



*Bermuda Institute  
of  
Seventh-Day Adventists*

**Student Handbook  
2016 – 2017**

***"Building Lives for Eternity"***

**Dr. Lois Tucker, PRINCIPAL**

**Mrs. Kathleen Wilson-Allers, VICE PRINCIPAL, ACADEMIC**

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*Accredited by the National Council for Private School Accreditation and the North American Division, and the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools.*

**This agenda belongs to:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PARISH: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

GRADE: \_\_\_\_\_ HOMEROOM TEACHER: \_\_\_\_\_

# Faculty and Staff

## ADMINISTRATION

Tucker, Lois	Principal
Wilson-Allers, Kathleen	Vice Principal, Academic
Simons, Owen	Vice Principal, Recruitment & Retention
Warner, Tanya	Business Manager
Simmons, Frigga	Director of Development

## FACULTY

Caines, Dwayne	Bible
Davis, Rohan	Physical Education
Dawes, Sonia	Elementary, Grade 6
Dickinson, Deonaé	Elementary, Grade 2
Edwards, Wayne	Math
Foster, Dwayne	Music/Band
Francis, Theresa	English
Goulbourne, Joan	Science
Hetsberger, Ruth	English
Hill-Smith, Shari	Learning Support
Stevens, Sonia	Elementary, Grade 5
King, Janet	Family Studies
Knight, Elizabeth	Elementary, Grade 1
Lightbourne, E. Vance	Computer Studies
McDaniel, Brian S.	Elementary, Grade 4
Metellus, Rendell	Science
Miller, Linton	Social Studies
Nisbett, Mazina	Elementary, Grade 3
Packwood, Maria	Life Skills
Simmons, Frigga	Spanish
Simons, Owen	Music/Choir
Sutton, Richard	Art
Swan, Frederick	Middle School Math
Tucker, Cynthia	Physical Education/Health
Tuzo, Apryl	Learning Support
Warner, Tanya	Accounting
Warren, Wendie	Elementary, Kindergarten

**ADJUNCT FACULTY**

Gibbons, Sydney	Lifestyle Management
Mills-Pitcher, Simona	Bible

**SUPPORT STAFF**

Fulton, Patricia	Media Center
Jarrett, David	Maintenance
Lightbourne, E. Vance	Technical Support
Lowe, Deborah	Student Accounts
Mills-Pitcher, Simona	Chaplain
Packwood, Maria	Guidance Counselor
Richardson, Eardley	Custodian
Richardson, Gina	Assistant to the Administration/Student Affairs
Showers, Aretha	Office Assistant
Smith, Janet	Administrative Assistant
Smith, Newbold	Facilities

# Mission Statement

Bermuda Institute is committed to encouraging its students to develop a personal relationship with God, challenging them to academic, physical and social excellence, thus equipping them for Heaven, service to God and their fellow men.

## Philosophy and Objectives

The Philosophy of Education at Bermuda Institute provides a Christ centered curriculum that fosters the development of the physical, mental, social and spiritual aspects of our students. This is acquired through the combined efforts of the home, church, and the school in harmony with the standards and ideals of the Seventh-day Adventist Church. This kind of harmonious development brings about a high level of satisfaction in service to the world community and preparation for the new life hereafter.

## Statement of Objectives

In harmony with our philosophy of developing the whole person, our objectives are as follows:

### **Spiritual**

1. To reflect the image of Christ in daily living.
2. To prepare the student for service to God and man.
3. To develop in the student qualities needed for church leadership in various levels of responsibility.
4. To encourage the student to interpret world events in light of Biblical prophecy.
5. To encourage habits of spiritual reading and study.
6. To acquaint the student with a knowledge of SDA doctrines.

### **Mental**

1. To develop within the student not only a quest for knowledge but also a desire to arrive at the highest degree of excellence in accordance with his ability.
2. To develop minds trained to view with understanding and with historical perspective the religious, social, scientific, racial, and economic forces which shape contemporary life.
3. To stimulate thought and culture by intellectual contact with the greatest thinkers of our own and former times, and to foster an appreciation of the best in books, nature, music and fine arts.

### **Physical**

1. To help the students understand and practice the principles of healthful living and to recognize that physical fitness is the foundation for any achievement of life.

2. To encourage students to consume only such products as will contribute to their well-being, and to practice temperance and moderation in all aspects of life.
3. To impress upon the student's mind the importance of sportsmanship.

**Social**

1. To train each student in the duties and responsibilities of citizenship.
2. To encourage good manners, taste, and judgment in social decisions.
3. To encourage the student to develop a pleasant Christian personality.
4. To teach students to regard others as worthy of respect and infinite value, and to accept others as friends regardless of social origin.

***JOURNEY TO EXCELLENCE: CURRICULUM GOALS***

The following goal statements have been established by the North American Division of Seventh-day Adventists, Education Department, to support the unique philosophy of Seventh-day Adventist education.

Each student will demonstrate the following:

- A. Acceptance of God and His Word
- B. Commitment to the Church
- C. Family and Interpersonal Relationships
- D. Responsible Citizenship
- E. Healthy Balanced Living
- F. Intellectual Development
- G. Communication Skills
- H. Life Skills
- I. Aesthetic Appreciation
- J. Career and Service

## Welcome to Bermuda Institute

We believe that every student at Bermuda Institute is special, that each is filled with great potential and has a vast variety of God-given talents and abilities. It is our firm belief that with the guidance and help of a dedicated Christian teaching staff, the potential of those talents and abilities can be developed to the honor and glory of God.

Your academic career here at B.I. can and will be a challenging, rewarding, and happy one. "*I press toward the mark*" is our motto, an expression of our goals and ideals. You, as a B.I. student, can help us to live up to those ideals by maintaining Biblical principles, by contributing to a healthy social environment, and by stretching your academic abilities to their limits.

## **CURRICULUM ITEMS UNIQUE TO THE SEVENTH-DAY ADVENTIST SCHOOL**

The close relationships between religion and education and between church and school are the basic foundation of the schools established and operated by the Seventh-day Adventist Church. Religious activities are an essential part of education, contributing vitally to the development of the individual, and are therefore an integral part of the school program. These activities are organized for maximum student participation.

### **Daily Worship**

Each school day begins with a devotional period and prayer. (Luke 21:38 – And all the people came early in the morning to him in the temple, for to hear him.”)

### **Chapel/Assembly Services**

Chapel services are planned to create a positive spiritual atmosphere. All chapel programs include a devotional period. (Matthew 6:33 – “Seek ye first the kingdom of God . . .”)

### **Weeks of Spiritual Emphasis**

A Week of Spiritual Emphasis is conducted during each semester. (Hebrews 10:25 – “Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much the more, as ye see the day approaching.”)

### **Spirit of Prophecy Emphasis**

Bermuda Institute utilizes the materials which have been prepared by the General Conference Department of Education in cooperation with the Ellen G. White Estate to acquaint the students with the work and role of the Spirit of Prophecy in the Seventh-day Adventist Church. (Amos 3:7 – “Surely the Lord God will do nothing, but he revealeth his secret unto his servants the prophets.”)

### **Student Prayer Groups**

Organized prayer groups with voluntary attendance form an integral part of the school program. (Acts 1:14 – “These all continued with one accord in prayer and supplication . . .”)

### **Baptismal Classes**

Baptismal classes are organized to give students the opportunity to prepare for baptism and to review the beliefs of the Seventh-day Adventist Church. (Matthew 28:19 – “Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost.”)

### **B. I. Days**

B.I. Days are opportunities for students to exercise their talents and spiritual leadership skills by participating in scheduled local church services. (Proverbs 22:6 – “Train up a child in the way he should go: and when he is old, he will not depart from it.”)

### **Theme Texts**

Every year the selected theme text identifies a spiritual focus as staff and students confront the new year. The students are expected to memorize the text while the teachers incorporate this text in the various school activities. The entire Bermuda Institute family will use these texts as spiritual guides for their own spiritual growth.

- 2016-17      25 Therefore I say unto you, Take no thought for your life, what ye shall eat, or what ye shall drink; nor yet for your body, what ye shall put on. Is not the life more than meat, and the body than raiment?  
26 Behold the fowls of the air: for they sow not, neither do they reap, nor gather into barns; yet your heavenly Father feedeth them. Are ye not much better than they?  
33 But seek ye first the kingdom of God, and his righteousness; and all these things shall be added unto you.
- 2015-16      And Moses said unto the people, Fear ye not, stand still, and see the salvation of the LORD, which he will shew to you to day: for the Egyptians whom ye have seen to day, ye shall see them again no more for ever. The LORD shall fight for you, and ye shall hold your peace. *Exodus 14:13-14*
- 2014-15      “Do not fear, for I have redeemed you; I have called you by name, you are mine. When you pass through the waters, I will be with you; and through the rivers, they shall not overwhelm you; when you walk through fire you shall not be burned, and the flame shall not consume you. For I am the Lord your God, the Holy One of Israel, your Savior.” *Isaiah 43:1-3*
- 2013-14      We are troubled on every side, yet not distressed; we are perplexed, but not in despair; persecuted, but not forsaken; cast down, but not destroyed. *II Corinthians 4:8-9*
- 2012-13      I have never seen the righteous forsaken, nor His seed begging bread. *Psalms 37:23-25*

2011-12	The battle is not ours; it's the Lord's. <i>2 Chronicles 20:15, 17</i>
2010-11	Trust in the Lord with all thine heart and lean not unto thine own understanding. <i>Proverbs 3:5, 6</i>
2009-10	Nothing is too hard for God. <i>Jeremiah 32:17</i>
2008-09	We are more than conquerors. <i>Romans 8:35, 37-39</i>
2007-08	I can do all things through Christ who strengthens me. <i>Philippians 4:13</i>
2006-07	I will never leave you nor forsake you. <i>Deuteronomy 31:6</i>
2005-06	What do you have in your hand? Let God bless it. <i>Exodus 4:2</i>
2004-05	God has a plan. <i>Jeremiah 29:11</i>
2003-04	No weapon formed against thee shall prosper. . <i>Isaiah 54:17</i>

## Admissions Policies

### WHO MAY ATTEND

Bermuda Institute has been established primarily for the children and youth of the Seventh-day Adventist Church in grades kindergarten through twelve. However, membership in the church is not a requirement for admission. Students who come from a non-Seventh-day Adventist background will be accepted if space is available if they pledge to abide by the regulations of Bermuda Institute, which is a Seventh-day Adventist Institution. No discrimination is made with regard to race, color, or national or ethnic origin.

### REQUIREMENTS OF ENROLLED STUDENTS

All who present themselves for enrollment are expected to assert their respect and honor for the religious principles upon which the school is founded and to pledge themselves to support the effort of teachers and all conscientious students.

In the judgment of the school, the religious phase of the student's education is of paramount importance. Students applying for entrance thereby pledge themselves to maintain the Christian standards of the institution, attend regularly scheduled religious services and give due respect to things spiritual.

Only those students who are in harmony with the standards of the school are invited to come. Those unwilling to give due respect to these principles, those careless in deportment, and those with little or no desire to study should not apply for admission.



## **B.I. REPRESENTATION**

In accordance with the admissions policy at Bermuda Institute, students representing Bermuda Institute are required to conduct themselves in a manner that is consistent with the standards of the school - in dress and deportment.

As a counterpart to this requirement, students who wear the school uniform are indirectly representing the school. Therefore, whenever students are dressed in the Bermuda Institute uniform, they are required to comport themselves in harmony with the principles and regulations of the school.

## **PARENTAL INVOLVEMENT**

The success of Christian education relies on the partnership between the home and the school. Therefore, when parents seek to place their children at Bermuda Institute, it is assumed that they are prepared to cooperate with the school and are in agreement with its objectives and obligations. Hence, parents are asked to take an active part in the school program through active involvement in classroom activities and school events as chaperones for field trips, helpers during the holidays, assistants during playground supervision and with other special events.

## **ADMISSION IS A PRIVILEGE**

Attendance at Bermuda Institute is a privilege and not a right. Therefore, this privilege may be forfeited by any student (or family) who does not conform to the standards and regulations of the school.

## **PROCEDURES FOR ADMISSIONS**

All prospective students must submit an application form which may be obtained from the school office, the headquarters of the Bermuda Conference of Seventh-day Adventists, located on King Street in Hamilton, or on line at [www.bermudainstitute.bm](http://www.bermudainstitute.bm). **When all pages are completed**, the application documents may be submitted to the school office or mailed to:

Admissions Committee  
Bermuda Institute  
P.O. Box SN 114  
Southampton SNBX, Bermuda

***The school will not process any applications until all the following items have been received:***

1. Application form with \$50 non-refundable, non-transferable, non-deferrable application fee.
2. Medical forms completed and signed by the child's doctor.
3. Copy of certified birth certificate or passport.
4. ***\*Transcript of all credits/grades earned in other schools.***

5. Personal reference letter from the child's teacher describing his/her class performance and behavior.
6. If non-Bermudian, documentation from the Ministry of Labour, Home Affairs & Housing confirming that your child is a bona fide resident of Bermuda.
7. Latest aptitude test results and standardized achievement results.
8. A reference letter from the child's Sabbath or Sunday School teacher, if applicable.

\* If the child is accepted, official transcripts of all the child's credits / grades earned in other schools will be required. Parents are responsible for having the present (or previous) school forward the applicant's transcript to Bermuda Institute.

It is the policy of the Seventh-day Adventist Church in all its church operated schools, on all levels in the North American Division, which includes Bermuda, to admit students of any race to all rights, privileges, programs, and activities at its schools, and to make no discrimination on the basis of race in administration of educational policies, application for admission, scholarship programs, and athletic or extra-curricular programs.

Under the direction of the North American Division, Bermuda Institute is patterned on the North American system of education. The following chart shows the grade equivalencies that apply.

<b>Bermuda Classification</b>	<b>U.S. Equivalent</b>
Primary:	Year 1 Kindergarten
	Year 2 Grade One
	Year 3 Grade Two
	Year 4 Grade Three
	Year 5 Grade Four
	Year 6 Grade Five
Middle School:	M1 Grade Six
	M2 Grade Seven
	M3 Grade Eight
Secondary:	Senior 1 Grade Nine
	Senior 2 Grade Ten
	Senior 3 Grade Eleven
	Senior 4 Grade Twelve

The school reserves the right to administer an entrance and/or placement examination for applicants. Therefore, no guarantee is made of grade placement. In the case of applicants for Kindergarten, a screening/interview is used to determine readiness.

## READMISSION

During the spring of each year Bermuda Institute sends out reapplication forms to each student to determine which students will return the following academic year. All students wishing to return are required to submit the reapplication form with a fee of \$30. Those students who do not intend to return are asked to notify the school as soon as possible.

Bermuda Institute reserves the right not to accept re-enrollment due to delinquent tuition and fees, lack of support from parents, or if it deems that we are not able to meet the student's needs.

# Financial Information

2016-2017

## TUITION AND FEES

Bermuda Institute operates on two distinctive tuition rates. A constituent rate which applies to baptized members of the Seventh-day Adventist Church, as the tuition is subsidized by the churches, and a non-constituent rate for those who have no affiliation with the church.

There are two separate plans for the payment of tuition and fees. They are as follows:

### PAYMENT PLAN SCHEDULE FOR GRADES K-12

Yearly Plan	<u>Constituent rate</u>
	\$10,600 (includes general fees)
	\$10,113 (5% discount on tuition only)
	<u>Non-constituent rate</u>
Semester Plan	\$13,943 (includes general fees)
	\$13,288 (5% discount on tuition only)
	The yearly pre-payment includes the general fees and a 5% discount on tuition only. <b>This yearly payment must be made by July 15<sup>th</sup> to qualify for the discount.</b>
	<u>The First semester</u> pre-payment includes the general fees and a discount of 3% on tuition only. The total semester fees must be paid by July 15 <sup>th</sup> <b>to qualify for the discount.</b>
	\$5,579 - Constituent rate
	\$7,200 - Non-constituent rate

The Second semester payment is to be made by January 15<sup>th</sup> *to qualify for the semester 3% discount.*

**\$4,729 – Constituent rate**

***\$6,350 – Non-constituent rate***

**Monthly Plan**

Tuition and fees are charged at the beginning of each semester. Therefore, all students are required to honor the semester or yearly plan. However, students who present particular financial difficulties may petition the school, in writing, for special permission to follow a monthly plan.

**Withdrawals**

The total semester fees, due at the beginning of the semester, are required from all students. The monthly payment plan is a courtesy to enable more convenient management of the fees. Fees are not charged on a monthly basis. In the event of withdrawal from the school, voluntarily or on requirement by the school, the total semester fees are still due. Outstanding accounts may be submitted to the Bermuda Credit Association for collection and the parent/ guardian will be responsible for all additional collection fees.

**OTHER DISCOUNTS**

Second Child – 10% discount

Third or more Children – 25% discount

**These discounts will apply only if your child's tuition is paid on time. (Late payments will result in loss of the discount.)**

**GENERAL FEES**

Includes textbook rentals, workbooks, yearbooks, library fees, computer fees, school agendas, locker fees, class dues, Student Association fees, Band Instrument fee, choir robe rental fee, Art elective fee, Piano elective, lab fee, Pure Water, etc.

**GRADUATION FEES**

Grades 8 & 12 Graduation fee of \$100 (non-refundable) – billed at the beginning of the first semester.

**RETURNED CHECK FEE**

A fee of \$50 will be charged for all returned cheques.

**REFUND POLICY**

Tuition and fees are charged by the semester. Hence, any student admitted to Bermuda Institute is charged for the whole semester. Those parents who have been granted permission to follow a monthly payment plan *still must pay for the whole semester*. Therefore, requests for withdrawals do not affect the current semester charges. *Written withdrawal notification must be received by the end of October to avoid being billed for the next semester*. Once the semester has started, there will be NO refund. *If you withdraw your child from Bermuda Institute without clearing all outstanding monies owed, your account will be placed with the Bermuda Credit Association for collection, which will incur an additional 66.66% collection fee for you.*

Students who do not obey school rules, and as a result are dismissed or expelled will still be required to pay any outstanding tuition and *will not be granted a refund*.

**NOTES**

*\*A \$100 late fee will be applied to any student's account if the required Tuition/Fees have not been paid by July 15<sup>th</sup>.*

*\*An additional late fee of \$20 per month is imposed on accounts that are in arrears.*

*\*No student can be registered for the current school year with an outstanding balance from the previous year.*

*\*All students must complete registration in order to be admitted.*

*\*Students are not allowed to take Semester Exams unless their account is current.*

**FINANCIAL SUSPENSION**

Students with outstanding accounts two (2) months and over will be placed on financial suspension and will not be allowed to return to school until the account is current.

**FINANCIAL STATEMENTS**

Financial statements are issued monthly by the Student Accounts Office. Parents are asked to

review the statements when they are sent to their mailing address. This is the school's method of informing them of financial activity on the student account. Student-incurred expenses or late fees may be applied to the account subsequent to the registration periods.

#### **RELEASE OF REPORTS AND PUBLICATIONS**

End of year report cards, graduation diplomas, transcripts, and yearbooks are held until accounts are paid in full.

#### **FUND-RAISING—THE OFFICE OF DEVELOPMENT**

The tuition and fees that our students pay do not cover the cost of operating our school. Yet, in our efforts to keep Christian education affordable for our families, Bermuda Institute has retained the services of a Development Officer. The Development Officer coordinates fund-raising initiatives that enable us to keep tuition costs low and acquires funds for securing equipment, supplies, scholarships, and services that we would not otherwise be able to afford. Therefore, all students and parents are expected to participate in the fund-raising activities of the school.

## Academic Information

#### **COMMUNICATION WITH PARENTS – RENWEB**

Bermuda Institute has installed communication software—RenWeb—to enable the teachers and parents to stay in contact with one another regarding student academic performance and conduct. Each family is encouraged to access the web page daily, using the pass codes personally chosen, as teachers regularly post assignments, announcements, and grades to keep parents informed. The site is also used to communicate general announcements regarding school events and activities.

#### **ATTENDANCE**

Attendance is a vital part of the education offered at Bermuda Institute. Not only does required attendance teach the student responsibility and commitment but also the student's educational development is constituted by a combination

of activities provided by the school, the parents' support at home, and the student's own personal efforts.

Students are required to be in school every day by 8:20 a.m. The various grade levels complete the day at the following times:

	Monday - Thursday	Friday
Grades K - 2	3:00 p. m.	2:00 p.m.
Grade 3-4	3:20 p.m.	2:15 p.m.
Grades 5- 6	3:30 p. m.	2:15 p.m.
Grades 7- 12	3:30 p. m.	2:15 p.m.

### **END OF THE DAY PROCEDURE**

All elementary teachers will supervise the collection of their students in the school yard and as they board the buses. Parents are asked to ensure that their children are collected by 3:30 p.m. Parents of students who are consistently not collected on a timely basis will be reported to the Principal and the Truant Officer for further address.

High School teachers are on after-school duty between 3:30 p.m. and 4:00 p.m.

Parents are asked to encourage their children to leave the school premises promptly to ensure their safety when teachers complete their duty times.

### **SCHOOL'S RESPONSIBILITIES**

- Record general attendance twice a day at all levels.
- In the middle school and high school, record attendance at the beginning of each class period.
- Contact the parent of any student who is absent without explanation.

### **PARENTS' RESPONSIBILITIES**

Parents are expected to uphold the following:

- Ensure that student attends school regularly on time.
- Notify the school before 9:30 a.m., when the student is to be absent from school.
- When a student is absent for any reason, send a note or email to explain the reason and time period for the absence. Otherwise, an unexcused absence will be recorded.
- On the student's return to school after an excused absence, provide a signed statement giving the reasons why the student is absent and the time period of the absence.
- Please do not withdraw your children during school time to go on holiday. This disrupts learning and may cause the student to fall behind in his/her school work. Teachers will allow make-up work for the following reasons:

1. Verified illness
  2. Medical, dental, or optometry services
  3. Quarantine
  4. Bereavement
  5. Absence in the public interest
- Provide appropriate documents requesting early dismissal or off-campus leave. This includes medical or dental appointments. Before leaving campus, the student and/or parent or guardian must sign the early dismissal book in the office.

### **STUDENT'S RESPONSIBILITIES**

- Attend classes on all scheduled school days.
- Report to all classes on time.
- Attend classes with school supplies and materials as required by each teacher.
- Listen attentively and follow the instructions of the teacher.
- Work to the best of his/her ability and complete all assigned tasks.
- On return to school after an excused absence, submit the statement signed by parent or guardian giving reasons for the absence and the time period of the absence.
- Follow school guidelines regarding attendance reporting, submission of required documents, and signing out requirements for early dismissal and off-campus leave.

### **CLASS READINESS**

When students attend classes they must be in possession of the necessary equipment - textbook, exercise books, folder leaves, pencils, pens, ruler, all that is needed or required by the teacher. Failure to have these or leaving them in lockers is not acceptable and offenders will be penalized. Continued infractions will be viewed as a serious breach.

### **HOMEWORK**

Homework is assigned for practice, preparation or extension of work done in school. Assignments are given at the discretion of the teacher. Questions regarding assignments should be addressed to the classroom teacher.

Students are advised to manage their time wisely in order to complete homework assignments on time. Teachers will not assign lengthy homework assignments to be submitted the following day.

### **EXCUSED ABSENCES**

In the case of an excused absence, the student is required to present to the main office a written statement signed by either the student's parent or guardian indicating (1) the reason for the absence and (2) the dates and/or periods missed. The signed statement is to be presented at the beginning of the first day



of school after the absence. Absences are excused if they occur for the following reasons:

- Illness (more than two days requires a medical certificate)
- Critical illness of an immediate family member
- Death in the family
- Representing the school
- Absence in the public interest
- Extreme emergencies (determined in the principal's discretion)
- Wedding of immediate family members
- Attending graduation of immediate family member.

### **UNEXCUSED ABSENCES**

Absences are unexcused if they do not fit in the categories listed as "excused". Furthermore, the student's absence is also unexcused if the following situations obtain:

- Leaving school during school hours without permission
- Failure to attend a class
- Excessive tardiness (every five (5) tardies)
- Absence without approval of the administrator
- Suspensions

A student is limited to three (3) unexcused absences and five (5) unexcused tardies for each nine-week period. When the student has reached this limit a conference may be scheduled with parents, student, counselor, and principal.

When an absence is unexcused, work missed may not be made up.

Repeated attendance violations may impact the Admissions Committee decision regarding the student's continued enrollment at Bermuda Institute.

### **MAKING UP WORK AFTER EXCUSED ABSENCES**

- When students are legitimately absent from school make-up work should be completed as soon as possible. The following will help ensure that teachers and students keep on track and are not overwhelmed.
  - Parents, before you grant your child permission to go on a trip abroad, check with his/her teachers to be sure that he/she has no missing assignments and that he/she is passing the class with at least a C average.
  - Before the student leaves, have him/her to ask someone in each class to take notes for him/her. Upon the student's return, he/she should check with the teacher to verify the notes and clarify any unclear information.
  - When the student returns from the trip, have him/her go to the teachers on the first day back and get a list of all missing assignments. Work with your child to prioritize the assignments.
  - Check after three days to determine how he/she is progressing with the missing assignments.
  - Be in direct contact with the teachers regarding your child's progress.

Parents, please do not withdraw your child/ren during school time to go on holiday. This disrupts learning and may cause the student to fall behind in school work. Teachers are not obligated to give make-up work under such circumstances.

### **MEDICAL/DENTAL APPOINTMENTS**

Parents are strongly encouraged to make dental, medical, and other appointments either after school hours or on those days when school is not in session.

### **TARDINESS**

The student lines assemble at 8:20 every morning. It is imperative that all students are in the line-up. There is a penalty for those students who are not on time.

Because the school tardiness problem has become extreme, the following conditions will apply:

#### Elementary Strikes

3 unexcused tardies = 15 minutes lunch detention with Attendance Officer

6 unexcused tardies = 20 minutes lunch detention with Attendance Officer  
(*Parents notified*)

9 unexcused tardies = 30 minutes lunch detention with Attendance Officer  
(*Parental Conference with Attendance Officer and Guidance Counselor*)

12 unexcused tardies = 1 day suspension

#### High School Strikes

3 unexcused tardies = 30 minutes lunch detention with Attendance Officer/Prefect

6 unexcused tardies = 30 minutes after-school with Attendance Officer/Prefect  
(*Parents notified*)

9 unexcused tardies = 60 minutes after-school with Attendance Officer/Prefect  
(*Parental Conference with Attendance Officer and Guidance Counselor*)

12 unexcused tardies = 1 day suspension

### **TRUANCY**

"Truancy" is the description applied to students who fall into the following absence categories;

- Not attending school on a daily basis
- Inexcusably absent from school for five (5) or more days in a term, except in cases of suspension or expulsion.

Work missed while a student is truant may not be made up and the student receives no credit for each class period missed.

Parents will be informed of the truancy and a conference with the parents and the child will be set up.

## SKIPPING CLASSES

Students must be in class at required times. Any student missing class without permission is considered insubordinate and is therefore subject to the attendance consequences and any other disciplinary action deemed appropriate by the administrator.

## COLLEGE DAYS

College Days is a **required activity** that is planned for the Bermuda Institute grade 12 students with the following objectives:

- ★ To expose students to college life activities, including
  - Student activities
  - Classes
  - College Library facilities
  - Student dining
  - Residence halls
- ★ To expose them to college policies and procedures through the following:
  - Presentations from college officials
  - Presentations from student leaders
  - Participation in classes and planned activities
- ★ To enhance their focus on career choices
- ★ To provide a heightened exposure to cultural diversity

During the fall semester the students will visit Oakwood University , Southern Adventist University and Washington Adventist University. The trip usually falls around the Columbus Day holiday in October.

The grade eleven students entering the senior class in the next year are required to pay a non-refundable fee of \$100 to confirm their participation in the College Days activities.

**Students who decide not to participate will be required to make a formal request for alternative arrangements.**

The alternative arrangements must include the following:

- 1) Proposal to visit another overseas institution or the Bermuda College
- 2) Written documentation to confirm the suitability of the alternative activity:
  - a. Consultation with Student Services and Guidance
  - b. A day at the library in research for a school project
  - c. A two-page paper on the rationale for their career choice
  - d. A two-page paper on the rationale for their choice of institution
  - e. Consultation and interaction with Student Government Leaders
  - f. A day at a business related to their career choice
  - g. A day spent observing a minimum of three freshman classes
  - h. A two-page paper on how the Bermudian student transitions into the foreign culture

- i. An oral report to the Life Skills class on their return

#### **FOUR-YEAR COURSE**

In harmony with the recommendation of the Atlantic Union Conference Education Code, each student is expected to spend four full years in high school.

#### **ACCELERATION**

Elementary school students are accelerated only after strenuous review and conferencing between the parents, the Guidance Department, the grade level teacher, the upper level teacher, and the Principal. Documentation attesting to the student's academic and social readiness must be on hand to support a decision for acceleration. It may be gleaned from the present level teacher's reports and through an end-of-year assessment, clearly supporting a decision for promotion.

Students who are accelerated within the academic year must complete the higher level coursework by the time the academic year concludes. Credit must be awarded through the completion of assessment measures or instruments accepted by the Academic Review Committee. Bermuda Institute's policies are governed by the policies of the Atlantic Union Conference Education Code, as listed below:

##### **Union Code on Acceleration of Study:**

- A. Four years of maturation are needed for graduation. Attendance at summer school, pursuing correspondence courses, or carrying more than a normal class load during the school year or extra study should be regarded as enrichment of the pupil's educational opportunities rather than as a way of leaving school earlier unless the student meets the requirements to accelerate.
- B. The following policies and procedures are to govern the identification and acceleration of academically gifted students in Atlantic Union Conference secondary schools:
  1. Identification of, enrichment programming for, and placement of academically gifted students in Atlantic Union Conference secondary schools is to be decided upon after careful study by the faculty, or a committee chosen by them.
  2. On a complete standard achievement test battery an eligible student must have: no individual test score below the 85th percentile.
  3. In regular core subjects during the full time of the secondary program, the eligible student must have a grade-point average of 3.5.
  4. Requests for acceleration are to be made by the end of the fourth quarter of the freshman year.

5. The student should demonstrate the following personal aspects:
  - a. Develops and expresses ideas logically and fluently
  - b. Assumes responsibility and perseveres in effort.
  - c. Exhibits intellectual curiosity and mental alertness.
  - d. Shows self-initiative and ability to do independent study.
  - e. Exhibits the appropriate balance between the physical, mental, spiritual, and social life components.
  - f. Demonstrates physical and emotional maturity.
6. In addition to the factors listed above, a test similar to the California Test of Personality may be used to guide the committee in its decision.
7. The placement of gifted students must have the approval of the administration and the local conference superintendent of schools.
8. The decision to accelerate must be clearly documented. A letter of request to accelerate, signed by the parents, must be submitted during the second semester of the freshman year in order to provide adequate time for reviewing student qualifications and planning of the alternate academic program. Final acceptance into an acceleration program will be made at the end of the first semester of the sophomore year. This will allow time for review of the grades earned during the freshman year, summer school and one semester of the sophomore year, prior to initiation of the acceleration.
9. Any student in an accelerated program is held to the same completion schedule as those other students in the same year level. All course requirements must be completed by graduation time.

### **CORRESPONDENCE COURSES**

A student must obtain faculty approval before taking any correspondence or non-resident courses during the school year. Such courses should be taken as a means of enrichment, to provide for a special need of a student, or to make up a deficiency, rather than as a means toward early graduation. All such work is included as part of the regular class load during the school year.

**\*\* CREDIT WILL NOT BE GIVEN FOR UNAPPROVED WORK.**

### **SCHOLASTIC LOAD**

Students are required to carry a full scholastic load each semester. "Free periods" are not allowed. Any non-course periods must be filled with activities approved by the Administration.

## CARNEGIE UNIT FOR CREDIT

Bermuda Institute uses the Carnegie Unit for Credit. One unit of credit constitutes 200 minutes of class per week for one school year or two semesters.

## SCHOLASTIC REPORTS

- Grade reports will be available to parents at the end of each nine-week and semester period. Final grade reports will be mailed; Nine-week grade reports will be available at parent-teacher-student conferences.
- For grade 9-12 the semester grade is the only grade recorded on the student's permanent record. For grade K-8 the end of year average is the only permanent grade.

## ADD AND DROP CLASSES

Students are required to be occupied during all class periods. Changes in the student course load must be approved by the Registrar. Additions must be effected by week three and withdrawals must be completed by week five.

The student will not receive credit for a course entered after the fifth week of the semester unless he is transferring from another school where he was enrolled in similar classes.

## LATE ASSIGNMENTS

Students are expected to complete assignments on time. Late assignments jeopardize the student's grades. Teachers exercise individual discretion in implementing policies regarding late work. However, students are urged to submit all assignments, even if late, to enhance opportunity for success.

## LATE WORK POLICY

Late Work Policy – will be imposed institutionally. No individual policies that disallow credit will be entertained. All teachers are asked to adhere to the following:

<b>Unexcused Late Submission</b>	<b>Penalty</b>	<b>Other conditions</b>
1 day late	5% penalty	Penalty is imposed on the student's earned grade.
2 days late	10% penalty	After 3 days no final score can exceed 75%.
3 days late	15% penalty	
4 days late	20% penalty	
5 days late	25% penalty	

## **WITHDRAWAL GRADE**

A student who withdraws from the school or who is asked to withdraw will receive a withdrawal Pass (WP) or Withdrawal Fail (WF) depending on the average in each subject at the time of withdrawal after the fifth week into the semester.

Students who miss a period or semester examination must have permission to make them up.

## **BEST-GRADE POLICY**

Bermuda Institute practices a best-grade policy. A student may repeat a subject in which he/she has earned an undesirable grade to raise his/her GPA. The higher or best grade is computed in the cumulative G.P.A.

## **UNSATISFACTORY GRADES**

Students must maintain a C-average. In the core areas - English, Bible, Social Studies, Math, and Science, in order to graduate, the student must maintain a 2.00 cumulative GPA. In the event of a failing grade, the student will be expected to repeat the course.

## **INCOMPLETES**

Incomplete grades will be given only when circumstances such as illness have made it impossible for a student to finish class work in the time allotted. (All incompletes submitted as semesters grades, should be removed before the end of next semester.)

The teacher must submit, along with the final grades, an Incomplete Contract report for each student who is awarded an Incomplete. The form must indicate the student's present scores, the requirements for the outstanding work, and the final deadlines. It is available from the Registrar's Office. The final make-up grade is determined according to the conditions on the Incomplete Contract.

## **REQUIRED WITHDRAWAL**

Required withdrawal may be imposed on a student who maintains a GPA below 2.00 for three consecutive semesters. The Academic Review will make this determination.

## **TRANSCRIPTS**

The first requested transcript upon graduation is free. Each subsequent transcript will incur a \$3.00 fee. A written request for transcript is required. It should include the following information:

1. Name of student at the time he/she attended Bermuda Institute.
2. Years of attendance or year of graduation.
3. Complete mailing address of the place where the transcript needs to be sent.

There is an additional \$2.00 charge to send the transcript via fax.

All official copies of transcript will have to be sent directly to the institution. No transcript will be given to a student or forwarded to another school until the student's financial obligations to Bermuda Institute have been paid.

Student Transcripts and Delinquent Accounts - It shall be the policy of schools within the Atlantic Union Conference to retain transcripts of academic credit until student accounts are paid, or until satisfactory financial arrangements have been made.

### **GRADING SYSTEM**

<b>Grade</b>	<b>Points</b>	<b>Percentage</b>
A	4.00	90-100
B	3.00	80- 89
C	2.00	70- 79
D	1.00	60- 69
F	0.00	59 & Below
P	Passing	
I	Incomplete	
W	Withdrawal	

### **D- PASS**

Students must maintain a cumulative 2.00 GPA over the subject area between grades 9-12. Each subject area will be reviewed for the required 2.00 GPA requirement.

### **TRANSFER CREDITS**

For Grades 9 - 12, no grade below C may be transferred for credit.

### **SUMMER SCHOOL/INTERSESSION**

- Summer School is designed for makeup or enrichment only.
- Summer sessions should total a minimum of 42 clock hours spent in class per subject. The makeup course load recommended is not more than 2 semesters of makeup work.
- Summer classes will be offered based on the availability of the subject teachers.
- Summer classes are expected to run for not less than five (5) weeks.
- Students wishing to do more than two (2) semesters of makeup work must seek permission of the Registrar.
- The cost for each summer school session is \$500.



## **PORTFOLIO CREDIT**

In accordance with the Bermuda Institute regulations, if a student fails a course, written permission must be first secured from the Academic Review Committee or the Registrar in order to take Portfolio Credit in any subject area. The following criteria will be adhered to:

1. The student must submit a request for portfolio credit to the Registrar's Office for approval.
2. In order to enable academic stability, if a student wants to take more than one make-up course per semester, permission must be secured from the Registrar.
3. The portfolio of activities will be determined and assessed by the Department.
4. The portfolio may be completed independently or under the guided direction of a teacher.
5. The cost for each portfolio credit is \$500.
6. The test dates for the various modules or units will be requested by the student of the Registrar.

## **PORTFOLIO NEW CREDIT**

To accommodate the needs of gifted students (accelerated learners), Portfolio Credit will be made available for new credit as a means of more accurate academic placement and to facilitate the accelerated learner.

Guidelines:

1. B. I. residency requirement of at least one semester.
2. Credit will be designated on the transcript as CR and will not be included in the cumulative GPA.
3. Minimum pass of C required for credit.

## **ACADEMIC STANDING**

Academic Standing will be determined by the current semester average.

- |     |  |
|-----|--|
| GS  | Good Standing  |
| PR  | Academic Probation   |
| GA  | Good Standing for the current semester but with a cumulative GPA below 2.00. This status requires Academic Advisor monitoring.   |
| PRA | Probation for the current semester but with a cumulative GPA of at least 2.00. This status requires Academic Advisor monitoring. |

## **ACADEMIC PROBATION**

Academic probation is imposed when a student's grade point average for the most recent quarter is below 2.00.

**A student on academic probation cannot have the following privileges:**

1. Function as an officer of a school organization.
2. Participate in intramural sports.

**and may be subject to the following restrictions:**

1. Reduction of course load.
2. Withdrawal from the school program.

A student who remains on academic probation for four consecutive quarters may be asked to withdraw.

## **PROMOTION/CLASS STANDING**

### **Senior standing (Grade 12)**

To be eligible to join and continue in the senior class, students must meet the following requirements:

1. Have completed the requirements for graduation as set forth under Junior standing, 19 credits.
2. Have recorded in the registrar's office, all official transcripts of previous work completed in other schools.
3. Have no incompletes.
4. Have a cumulative GPA of 2.00.

### **Junior standing (Grade 11)**

To be eligible to join and continue in the junior class, students must meet the following requirements:

1. Have at least 12 credits.
2. Have recorded in the registrar's office all official transcripts of previous work completed in other schools.
3. Have no incompletes.
4. Have a cumulative GPA of 2.00.

### **Sophomore standing (Grade 10)**

To be eligible to join and continue in the sophomore class, students must meet the following requirements:

1. Have earned at least 6.0 credits.
2. Have recorded in the registrar's office, all official transcripts of previous work completed in other school.
3. Have a cumulative GPA of 2.00.

### **Freshman standing (Grade 9)**

To be eligible to join and continue in the freshman class, students must have met the requirements set forth for grade 8 graduation. See below.

## **PROBATIONARY PROMOTION--GRADES 9-12**

In the event that a student fails to meet the requirements for promotion, the following options are available:

- the student may enroll in summer school at Bermuda Institute, if available
- the student may undertake Portfolio Credit through Bermuda Institute
- the student may do make-up work through Home Study International
- the student may take comparable make-up courses through an approved, accredited institution

Should the results of the above-mentioned intervention result in a GPA of less than 2.00, the student may be promoted on probation under the following conditions:

- the decision-making GPA must be at least 1.50
- probationary promotion will extend for one quarter, pending academic review
- the academic performance will be reviewed after the first quarter
- the student will be allowed to remain at the promoted level if the quarter GPA is 2.00 or above
- the student will be returned to the lower grade if the quarter GPA is less than 2.00
- once the student is returned to the lower grade, he/she will remain there for the remainder of the year
- the academic performance will be reviewed after the second quarter
- if the second quarter or semester GPA falls below 2.00, the student will be returned to the lower grade for the rest of the year
- After maintaining a GPA of at least 2.00 for the first two quarters, the student will be allowed to remain at the promoted level and the probationary status will be removed.

## **HONOR STATUS**

Students, whose overall GPA is 3.90 or better, with no grade of C or below, will be placed on the Principal's list. Students with a GPA 3.50 to 3.89, with no grade below a C, will be placed on the Honor Roll. Students with a GPA of 3.25 to 3.49, with no grade below a C, will be placed on the Honorable Mention List. Students with a GPA 3.00 to 3.24, with no grade below a C, will receive an Achievement Award. Honor students will receive certificates from the Registrar's Office.

## **HONOR SOCIETIES**

Bermuda Institute students enjoy the opportunity of being nominated to the National Honor Society (NHS), the National Junior Honor Society (NJHS) and the National Elementary Honor Society (NEHS) by virtue of Bermuda Institute's being a local chapter in this prestigious organization, which falls

under the establishment of the NASSP (National Association of Secondary School Principals). Membership in the NHS, NJHS or the NEHS is clearly defined according to selection criteria established by the National Council. Guidelines and expectations are clearly outlined in the organization's constitutions.

Students may not apply for membership in the NHS, NHJS or NEHS. Membership is granted only to those students selected by the faculty council in each school.

To become a member of the **NATIONAL HONOR SOCIETY** the student must demonstrate the following qualities:

1. Must be enrolled for at least one semester.
2. Must be a sophomore, junior, or senior.
3. Must have a cumulative GPA of at least 3.00.
4. Must adhere to high standards in the following areas:
  - a. Scholarship
  - b. Leadership
  - c. Service
  - d. Character

Membership in the **NATIONAL JUNIOR HONOR SOCIETY** may be open to qualified seventh, eighth, and ninth graders. The student must demonstrate the following qualities:

1. Must be enrolled for at least one semester.
2. Must be a seventh, eighth, or ninth grader.
3. Must have a cumulative GPA of at least 3.00.
4. Must adhere to high standards in the following areas:
  - a. Scholarship
  - b. Leadership
  - c. Service
  - d. Character
  - e. Citizenship

In April 2008, The National Honor Society launched a new student organization for elementary schools, known as the National Elementary Honor Society (NEHS). Like its counterparts, NHS and NJHS, NEHS is designed to recognize scholarship that is academic excellence and responsibility. It also aims to engage its members from the fourth, fifth, and sixth grades in service to their school and community; and to provide leadership development for younger students.

To be eligible for membership in the **NATIONAL ELEMENTARY HONOR SOCIETY** a student must:

- a. Be a member of grades 4, 5, or 6
- b. Be enrolled for at least one semester

- c. Scholarship - Must have a cumulative scholastic average of at least 85% B or 3.0 (In a 4.0 scale)
- d. Responsibility
- e. Service
- f. Leadership

## **GUIDANCE TESTING**

In harmony with the requirements of the Atlantic Union Department of Education, Bermuda Institute offers the Iowa Test of Basic Skills (ITBS), the American College Testing (ACT), and the Scholastic Aptitude Test (SAT). The Preliminary Scholastic Aptitude Test (PSAT) is offered to sophomores and juniors.

**Students are required to write the ACT and/or the SAT before they will be cleared for graduation.**

## **SEMESTER EXAM REQUIREMENTS**

### **1. Permits**

An examination permit must be secured from the Student Accounts Office before semester examinations can be taken. Permits will be granted only when accounts have been settled, library fines paid, and other obligations properly fulfilled.

### **2. Missed Final Exams**

Examinations which are missed (except for emergencies or other unavoidable circumstances) will result in the student's receiving a zero for that exam. Students who miss examinations must petition the Registrar's Office.

### **3. Deferred Exams**

Students who are unable to write the final examinations at the scheduled time must petition the Registrar's Office for an alternate time. A late penalty fee is imposed for each late exam - \$50, except for the following reasons:

- a) illness (with medical certificate)
- b) death in the immediate family
- c) absence in the public interest

### **4. Re-sit Exams**

Students who successfully pass all the course work but fail the final exam may appeal to the Academic Review Committee to re-sit the final exam. Re-sit opportunities are granted on the basis of death, illness or any other explanation deemed appropriate.

## FINAL EXAMINATIONS

Final examinations are written by all students at the end of each semester in a common examination hall. Strict examination conditions obtain for the exam sessions.

Students sent out of the exam room for talking **before** the exams have been started will have to report to the office with a note from the exam room teacher.

If they talk after the exam papers have been collected, they will be penalized with a one-hour work detention for each infraction—to be served on the down day after exams.

However, students talking **during** the exams will be expelled with academic penalty—failure for the exam.

**Students caught cheating on the exams will be awarded an F for the semester.**

## FINAL EXAMINATION PROCEDURES

“Study to show thyself approved unto God...” 2 Tim. 2:15.

*Prior to scheduled exam day:*

- 1) All financial matters must be settled - tuition, fines, fund-raising goals, graduation expenses, text book replacement costs, etc.
- 2) All books will be checked by teachers.
- 3) Permits will be issued by the homeroom teacher prior to the start of exams.

*Exam Days:*

- 1) Students must arrive, in proper school uniform, by 8:20 a.m. each day during exams, unless otherwise notified.
- 2) There will be 2 sessions per day: Session I (morning) and Session II (afternoon).
- 3) The exams are preceded by group worship in the church/auditorium. After the worship service, students and teachers will report to the subject area classroom for textbook collection (or show a \$100 receipt for a lost book). Subject teachers will then promptly escort the class to the examination room.
- 4) In order to sit exams students must present their Permit.
- 5) Before the start of each exam session, students are to ensure their readiness for the exam: that they have their permit, that they have already turned in their subject textbook, and that they have the supplies they need for the exam. These items will not be issued, loaned, or borrowed in the examination room. Suggested items to bring to the exam room:
  - 3 pens with adequate ink - blue or black
  - 3 lead pencils

- Erasers
  - calculator (only when permitted)
  - geometry set (where necessary)
  - 1 ruler (where necessary)
  - Tissue or Kleenex (where necessary)
- \* White-out or liquid paper is not to be brought into the exam room.
  - \* Books or bags of any kind are not allowed at your desk in the exam room.
  - \* Pencil Cases are not allowed at your desk in the exam room.
- 6) No tests are to be taken in pencil unless specifically instructed by the teacher.
  - 7) Cell phones and other electronic devices are not allowed in the exam room. Cell phones and unapproved electronic devices discovered in the exam room will result in the confiscation of the device and the awarding of a zero for the exam.
  - 8) Exam room doors will close 5 minutes before exams are due to begin.
  - 9) Any student arriving after the exam room door is closed will not be permitted to enter the exam room. He/She must report to the office at that time to register his/her name and what exam is being missed. Final Exam Late Room Guidelines will then apply.
  - 10) Permits must be displayed on desk tops. Exams will not be given to students who do not display exam permits. Permits should be secured. Replacement permits cost \$2.00.
  - 11) Once exams have begun, students will not be allowed to leave the exam room.
  - 12) No unauthorized talking will take place in the exam room. No text messaging or using Cell phones.
  - 13) Cheating is dealt with severely. The consequence for cheating on the final exam is an F for the semester.

#### **FINAL EXAMINATION LATE ROOM GUIDELINES**

1. Students who do not show up for exams in the examination room on time will be referred to the office for the late room.
2. The late room for makeup exams will be held after school—3:30-5:30.
3. Students will write missed exams on the same day scheduled for the exam. They will have no reduction in time or grade.
4. If a student is more than ½ hour late the exam will have to be rescheduled for another time.

5. Exams written on a day other than the original scheduled date will result in maximum credit of 90% of the marks earned.
6. Students will pay \$50 for late exams. They will be allowed to pay the fee on the next day; however, the unmarked exam scripts will be forwarded to the Registrar, not the teacher, until the \$50 fee is paid. Payment must be paid by the final day of the student academic session in order for teachers to mark the papers before leaving for the summer.
7. Students who have a pre-existing medical condition that is documented in the office and that causes them to miss an exam may be excused from the late fee penalty.
8. Students who are sick for only one day or one session will be required to present a medical certificate.

### **Aegrotat Pass**

An Aegrotat Pass is a special pass granted on compassionate grounds where the student's performance in a course was impaired by illness or circumstances beyond his or her control such that the student was unable to complete the final examination for the course. The student must apply for aegrotat standing through the Academic Review Committee.

Conditions that apply:

- (1) The student has been prevented from presenting himself or herself at an examination by illness, injury, or circumstances beyond his or her control.
- (2) The student's performance is deemed to be seriously impaired by exceptional circumstances beyond his/her control.
- (3) The student must present to the Registrar a certificate from a credentialed practitioner substantiating that
  - a. He/she examined the candidate on the date relevant to the examination period
  - b. It was his/her opinion that the student was unable to write the examination because his/her performance was likely to be impaired
- (4) The student's performance in the class is worthy of a pass.
- (5) The student's cumulative average in the course is at least a C+ pass.
- (6) Any work that has been completed on the examination would be taken into account.
- (7) The aegrotat grade would be calculated by the teacher, taking into account the various components of the current grade.
- (8) The aegrotat grade is not likely to raise the grade over the cumulative average.



- (9) The aegrotat grade would be recorded as a letter grade.

## Promotion Requirements -- ELEMENTARY

Promotion from one grade to the next is determined by the classroom teacher, based upon the student's cumulative performance throughout the academic year. Students who demonstrate competence to a C average in the five core areas may be promoted: Bible, Language Arts, Social Studies, Science, and Math. D-grade indicates the possibility of academic risk if the student were to be promoted. Where deficiencies are demonstrated in the core areas or in elective areas, creating an overall average below a C-level, the teacher will confer with the Registrar and/or the Principal to determine the appropriate decision regarding promotion or retention.

## Graduation Requirements

### Grade 8

Under the guidelines of the Atlantic Union Education K-12 Code, Bermuda Institute students may complete Grade 8 in one of the following ways:

1. Regular Grade 8 Diploma
2. Diploma with a Modified Accommodation Plan (MAP) or Individualized Education Program (IEP).

### Grade 8 Diploma

The following requirements must be met by all prospective eighth grade graduates:

- The records of both Grade 7 & 8 are used to determine graduation from Grade 8.
- They must complete the core subjects with a minimum of a C grade. Only one D is allowed per year in a core area.
- They must maintain a cumulative GPA of 2.00 with no failing grade for the core subjects (Bible, English, Math, Science, Social Studies).
- They must complete twenty (20) community service hours, ten (10) hours for each grade level.

### MAP or IEP

The students must meet the goals of his/her plan, as established by the learning support teacher and approved by the Academic Review Committee.

It is recommended that students who receive a "D" in any of the core subjects, do enrichment studies in the particular subject area prior to entering grade nine.

Students who are to be promoted to grade nine as special students must have been identified as such at the end of grade four or at the time of acceptance. An individual program will be recommended to meet the needs of each of the special students.

Students who do not meet the requirements for graduation from grade eight must make up the deficiency during the summer prior to their acceptance to grade nine.

Summer classes will be offered based on availability of teachers. Special tutors are acceptable but prior permission must be sought by writing to the Academic Review Committee. Correspondence courses from The Home Study International are acceptable.

### **Grade 12**

The following requirements must be met by all prospective Bermuda Institute graduates.

### **COLLEGE PREPARATORY DIPLOMA**

The following requirements are in place for students graduating under the College Preparatory Program:

1. They must complete a minimum twenty-six and one-half (26.5) credits.
2. They must earn a grade point average of not less than 2.50.
3. They must satisfy the core area GPA of 2.00 for each of the five (5) core areas: Bible, English, Math, Social Studies, and Science.
4. The core GPA must be calculated based on full year course requirements. (E.g. Full year Biology instead of one semester of Biology and one semester of Chemistry)
5. They must complete 80 community service hours, 20 for each year. (See Community Service Hours Requirements section.)
6. They must meet all departmental requirements, as listed below:

<b>Subjects</b>	<b>Credit</b>	<b>Subject</b>	<b>Credit</b>	<b>Subject</b>	<b>Credit</b>
Religion*	4	English	4	Social Studies*	3
Math	3	Science	3	For. Language	2
Fine Art	1	PE *	2	Vocational Arts	2
Computer	1	Health	.5	Electives	1

**Course Requirement Notes:**

- Bible and PE are required only for each year in attendance at Bermuda Institute.
- Social Studies must include two of the following: US History, World History, or Bermuda History. The third can be selected from Geography or International Relations.
- Students must have no deficiencies at the end of Grade 10 to enter the College Preparatory Program. (See sophomore standing for details.)
- Four years in a high school program are required. Exceptions to this program are not encouraged.

**GENERAL CERTIFICATE**

The following requirements are in place for students graduating under the General Certificate Program:

1. They must complete a minimum twenty-four and one-half (24.5) credits.
2. They must earn a grade point average of not less than 2.00.
3. They must satisfy the core area GPA of 2.00 for each of the five (5) core areas: Bible, English, Math, Social Studies, and Science.
4. They must complete 80 community service hours, 20 for each year. (See Community Service Hours Requirements section.)
5. They must meet all departmental requirements, as listed below:

Subjects	Credit	Subject	Credit	Subject	Credit
Religion*	4	English	4	Social Studies*	2
Math	2	Science	2	Electives	4
Fine Art	1	PE	2	Vocational Arts	2
Computer	1	Health	.5		

Course Requirement Notes:

- Bible and PE are required only for each year in attendance at Bermuda Institute.
- Social Studies must include one credit from the following: US History, World History, or Bermuda History.
- Four years in a high school program are required. Exceptions to this program are not encouraged.

**GRADUATION EXERCISES**

The student's final statement of account must be paid before he will be allowed to participate in graduation exercises or before he will be issued a diploma.

## **GRADUATION IN ABSENTIA**

Attendance at all graduation services is required. Any student who wishes to graduate in absentia must file a request for consideration no later than April 30. Requests must be addressed to the Administration.

## **MINIMUM COMPETENCY EXAMS**

Before students are given academic clearance for graduation, they must demonstrate minimum competency in English, Reading, and Math. This competency is indicated by a grade level score on the IOWA Test of Basic Skills administered during Grade 11. Students who score at or above grade level will be exempt from minimum competency assessment. Students who do not demonstrate competency will be required to pass a Minimum Competency Exam in the deficient area or take a remedial course to raise the level of competency. The test of the remedial course can be written any time after the Grade 11 results are available. The Registrar will inform students and set arrangements in place to meet this requirement.

## **COMMUNITY SERVICE**

Every student from grades 9-12 is required to complete a minimum of 20 hours of community service per year, for a total of 80 hours by the end of the senior year. There is no limit to the number of hours a student may donate to community service, however, students must complete their hours on a yearly basis. This may be completed anytime during the year and should not interfere with the academic year.

Students are to choose an area or areas where they feel they can meet a community need and provide the service. If unsure of what to do, they can seek assistance from the Community Service Coordinator. More details are provided in the Bermuda Institute Community Service Handbook.

### **Community Service Hours Requirement for Graduation**

#### Grade 8 - 20 hours

- 10 hours per year
- to be spread over grades 7 & 8
- not more than 5 hours may be carried over to the next year
- the report of hours must be submitted to the office by the final examination week

#### Grade 9-12 - 20 hours for each year of attendance - (80 hours)

- 20 hours per year
- hours must be current. Therefore, no more than 10 hours can be carried over to a new academic year.
- the new report of hours must be submitted to the office by the final examination week.

### **SPECIAL GRADUATION CIRCUMSTANCES**

Bermuda Institute is not equipped to handle serious student learning challenges. However, students who have been diagnosed with academic learning challenges and whose parents want them to benefit from a Christian education in accordance with the accommodations that we are able to make at Bermuda Institute, may apply to the Academic Review Committee to complete alternative requirements for graduation.

Once the student has been certified by a professional assessment service as requiring alternative accommodations, the student will be accommodated through teaching modifications and accommodations and appropriate purpose-designed course alternatives. For graduation, the students will complete the same requirements as those listed for the General Certificate, with one notable exception: They will be allowed to present a passing grade (D or better) in all the core subjects instead of the 2.00 cumulative core area GPA. They will, however, still be required the overall cumulative GPA of 2.00.

### **COMPLETION OF COURSE REQUIREMENTS**

In compliance with the Atlantic Union Conference Education Code, all course work required for graduation must be completed before the student may participate in graduation exercises or receive a diploma.

### **RESIDENCE REQUIREMENTS**

To qualify for graduation, the student must be in attendance at Bermuda Institute for at least the entire semester prior to graduation. Exceptions for valid transfers must be approved by the Academic Review Committee.

### **GUARDS OF HONOR**

Seventh and eleventh grade students serve the graduating class by forming an honor guard during the graduation procession.

Serving as guards of honour is an activity in which every student in grades 7 and 11 are required to participate. These students are responsible to acquire the attire that the school selects at their own expense. At the beginning of the school year the class sponsors meet with the students to select a color, then parents are informed of the costs.

There is a standard style dress that is used for each grade level, that is 7 and 11. This does not change, only the color changes on a yearly basis. The prices may vary depending on who makes the dress. The gentlemen in grade 7 and 11 will wear a standardized formal attire to match the ladies. All these are selected by the students as a group.

In grade seven (7) students form an honor guard for the graduates of grade 8 during the Thursday night graduation exercise. In grade eleven (11) the students form an honor for the graduating class during all three days of

graduation exercises; that is, Friday night--Consecration, Sabbath--Baccalaureate, and Sunday--Commencement. They are also invited to attend the graduation reception.

Additionally, in the spring, the junior class participates in the presentation service for the prospective graduates. The attire for this event is usually black and white. The ladies wear a black skirt with a white blouse and the gentlemen wear black pants with a white shirt and tie. The girls' attire must be brought to school for approval by administration by the end of January.

#### **USHERS - GRADES 6 & 10**

For the grade 8 graduation exercise students in grade six are required to serve as ushers. They are also invited to take part in the reception at the end of the service. For grade 12 graduation, students in grade 10 are divided into three groups to cover ushering during the three-day weekend activities. These students will receive community service hours for their participation.

#### **GRADUATION ACADEMIC HONORS**

In compliance with the Atlantic Union Conference Education Code, the designation of valedictorian and salutatorian of a graduating class is **not** to be done. Honors should be recognized according to the following classifications:

Highest honors = 3.90 - 4.00

High honors = 3.75 - 3.89

Honors = 3.50 - 3.74

#### **GRADUATION AWARDS**

In recognition of academic excellence and student achievement, the **Bermuda Conference of Seventh-day Adventists** offers the following awards to the graduates:

##### **(1) Worthy Student Award – Grades 8 & 12**

Criteria:

Demonstrates financial need

Displays good citizenship that appropriately represents Bermuda Institute

Is a baptized member Seventh-day Adventist Church

**Note:** Good Citizenship would include the following:

consistent positive school spirit, willing participation in the affairs of the church and the community, and exemplary deportment. Names would be submitted to the Bermuda Conference Office of Education.

*Process for Worthy Student Selection:* Two graduates at each level (eight and twelve) will be nominated by the Bermuda Institute administrative team and the two teacher representatives who serve on the school board. The Conference administration will select one name for each grade level.

**(2) Academic Merit Awards** – Award for the highest academic honors  
(Grades 8 & 12)

Criteria:

To be presented to all students who graduate in the following honors categories, as defined in the Atlantic Union Code Book:

Honors  
High Honors  
Highest Honors

**(3) Attendance Award**

Criteria:

Award for attending Bermuda Institute all thirteen years- (K-12)

**(4) Community Service Award**

Criteria:

- a. Graduating senior
- b. Minimum GPA of 2.00
- c. Minimum of 100 community service hours (*Registrar*)
- d. Involvement in a variety of activities
- e. Consistent participation over a sustained period
- f. Demonstration of a community spirit on campus

In addition, various other Seventh-day Adventist universities and colleges and other local organizations may present awards to our graduates for academic honors and demonstrated leadership involvement.

**Oakwood College Freshmen Scholarship Awards**

Various awards for leadership and merit based on academic performance (*1<sup>st</sup> semester*) and SAT and ACT test scores

**Southern Adventist University**

Various awards for leadership and merit based on academic performance (*1<sup>st</sup> semester*) and SAT and ACT test scores

**Andrews University**

Various awards for leadership and merit based on academic performance (*1<sup>st</sup> semester*) and SAT and ACT test scores

**Union College**

Various awards for leadership and merit based on academic performance (*1<sup>st</sup> semester*) and SAT and ACT test scores

**Washington Adventist University**

Various awards for leadership and merit based on academic performance (*1<sup>st</sup> semester*) and SAT and ACT test scores

**B. I. Faculty Scholarship** – Grades 8 & 12

Criteria:

Attended Bermuda Institute from K-8 or K-12  
Displays positive school spirit  
Meet all graduation requirements – at least 2.00 GPA

Be cooperative  
Displays Christian principles  
Displays first class deportment – uniform  
Be consistent – good behavior  
Be involved in the community- more than required 20/80 hours of community service

**BELCO Math Award**

Senior with the highest cumulative average in MATH for the four years of high school

**Deloitte High School Award**

Criteria:

Focusing more on accounting and business seniors  
Outstanding service  
Integrity  
Commitment to fellow students  
Respect for others

**Ernst & Young Values Award**

Criteria:

Senior student who demonstrates integrity, respect, and teaming  
Has energy, enthusiasm, and the courage to lead  
Builds relationships based on doing the right thing

**Chartered Professional Accountants (CPA) Outstanding Student Award**

Criteria:

*Scholastic Achievement* – senior who has an overall average of B or better in their final year, and a ranking within the top 20% of the class. Must satisfy the admission requirements for university enrollment - There should be a clear indication that the proposed recipient is intending to enter a university undergraduate program.  
*Leadership qualities* – Exhibits the ability to relate to and influence others in a positive manner.  
*School Spirit* – Participates in school activities and in so doing displays strong school spirit.  
*Community Involvement* – Demonstrates interest in and concern for others by participating in a community program.  
*Recommendation* – To be made by the high school or secondary school faculty

**PwC Bermuda HeatStart Award of Excellence - (Grade 12)**

Criteria:

- Has excellent academic standing, with a GPA of 3.2 or above
- Excels not only inside the classroom, but also demonstrates that they are active and well rounded
- Stands out as a leader and role model amongst their peers
- Is enthusiastic and self motivated to learn and further their education
- Has been accepted to at least one institution of higher education



-The school is to **choose 2-3 eligible students** at least 2 weeks prior to the graduation ceremony date, and *write a brief summary/ paragraph* demonstrating that each student has met the criteria and give any other supporting information that would aid the PWC committee in selecting a winner from the nominees.

**James Water Service Award**

This award is provided by the James family.

**The Nellie E. Musson Writers Award**

Criteria: This scholarship is to be awarded to a student in the twelfth grade who has outstanding performance in writing. The student will be selected by the Musson family from a list of students recommended by the faculty of Bermuda Institute. A sample writing piece must be submitted for each applicant and the student must be prepared to give an oratorical presentation.

**The CableVision Community Service Award**

Criteria: This award will be presented annually to the senior who during the eligibility year exhibited selfless commitment to his or her community via volunteer efforts that made a difference in the lives of others within the school community and the Bermuda Community. Service can be in the areas of (*but not limited to*) youth or senior activities, church involvement, education, teacher assistance, tutoring, after school care, hospital, health care, children and social services nutrition, community growth and development. This service award is designed to recognize a student who has voluntarily given of time and talent to improve the community at no personal gain.

**Eligibility Requirements**

1. Nominee must be a graduating senior
2. Nominee must have a clear understanding of Community Service
3. Nominee must have completed at least 30 hours of community service hours during the eligibility year: July 1-June 30
4. Nominee must not have received any compensation for services rendered
5. Nominee does not have to be a top student

**Selection**

The student will be selected by the school based on the above criteria. Upon selection, the student's name will be sent to CableVision in order to secure a plaque to be presented by the CEO or his representative at the Commencement Exercises.

**The Nathan Foundation Outstanding Spiritual Leadership Award**

Criteria: This scholarship is to be awarded to a senior student who has displayed outstanding Spiritual leadership.

**Pires Scholarship** (*Grade 11 student for final year at Bermuda Institute*)

This award is provided by the family of the late Flavio Pires. Students are invited to apply.

**B.I. Leaders Charity Kindness Award** (*Grade 11 student to be used in the senior year at Bermuda Institute*)

This award is presented by the B.I. Leaders Charity. It was established in 2014 in order to recognize a student who has demonstrated the following characteristics:

- **Sensitive to others**
- **Helpful**
- **Supportive**
- **Sympathetic**
- **Straightforward**
- **Spontaneous**
- **Kind**

**Caring Heart Award** (*Grade 11 student for final year at Bermuda Institute*)

This award is presented by the North American Division of Seventh-day Adventists and was established to give recognition to a student who has demonstrated a personal commitment to active participatory service and witnessing activities and programs.

Criteria: Must be a full time junior

Has a strong citizenship record

Has given evidence of a personal commitment to witnessing-service activities by exhibiting initiative and responsibility for carrying through on such activities.

Serves as an overall example on the campus through participation in witnessing-service activities

Significant and varied participation in service-type activities, witnessing experiences, and mission trips (*inside and/or outside the country*)

## Course Descriptions & Offerings

The following courses constitute the general list of courses offered at Bermuda Institute. Because all courses may not be offered every year, the Registrar should be consulted for specific details regarding courses offered during the specific academic year. Generally, the core courses are offered regularly. However, elective offerings depend upon registration circumstances.

### Courses Offered in Grades K-6

Elementary course offerings cover the standard core of courses but may be supplemented with elective offerings as staff demands allow:

CORE COURSES	ELECTIVE COURSES
Bible	Choir (K-3), (5 & 6)
Language Arts	Band (5 & 6)
Social Studies	Recorders (Gr. 3)
Science	Drama (Gr. 4-6)
Math	Baking/Culinary Arts (Gr. 1-6)
Physical Education	Water-wise (6)
	Art (Gr. K-6)
	Library Skills (K-3)
	Computer/Keyboarding (Gr. 4-6)
	Steel Band (4)

### Courses Offered in Grades 7-8

#### MINIMUM COURSE ENROLLMENTS – ELECTIVES

Electives may be cancelled if fewer than 6 students register for the course.

#### **BIBLE**

##### **Grade 7 Bible**

The theme of this Bible course is the great controversy between God and Satan. Students trace this warfare from its beginning to the final eradication of sin from the universe.

##### **Grade 8 Bible**

This course focuses on Christian growth and the joys of Christian living.

Students will discover what God has done to provide for our salvation and why He wants us to become like Him.

## **KEYBOARDING**

### **Grade 7 & 8 - Keyboarding**

A general understanding of how a computer functions; hardware and software; impact of computers in society and their future; implications to the quality of modern society; and simple keyboard functions.

## **LANGUAGE ARTS**

### **Grade 7 Language Arts**

A program committed to helping students excel in all areas of language arts. It is designed to encourage students to become competent, fluent writers as they develop an understanding and appreciation of grammatical structure. They will constantly reevaluate, assess, and employ strategies that will make their writing more appealing to the reader. While they are exposed to important, meaningful things from literature, they become critical, independent thinkers and readers.

### **Grade 8 Language Arts**

A program committed to enhancing students' ability in all areas of language arts—reading comprehension, writing, listening, speaking, and vocabulary development. As students are exposed to different forms of literature, they become competent, critical, independent thinkers and readers.

## **MATH**

### **Grade 7- Pre Algebra - Part I**

This course seeks to ensure that the fundamental concepts and operations of arithmetic, algebra, and geometry are developed and mastered. The content areas include basic number theory; numeration systems; the 6 fundamental operations; the order of operations agreement; the coordinate line and plane; development and use of formulas; and introduction to statistics.

### **Grade 8 - Pre Algebra – Part II**

All Grade 7 content will be reinforced in order to maintain the fundamental skills. However, each topic will be further expanded and additional topics will include introduction to set theory and number sets; computing, comparing, and ordering rational numbers; introduction to algebraic concepts and strategies; introduction to relations and functions; statistics and probability.

## **PHYSICAL EDUCATION**

### **Physical Education**

This course provides a well-rounded program of drill work, calisthenics, and various supervised individual and group play activities. It is designed to train for leadership and develop good sportsmanship. Intramural activities give the student an opportunity to use the skills learned in class. (2 semesters per year)

## **SCIENCE**

### **Grade 7 - Integrated Science**

This is an introductory course which covers the Biblical Principles of Family and Social Health, Physics, Astronomy, and Life Science.

### **Grade 8 - Integrated Science**

This is an introductory course which covers the Biblical Principles of Consumer, Mental & Emotional Health, Chemistry, Creation and Evolution, Botany and Ecology.

## **SOCIAL STUDIES**

### **Grade 7 - Social Studies**

Grade 7 Social Studies covers Orientation to Geography, History, Civics, Politics, Economics, and Religion. The History covers the World emphasis on Roman Empire and Republic, Middle Ages, Europe and Japan - Mongols, Vikings, Bubonic Plague: renaissance and Reformation, rises of Islam and Catholicism, Age of Enlightenment, Industrial Revolution, Imperialism, and Nationalism and current events. The Civics covers world political systems, law and democratic ideas and their interdependency between people and the environment; and compares physical and cultural characteristics of the regions of the world.

### **Grade 8 - Bermuda History/Civics**

The course covers history of Bermuda (Native People, Exploration/Colonization, Pre-settlement/Settlement, Wars and Global Conflicts, Government - Constitution, Industrial, Territorial Expansion, Social and Economic Reform, Modern Bermuda, Current Events.) Civics deals with the role of the Christian citizen in government, branches of Government, constitutional rights, role of laws and how they are made. Geography covers the nature, distribution and migration of human population on the earth's surface, how geography is used to interpret the past, and how human actions modify the environment. Economics covers the meaning of Gross National Product, the role of Bermuda and free enterprise in a global economy, and an understanding of the concept of prices and the interaction of supply and demand in a market economy.

## **ELECTIVES**

### **Art**

Two semesters – This is a foundation course in the principles and techniques of drawing and painting, with emphasis on practical application and creative expression.

### **Choir**

Two semesters - The choir is open to qualified students by audition. Various techniques of correct breath control, voice projection, etc. will be taught. Various choral presentations will be done with the constituent churches and the local community.

### **Concert Band**

Two semesters – This course is the study and development of principles of woodwind, brass, and percussion instruments. Students are expected to perform in the constituent churches and in the community.

### **Cycling**

This course will be a pass or fail grade based upon the completion of various rides, bike maintenance and tests. Students must have a working mountain bike, wear a helmet and appropriate cycling attire, and maintain a journal.

### **Drama**

Two semesters - This course focuses on the various aspects of stage performance, technical production, mime, improvisation, character development, voice and movement. The class produces short skits, one-act and three-act plays. Drama can be used to fulfill half of the fine arts requirement.

## **Family Studies**

### **Grade 7 Family Studies**

This is a course introducing the students to basic hand sewing, embroidery, crochet, cattails and other handcrafts. During the second semester student focus on food and nutrition where they learn how to prepare nutritious meals, set the table, use table manners, and use the kitchen more effectively.

### **Grade 8 Family Studies**

This is a course introducing the students to applying life skills, such as understanding themselves and others and making wise choices regarding life relationships, food and nutrition, and clothing.

### **Beginning Gardening**

This course is a study of the rudiments of basic plant care, landscape design, and the proper use of garden tools, introducing the students to basic propagation techniques for indoor and outdoor ornamentals and garden vegetables. This involves a mix of lecture and practical sessions that cover the fundamentals of square foot gardening, container gardening, basic landscape design and pest control.

### **Spanish – *Temporarily discontinued***

This course is an exposure to Spanish, preparing students to undertake the study of the language in high school. Students are introduced to common useful idiom, Spanish culture, and the introductory elements of speaking, listening, reading, and writing.

## Courses Offered in Grades 9-12

### MINIMUM COURSE ENROLLMENTS – ELECTIVES

Electives may be cancelled if fewer than 6 students register for the course.

### BUSINESS EDUCATION

#### **Accounting (1 credit)**

This course provides student with an understanding of the principles and process involved in manual double-entry accounting systems. In addition to the manual accounting process, it may include the use of calculators and computers to process financial information and produce reports. This course will provide students with an awareness of how accounting relates to various careers.

#### **Introduction to Business and Personal Law (1 credit) (Taught on demand)**

This course presents a basic understanding of business and personal law. An understanding of international law and how it relates to business today will also be briefly presented. Through the study of legal concepts, students will have a new appreciation for the law and how it relates to them, their work, and the environment as they learn how to resolve disputes. A range of occupations in the legal field will be discussed and the students will meet the challenge or studying cases that explore the proceedings of an actual lawsuit. Law will be linked to other areas of the curriculum through Social Studies, Language, Mathematics, Science, Health, and Geography, which makes the study of law an exciting journey.

#### **Computer Literacy & Applications (1 credit)**

This course is an introduction to computer applications using Microsoft Office including Word Processing, Database and Spreadsheet, Communications.

#### **Business Computing (½ credit)**

This course is an introduction to Business Theories & Practice using Microsoft Office including business philosophy, communications, accounting, management.

#### **Basic Programming (½ credit) (Taught on demand)**

This course is an introduction to structured Programming including program design, input/output, data files management, graphics, arrays, tables, and control structures.

#### **Advanced Programming (½ credit) (Taught on demand)**

This course is an introduction to programming in Assembler, C, Prolog, and Advanced Basic.

#### **Computer Technology (½ credit) (Taught on demand)**

This course is designed to study the functions of computers and how they work. The aim of this course is to provide a mental picture of how data is treated by a computer. Computer maintenance and repair form an integral part of this course. Prerequisite: Computer Literacy and Electronics.

**Marketing and Society (1 credit)** (*Taught on demand*)

This course includes discovering what customers want and need, creating products, advertising products, and selling products. This course covers all aspects of marketing, from basic economics to careers in marketing. Students will learn and benefit from the understanding of how marketing affects various aspects of our lives.

**Lifestyle Management/Life Skills (¾ credit)**

The Lifestyle Management course provides senior students the opportunity to give careful reflection on how Christian education impacts Christian living (*1 semester*). The five units of study for the course are as follows:

1. Building Intimacy with God
2. Hot Buttons and Youth Choices
3. Career Choices and Christian Living
4. Issues in Church Beliefs and Practices
5. Family Issues and the Christian's Personal Mission

The Life Skills course helps foster in young people important life skills, healthy attitudes, strong character, positive relationships, and active citizenship. Students will cover diverse topics that include: career/college planning, communication, daily living, housing and money management, self-care, time management, and work life.

**Work Experience (½ credit)**

This program is designed to give senior students actual on-the-job experience in various career areas (*1 semester*).

**ENGLISH**

**English I (1 credit)**

This course emphasizes writing through the use of the writing process. This process will include peer editing which will help students to develop the skill of reading critically as well as improving their own writing ability. Students are also exposed to vocabulary, analytical thinking, correct use of grammar, and the study of literature. The course will cover all strands of English - reading, writing, listening, speaking and viewing.

**English II (1 credit)**

This course continues to place emphasis on writing along with literature appreciation, vocabulary development, critical thinking, reading for enjoyment and analysis, and viewing for analysis. The course will cover all strands of English - reading, writing, listening, speaking, and viewing.

**English III (1 credit)**

This is a writing course emphasizing composition and American Literature, with emphasis on the Christian interpretations and Biblical parables that can be drawn. An integral part of this course is the literature-related composition



program highlighting the development of critical thinking and in-depth writing skills, the review of Standard English usage and mechanics, and vocabulary.

**English IV (1 credit)**

This course is a chronological study of English literature with emphasis on literary analysis and criticism. Students will master competencies involved in developing a research paper. (1 year)

**Literary Analysis (1 credit)**

As an introduction to literary analysis, the course focuses on essays, poetry, drama, short fiction, and a literary paper. A thematic approach will be employed.

**Speech and Debate (¾ credit)**

This elective course expounds on general debating, speaking, and acting skills acquired in general English courses. Students will learn various debating and communicative techniques, as well as characteristics of effective speeches. Students will engage in classroom debates and oral presentations to enhance their skills.

**Creative Writing (¾ credit)**

This elective course exposes students to the rigors and enjoyment of written expression. This is not a course for the “faint of heart.” Extensive writing will amply prepare students for careers and college, as they will write for publication and television viewing and benefit from performing arts field trips.

**FINE ARTS**

**Art (¾ credit)**

Two semesters – This is a foundation course in the principles and techniques of drawing and painting, with emphasis on practical application and creative expression.

**Art Appreciation (½ Credit)**

This course is a survey of art and its development. It is offered to help students appreciate the richness of artistic expression, develop an emerging interest and skill in creating art, and assist them in making informed artistic choices which will influence them throughout their lives.

**Photography (¾ credit)**

This course will introduce the students at this grade level to the use and function of the most current technology as it applies to the digital camera. Comparisons will be made with the current film process. Both the film camera and the digital will be used interchangeable to produce pictures for assignments.

**Music Appreciation (½ credit)**

This course is a survey of music and its development in Western Civilization and culture. Musical styles, forms and elements of music will be studied with an emphasis on listening.

**Music Theory** (½ credit) *(Taught on demand)*

This class is an elective class for students in grades 11 and 12. The emphasis is on the basic elements of tonal harmony as practiced from 1600 to 1900. Also covered are the necessary basics of counterpoint, form, orchestration and twentieth-century practices, in order to prepare students for entry as a college music major or minor entering their first-year theory class.

**Choir** (¾ credit)

Two semesters - The choir is open to qualified students by audition. Various techniques of correct breath control, voice projection, etc. will be taught. Various choral presentations will be done with the constituent churches and the local community.

**Concert Band** (¾ credit)

Two semesters – This course is the study and development of principles of woodwind, brass, and percussion instruments. Students are expected to perform in the constituent churches and in the community.

**Steel Band**

This course is a performing ensemble designed to develop musicianship in the serious music student. Students must possess good music reading skills, and have some ability to play by ear. Participation is by selection only. Students must be self motivated.

**Piano Lessons** (1 credit)

This class is designed to develop the basic skills in piano musicianship: sight-reading, memorization, ear training, music theory and literature. For those students who are advanced, there will be content relevant to meet their needs.

**Drama** (¾ credit)

Two semesters - This course focuses on the various aspects of stage performance, technical production, mime, improvisation, character development, voice and movement. The class produces short skits, one-act and three-act plays. Drama can be used to fulfill half of the fine arts requirement.

**FOREIGN LANGUAGES**

**Spanish I & II** (1 credit)

This program is committed to developing each student's ability in the four basic areas of language, which are: listening, speaking, reading, and writing. It is designed to expose students to the diversity of cultures in the target language. Through this exposure the students' knowledge, understanding, and appreciation for differences and similarities in these peoples will be increased. We also endeavor to increase the students' awareness of the job opportunities in the field of foreign languages.

**MATHEMATICS**

Students will be instructed and facilitated from a Biblical and historical viewpoint, in which the origins, uses and purposes of mathematical discoveries will be discussed. Our goal is to lead students through a timeline approach in

order to allow them to see that mathematics, with its intricate patterns, designs, and universal laws, is a branch of knowledge invented by God.

Because mathematicians are only discoverers of a mere fraction of God's creation, students will also be led to discover math ideas for themselves.

The teachers of the Sci-Math Division will seek to ensure the important concepts and processes for each course are mastered to a level of proficiency and will encourage students to perform at their fullest potential.

An integral part of each course will be estimation, problem solving strategies, applications and critical thinking. An interdisciplinary approach will also be used, in order that students will see the connections between mathematics and other disciplines.

Students will also be taught the purpose and usefulness of mathematics as a tool, in helping them to understand more about the God of order, His universe and ultimately understand His will.

#### **Algebra I (1 credit)**

This course is designed to lay the foundation of all other high school math courses, and include topics like the real number system; sets and their relationships; analyzing equations/inequalities, their functions and graphs; linear and absolute value relationships; systems of linear equations/inequalities and their graphs; ration, proportion and variation; algebraic expressions: linear, exponential and rational; slope and rate of change; customary and metric systems of measurement. (1 year)

#### **Geometry (1 credit)**

This is a study of 1-, 2-, and 3-dimensional space figures, their properties and applications. The content area includes proof strategies, inductive and deductive reasoning; introduction to symbolic logic; angle relationships; parallel and perpendicular lines; properties of triangles, circles and polygons/non-polygons; ratio, proportion and similarity; and transformational coordinate geometry. (1 year)

#### **Algebra II/Trigonometry (1 credit)**

These courses are designed to allow students to advance in Algebra and Trigonometry in preparation for the course in Pre-Calculus. The content areas include number theory with emphasis on the complex number system; introduction to matrix algebra and determinants; polynomials/non-polynomials and polynomial factoring techniques; analyzing functions and their graphs; polynomial, rational, radical, exponential and logarithmic; triangular, circular and analytic trigonometry. (1 year)

#### **Consumer Math (1 credit) (Taught on demand)**

This course is a comprehensive review and study of arithmetic skills that apply to both personal and vocational business opportunities. Consumer Math provides skills needed to survive as an intelligent consumer in today's society. Topics will include the mathematics of personal income, buying a car and related expenses, discounts and mark-ups, investments, travel and fitness. Practical applications in finance, taxes, budgeting, banking and home ownership are also provided.

**Pre-Calculus (1 credit)**

This course is designed to cover topics in Algebra ranging from polynomial, rational, and exponential functions to conic sections. Trigonometry concepts such as Law of Sines and Cosines will be introduced. Students will then begin analytic geometry and calculus concepts such as limits, derivatives, and integrals. Pre-Calculus is designed to build the platform for success in college level mathematics by strengthening your understanding of Algebra. This class is important for any student planning to take a college algebra or college pre-calculus class.

**Advanced Math (1 credit)**

This advanced course seeks to prepare students for college-level math courses. An integral part is modeling of real-life problems where students will further develop problem solving skills through algebraic and geometric applications. The content area includes systems of equations/inequalities; matrix algebra and determinants; progressions, sequences and series; counting principles; probability and statistics; analytic geometry, with emphasis on conic sections; and vectors.

**PHYSICAL EDUCATION AND HEALTH****Physical Education (½ credit)**

This course provides a well-rounded program of drill work, calisthenics, and various supervised individual and group play activities. It is designed to train for leadership and develop good sportsmanship. Intramural activities give the student an opportunity to use the skills learned in class. (2 semesters per year)

**Health (½ credit)**

This course is designed to help students appreciate the value of physical, mental, and social health, and to help them acquire the knowledge they need to achieve and maintain a state of well being. Health knowledge and practices peculiar to Seventh-day Adventists will also be covered. (One half unit)

**BIBLE**

Bible I surveys the history and development of the Bible and the life and teachings of Jesus Christ. Upon completion of this class the students will have an understanding of the spiritual principles that are taught in the Bible and how they impact the development of positive characters in those who follow them. The students will also be taught practical methods of using these principles to develop positive social relationships.

**Bible I (1 credit)**

This course surveys the book of Genesis with special emphasis on developing positive social relationships. Second semester the book of Matthew is studied with special emphasis on the social implication of the life of Jesus Christ. (1 year)

**Bible II (1 credit)**

In this course, the student will focus on God and His church beginning with the Church of the Exodus, continuing with the New Testament Church, the Millerite Movement, and ending with the Remnant Church.

**Bible III (1 credit)**

This course is a survey of prophetic literature in the Bible. At the end of this course of study the students will have a thorough knowledge of the authorship, origin and message of each of the prophetic books. The students will have developed the skills necessary to identify prophetic biblical literature and decipher its meaning. The students will also understand how to relate current or historical events to prophecies given in the Bible.

**Bible IV (1 credit)**

This course is designed to help students prepare to be productive members of society. At the conclusion of this course the students will have the tools necessary to define a life's mission statement. They will have developed the ability to design a strategic plan for accomplishing goals they have set to be successful members of society. The students will also have an understanding of diverse worldviews and how they compare to the Bible-based Seventh-day Adventist doctrine.

**SCIENCE**

The overall goal of science is to help students to develop basic science skills. These skills include the following: vocabulary development of scientific terms, reference skills, observation measurement, classification, sequencing, processing data, hypothesizing, predicting, problem solving, comparing/contrasting, cause and effect, synthesizing and communication.

**General Biology (1 credit)**

This course encompasses cellular and molecular biology, the lower animals, invertebrates, vertebrates and plant biology. It also covers human anatomy and physiology, genetics and heredity, creation and ecology. Laboratory work is required. Field work and student projects required. Students are expected to attend each lab session with a lab coat and goggles. (1 year)

**General Chemistry (1 credit)**

This course is a study of elementary inorganic chemistry and an introduction to organic chemistry. A more concentrated study of organic chemistry is undertaken in the second semester. Laboratory work is required. Field work and student projects are required. Students are expected to attend each lab session with a lab coat and goggles. (1 year)

**Human Anatomy and Physiology (1 credit)**

Anatomy and Physiology is a challenging and exciting exploration of the intricate design of the human body. It is a course designed to deepen students' understanding of the structure and function of the human body beyond the General Biology course. It enhances the preparation of students who intend to pursue a career in Medicine or Allied Health. Students are expected to attend each lab session with a lab coat.

**Physics (1 credit)**

This course is a study of the fundamental laws of physics as related to the fields of heat, sound, light, electricity, magnetism etc. This course is intended to meet the needs of the students who may be required to take an introductory course in college physics. Laboratory work is required. (1 year)

**Earth Science (1 credit)**

This course is the study of the Earth, its characteristics, meteorological phenomena, and outer space. Major topics include geology, astronomy, meteorology, and oceanography. As students study geomorphic features and major geologic processes of the past, present and future, they should gain a greater appreciation of God as the Creator and Sustainer of the Universe. Topics will be taught from a content and concept basis with an emphasis on scientific processes and correlations with Biblical accounts of Creation and the Flood.

**Physical Science (1 credit)**

This course is a laboratory science based on the analysis of data. The realm of physical science includes physics, chemistry, and the interaction of these upon the environment. The course provides an overview of the physical world and gives students tools and concepts to think clearly about atoms, molecules, chemical reactions, motion, electricity, light, and other aspects of chemistry and physics.

**Environmental Science (1 credit)**

This course introduces students to a broad view of the biosphere and the physical parameters that affect it. The full year course emphasizes Physical and Earth Science components involved in biogeochemical cycles that impact biomes. Students study a variety of topics including biotic and abiotic factors in habitats, ecosystems, and biomes; interrelationships between resources and environmental systems; sources and flow energy through environmental systems; factors that influence carrying capacity; and natural and man-made environmental changes. Safe field laboratory and investigations are used in instruction to illustrate scientific concepts and principles and support inquiry instruction

**SOCIAL STUDIES****US History (1 credit)**

In this course the students will study the reasons for the formation of the United States. They will study how America was formed, and discuss its purpose in history. The students will also learn how the U.S. won their independence from Britain, how they fought with each other, and how they became dominant in world events.

**World Geography (1 credit)**

This course covers orientation to Geography, Cartography, Topography, the Earth in Space, climate, beings, and Regional Geography. The conclusion will involve the impact on Seventh-day Adventism.

**World History (1 credit)**

This course is a survey of ancient and medieval history to the beginning of the modern period. Second semester comprises history from the 1500's to the present day with particular emphasis on the western world. This course explores political, military, economic, religious, social and cultural developments. (2 semesters)

**Civics (1 credit)**

This course is a brief study of the laws, government, and commerce of Bermuda. It identifies what community involves and the role that individuals play in the community. (1 semester)

**Bermuda Government (1 credit) (Taught on rotation)**

This course is a survey of the procedures and practices employed in running the government, including party politics, government ministries, and legal processes. Students learn Bermuda History through history, geography, music, art and personalities, and sports in Bermuda. Following and keeping up with current news is required. Students who are self motivated and can work on their own initiative are encouraged to sign up.

**International Relations (1 credit) (Taught on rotation)**

This course offers an introduction to the theory and practice of peace making and conflict resolution. The student will survey major theories of conflict at local, national, and international levels. The course facilitates the student's ability to analyze the theory and techniques of negotiation and conflict resolution; and examines successful and unsuccessful efforts at nonviolent conflict resolution at local, national and international levels. The course details the essential structures, actors, and processes in international organizations. Special attention is given to the historical and theoretical backgrounds of international organizations, as well as their political economic, and social activities. Emphasis is placed on the United Nations, its affiliated organizations, and the European Union.

**FAMILY STUDIES****Food and Nutrition (½ credit)**

This course is designed to teach the basic skills of kitchen survival safety, proper use of kitchen equipment, preparations of food, nutrition and meal planning. Students prepare cakes, cookies, bread, pies, and meals.

**Clothing and Textiles (½ credit)**

This course is designed for the beginning clothing student. Basics in clothing construction and wardrobe selection are stressed. Through actual construction of garments, the student learns techniques and practices good construction methods.

**Home Management/Consumer Affairs (½ credit)**

This course is designed for the advanced student. Units that are to be included are decision-making, budgets, food budgeting, and furnishings for the home.

**Sewing/Needlecraft (½ credit)**

This lab class is designed for the intermediate sewing student to give the student maximum time to construct garments which will be pleasing to self and others. The student will learn basic sewing and embroidery stitches.

**VOCATIONAL ARTS (offered according to availability of instructors)****Automotive Mechanics (½ credit)**

This course is designed to give students an introduction to the field of automotive mechanics. Topics covered will include the following: automotive history, general aspects of safety, tools and equipment, auto construction and layout, the internal combustion engine, lubrication system, cooling system, ignition system, transmission system, suspension system, braking system, wheels and tires, and electrical system.

**Basic Electronics (½ credit)**

This course is the study of the application of the principles of electricity and magnetism by utilizing its components. It is subdivided into two major divisions: Analog Electronics and Digital Electronics.

**Electrical Wiring (½ credit)**

This is a beginning class where students are introduced to electrical theory, electrical codes and standards, tools and their proper uses, methods of wiring, how to make electrical connections and single and double pole switching. Students work around the physical plant using the skills they have acquired. During second semester the students have the opportunity of furthering their skills at Bermuda College in electronics and carpentry.

**Beginning Gardening (½ credit)**

This course is a study of the rudiments of basic plant care, landscape design, and the proper use of garden tools, introducing the students to basic propagation techniques for indoor and outdoor ornamentals and garden vegetables. This involves a mix of lecture and practical sessions that cover the fundamentals of square foot gardening, container gardening, basic landscape design and pest control. Students are expected to design and cultivate an assortment of plant material. Gloves and aprons are required for all outdoor class sessions.

**Small Engines (½ credit)**

This course introduces the student to the theory and practice of performing simple repairs so that he will be able to service and maintain small engines, distinguish between two and four stroke engines, and learn the value of working efficiently.

**Plumbing (½ credit)**

This course seeks to develop an interest in plumbing activities and problem solving; to develop skills and abilities in using plumbing materials and tools; to develop good work habits and recognize and value the benefits of work, both to the individual as well as to the community.



**Technical Drawing (½ credit)**

This is an introductory course in geometrical, mechanical, and architectural drawing, emphasizing block drawing, development drawing isometrics, orthographics, perspectives, building designing, and computer application in drafting.

## General Procedures & Policies

**GOVERNING POLICY**

In accordance with the pledge signed on admission to Bermuda Institute, all students are expected to honor the principles upon which the school is founded. All regulations adopted by the faculty and announced to the students carry the same weight as those published in this bulletin.

Further, all students enrolled are expected to assert their respect and honor for the religious principles upon which the school is founded and to pledge themselves to support the effort of teachers and all conscientious students.

In the judgment of the school, the religious phase of the student's education is of paramount importance. Students admitted, therefore, must pledge to maintain the Christian standards of the institution, attend regularly scheduled religious services and give due respect to things spiritual.

Only those students who are in harmony with the standards of the school are invited to come. Students who are unwilling to give due respect to these principles, those careless in deportment, and those with little or no desire to study detract from the mission of our school. Therefore, if a student's progress or conduct is unsatisfactory, if his spirit is grossly out of harmony with the standards of the school, or if his influence is found to be detrimental, he may be asked to withdraw at any time.

The school and administration reserve the right to establish fair and reasonable rules and regulations for circumstances that may arise requiring actions that are not covered in this handbook. In all cases, rules, regulations, and consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students.

These rules and policies apply to any student who is on school property, who is in attendance at school or any school-sponsored activity, in school uniform, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school, students and staff.

**GENERAL STANDARD OF CONDUCT**

Any conduct by a student which causes a disruption or which creates a likelihood that will interfere with the health, safety or wellbeing of themselves or others, is prohibited.

## **BASIC PRINCIPLES**

While all violations of school regulations are serious, there are certain practices that cannot be tolerated in a Seventh-day Adventist school. Offenders are liable to suspension, dismissal, or expulsion from school. Major violations include, but are not limited to:

1. Fighting and/or retaliation.
2. Insubordination or defiance to a teacher.
3. Drinking alcoholic beverages, use of stimulants or narcotic drugs, tobacco or marijuana, handling, possessing or furnishing them to others.
4. Gambling and betting or possessing playing cards or other gambling devices.
5. Possessing unlawful weapons such as knives and switch blades, or anything that may cause harm. (Random searches may be held periodically.)
6. Using profane language, indulging in lewd conduct or suggestion, possessing or displaying obscene literature or pictures, or accessing inappropriate internet sites.
7. Engaging in behavior that constitutes sexual harassment through direct personal means or through electronic communication.
8. Dishonesty, including theft, willful deception regarding violation of school regulations, cheating in examinations and class work.
9. Any improper conduct after school hours and off campus that adversely affects the school's reputation as a Christian institution.
10. Display of affection by hugging and kissing, which is prohibited on campus.
11. Marriage or pregnancy during the school year.
12. Students are not permitted to communicate or socialize with unapproved visitors. Neither must they loiter in the tracks adjacent to the school property during the school day.
13. Leaving campus without permission during the school day.
14. Teasing or bullying, either verbally, physically or electronically.

## **DISCIPLINARY MEASURES**

Bermuda Institute is committed to being redemptive in its disciplinary procedures, striving for students to take responsibility for their actions and their choices. Therefore, it employs a variety of consequences to address student violations of the school regulations. These may include, but are not limited to, the following:

**Teacher Intervention** – in accordance with the classroom guidelines

**Counseling and Warnings** – through the School Counselor's Office or from the Principal or Vice Principal

**Corporal Punishment** – administered by or in the presence of the Principal or a Vice Principal, once parental permission has been secured.

**Detention** – with prior notice given to the parents

**Work Details** – by the time period or by the task; may be required after school or during the school day, depending on the severity of the offence.

**In-school suspension** – with supervised set tasks for the student to complete

**Class Suspension** – from a specific class for repeated offensive behavior in the specific class.

**Reverse Suspension** – where appropriate, near a vacation time, a student may serve a reverse suspension. A reverse suspension covers a detention at school when school is out on break.

**Suspension** – out of school time - Students will be allowed to make up major tests and exams for long-term suspensions but for short-term suspensions, students are not allowed to make up the work.

**Referral to Student Court** – under the jurisdiction of the Student Government and under the guidance of faculty sponsors. The penalties are submitted to the Administration for final approval.

**Dismissal** – Students are terminated from Bermuda Institute for the rest of the year, with the school having no further obligations to them. They may apply for admission in the next academic year.

**Expulsion** – Students are terminated from Bermuda Institute with no opportunity to return.

#### **ATTENTION TO DISCIPLINARY ACTIONS**

Students must settle disciplinary matters before they return to any classes. While they may be given a time period to complete disciplinary requirements, infractions in any class must be addressed before attendance can be continued in any classes.

#### **CRIMINAL ACTIVITY**

While the administration, with the assistance of the disciplinary committee, will thoroughly review each case on an individual basis, students who are implicated in criminal activity may be dismissed from the school. They may apply for admission for the next academic year.

While the administration, with the assistance of the disciplinary committee, will thoroughly review each case on an individual basis, students who are convicted of criminal activity will be dismissed from the school.

#### **SUSPENSION**

During the period of suspension or disciplinary action, any work that is missed is not allowed to be made up. However, students who have been suspended may have the privilege of making up missed test and exams, for a possible maximum result of 80% of the grade earned. They must make up the tests and

exams within the first week that they return to school. Students will not be allowed to make up continuous assessment activities, such as quizzes, assignments, do-nows.

Because of the way in which some offenses impact school culture, safety, and the public image of the school, they may incur an automatic suspension. These offenses include swearing—3-5 days, fighting—3-5 days, disrespecting a teacher—3-5 days. Others may be announced during the year as Administration sees the need.

*Suspensions are recorded as an unexcused absence.*

### **FINES**

Students may be charged fines for some offences. They may include, but are not limited to the following:

1. Overdue library books
2. Chewing gum (\$5)
3. Tardiness to class (on agreement between the class and the teacher and approved by the Principal)
4. Lost textbooks (replacement fee \$100)
5. Defacing school property (\$50 and cost of repairs)
6. Eating outside (\$5)
7. Bike parking and moving violations (\$10)
8. Cell phone/electronic devices violations (\$20) and confiscated for one (1) week
9. Jewelry wearing (\$20)
10. Lost exam permit (\$2)
11. Eating/drinking in class violation (on agreement between the class and the teacher and approved by the Principal)

### **GENERAL PROBATION**

The Administration may stipulate general probation for students whose performance or conduct is deficient in view of school standards. Students on probation will not be permitted to hold a student leadership.

### **STUDENT DEPARTMENT**

Students should conduct themselves in a manner consistent with a refined home. Loud talking, running in the hallways and stairwells, scuffling anywhere in the buildings, rough or strenuous play, and any conduct of a boisterous

nature is out of order. Students remaining on campus for intramurals, choir, band, or special activities are expected to remain within the area of the activity.

### **SILENT PERIODS**

Certain periods of the day are deemed as silent periods. At that time, the student must cease talking immediately and proceed to the assigned area.

- a. During line-up at the beginning of the day
- b. During movement in lines leading to the assembly, church, or classroom
- c. During passage to class from recess or lunch
- d. When walking between classrooms before and after PE or Music
- e. During fire drills and emergency evacuation drills

### **SCHOOL SPIRIT**

A wholesome school and class spirit is desirable and should be fostered by all school organizations. The school spirit is evidenced by thoughtful consideration for others and by courtesy and good will in all personal and interclass relationships. So-called "school spirit," however, which finds expression in the destruction of property; in boisterous, unrefined conduct; in the hazing or humiliation of any student, group of students or faculty, is out of harmony with the spirit of good sportsmanship and is, therefore not permitted.

### **SEXUAL HARASSMENT**

It is important for Bermuda Institute to maintain a Christ-centered school environment characterized by human dignity, Christian courtesy and individual respect. Bermuda Institute values the right of all staff and students to teach, study and work in an environment free of sexual harassment. Such behavior demeans human dignity, erodes morale and runs counter to the principle on which this school operates.

### **VISITORS**

Visitors, including parents and former students are not permitted to visit the classrooms during school hours unless they have obtained permission from the Principal or Vice-Principal. All visitors to the school, for whatever reason, are asked to report first to the school office. A visitor's pass will be given at the discretion of the school administrator.

### **MOTORIZED VEHICLES**

The following regulations apply to all motorized vehicles:

1. Students driving automobiles, scooters, or motorcycles to school are required to register them in the office.
2. Between 8 a.m. and 4 p.m. students are required to walk their bikes onto the campus. Failure to do so will result in a traffic fine.
3. Upon arrival on the school grounds, all vehicles are to be parked in the designated parking areas. These areas are off limit for the day. Students should refrain from sitting on bikes or congregating in this area.

4. Vehicles are not to be used during school hours except by permission from the principal's office.
5. A student may not borrow another student's car, motorcycle, or bicycle. Permission will not be granted to a student to leave the campus in a borrowed vehicle.
6. Transportation for school functions will be arranged by the school.
7. Students with irresponsible driving habits or those who failed to abide by the motorized vehicle regulations may have their driving privilege revoked or be asked not to bring their vehicle on the campus.

*All vehicles should be properly insured as the school accepts no responsibility for damaged or stolen property.*

### **BIKE RIDERS**

Students who ride bikes to school are expected to be compliant with the rules of the road and to demonstrate the care, caution, and courtesy that indicates their willingness to represent Bermuda Institute appropriately. Reports from members of the public regarding inappropriate riding habits of our students, particularly in school uniform, are treated seriously. All reports will be investigated. When the license plate numbers are reported and the Administration is able to determine that the student is in violation, the identified rider will be penalized with a suspension of riding privileges. In the event that the school continues to receive negative reports of students in B.I. uniforms riding recklessly and in cases where the license plate numbers are not reported, group suspensions will be imposed.

Bikers are required to walk their bikes through the campus from the entrance to the beginning of the ramp at the southwestern end of the campus between the hours of 8 a.m. and 4 p.m. Violators will be fined \$10.

Bikes are to be parked only in the designated parking areas, where once the bike is parked it is to remain in that position until the rider is leaving the campus. Parking in other places on campus during the hours of 8 a.m. and 4 p.m. will result in the violator's incurring a \$10 parking fine.

### **ACCIDENTS**

- a. All accidents will be reported to the Principal or Vice-Principal as soon as possible.
- b. An accident report will be completed by the supervising teacher on the same day.
- c. Any serious accident that occurs at school will be reported to the parent immediately, and the child will be taken to the hospital. The parent will be asked to meet the school representative there immediately.

### **FIRE DRILLS, ALARMS, AND EXTINGUISHERS**

School-wide fire drills are held frequently under the supervision of the vice-principal, or the fire department. When the fire alarm bell rings students should proceed quickly and quietly according to fire exit instructions. Students should walk quickly with absolutely no running, pushing, or yelling. "QDM" –

Be Quiet, Follow Directions, and Move Orderly - when given directions by the supervising staff.

Students tampering with or setting off a false alarm or using the extinguisher for any reason other than its intended purpose will be charged a minimum fee of \$100. *Instructions of what to do in case of a fire are posted in each classroom.*

### **LOCKERS**

Lockers as well as locks are the property of the school and are provided to the student for stated periods of time. It is the right of the school to dictate what may or may not be put in lockers. Items found in lockers which are regarded as unacceptable by school authority may be confiscated either temporarily or permanently.

Students may not switch locks or lockers and are encouraged not to reveal their lock combination to anyone. Locks which are lost or ruined through misuse will be replaced at the student's expense.

### **PROPERTY RIGHTS**

Each student is expected to respect the property rights of the school and of every member of the school. *Any student who defaces, damages or destroys school property may be liable to discipline which may lead to suspension or expulsion according to the nature of the offense. Parents, guardians and/or students shall be responsible for replacement cost.* The student should exercise special care when using school property or supplies. Waste of either personal or public possessions is to be avoided. The administration is always grateful when equipment which is out of order is reported at once so that needless waste and expense may be averted.

**The school takes no responsibility for books, clothing, money or personal property left by anyone on the school grounds or in the school buildings. The school is not responsible for the theft of or damage to any vehicle parked on campus.**

### **PARTIES**

Classroom parties are to be planned with the classroom teachers. No party can take place without proper staff supervision.

### **LOITERING/CLASS PASS**

All students are expected to remain within the confines of the school campus during the school day. With the exception of prefects, students must carry a "permission slip" when they are out of class during class time. Any student missing class without permission will suffer the appropriate consequences.

## **OUT OF BOUNDS**

In order to effectively supervise and monitor our students, elementary students are required to stay within the bounds of the campus. Therefore, they are required to avoid gathering and loitering in the area behind the elementary building, including the high school area, the area around Sandringham cottage and the Band room, the tribe road and the tracks, without permission from their teacher and without being supervised by a teacher.

High School Students, similarly, are required to avoid hanging out in the tracks and tribe road or loitering at the school gate.

## **PLAY AREAS**

Grades K-3 - Front yard and asphalt in front of the school.

Grades 4-6 - Top field. On wet days, students may be allowed to play on the tarmac areas but not the grass. On rainy days students will remain in their classrooms with their teacher.

## **CHEATING**

Cheating is a serious offence. Any student found guilty of cheating on a semester test will be automatically awarded a failing grade for the semester. He/she will appear before the disciplinary committee and will be placed on probation.

On the second offense he/she will be asked to withdraw from Bermuda Institute. **All other forms of cheating are also serious offences.** These will be dealt with severely by the teacher and/or the disciplinary committee.

Students causing a disruption (talking, and any other disruptive noises,) will have their papers confiscated and will receive a zero for that test.

## **FOOD AND DRINK DURING CLASS PERIODS**

Food, candy and drink are not for consumption during a regular class period, except for special occasions which have been scheduled by the teacher or approved by the Principal. Eating during the five (5) minute interval between classes is strongly discouraged.

## **DEFACING SCHOOL PROPERTY**

Students must not deface school property by such behaviors as writing on desks, walls or doors, kicking at doors or windows, or otherwise destroying school property. Violators will incur financial penalties (\$50 or more), or other consequences imposed by the school.

## **MEDICATIONS**

All medications should be left in the main office or given to the teacher. Any prescribed medications taken during school will be the responsibility of the parent and student, as members of the faculty and staff **may not** administer medications.



## **WEATHER EMERGENCIES**

Bermuda Institute abides by policies established by the Bermuda Ministry of Education in regards to school closing due to bad weather.

## **TELEPHONE USAGE**

The telephones in the office are for business use only. Student use of telephones will be limited to emergencies. The office personnel will determine what constitutes an emergency. There is a charge of \$0.50 for each phone call. Persons making incoming calls to students will be requested to leave a message or call back during lunch or after school.

## **CHEWING GUM**

The careless discarding of chewing gum defaces the school's property. Therefore, the chewing of gum is not permitted in the building or on the school grounds. Violators will be dealt with by the supervising teacher. Fines may be issued.

## **ELECTRONIC DEVICES**

**Bermuda Institute acknowledges that cell phones and other electronic communication devices have become an integral part of modern society and that they have become a vital link in the communication process between parents and their children.**

On the other hand, at school cell phones can interrupt the educational processes that the school is providing. The following has been established:

- 1) Ringing or beeping cell phones in classrooms are disruptive.
- 2) Cell phones have cameras, which can be used to cheat on exams and assignments or to take pictures in locker rooms, bathrooms, and other places where an individual's right to privacy can be compromised.
- 3) Text messaging among students is distracting and can be used as a cheating device in the classroom.
- 4) Students often play games on their cell phones during class time.

Therefore, students will be permitted to bring their cell phones to school on the following conditions:

- that they are left in their lockers or secured in a safe place
- that they do not the interfere with classes
- that they are not used during the school day (between 8 a.m. and 4 p.m.)

Parents who wish to contact their children during the school day should contact the school office and leave messages for them. Students who need to contact their parents during the school day should use the school telephone (*\$0.50¢ charge*). They should not use their cell phone without permission from a teacher or staff member.

Students who violate the policy by using the cell phone, just having it out, or by having it turned on so that it sounds during the school day will face the consequence of having the phone confiscated. The phone will be returned after a week's detention and the payment of a \$20 redemption fee.

### **ILLNESS/INJURY**

A child with a communicable disease must be kept home for the period of time prescribed by the physician. A child with a fever will not be allowed to remain in the classroom. Student illness and injury appearing to warrant emergency treatment will be handled in the following manner:

1. A parent or guardian is notified, his or her directions are followed in regard to caring for the student.
2. If a parent or guardian cannot be reached, medical aid will be sought in consultation with first aid and emergency care providers.

### **BUS BEHAVIOR**

Students must stand in line while awaiting the arrival of the bus. Students are expected to board the bus in an orderly manner. Respect must be shown to the bus driver and to all passengers. Loud talking, disrespectful behavior, molesting of passengers, shouting through the window are not acceptable and may result in bus privileges being withdrawn for violators.

### **BULLYING BEHAVIOR**

Bullying, which includes any written or verbal expression, or physical act or gesture, or a pattern thereof intended to cause distress upon one or more students in the school, on school grounds, travelling to and from school, at school activities or sanctioned events is strictly forbidden. **All students must be treated with dignity and respect.**

### **CYBERBULLYING BEHAVIOR**

Cyber bullying is defined as using the Internet, interactive and digital technology to harass, humiliate or embarrass another student or adult. Typically, schools will not be involved in the resolution of cyber bullying which occurs outside of school unless it creates a threat and substantial disruption at school.

### **HEALTH FOR SUCCESS - FOOD AND NUTRITION POLICY**

All foods consumed on the school premises will contribute to the health and welfare of the students.

The objectives of the policy are to:

- Create a healthful school environment that supports and reinforces the health education and physical education curricula.
- Encourage the sale of only nutritious foods on the school premises whether from the tuck shop, vending machines, outside caterers or any means of sale or distribution.
- Encourage parents to send only nutritionally acceptable foods in student lunches.

According to Seventh-day Adventist principles, students and staff are encouraged to adopt a vegetarian diet. Therefore, meat products are discouraged on campus. More emphatically, however, some food products are forbidden on campus, including the following:

- Caffeinated beverages
- Seafood like shrimp, lobster, and crab (items not in conformity to Bible counsel)
- All pork products

### **TUCK SHOP**

Students in the lower grades are encouraged to bring their lunch. Others may wish to purchase occasionally. Students may purchase lunch at the Tuck Shop, where hot lunches and drinks are provided. Purchases are to be made only during the specified lunch schedule. Service is on a cash and carry basis only.

For students who bring lunch from home, we encourage parents to prepare nutritious lunches for their children. Each student is encouraged to bring fresh fruit or juice along with their lunch. *Junk food such as corn curls, potato chips, candy and chocolate, is not allowed.* Please do not send such items to school. Your child will not be allowed to eat them and will bring them back home.

- a. Students are asked to bring lunch to school in a named lunch box
- b. Food should be packed in plastic containers which can be sealed
- c. Uneaten food will be returned in the sealed containers
- d. Juice boxes, cans of juice (not soda) are allowed. No cola drinks please.

## *Substance Abuse Policy*

As Seventh-day Adventist Christians we believe that health is a state of wellness. Wellness includes the physical, mental, emotional, social and spiritual well-being of the individual. It is dependent upon and influenced by the interaction of these factors within the context of the individual's cultural and ethnic background, values, life style, and physical and mental make-up. Our fundamental belief about health and wellness is rooted in Biblical injunctions: God expects us to treat our bodies as the "temple of God" (1 Corinthians 3:16; 6:19; Proverbs 20:1; Romans 12:1.)

#### **Recognizing that:**

- the body is the dwelling place of the Holy Spirit,
- the body is the only medium through which God communicates with people,
- a poor lifestyle is a major determinant in the majority of disabling diseases and premature deaths.

**IT IS IMPERATIVE** that each student maximizes his/her potential physical, mental, social and spiritual development and that health education be an essential element in the general education of all students in Seventh-day Adventist schools.

### **SYMPTOMS OF SUBSTANCE ABUSE**

Parents and Guardians should be concerned and seek professional assessment if your child/ren exhibits any of the following warning signs:

- Alcohol: Impaired muscle coordination, judgment; slurred speech; blurred vision
- Tobacco: Smells of tobacco; stained teeth
- Drugs: Neglect of appearance; loss of interest; possible weight loss; irritability; nervousness, mood swings; restlessness, short-term high followed by depression, drowsiness; lethargy; poor motor coordination; impaired vision, memory and thought; abusive, violent behavior; aggression; confusion; agitation; constricted pupils; needle marks.

*(Adapted from "Children and Drugs": distributed by Blue Cross and Blue Shield Plans of Vermont and New Hampshire)*

*"Drug" means any substance, the periodic or continuous use or administration of which (a) results or may result in a person developing a psychological or physical, or both a psychological and physical reliance on the substance, or (b) alters or may alter a person's mood, perception, consciousness or behavior. The expression "drug" is deemed to include "alcohol." (National Drug Commission Act 1993).*

### **TOBACCO/ALCOHOL USE**

1. Parents will be notified of students found to be using tobacco/alcohol. The student will be required to attend a five (5) day plan to stop smoking program, the Montrose Substance Abuse Center or another approved program. This will be arranged by the school counselor.
2. This is an offense for which the student is automatically suspended.

### **DRUGS**

1. Students suspected to be under the influence of drugs will be taken to the principal (or vice-principal in the principal's absence).
2. The principal in consultation with the guidance counselor will investigate and contact the parents.
3. If it is determined that there is a need for testing, the child will be taken to the school designated physician or facility.
4. If a child refuses to be tested or if parents refuse to give their consent for testing, the student will be immediately suspended and the case referred to the Board for further action.
5. A student testing positive will not be allowed to attend school until he/she has entered a program of rehabilitation, which is to be monitored by the school counselor. Students will be required to relinquish any

school held office and withdraw from representing the school in any extra-curricular activity.

6. At the conclusion of the program the counselor will monitor the child's progress.
7. Students refusing to enter rehabilitation will be immediately suspended and recommended to the Board for expulsion.
8. Students testing positive a second time will be suspended and recommended to the Board for further action.

**POSSESSION AND TRAFFICKING**

1. Parents will be notified of students found to be in possession of drugs. Students will be suspended and referred to the Board for investigation.
2. Students suspected to be trafficking in drugs will be referred to the guidance counselor and the parents notified. If suspicions are confirmed, students will be suspended and recommended to the Board for further action.
3. Students caught trafficking in drugs will be immediately suspended and referred to the Board for further action.
4. The school reserves the right to make random searches of the lockers.

**Statement of Commitment**

On entry, students and parents are required to sign off on the school's substance abuse policy as follows:

I have read above the Bermuda Institute's Substance Abuse Policy, understand it, and agree to the terms as stated.

_____ PRINT Student's Name	_____ Grade
_____ Student's Signature	_____ Date Signed
_____ Parent's Signature	_____ Date Signed
_____ Principal's Signature	_____ Date Signed

## Uniform Dress Standards

The uniform represents the ideals for which Bermuda Institute stands. The correct uniform must be worn at all times. **Jewelry is not part of the uniform.** Consequently, it **must not** be worn with the uniform at any time, whether it is a school sponsored activity or not. Jewelry will be confiscated and will not be returned until the end of the school year. No make-up, colored nail polish (including white), colored chapstick, lipstick, lip pencil liner, mascara, or eyeliner are to be worn while in school uniform or at any school sponsored activity. Students will be asked to remove such items immediately.

**MODESTY IS REQUIRED AT ALL TIMES.** Students are to be neat and clean. For young ladies, skirts that are above the knee are not to be worn. Young men are to wear trousers that are properly fitting at the waist, not hanging loosely below the buttocks or dragging below the ankles. Failure to wear the proper uniform will result in the student being sent home immediately. In case of non-compliance, due to an emergency, a written explanation from the parent/guardian must be sent to the school office.

*If a student works after school, and the uniform is required, we expect our students to adhere to the dress code.* We ask that our Non-Adventist students refrain from wearing our school uniform from sunset on Friday to sunset on Saturday, when they are working. The cooperation of parents as well as students is solicited.

### **ELEMENTARY - GIRLS (Grades K - 6)**

#### **SUMMER UNIFORM:**

Grades K-5 girls = Ready-made maroon and white **Summer Dress** – length below the knee (*available at The English Sports Shop*)

**Gr. 6 girls only = Ready-made maroon skirt** – length below the knee - *available at Bermuda School Uniforms on Union Street OR The English Sports Shop*

**Grade 6 girls only** - Standard White school **Shirt** and School **Tie** (*tie available at The English Sports Shop*)

**White Socks** - knee length - must be worn only with summer uniform (*No ankle socks allowed*)

**Shoes** - traditional brown or black polishable school shoes - *Heels no higher than 1"*; (*Not acceptable are: Open-back shoes, ballet-style shoes with no support, ankle boots, high tops or sports shoes*)

**P. E. uniform must be worn** for P.E. (*available at Sidekicks, Washington Mall 296-5425, [sidekicks@northrock.bm](mailto:sidekicks@northrock.bm)*)

**T-Shirt** - School house color -for Sports, intramurals and other related recreational activities held throughout the year (*T-shirt must be purchased, for \$15 as part of the P.E. Uniform and will be ordered at the beginning of each school year*)

#### **WINTER UNIFORM:**

Grades K-5 girls = Maroon **Jumper** - length has to be under the knee

*(available at The English Sports Shop)*

**Grade 6 girls only** = same as summer uniform, but with Knee length **Maroon Socks** *(no ankle socks)*

Maroon V-neck Pullover **Sweater/Vest or Cardigan** - *available at The English Sports Shop*

Maroon school **Jacket** *(all sizes available at school for \$70; 2X-3X for \$75)* - no other jacket will be allowed

P. E. **Track Suit** - for use in winter *(available at Sidekicks, Washington Mall 296-5425, [sidekicks@northrock.bm](mailto:sidekicks@northrock.bm))*

**N.B. Hair** must be neat, well groomed, conservative, and of a natural color. Only hair accessories such as (single color) maroon/ burgundy or white ribbons, clear, white, brown or black bubbles are allowed. **Fingernails** are to be kept natural, clean, and well-groomed – no nail polish. Long nails are discouraged. French tips, acrylics, and artificial nails are not to be worn to school.

NO JEWELRY OR ANY TYPE OF MAKE UP is to be worn during school hours, whenever in school uniform, or at any school sponsored functions.

## **ELEMENTARY BOYS (Grades K - 6)**

### **SUMMER UNIFORM:**

White **Golf Shirt** bearing the school crest *(available at the English Sports Shop)*

**Khaki Shorts** - standard Bermuda length

Knee length **Maroon Socks** *(no ankle socks)*

**Belt** - Brown or black standard belt *(must be worn if shorts have belt loops)*

**Shoes** - Traditional brown or black polishable school shoes - *(Not acceptable are: ankle boots, high tops or sports/ track shoes)*

**P. E. uniform must be worn** for P.E. *(available at Sidekicks, Washington Mall 296-5425 or Dockyard 232-7433; [sidekicks@northrock.bm](mailto:sidekicks@northrock.bm))*

School house color **T-Shirt** -for Sports, intramurals and other related recreational activities held throughout the year *(T-shirt must be purchased, for \$15 as part of the P.E. Uniform and will be ordered at the beginning of each school year)*

### **WINTER UNIFORM:**

Charcoal gray school **Trousers** *(Pants should fit on waist)*

Standard white school **Shirt**

Brown or black standard **Belt** *(must be worn if pants have loops)*

Knee length Maroon **Socks** *(no ankle socks)*

School **Tie** *(available at school for \$12)*

School V-neck Pullover **Sweater/Vest or Cardigan** - *available at The English Sports Shop*

Maroon school **Jacket** *(all sizes available at school for \$70.00; 2X-3X for \$75)* – no other jacket acceptable

P. E. **Track Suit** - for use in winter *(available at Sidekicks, Washington Mall 296-5425 or Dockyard 232-7433; [sidekicks@northrock.bm](mailto:sidekicks@northrock.bm))*

**N.B. Hair** must be neat, well groomed, conservative, and of a natural color. NO JEWELRY OR OVERSIZED CLOTHING. Pants should fit on the waist and are to be worn on the waist.

## **HIGH SCHOOL GIRLS GRADES 7-12**

### **SUMMER UNIFORM:**

**Ready-made maroon Skirt**– available at Bermuda School Uniforms on Union Street  
(OR at the English Sports Shop)

Standard White school **Shirt**

School **Tie** (available at school for \$12) -To be worn at the neck with top shirt button fastened. Fat, loose, short ties are not appropriate.

Traditional brown or black polishable school **Shoes** - Preferably with 1" heel, but no higher than 1½; (Not acceptable are open-back shoes, ballet-style shoes with no support, ankle boots, high tops or sports shoes)

**P. E. uniform must be worn** for P.E. (available at Sidekicks, Washington Mall 296-5425, [sidekicks@northrock.bm](mailto:sidekicks@northrock.bm))

School house color **T-Shirt** -for Sports, intramurals and other related recreational activities held throughout the year (*T-shirt must be purchased, for \$15 as part of the P.E. Uniform and will be ordered at the beginning of each school year*)

### **WINTER UNIFORM:**

Same as summer uniform, but with knee length **Maroon Socks** (no ankle socks)

Maroon **Blazer** (available at Bermuda School Uniforms or The English Sports Shop Ltd.)

**Crest** (to be stitched on to blazer pocket) – available from The English Sports Shop

School V-neck Pullover **Sweater/Vest or Cardigan** - available at The English Sports Shop

Maroon school **Jacket** (If it really gets cold, and for those riding bikes, the school's maroon jacket must be worn over the blazer and is available from the school office for \$70; 2X-3X for \$75 – **No other jacket will be allowed**)

P. E. **Track Suit** - for use in winter (available at Sidekicks, Washington Mall 296-5425, [sidekicks@northrock.bm](mailto:sidekicks@northrock.bm))

**N.B.** - **HAIR** must be neat, well groomed, conservative and of a natural color. Only hair accessories such as (single color) maroon/burgundy, white or black clips or ribbons are allowed. **NO JEWELRY OR MAKE UP OF ANY TYPE** is to be worn during school hours, whenever in school uniform, or at any school sponsored functions.

**FINGERNAILS** are to be kept natural, clean, and well-groomed. Long nails are discouraged. French tips, acrylics, and artificial nails are not to be worn to school.

## **HIGH SCHOOL BOYS, GRADES 7-12**

### **SUMMER UNIFORM:**

Charcoal gray school **Trousers or Shorts** (standard Bermuda length shorts)

Standard White school **Shirt**

Knee length maroon, gray or black **Socks** (no ankle socks)

Brown or black standard **Belt** (*must be worn if pants have belt loops*)

School **Tie** (available at school for \$12) -To be worn at the neck with top shirt button fastened. Fat, loose, short ties are not appropriate.

Traditional and polishable brown or black school **Shoes** - (*Ankle boots, high tops or sports shoes are not acceptable*)

**P. E. uniform must be worn** for P.E. (available at Sidekicks, Washington Mall 296-



5425, [sidekicks@northrock.bm](mailto:sidekicks@northrock.bm))

School house color **T-Shirt** -for Sports, intramurals and other related recreational activities held throughout the year (*T-shirt must be purchased for \$15, as part of the P.E. Uniform and will be ordered at the beginning of each school year*)

**WINTER UNIFORM:**

Same pants, belt, shirt, tie and shoes as summer uniform

Maroon **Blazer** (*available at Bermuda School Uniforms on Union Street or The English Sports Shop*)

**Crest** (to be stitched on to blazer pocket) – *available from The English Sports Shop*  
School V-neck Pullover **Sweater/Vest or Cardigan** - *available at The English Sports Shop*

Maroon school **Jacket** (*If it really gets cold, and for those riding bikes, the school's maroon jacket must be worn and is available from the school office for \$70; 2X-3X for \$75 – No other jacket will be allowed*)

P. E. **Track Suit** - for use in winter (*available at Sidekicks, Washington Mall 296-5425 or Dockyard 232-7433; [sidekicks@northrock.bm](mailto:sidekicks@northrock.bm)*)

**N.B.** **Boy's Hair** must be neat, well groomed, conservative, and of a natural color. **NO JEWELRY OR OVERSIZED CLOTHING.** Pants should fit on the waist and are to be worn on the waist.

**PLEASE, NO OVERSIZED CLOTHING - PANTS, OR SHIRTS.**

## Student Leaders

Bermuda Institute is involved in training Seventh-day Adventist leaders and, therefore, all students who hold leadership positions must agree to demonstrate Seventh-day Adventist Christian principles.

Students who plan to run for office must:

- maintain the current GPA required for the office held
- have satisfactory citizenship
- have no more than one deficiency

GPA requirements for various offices are as follows:

- 2.5 Junior/Senior Class President
- 2.5 Student Association President/Vice-President
- 2.5 Prefects, Religious Vice-President for Student Association
- 2.0 All other offices

**LEADERSHIP POSITIONS:**

**Class Officers**

1. President
2. Vice President

3. Pastor (Spiritual Vice President)
4. Secretary
5. Assistant Secretary
6. Treasurer
7. Assistant Treasurer
8. Parliamentarian
9. Public Relations Officer
10. S.A. Representative

### **Student Association Officers**

1. President
2. Vice President
3. Spiritual Vice-President
4. Secretary
5. Assistant Secretary
6. Treasurer
7. Assistant Treasurer
8. Social Vice-President
9. Parliamentarian
10. Public Relations
11. Photographer
12. Chief Justice

### **Others**

1. Prefects
2. Appointed Officers as the Student Association deems necessary

**Criteria** – Candidates must satisfy the following:

- a. No disciplinary record from previous year or present year
- b. Conduct elections first Thursday after Labor Day (Chapel Period)
- c. Process for elections

### ***Nomination Process***

1. Students must be present during nominations/election
2. Students may hold only one class office
3. Vice Principal, Academic Registrar will provide the sponsors with a list of eligible students—behavior and academics. Sponsors will privately notify students who are not eligible.

4. Residence Requirement – Officers must be in attendance at least one year before being elected to office.
5. Pastor – must be a baptized Seventh-day Adventist.

#### **Academic Eligibility**

1. Good standing in current grade
  - a. President & Vice President – 2.50 minimum GPA
  - b. Other officers – 2.00 minimum GPA
2. No probationary promotion
3. In order to maintain office, elected officers must maintain a minimum GPA of 2.00

*Officer Training* is to be hosted on the second Sunday after the elections: 3:00-5:00 p.m. All officers must attend the Office Training Workshop in order to assume the office. Any exceptions must be approved by the Registrar.

Students who become involved in major discipline, such as: cheating, lying, suspension, etc..., or whose grades drop below the eligibility requirements, will lose their offices for the remainder of the school year.

Whenever student officers must represent Bermuda Institute, in or out of uniform, publicly or at school, we require that they uphold our standards at all times, i.e. NOT wearing jewelry, make-up, lipstick or white or colored nail polish.

#### **MONITORS**

Class monitors will be responsible to the subject teacher. The monitor's responsibilities are as follows:

1. To report to the principal's office if a teacher has not arrived ten minutes after class is scheduled to begin.
2. To monitor general behavior in the absence of the teacher and to report unacceptable behavior.

#### **PREFECTS**

A prefect is defined as a student delegated by either the administration or faculty to monitor either activities in the classroom or activities outside the classroom that involve the school.

\*Students are expected to show respect and to obey the assigned prefect at all times until the prefect is relieved. When a prefect reports a student for misbehavior or disrespect, that student will be appropriately disciplined.

\*Prefects are expected to conduct themselves in a manner that commands respect.

### **PREFECT SELECTION CRITERIA**

Prefects are selected by the faculty and administration of the school, using the following criteria:

1. Must be a good Christian role model for other students.
2. Must be a good ambassador at all times for the school.
3. Must be able to report or act upon any actions that may affect the school adversely or convey a poor impression of the school to the general public.
4. Wear the school uniform correctly and with pride.
5. Assist wherever possible with the smooth running of the school.
6. Must be able and willing to do the regular prefect duties of the school.
7. Must be punctual to school, class and all scheduled prefect meetings.
8. Must maintain a GPA of 2.5; no D's, F's, or I's.
9. Exhibit outstanding leadership qualities both on and off campus.

### **CRITERIA FOR SELECTION OF HEAD PREFECTS**

Head Prefects are selected according to the following criteria:

**Head Boy/Head Girl** must meet the following criteria to be considered for the head position:

1. Must meet the criteria outlined for prefect selection.
2. Must demonstrate Christian principles.
3. Must exhibit outstanding leadership qualities both on and off campus.
4. Must maintain a cumulative GPA of 3.00; No D's, F's, or I's.
5. Must have served as a prefect previously.
6. Must be in Grade 12.

**Deputy Head Boy/Deputy Head Girl** must meet the same criteria list for Head Boy/Girl except that this position may be held by either Grade 11 or 12.

All other guidelines governing the prefects are included in the Constitution of the Bermuda Institute Prefect Association.

### **Bermuda Day Parade and Other Public Performances**

While students do not have to be Seventh-day Adventist in order to hold leadership positions, whenever student leaders are involved in public performances, such as the Bermuda Day parade or the Teen Awards ceremony, they are required to appropriately represent the school and its standards. Therefore, they contravene our requirements if they are regaled in immodest attire or jewelry or are participating in dances, or any other movement activities not consistent with Seventh-day Adventist principles. In such cases, they are subject to having leadership positions suspended or rescinded.

## GENERAL PROBATION

The faculty and/or Admissions Committee may stipulate general probation for applicants whose academic or social records are deficient in view of school standards. Students admitted on probation must maintain a grade point average of 2.00. Students admitted on social or academic probation will not be permitted to hold an office in any academy organization.

## Clubs and Organizations

Various clubs are available to students. These clubs are organized to help develop a student's special interest. Activity clubs are formed as interest is indicated and upon approval of the administration. Approval for campus clubs and other organizations is obtained by submitting a constitution to the Student Affairs Committee for approval and the administration for ratification.

### SPONSORS

A faculty sponsor is appointed to every regular organization. **No meeting is official and no action taken is binding if the sponsor is not present.** All organization members and officers should work closely with the sponsor of coordinated activities.

The treasurer of each organization, in cooperation with the sponsors and the school business office, is to keep written accounts of all the funds of the organization. All funds raised must be deposited into the school office. Decisions by student committees must be presented to the principal and approved before implementation.

## The Executive Student Body

### STUDENT ASSOCIATION

The student body has the right to elect officers to serve as their leaders. Students elected as officers must count it a privilege, and not a right to serve their association. Student leaders must plan activities in consultation with and must have the approval of the S.A. sponsors. Final approval for all activities must be obtained from the administrative council.

The Student Association is allowed at least one activity every month. All activities and functions must be thoroughly screened by S.A. sponsors who are ultimately held responsible for all S.A. activities. *The S.A. Constitution is the official document of the Student Association.*

### STUDENT COUNCIL

This is the governing organization of the Student Association. The Council is made up of S.A. officers and representatives of the six classes. It conducts its business in harmony with the constitution of the S.A.

## **CLASS ORGANIZATION**

The Senior Class is formed within the first month of the school year under the direction of the registrar and the home room teacher.

The administration will select two names from a list of four names for class sponsors. (Class sponsors are selected in the junior year and serve for two years.)

Immediately following the formation of the Senior Class, the Junior Class will be formed in the same manner.

Each Junior is required to form an Honor Guard for the graduating Class and participate in the graduation exercises. The entire class is required and is responsible for the Sabbath School Program. ***This is mandatory.***

## **CLASS DUES**

Class dues are included in the general fees, and are accumulated towards graduation. These dues cannot be used for any other purpose.

## **SCHOOL ACTIVITIES**

All school functions are to be held on school premises, where possible.

## **SCHOOL SPIRIT**

A wholesome school and class spirit is desirable and should be fostered by all school organizations. The school spirit is evidenced by thoughtful consideration for others and by courtesy and good will in all personal and interclass relationships. So-called "school spirit," however, which finds expression in the destruction of property; in boisterous, unrefined conduct; in the hazing or humiliation of any student, group of students or faculty, is out of harmony with the spirit of good sportsmanship and is, therefore not permitted.

# Other Information

## **SCHOOL NEWSPAPER**

The school publishes a newspaper - *The Observer* - bi-monthly, to acquaint the students, the families, and friends with the various aspects and activities of the school.

## **SCHOOL YEARBOOK**

*The Poinciana* is the school's annual publication. One book is issued to each student.

# Guidelines for Parents

## **CONTACTING THE SCHOOL**

Appointments with teachers may be made through the office secretary. Parents are urged to contact the school if they have any concerns with their child's progress or behavior. Please call before small concerns become large problems.

Unless there's an emergency, the school does not deliver messages to students while classes are in session. Students who receive normal messages will be called when announcements are made.

## **PARENT CUSTODY**

Our school needs to know what status exists should there be a separation or divorce in a family. If there is a court order or other legal restriction in effect, the parent should submit an official copy to the office. The school will make a copy of such an order to enable our staff to ensure that due process is carried out. Without such a copy, we have to assume that either parent may be contacted, or have access to the child at any time.

## **VOLUNTEERS**

Any parents wishing to help in the school are requested to inform the school at any time. With our new timetable we can use volunteers more easily in the school. Let us know if you would like to help in any way.

## **STUDENT, HOME AND SCHOOL EXPECTATIONS**

Education is a team effort among students, teachers and parents. The expectation is that all stakeholders will work together to achieve the highest possible standards. To achieve these goals the following outline has been approved by student representatives, parents from a parent advisory committee and school staff.

### **ATTENDANCE**

- Student: Attend all scheduled activities on time.
- Parent/  
Guardian: Insist on student attendance.  
Arrange vacations outside of school time.  
Notify school in case of extended illness or unusual attendance problem.  
Notify school of family problems which may affect attendance or performance.
- Teacher: Take attendance and report problems.
- School: Provide reasonable allowance for make-up work.  
In case of frequent class absence notify the parents by progress report or phone call.  
Counselor or administrators notify teachers of students who are having problems or who are ill.



## **SCHOOL ACTIVITIES AND COMMUNICATIONS**

- Student: Take all communications from the school directly to parents or guardians.
- Parent/  
Guardian: Read newsletters and respond as required.  
Talk to student about school activities and encourage attendance and participation in activities such as Sports Day and Bermuda Institute Days.  
Join the Parent Advisory Committee.  
Attend meetings, open houses and other functions at the school.  
Talk to teachers and administrators as needed.
- Teacher/  
School: Publicize dates for school activities.  
Keep students quiet during school announcements.  
Provide for constructive input from students via class discussions and student government.  
Post notices and bulletins for students.

## **ACADEMIC PROGRESS**

- Student: Keep up with daily work and responsibilities.  
Keep a record of all grades.  
Take the initiative to make up missed work immediately.  
Seek assistance when needed from teachers, counselors or administrators.
- Parent/  
Guardian: Ask for progress reports.  
Assist student when making up work by providing arrangements for before or after school transportation.  
Make spot check of grades.  
Recognize and appreciate honest efforts by student.
- Teacher/  
School: Clarify expectations of course with a clear outline.  
Be sure directions for assignments are clear.  
Be available for support help on a regular basis, including before or after school.  
Provide students and parents feedback on positive performance.  
Notify parents immediately when problems occur.  
Maintain accurate records of student academic performance.

## **HOMEWORK**

- Student: Follow course outlines and complete daily and major assignments.
- Parent/  
Guardian: Monitor progress and check due dates for special projects and tests.  
Ask for graded papers or test scores to review the progress between report cards.  
Set aside a place for homework.  
Help student avoid distractions.  
Permit only reasonable work schedules.
- Teacher/ Grade and return papers within reasonable time.

School: Assign and count reasonable homework.  
Assign reasonable meeting and practice times for extra-curricular activities.  
Assign major projects in advance and give ample notice.

### **BEHAVIOR**

Student: Abide by the school's expectations and the Code of Conduct.  
Abide by teacher expectations in each classroom.  
Responsibly accept consequences of your behavior.  
Handle disagreements in a mature manner.  
Work cooperatively with substitute teachers.

Parent/  
Guardian: Know and support school policies and expectations for student behavior.  
Assist student in adhering to school expectations, i.e. dress, attendance, punctuality, closed campus.  
Notify counselor, teachers, administrators of any problems that may interfere with learning.

Teacher/  
School: Enforce and support all school rules.  
Commend all positive behaviors.  
State orally and in writing in-class rules and the consequences for violating rules.  
Suggestions for routine discipline:  
a. student conference;  
b. after school or break detention;  
c. parent contact or conference;  
d. administrative referrals.  
Refer major problems immediately to administrators.

### **PARENTAL COMMUNICATION PROCESS**

Because communication sometimes breaks down and can result in misunderstandings, a grievance procedure has been established in harmony with the council of Jesus in Matthew 18. The student is our prime concern. The following steps are offered with this in mind. It is recommended that the steps be followed in sequence.

1. A parent/teacher conference should be held in order to identify the problem and isolate the facts. This first step should resolve the majority of problems. Parents should not approach teachers during the school day unless cleared through the office.
2. A parent/teacher conference with the vice-principal may be held if the concerns remain unresolved at the first meeting.
3. Another parent/teacher conference with the principal may be held if the concerns remain unresolved after the first two meetings.
4. Should further action be necessary, a third conference should be held with the problem area stated in written form to the Conference Office of Education through the Superintendent.

5. If any of the parties involved still feel that the problem is unresolved, they may request that it be brought before the School Board. This is done by requesting of the Secretary of the School Board, who is the School Principal, that the matter be placed on the agenda.

### **SUGGESTIONS REGARDING MISUNDERSTANDINGS**

If a misunderstanding or problem occurs between student, home and the school, the following suggestions are advised:

- Student: Talk to parent or teacher politely and individually and present your facts. LISTEN!  
If further discussion is needed, request counselor's or parent's help.  
Practice positive communication skills.
- Parent/  
Guardian: Contact teacher or sponsor during school hours.  
Hear both sides of the issue.  
Talk to teacher in a positive manner about the situation and possible solutions. If necessary, request further conferences with counselor and, finally, with school administrator. LISTEN!  
Practice positive communication skills.
- Teacher/  
School: Talk to parent and student concerning problem.  
Return calls promptly and document all contacts.  
Discuss the problems privately with student and give circumstances. LISTEN!  
If necessary, seek additional support from another teacher, counselor or administrator.  
Practice positive communication skills.

## School Resources

### **GUIDANCE SERVICES**

The school counselor's office is located on the top floor of the auditorium building. Students and parents should feel free to make appointments. The counselor can help with adjustment to school, schoolwork, career queries, study habits and personal concerns of any kind.

The Guidance Department is also in charge of all school-wide standardized testing.

### **FOOD SERVICES**

Students may purchase lunch from our Food Services facility, located the eastern end of the auditorium building. Breakfast, hot lunches and drinks are provided. Purchases are to be made only during the specified times of operation. Service is on a cash basis only.

## COMPUTER LABS

The school has two (2) computer labs, one in the elementary building and the other in the high school section. Students are allowed to use these labs under the supervision of the laboratory staff during the school day and during other published hours of operation. The guidelines of the lab, including the prohibition of food or drink in the facilities and the access to only acceptable internet sites, must be adhered to by all lab users. A complete list of guidelines is published in the labs.

### COMPUTER LAB RULES

- **The Bermuda Institute's computer labs and classrooms are open only to the currently enrolled students of the school.**
- **No food or beverage of any kind allowed in the lab. That includes water, gum and candy. (\$5.00 fine!)**
- Treat the computer with respect: hands off the monitors; gentle use of the keyboard and mouse.
- **Students cannot be in the lab without teacher supervision at any time. NO EXCEPTIONS!**
- Access to Internet is made available to students, teachers, and staff of Bermuda Institute.
- The goal is to promote educational excellence by facilitating research, resource sharing, innovation and communication.
- The Internet is to be used in support of research and education and consistent with the educational objectives of Bermuda Institute.
- Unacceptable Internet use will consist of, but not be limited to the following:
  - Transmitting, accessing, printing, downloading or uploading any material which might be deemed pornographic, obscene, sexually explicit, indecent or vulgar;
  - Transmitting, accessing, printing, downloading or ploading any material which might be deemed abusive, hateful, degrading, demeaning, derogatory, or defamatory;
  - Vandalizing, damaging, disabling or gaining unauthorized access to another person's property, files, data, or materials;
  - On-line game playing;
  - Chat rooms.
- **Protect your identity! Do not share your login and password with others. Always log off your session when finished and turn off your monitor.**

## **THE MEDIA CENTRE**

The Media Centre hours are published for student use.

Failure to comply with the rules of the media centre may cause a suspension or denial of library privileges.

## **MEDIA CENTRE REGULATIONS**

- a. No books may be taken from the library without being properly signed out.
- b. The borrower is held responsible for lost and damaged books even if the books are lost or damaged by another person.
- c. Fines on overdue books cannot be determined until the books are returned.
- d. There is to be **ABSOLUTELY** no eating, drinking, or chewing gum in the library.
- e. If a student damages a book beyond reasonable repair or if he loses the book, he will be required to pay a minimum of \$5 for paperbacks and \$20 for hardbacks, depending of the book price.
- f. Reference books, such as encyclopedias and dictionaries, are to be used only in the library.
- g. Reserved books may be borrowed for one period only, or at the close of the school day, and should be returned before the first class the following school day.
- h. All other books maybe retained for two (2) weeks.
- i. A fine of 30 cents per day is charged for each reserved book that is overdue and 25 cents per day for other books.
- j. The student will also be held responsible for any additional rules that may be announced or posted by the librarian at any time during the school year.

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