speak to the teacher even for just a minute, arrange to meet in advance outside class time. School notices will be sent to all parents via email and in our SKI What's App group. Our website will be updated weekly. It is the parent's responsibility to check the website to ensure they are abreast of all activities happening at our school. We find the easiest and most reliable form of communication is through email. All staff emails are provided on our website on each teacher's class page. You can also telephone the school at 466-1026 or on the school cell phone at 662-9876. Up to date information is always available on our website: www.skiacademy.net

Parental Expectations

What's the most accurate predictor of academic achievement? It's not socioeconomic status, nor how prestigious or expensive the school is that a child attends. The best predictor of student success is the extent to which families encourage learning at home and involve themselves in their child's education. When parents are engaged in their children's school lives, students have the home support and knowledge they need to not only finish their assignments, but also develop a lifelong love of learning. Engagement is NOT expecting the teacher or program to change according to personal preferences. Engagement means trusting the program and supporting the program's learning goals at home. Students achieve more when parents understand that education is a shared responsibility.

The PreK-8 instructional program at St. Kitts International Academy is based on research, best practices, and rigorous international private programs. It is designed to prepare students to succeed in university-prep secondary programs around the world. The program is unique to the island and requires a higher level of qualification for teachers. However, in the end, students will only get out of a program what they are willing to put into the program. Therefore, the key to success in any program is parent trust, support, and engagement.

What can engaged parents do?

- Attend parent-teacher conferences, review progress reports and report cards and keep in touch with your child's teacher. Be sure to review course standards and assure your child is meeting them.
- If your child is having problems with learning, have your child evaluated by a professional. All children learn differently, an evaluation and potential diagnosis will only help set your child up for success in the future.
- Make sure that your child gets homework done. Model and assist them with time-management. Children should be supervised when doing homework. Even if a parent is unsure about the content ensure, completion and adherence to rubrics and instructions will set your child up for success. Learning should be viewed as family time. A shift in this mindset can make all the difference.
 - Tips for time management: Check the website or Google Classroom daily or weekly to help plan out long assignments. Be sure your child seeks clarification from the teacher in advance of due dates during working hours.
- A parent's attitude is key. Demonstrate a positive attitude about education to your children. A negative attitude toward homework, a teacher or the school can be contagious and can interfere with student performance.
- Raise any concerns you have directly with the teacher or administration following the escalation protocol and in a respectful and professional manner. Having a dialog between home and school will allow for all sides of a situation to be considered before deciding on the best way forward. Disparaging a program or teachers negatively affects staff morale and student performance.
- Find homework help for your child if needed.
- Find out about shortcuts your child might be using rather than learning the materials or skills properly. Students will be expected to master these standards independently and by using short cuts they will not be prepared for testing at upper levels.
- Help your child prepare for tests. Review of material covered each day is encouraged.

- Encourage active learning, family discussions and reading. Reading helps children in all school subjects and is the key to life-long learning.
- Monitor your child’s television, video game, social media, cell phone and internet use. There are many negative social impacts that enter school from these avenues although they are taking place outside of school hours. Ensure that you check in on their activity in these areas so that they learn appropriate ways to navigate their technology use in healthy ways. Students who have limits in their technology use are higher achievers.
- Engaged parents trust the curriculum, materials and standards developed by educational professionals. School administration considers the good of the entire student body when making decisions. While decisions may not be favorable to all, we expect parents to have faith in the well-informed choices the school makes for the benefit of our entire school community and program.

Parental Involvement

Parents are encouraged to find meaningful ways to be involved in our school. This can be guided by your child’s teacher. In the elementary grades this could be as a guest reader. In older grades being a guest teacher about a particular topic being covered in class or sharing holiday celebrations from your home culture. Speak with your child’s teacher to find out how you can be more involved in our rooms.

Parent Teacher Association (PTA)

The purpose of the St. Kitts International Academy PTA is to enhance the educational experience of every student by sponsoring special events, enrichment programs and fundraising activities. This will be accomplished through volunteer support of the entire school community as well as community partners.

By design all parents are automatically members of the PTA. There are no annual membership fees or dues. All parents are encouraged to get involved in the group in a formal or informal way. Working together with the school allows the school to thrive and our students to succeed.

Each year elections will be held for our Executive Board. Nominations will be taken from the floor and elections held in an open meeting. The Executive Board positions include: President, Vice President, Secretary, Treasurer, Fundraising Officer and Communications Officer. In addition, each homeroom seeks to have a room parent that can be called on to assist the teacher in planning class celebrations. **To avoid any misunderstand, the role of the PTA Executive is not to hear parental concerns or assist with administrative decisions. All parental concerns must be voiced directly to the school administration by the concerned party using the escalation protocol outlined in this handbook.**

PTA Goals

- To build a sense of community
- To strengthen the home/school partnership
- To provide avenues to raise funds in support school wide initiatives
- To provide support to the school in meeting annual goals

Academic Issues/Escalation Protocol Grades K-8

Should you have concerns throughout the school year it is key to follow this protocol.

1. Schedule a meeting and speak directly with the staff member.
2. Schedule a meeting with the principal. After an initial meeting the principal will schedule a meeting with all involved parties to resolve the matter.

3. If resolution is not met at either of these levels the school will schedule a meeting with the school director and the involved parties to resolve the matter.

Academic Issues/Escalation Protocol Grades 9-12

1. Schedule a meeting and speak directly with the staff member.
2. If it is a concern surrounding an issue for a student in grades 9-12 schedule with the High School Coordinator. After an initial meeting the HS Coordinator will schedule a meeting with all parties involved to resolve the matter.
3. Schedule a meeting with the principal. After an initial meeting the principal will schedule a meeting with all involved parties to resolve the matter.
4. If resolution is not met at either of these levels the school will schedule a meeting with the school director and the involved parties to resolve the matter.

Student Academic Records

Report cards will be sent home two times a year for Grades PreK-12. Grades 9-12 will have progress reports at the mid-point in each term.

Student records are strictly confidential. Parents are permitted to review and inspect their child's records at any time. School records may be released to authorized personnel ONLY with the signed, written and dated request from that child's legal parent/guardian. High School student records are also kept on file with Virtual High School in Ontario. These records are also treated as highly confidential.

Academic Achievement

St. Kitts International Academy believes in encouraging and celebrating student success and achievement. Students who maintain an 80 or better in all subject areas each term will be listed on the school's **Honor Roll**. Students who score a 90 or better in all subject areas each term will be listed on the **Principal's List**.

Student Health Policy

If a student becomes ill or injured during school hours, he/she will be brought to the school office and parents/guardians will be notified to pick up their child. Our school has the final decision with regards to whether a child can attend school based on their health. If a student exhibits health symptoms that prevent them from being an active learner, or if contagions are believed to be present, parents will be called to collect their child for continued treatment at home or under the care of a doctor. Parents need to arrive within one hour of being notified to pick up their sick child. It is imperative that parents have an alternate plan in place for someone to pick up and care for their child if they cannot be reached in the day. Parents/Guardians are expected to follow along with the decisions made by the school as they are made for the good of the school.

General Health Concerns

Please do not send your child to school on days when any of the following symptoms are present: fever, rash, cough, any discharge, discolored or profuse amounts of mucus from the nose, diarrhea, vomiting or a sore throat. If your child shows any signs of illness, he/she should be kept at home and return when they are symptom free for 24 hours.

Contagious/Infectious Diseases

Please report any incident of contagious disease to the school so we can alert staff and other parents to watch for symptoms. A doctor's note is required before a student is admitted back to the school; this allows the school to confidently make decisions that are in keeping with the general health needs of the entire school population.

Allergy Policy

Parents are required on, an annual basis, to complete a medical form for their child. All allergies should be disclosed. For children with severe allergies parents are required to complete an Allergy Emergency Care Plan. Parents are responsible for updating those on a regular basis. Parents are required to provide written advice from a health care provider which explains the conditions, triggers and required medication. All school employees will be made aware of existing allergies.

If an EpiPen is required it is the parents' responsibility to provide and keep current the EpiPen kept at the school. Documentation from a health care provider is required for the school to have on file. EpiPens will be kept in a centrally located area. All school employees will receive training on the proper administration of EpiPens. EpiPens will be brought on field trips.

- When a child with a food allergy is enrolled in a classroom, that classroom may have certain restrictions on what types of foods will be permitted. Depending on the severity of child's allergy, it may be that no foods containing the specified allergens will be permitted.
- During the start of all recess and break times, where snacks are permitted, the snacks are to be consumed on the balcony. No food items are permitted in the shared spaces of the playground, school grounds, courts or other areas.
- Student birthday celebrations may not include any food items depending on the specific allergy needs of students within a classroom. All too often, the treats contain allergens that will pose a threat to the safety of those with food allergies. There are many other non-food options parents can consider. Please see our birthday policy for additional information.
- Where appropriate allergy-free tables will be set up in the cafeteria to ensue the foods being consumed at that table do not contain any of the pre-determined allergens.
- The library will be a food-free zone.
- Students will not be permitted to share their food items with others.

Immunizations:

All students are required to have an immunization record on file. Children MUST be immunized in accordance with the rules and guidelines of the Federation of St. Kitts and Nevis. No exceptions will be made unless medically documented by a licensed practitioner.

Medications:

Prescriptions: Prescription medication can be administered by the school. Medications must be brought to school in labeled containers from the doctor. Labels must include child's name, dosage and frequency. Please advise if refrigeration is required.

Over the Counter Medications: Students in grades K-8 are not permitted to carry or self-administer any over the counter medication. The school cannot administer over the counter medicine either. If students require medication in the day, they can only be administered by the child's parent or legal guardian. Please make arrangements with the school in advance.

High School students must have parent permission filed with the school secretary to take over the counter medication. These need to be left in the care of the school secretary and taken in accordance with the dosage requirements on the package. Students may not carry their own medication, take without consent or share any with classmates.

EpiPens & Inhalers: Documentation must be provided from a child's doctor to inform the school that students have an EpiPen or inhaler. The school will ensure that all school employees are informed of students that have an EpiPen and are trained in proper administration. Students with inhalers typically keep them in their possession; however, the school must have documentation on file in the form of a doctor's note. EpiPens and inhalers should have a prescription label on them when possible. It is the responsibility of the parent to ensure that EpiPens and inhalers are current.

Emergency Contact Information

Please ensure the school is kept up to date with emergency contacts. We must have a way of contacting you in case of an emergency. This information can be updated at any time with the school secretary.

Code of Conduct

To 'discipline' literally means to educate or train. We encourage the growth of self-discipline within the child. We have a well-planned program for discipline and the first rule of conduct is to explain the discipline program to each child. All children are taught respect and acceptance of themselves and everyone around them.

In our classrooms there are four basic rules:

- Follow the teacher's directions; the teacher is the leader of the room.
- Keep hands, feet and objects to yourself.
- Show respect for everyone in the school, including their property.
- Support one another and lend a helping hand.

Lunchtime & Playground Rules:

- Follow adult instructions at all times. Have permission before leaving an area.
- No food sharing at any time.
- Use good table manners.
- No rough play or play fighting.
- Clean up your area when you are done eating or playing.
- Take turns with the equipment.
- Talk out problems – use problem solving skills.
- Include others and treat people with respect and kindness.
- Issues on the playground need to be addressed with and resolved by the teacher on duty.

Bathroom Behavior:

- Respect the privacy of others.
- Use proper hygiene.
- Keep the bathroom clean.

Other guiding principles for our students include:

- Listen to and respect all adults in the school community.
- Listen carefully to all directions.
- Walk quietly through the walkways and on the gallery.
- Tell the truth at all times.
- Take pride in your work and always do your best.
- Treat others as you would like to be treated.
- Respect other students and their property.
- Respect school property and the environment.
- Be kind, polite and considerate of others.
- Share with everyone and take turns.
- Practice good sportsmanship.
- Invite others to play with you.
- Use appropriate words to solve problems.
- Pupils treat each other and visitors with courtesy and consideration.

Students are responsible for:

- Being at school on time, prepared for the day (all work completed, all materials ready)
- Obeying all school rules and policies
- Respecting all students and school personnel

Students have the right to:

- Learn in a safe school
- Mutual respect by all students and school personnel

Student privileges:

- Class celebrations
- Extra-curricular activities (clubs, sports, etc.)
- Recess & field trips
- Certain special area classes: PE, art

As students follow the classroom rules, they will be given supportive feedback in a number of different forms to encourage good behavior. If a child is not following the rules, this is the order of the consequences implemented to correct the behavior:

Consequences:

- Verbal Warning
- Reflection Time Out
- Email home to the parents
- Recess or lunch detention
- Referral to the Office for parent, teacher and principal meeting to be held to develop an individual discipline plan for the student. A reflection log will be completed and sent home for review and signature.
- In School Suspension
- Out-of-School Suspension (one day, three days, five days)
- Expulsion

Extreme Misconduct

At times certain behaviors are deemed so severe in nature in terms of the safe operation of the school and or infringe on student safety that it might be considered extreme misconduct. These behaviors may warrant immediate short-term removal of a child from school (suspension or expulsion). In certain instances, an evaluation by a certified counselor may be deemed necessary for re-entry to our school program. Examples of extreme misconduct include, but are NOT limited to:

- Fighting/assault
- Vulgar or profane language (verbal or written)
- Harassment
- Destruction of school property
- Weapon possessions
- Theft
- Defiance of school authority
- Use or possession of controlled substances

St. Kitts International Academy believes that communication between home and school is the most efficient way to handle any discipline problem. We feel it is important that parents/guardians are kept informed of their child's performance. In the case of a student who continues to exhibit poor behavior, we may request a conference with the parents/guardians, teacher, principal and student. Any acts that are physical in nature may skip the hierarchy of consequences and an out of school suspension may be assigned. Discipline will be age appropriate and we do not administer corporal punishment at this school.

Plagiarism

St. Kitts International Academy strives to create an environment of academic integrity wherein all students are expected to produce original works with appropriate identification of the sources of information. Academic dishonesty is a very serious offense and our school maintains an educational environment in which plagiarism will not be tolerated.

Plagiarism Definition:

Plagiarism is presenting the ideas or statements of another without crediting the original source. Even if it is unintentional, plagiarism is theft. Plagiarized sources include but are not limited to the written word. Others possible sources are: pictures, photographs, music, internet sources, works of art, and the spoken word. As technology grows and changes students have access to more and more resources that allow them to cheat in new and creative ways. Programs that write and paraphrase paragraphs and essays for you are not acceptable. While they might not be flagged immediately through plagiarism tracking programs, these shortcut methods will not set students up for success or the passage of entrance exams to future programs. Students need to do the work themselves so that these skills are showing growth on their own and parents need to ensure they are monitoring their child's work.

Guidelines for Maintaining Academic Integrity:

The faculty will:

1. Instruct students in the definition of plagiarism and on the methods of properly citing sources
2. Use age-appropriate bibliographic methodology
3. Utilize instructional strategies for prevention
4. Monitor incremental progress of the completion of the projects when appropriate

The students will:

1. Demonstrate an understanding of academic integrity by not plagiarizing
2. Properly cite sources and use appropriate bibliographic methodology
3. Provide further clarification of the submitted assignment upon request
4. Provide all original sources for the assignment upon request
5. Not use free or paid paraphrasing and essay writing programs.

Teachers will utilize a plagiarism checker to scan for paraphrased works, as this is also an act plagiarism if it is not your own ideas, thoughts, and/or opinions on a topic.

If students choose to plagiarize intentionally or otherwise these are the consequences:

1. First offense: Assignment or exam will be marked down 25 points, meaning the assignment will begin at 75% and the assignment will be revised within two days. If not resubmitted a zero is given. Parents will be notified.
2. Second offense: The assignment or exam will be given a zero. You will be sent to after school detention daily until the assignment is redone and submitted. Parents will be notified and must attend a conference.
3. Third offense: The assignment or exam will be given a zero and parents will meet with administration. Removal from the program is an option that will be explored.

Timetable

A copy of the timetable for each class is posted on the class page of our website.

Physical Education Classes

Please note the days for their Physical Education, on your child's timetable, as they should be prepared for these classes each week. Students must wear sneakers, black or navy shorts or pants and either their house shirt or blue round neck shirt. For Physical Education days we recommend bringing an extra shirt to change into when necessary. You will be notified of any additional sport and/or activity options for your child to enroll in during their Physical Education program at the beginning of the term when they are available. Each class is 40 minutes in length.

Homework

Homework is usually assigned daily and is posted on each teacher's class page on our website (Grades K-5) and Google Classroom (Grades 6 & up). Students are responsible for completion of their assigned homework, even if they are absent. If homework is not completed as assigned, the teacher will notify the parents to rectify the situation. The amount of time students are expected to be working on completing their homework assignments is quantified by their grade level:

Grades 1-2: Approximately 20 min / night

Grades 3-4: Approximately 45 min /night

Grades 5-6: Approximately 60 min /night

Grades 7-8: Approximately 60+ min / night

Grades 9 and up: Approximately 2+ hours / night

These times will change depending on the work assigned and the individual teacher requirements.

Dress Code

Students at St. Kitts International Academy are expected to be in our uniform daily. Students are expected to wear the school's polo shirt and appropriate bottoms; khaki or navy in color. Uniform shirts are available from Sun Island Clothes. Uniform bottoms can be purchased from the vendor of your choosing, but must be uniform material and be either shorts, skirts, skorts, pants or capris. Students who do not follow the Dress Code may be asked to change clothes or remove accessories. If the student does not have appropriate alternative clothing at school, it may be necessary for parents to bring appropriate attire or to accompany students home to change. The school may also provide appropriate clean clothing if necessary and available.

- The length and style of hair (both facial and head) and jewelry shall be limited if it constitutes a health or safety hazard or if it is harmful to the building or equipment. In both cases, the student may be required to wear some type of protective covering or remove jewelry.
 - Exceptions will be made for religious headwear or hairstyles.
- No tank tops of any kind will be permitted, even on 'Dress Your Own Way Days'. Shirts should cover the entire torso. No exposed midriffs or cleavage will be permitted.
- All clothing must conceal undergarments. Pants must be worn at the waist and completely cover the buttocks area.
- The bottom hem or edge of shorts, skirts and dresses may be no shorter than three inches above the top of the knee when standing. The fingertip length rule will be applied.
- Any article of clothing with a printed message, word, graphics or phrase may not contain profanity, obscenity, or the promotion of any illegal activity or violence.
- The length and style of accessories will be limited if they constitute a health or safety hazard or if they are harmful to the building or equipment. In both cases, the student may be required to remove the accessory.
- If a student wears a 'hoodie', it must have a full-frontal zipper so that the school's uniform shirt can be seen at all times. Moving forward, students will be required to wear school zip-up sweatshirts with the school logo as part of their uniform.
- Hats are not permitted except during PE class. Hats may not have inappropriate graphics or words on them.

Dress Code Violations

1. First Offense: Student is required to change, warning issued, and parents are notified.
2. Second Offense: Student required to change, phone contact with parents, possible suspension.
3. Subsequent Offenses: Continued violations of the dress code policy will result in further disciplinary action including, but not limited to further suspension from school.

Lunches, Snacks & Water

Hot Lunch: We offer a hot lunch option five days a week at a cost of \$15.00EC per day. The menu is located on the home page of our website and occasionally changes throughout the year. Children always have the option to bring in their own packed lunch. Students have access to having their meals warmed in a microwave.

Snack: All students are encouraged to bring a healthy morning snack to school with them each day. Students are discouraged from bringing in items such as chips, cookies and other non-nutritious items. No candy or sugar drinks such as soda will be permitted. Sharing is NOT permitted.

Water: Students are required to bring a full, reusable water bottle to school daily. Water coolers are located in all buildings for children to re-fill their bottles throughout the day.

Electronics at School

Students in grade 6 and up are required to bring a laptop to school with them on a daily basis for educational purpose only. Students in other grade levels might be asked to bring in a device at certain times. St. Kitts International Academy recognizes that there are appropriate times and places for the proper utilization of electronics in the school environment. It is also expected that technology be used as a tool, not as a toy. **Students are not permitted to use their computers, tablets or phones to record or take pictures on campus without teacher consent for educational purpose only. Violation of this will result in immediate action.** Personal technology is only to be used at school with teacher approval and for educational purposes only. Students bringing in computers or any form of technology to school are fully responsible for their care.

Electronics Violations:

1. First Offence: Be reminded that the action is inappropriate and unacceptable and the electronic will be put away in its proper place.
2. Second Offence: The device will be confiscated for the day.
3. Third Offence: The device is confiscated for the day and parents can pick up directly from the office.
4. Fourth Offence: The device is confiscated and parents can pick up from the office after one week. The student will also face further disciplinary measures as deemed appropriate.

Cell Phones at School

It is highly recommended that parents do not send children to school with cell phones. If a child needs to use a phone during the day, the school will assist them. For any parent who still opts to send their child to school with a phone, the student will be required to surrender their phone to their homeroom teacher at the start of the day, and must pick it up at the end of the day. The school will not be held responsible for lost or damaged phones. Students are responsible for adhering to the policy from 8:20am through the conclusion of the after-school program at 4:30pm. Violations of this policy will result in the following:

- 1st Offence: the phone will be confiscated and held by the school for 5 days or until a parent comes for the phone
- Further infractions will result in suspension (in or out of school) and ultimately expulsion from our program.

Toys

We discourage children from bringing their own toys to school unless permission is granted by the teacher for a specific purpose. Any toys brought to school will be kept in the child's bag during school hours and will not be allowed in the classroom. If toys are taken out during school hours without prior approval from the teacher they will be confiscated and returned at dismissal or directly to a parent.

Birthday Celebrations

At St. Kitts International Academy, we recognize the significance of a child's birthday. Classroom teachers will continue to recognize children on their special day in special ways. Students receive a birthday sticker and will be celebrated by their homeroom. Class celebrations will not include food or party bags to ensure that everyone has an equitable celebration on their special day.

Birthday party invitations for gatherings that take place outside of school may not be disseminated at school unless an entire class is invited. Parents can distribute invitations individually outside of school hours in those instances.

Tuition Policy

School fees: Please refer to the *School Fees* section on our web site for our current fee structure.

Payments & Fees

St. Kitts International Academy relies on the timely and regular payment of tuition fees by families.

Registration Fees:

There is an annual \$200EC registration fee for your child due before the close of each academic year to ensure a spot for your child the following year.

Tuition Fees:

Please ensure that you have selected one of our two payment options: 1) Payment for the year in full 2) Three annual payments. These payments must be paid in full on the dates set by the school each year. In order to ensure the continued financial stability of our school, the following policies regarding payments are in place.

In order to guarantee a classroom placement, tuition payments must be made prior to the beginning of the school year and before each and every semester/term. Students leaving the term early or starting a term late are responsible for the entire term's fees.

If payment is not received in accordance with these policies, your child may not be able to attend school.

Tuition is at a reduced cost for local families. In order to qualify for this reduction, at least one parent, as well as the student applicant, must hold a valid passport from St. Kitts and Nevis. Passport holders from CARICOM countries are not considered to be 'local'. Expatriates are all applicants who are not St. Kitts and Nevis passport holders, and will be charged the non-local or expatriate tuition rate.

Additional Fees:

- Hot lunch program. Parents are encouraged to sign their child up on a monthly basis for ease of billing. Accounts will be directly charged.
- After School Clubs. After School programs are billed by the term. There will be no refunds or make ups for missed classes.

High School Courses:

If for any reason, a student needs to repeat a class or takes courses beyond the required 30 credits, there will be additional fees added to your invoice.

Payment Information:

Please note that St. Kitts International Academy does not accept cash payments. All school purchases must be paid by check at the school, billed to the student account, or paid for by making a deposit into the SKI account at National Bank (account number 10128039). Please send a copy of the receipt to the school.

The school will send monthly invoices/receipts to each family that has an outstanding balance at the beginning of each month. Payments should be made by the due date on the invoice or a late penalty of \$100EC per month will be accrued. Report cards will be held at the end of each term if there are outstanding fees. Invoices outstanding for more than three months will result in your child being removed from the school program, no report cards will be issued and your account will be turned over to legal counsel.

Account Inquiries

Account inquiries should be directed to accounts@skiacademy.net and cc'd to nicoleberry@skiacademy.net.