

Antilles School

Student Handbook

2026-2027

Antilles SCHOOL
ST. THOMAS, U.S. VIRGIN ISLANDS

The *Antilles School Student Handbook* contains information that students and their families need to know about the School's programs, policies, and practices. Our goal is to maintain a learning community where every individual is able to experience a safe learning and work environment, and where all people are treated respectfully. We ask that each family familiarize themselves with the content of this handbook.

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The School's Mission, Vision, and Belief Statements

The Mission

Antilles School is committed to the pursuit of educational excellence and a purposeful life. We foster a sense of community, embrace diversity and creativity, seek to develop the whole child, and prepare students for success in college and beyond.

The Vision

Together, we are . . .

Challenged to maximize potential

Sustained by confident, ethical, and compassionate action

Nourished with a sense of wonderment

Characterized by intellectual growth and academic achievement

Committed to the enhancement of critical thinking, problem solving, interpersonal communication, and reflection

Grounded in culture, art, music, technology, and athletics

Energized by a collaborative community

Dedicated to life-long learning, global citizenship, leadership, and service

Belief Statements

Collectively, we are committed to . . .

Modeling ethical, compassionate actions to lead the way for children as they gain self-confidence, a positive attitude, flexibility, self-regulation, and mutual respect

Creating joyful classroom experiences to nourish each child's sense of wonder, imagination, creativity, intrinsic curiosity, discernment, and motivation to pursue life-long learning, leadership, and service

Pursuing comprehensive, challenging student life programs with a strong commitment to the Advanced Placement Program of the College Entrance Examination Board and providing information, assistance and support to each student that enables them to set appropriate educational and career goals

Establishing a learning community where dynamic teaching and learning teams exist for academic, physical, and social excellence

Providing time and opportunities for experiential education and social interaction to encourage a set of universal values that include: adaptability, cooperation, compromise, courage, goal-setting, friendship, honesty, humor, integrity, open-mindedness, optimism, perseverance, responsibility, tolerance, trustworthiness, and sense of justice

Providing time and opportunities for leadership and service to others that encourages the broadening of one's perspective, problem solving, and initiative

Continuing to support programs that enhance cultural diversity and outreach in our community

General Information

Schedule and Hours
During school days, adult supervision is from 7:30-3:30 pm. At 3:30 pm, all students need to be in a supervised activity. Aftercare is available until 5:30 pm each day. School calendars, the Middle and Upper School Weekly Planner and Schedules are available digitally and updated in live time. Please see *Transportation,* page 26, for arrival and departure times.

Emergency and Disaster Procedures and Practice Drills
The School has established procedures in the event of an emergency or natural disaster. Classroom teachers regularly review emergency and disaster procedures with students. Several times during the academic year, emergency drills are scheduled to provide an opportunity for students and staff to practice these procedures.

Inclement Weather and School Cancellation
If the School must be closed due to inclement weather or other unusual conditions, public announcements will be made as early as possible via email, social media, and local radio stations WSTA-1340 AM and WVWI–1000 AM. Understanding, in some weather instances, that internet, phone, and radio access may be disrupted, we will also seek when possible to put an update for families on the communications board at the entrance to campus. Decisions to close the School are made by the Head of School and the administrative team.

Curricular Materials and School Supplies
All materials that support the curriculum are provided by the School, including textbooks, online access to textbooks, digital materials, and workbooks. If a student damages or loses curricular materials, including textbooks and workbooks, the student's guardians will be held financially responsible for the cost of replacement. One set of notebooks and writing utensils is provided at the beginning of the school year; students are responsible for replacing and replenishing if lost or damaged.

Lockers, Desks, Cubbies, and Personal Storage
Lockers are provided for the convenience of Grade 6-12 students. Students should not leave lockers unlocked. The School retains control over lockers, desks, and other student storage areas, and may at any time search lockers, desks, or other student storage areas.

If there is reasonable suspicion that the student is in possession of inappropriate or illegal items, the School may search individual students and their personal effects including pockets, pocketbooks, and backpacks, and may require the removal of an outer garment such as a jacket. In addition, the School may search vehicles parked on the School's grounds. Reasonable suspicion may be based on direct observation or information provided by others. The School may seize unauthorized or illegal material or stolen property discovered in the search. Possession of such items may result in disciplinary action and may be reported to law enforcement authorities.

Lost and Found

Students should report loss of property immediately to a faculty or staff member. Students should make sure their lost articles were not misplaced, left at home, or borrowed by a classmate. Found articles should be given to a faculty or staff member. Each area of the School has a lost and found.

- Early Learning Center-Grade 5 Lost-and-Found is located outside the Lower School Auditorium.
- Grade 6-12 students should inquire about lost items in the Middle and Upper School Office. Periodically, all items may be disposed of, including articles of clothing, notebooks, book bags, lunch bags, and school supplies.
- The MCM Center Lost-and-Found is located in the Athletic Director's Office.

Lunch

Toddlers-Grade 5 students eat lunch inside or outside their classrooms. Students in grades 6-12 enjoy lunch outdoors in designated areas around the campus. Lunch information is communicated to families each fall and, if changes occur, during the school year. Students in grades 6-8 are supervised during break times and must obtain adult permission to leave their designated areas. Food and drink are not permitted in the Kimelman Library, Prior Jollek Hall, or Mark C Marin Center. Students **may not** walk to the Jackson Fitness Center during lunch to make any purchases.

Visitor Check-in

All visitors must check in at the Antilles Welcome Center located at the bottom level of the Finch Administration Building.

Academics

Conferences, Report Cards, and Progress Reports
Families or students may request conferences at any time with teachers, counselors, advisors, or administrators. See the *School Calendar* for scheduled conference dates. Division Directors coordinate conference schedules and ensure families are informed.

Toddler Program, Pre-kindergarten, and Kindergarten

- Four quarters
- Guardian-Teacher conferences at the end of first and third quarters
- A written report at the end of the second and fourth quarters

Grades 1 – 5

- Four quarters
- Guardian-Teacher conferences at the end of first and third quarters
- A progress report at the end of each quarter

Grades 6 – 12

- Two Semesters
- A mid-semester informal report and an Advisor-Student-Guardian conference at the mid-semester mark, formal report cards at the end of the semester
- Teacher and Advisor communication throughout the semester about student progress.

Required Summer Reading
The School outlines required summer reading selections for students entering grade 4 through grade 12. Students are expected to read each novel before the first day of class, and then bring these books to class on the first day of school.

Textbooks
The School provides access to textbooks, workbooks, and any corresponding digital materials to students in all grade levels.

Grading Policies and Practices
The School's youngest students do not receive letter grades. Families of these children receive narrative reports explaining the developmental progress the student is experiencing toward knowledge and skills attainment. Families of children in grades 5–12 receive written reports assigning letter grades to student achievements toward attaining expected learning goals.

Letter Grade and Percentage Equivalents

A+ = 97-100%	B+ = 87-89%	C+ = 77-79%	D+ = 67-69%
A = 93-96%	B = 83-86%	C = 73-76%	D = 63-66%
A- = 90-92%	B- = 80-82%	C- = 70-72%	D- = 60-62%

Letter Grade and GPA Equivalents

A+ = 4.00	B+ = 3.33	C+ = 2.33	D+ = 1.33
A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67

The grading criteria for grades 6–12 are outlined in each teacher's course syllabus, offering students and families a clear understanding of the expectations for academic success. Grading criteria may include the weight given to homework, quizzes, tests, projects, and other assigned work.

Failing a course occurs when a student's final grade is below 60%, indicating insufficient achievement or skill mastery to proceed to the next level of instruction. Failure may result in a student repeating the failed grade level or course. A final grade of "F" carries no credit.

Graduation Requirements

Minimum high school graduation requirements are:

	COURSE CREDITS
English Language Arts	4
Mathematics	3 (includes Algebra 1, Geometry, and Algebra 2)
Sciences	3 (includes lab sciences Biology, Chemistry, and Physics)
History and Social Sciences	3 (includes Caribbean, World, and United States history)
World Language	3
Visual and Performing Arts	2
Physical Fitness and Health	1
Electives	5
Total	24 Credits + 100 hours of Community Service + Junior Internship + Senior Project

Community Service as a Graduation Requirement

As a requirement for graduation, students participate in 100 hours of community service throughout their high school careers. Community service hours must be completed at a non-profit organization. A student may volunteer for a single or a variety of non-profit organizations. Paid experiences do not qualify. Working without pay at a job or for a family business does not qualify. A maximum of 25 hours of service provided to Antilles School can be counted toward the 100-hour requirement.

Documentation of service is required of students to receive credit toward the graduation requirement. Students in grades 9, 10, and 11 must submit documentation of service before the last day of class in the school year in which the hours were acquired. Students in grade 12 must submit documentation of service acquired during their senior year on or before May 1. Documentation of hours of service earned during the summer should be submitted by the end of September. Documentation of service must be signed by an adult supervisor with the contact information provided.

Junior Internship

Junior Internship takes place at the end of a student's 11th-grade year and provides students the opportunity to complete internships or service commitments in a field of their interest. Internships can be completed on or off campus, and a minimum of 50 hours is required. Teachers and advisors assist students in selecting potential internships and oversee the student's overall progress. Students spend scheduled time over the course of the second semester engaging in career exploration and planning their internships. Internship sponsors oversee the student's time spent during the internship. The experience culminates with a formal presentation about their experience to their peers at the end of their internship.

Senior Project

The Senior Project is embedded into the Second Semester schedules of grade 12 students. Senior Project is the culminating activity of each student's Upper School educational experience at Antilles School, providing a unique opportunity to pursue individual interests in the form of an independent learning experience. This experience may include an on-campus internship, academic research project, artistic development project, AI design project, or sustainability impact challenge project. Teachers and advisors assist students in selecting a Senior Project and then oversee students' projects acting as their Faculty Sponsors. The experience culminates with a formal presentation about their project to their peers at the end of the school year.

Transfer Students

Transferring students may receive credit for service if the forwarding school provides documentation with the student's official academic records. For students transferring into Antilles School, if the community service requirement of 100 hours has not been met at the time of entry, then the Antilles graduation requirement will be pro-rated to 12.5 hours per semester of attendance at Antilles School. For students transferring from Antilles School, the School will forward community service hours to the receiving school upon official request by the families.

Course Changes – Adding and Dropping Classes

Dropping and/or adding an elective course or college preparatory course must occur within two full rotations of the rotation schedule, approximately 3 weeks. In the event a course is added, all work must be made up by the student. To change a course once the school year has commenced, a student must obtain a Drop/Add Form from the Upper School Office, obtain the requisite signatures, and return the Drop/Add Form to the Upper School Office. The Division Director must approve all course changes.

Grading Practices: Grades 6-12

The goal of the Antilles School grading system is to reflect the individual learning and achievement of course-specific learning goals.

Consistent grading practices across our program include:

- providing feedback to students within 1 week for formative assessments and 2 weeks for summative assessments
- providing clear rubrics and grading guidelines
- not including extra credit or effort in letter grades.
- accepting formative assignments for partial credit for 1 schedule rotation after the due date or up to the date of the associated summative assignment, whichever is sooner.
    - Modified for students with excused long-term absences
    - An academic penalty of 20% will be taken for assignments turned in late
    - No formative assessments are accepted after a summative assessment has been completed.
- allowing students who score below a 70 on summative assessments a retake or corrections.
    - Summative Assignments: Students with a final grade below a 70 are offered a minimum of one of the following, both of which should be accompanied by reflection.
        - Retakes
        - Assessment Corrections
    - Retakes:
        - Students can receive up to a 70 on a retake or assessment correction.
        - Students must attend at least 1 academic assistance period for reteaching before being allowed to retake an assessment.
        - Only 1 retake per summative assessment is allowed.
        - Retakes must be taken within 1 scheduled rotation of the assessment being returned to the student.
        - The retake grade is the final grade entered in the gradebook.

For completed work, all grades are converted to a 50-100 grade scale in order to ensure that letter grades are mathematically accurate reflections of student achievement, mastery, and learning. Missing or incomplete work is graded as a 25. Specific gradebook weighting systems vary by division and department and are included in course syllabi.

Make-up quizzes and tests for students in grades 6-12 are arranged between individual students and teachers and may be taken with the teacher. It is the student's responsibility to communicate with the teacher about making up any assessments missed and to be familiar with the School's make-up work policies.

Exams and Summative Assessments Grades 6-12

1st Semester and 2nd Semester Exams: Students in grades 7-12 participate in 1st Semester and 2nd Semester exams, which are two hours in length. The format of exams is at the discretion of the departments and teachers.

Weighting 1st Semester and 2nd Semester Exams are as follows:

- Grade 7, 1st Semester and 2nd Semester Exams are valued at 10% of the semester average, respectively. Exams are given in mathematics and world language courses.
- Grades 8-12, 1st Semester and 2nd Semester Exams are valued at 20% of the semester average, respectively.

Students enrolled in Advanced Placement (AP) courses must sit for the *AP* exam to receive credit for the course. Fees associated with these exams are billed through the Business Office.

Senior Exams: All seniors sit for 1st Semester Exams. For 2nd Semester Exams, seniors maintaining a second-semester average of A- or above in the course associated with the exam are exempt. Teachers of senior courses calculate semester grades about one week in advance of final exams to determine eligibility and inform students and the Director of Upper School as to eligibility for this exemption. This exemption does not apply to end of year projects or presentations.

Homework and Classwork, Grades 6-12

Teachers inform students of due dates for all formative assessments including homework assignments and long-term projects and papers, as well as scheduled dates for classroom summative assessments including quizzes and tests. A digital *Weekly Planner* is also shared with students. In addition, teachers post information for students and families on Google Classroom including course syllabi, assigned work with due dates, and anticipated schedules of classroom quizzes and tests.

Honors and Advanced Placement Courses

Upper School students have the opportunity to participate in Honors and Advanced Placement courses, for which they receive recommendations. Honors and AP classes are weighted by an additional .33 towards a student's weighted GPA. Honors courses require students to engage in more challenging coursework, demonstrate higher-level critical thinking, and show increased independence and responsibility in their learning. Honors courses include the required completion of a specific Honors project. All AP students must sit for the AP exam to receive academic credit for the course. The School assesses an additional fee to cover the cost of the AP exams.

Honor Roll

At the end of each marking period, the School recognizes students in Grades 6-12 for their academic successes with two levels of achievement: *High Honors* designates an A- or better average, 3.67 unweighted GPA, with no grade below B, and *Honors* represents a B+ average or better, 3.33 unweighted GPA, with no grade below B-. Students who have violated the School's academic honesty policies during the semester are ineligible for Honor Roll.

Artificial Intelligence Literacy

Antilles School takes a deliberately staged approach to AI in the classroom, so that students build durable thinking and writing skills before they are asked to work alongside AI tools. Rather than treating AI as either off-limits or unrestricted, the School introduces it gradually across the

Middle and Upper School years, always under teacher direction. For general expectations and prohibited uses of AI in schoolwork, see *Academic Honesty* in the *Conduct Expectations* section. Antilles School does not recommend the use of generative AI tools for students in the Early Learning Center or Lower School. AI literacy instruction begins in Grade 6.

Grades 6–8, Foundation: At this stage, AI is studied as a subject, not used as an active writing or computing partner. Students are expected to build their own reasoning, research, and writing skills before any task is handed off to a tool.
Grades 9–10, Collaborator: Once students have a solid foundation in writing and critical thinking, they begin learning how to use AI to refine, critique, and expand on their own ideas, always within the boundaries a teacher sets for a given assignment.
Grades 11–12, Mentored Autonomy: In preparation for college and professional environments where AI is a standard tool, Upper School students receive increased guidance in advanced research ethics and complex problem-solving alongside AI use.

Assignment-Level Guidance: The Traffic Light System
To make expectations clear for every assignment, teachers indicate the permitted level of AI use with a simple designation:

- Red Light : No AI use permitted. Any use of AI on this assignment is a violation of the School's academic honesty policy.
- Yellow Light: Conditional use. The teacher's instructions state explicitly how AI may be used for this assignment; any use beyond those instructions is not permitted.
- Green Light: Integrated use. The assignment is designed with the expectation that students will use AI to accomplish a defined, complex goal, within parameters set by the teacher.

Transparent Documentation
When AI use is permitted on an assignment, students are expected to document that use clearly, including:

- The AI tool used.
- The prompts used to generate content or ideas.
- How the AI's output was modified, verified, or incorporated into the student's final work.

Probation
The School places a student on academic probation if the student's GPA is at or below 1.67, or if the student earns one or more Fs, and/or two or more Ds, in a given marking period or as final grades. The School may place a student on conduct probation if the student violates the School's *Conduct Expectations.*

The terms of academic and conduct probation are treated individually. If the terms of the probation are not met, then a student may be subject to disciplinary action. A key component of the terms of probation are putting in place any support systems necessary to help the student meet success academically and/or demonstrate growth in their ability to adhere to the conduct expectations. The terms of probation may include restrictions on participation in the School's interscholastic and extra-curricular activities, including practices, rehearsals, performances,

productions, and competitions, while on probation. Interscholastic and extra-curricular activities in this instance do not include the Extended Day Program and After School Activities Program. If a student is placed on probation, the School may modify or cancel the enrollment contract.

Student Support Services

- Academic Assistance is offered by teachers to students in grades 6-12 at the end of the academic day. During this time, teachers are accessible in their classrooms to provide academic assistance or to answer questions.
- Advisory promotes a friendly and respectful school environment, positive and caring relationships, and a learning environment that encourages and supports every Middle and Upper School student to be socially and academically successful. Advisory teams focus on community-building activities in order to foster trusting relationships and to cultivate a sense of belonging. Advisors serve as students' advocates and are liaisons between the student's families and the School. Advisors are informed about their advisee's academic progress, conduct, and other school-related issues; and they facilitate advisory conferences at mid-semester marks. The advisory program does not replace direct communication between families and teachers as needed.
- Counseling offers academic guidance, personal counseling, and career and college counseling. For an appointment with the Director of College Counseling, call 776-1600 x3702. Students and families who need more information or who want to make an appointment with the School Counselor, or families who seek information about individual, group, or family counseling services, call 776-1600 x5603 for the Middle and Upper School Counselor and 776-1600 x4602 for the Early Learning Center and Lower School Counselor.
- Health services are overseen by the School Nurse, who is a registered nurse and on duty during the regular school day. A fellow student, teacher's aide, or the classroom teacher accompanies Toddler-Grade 5 students to the School Nurse's Office, or when appropriate, children are sent independently by the classroom teacher. Grade 6-12 students need a Nurse's Pass before going to see the School Nurse, which they can acquire from classroom teachers or the office staff. If the School Nurse determines a student is able to return to class, then the student is expected to return to class immediately with the Nurse's Pass, noting the time of departure from the Nurse's Office and School Nurse's initials. If the School Nurse determines that the child needs to leave school, she will contact the parent or a person indicated on the *Health and Emergency Contact Form*. To contact the School Nurse, call 776-1600 x4603.
- Resource and tutoring support are available to assist students experiencing academic, conduct, social, and/or emotional challenges. Student Support Teams include Division Directors, Resource Teachers, School Counselors, and other teachers. When tutoring is requested, the names of available teachers and/or peer tutors are provided to students and families.

Individualized Support Plans

At Antilles School, it is important for us to prepare all students for success in college and beyond. In an effort to develop the whole child, we look to support students who show extraordinary promise in their extracurricular endeavors including athletic, artistic, and

leadership pursuits. This sometimes includes individualizing a student's learning experience by offering accommodations to meet the specific needs of the student without modifying our curriculum. Accommodations are structured to ensure students meet both Antilles' graduation requirements and the college admissions requirements for the college(s) they plan to apply to. These accommodations are meant to be helpful, and can be adjusted throughout the school year by the Student Support Team as deemed necessary based on information and observations gathered from the student, teachers, administrators, and/or caregiver(s).

Transcripts

The School maintains a permanent transcript or academic record for each student. This record includes grades in all courses, cumulative high school credits, standardized test scores when appropriate, attendance records, and where appropriate, grades and records from transferring schools and disciplinary actions. To request copies of a student's transcript, contact the Middle/Upper School Registrar at 776-1600 x5601 or the Lower School Registrar at 776-1600 x4601.

Awards and Recognitions

Antilles School does not rank its students with the exception of valedictorian and salutatorian when grades close at the end of 12th grade. Student's cumulative grade-point average appears on their end-of-year transcripts in June. Valedictorian and Salutatorian are determined by weighted overall GPA.

Attendance

Regular school attendance is fundamental to a student's school success. Students are to be on time and in class every day. The School recognizes that from time to time, a student might be absent due to illness, doctor's appointments, or family emergencies; however, an unexcused absence for all or part of the school day is not acceptable and may lead to disciplinary action. The School is concerned about each student's safety and well-being, and therefore, families are asked to communicate with the appropriate division office about their child's absence from or late arrival to school.

Families are asked to do the following:

1. Email the appropriate administrative assistant.
2. In MS/US, fill out the digital attendance form.

Chronic Unexcused Tardiness Grades 6-12

Tardiness is disruptive to the classroom learning environment and can negatively impact a student's experience in the classroom as key learning and content delivery often occurs in the very beginning of class. If a student incurs three or more unexcused tardy arrivals, consequences may include detention and meetings with the student's family. Determining if a late or tardy arrival is excused or unexcused is at the discretion of school administration.

For the same philosophical reasons, it is imperative that students in grades 6-12 arrive on time for all of their classes over the course of the day. If a student in grades 6-12 is tardy for classes outside of the first period of the day, consequences can include detention and a meeting with the student's family. If a student is tardy for classes four or more times, a meeting between the student, the advisor, and the Division Director/Assistant Director may occur to develop a plan for improvement. Three unexcused tardies for a class will result in one absence on the student's record. Students must attend 80% of all classes to receive credit for completion of that class.

Excused, Athletic/Academic, and/or Planned Absence

Excused absences include those caused by illness, doctor's appointment, or death of a family member. For an absence to be excused, families must communicate with the School. The School may require documentation to excuse an absence. Absences of 3 or more days for illness require a doctor's note to excuse the absence.

Athletic/Academic absences involve students missing school for competitions or academic opportunities outside of Antilles School need to communicate with advisors, teachers, and division directors at least 3 weeks prior to travel in order to put a support system in place for the student. Antilles School values supporting these students in these endeavors and these absences are considered excused. Students are expected to utilize Academic Assistance from 3:00-3:30 prior to and after travel in order to make up for lost class time.

Families are expected not to plan vacations or family trips during the school year; however, the School recognizes that from time-to-time extenuating circumstances arise, and will review each planned absence request on an individual basis. Explained or planned absences not due to illness or family emergency include times when a parent/guardian takes a student out of school with the

Division Director's prior knowledge and approval. Families are asked to provide advance written notice by note or email to the appropriate Director and advisor at least 3 weeks prior to travel.

Long-term absences due to illness or family emergency are handled on an individual basis. A parent or guardian, whose child is absent long-term because the child is ill or due to a family emergency, is expected to communicate with the Division Director in order for the student to turn in assigned work after the due dates, to make up quizzes or tests, or to have extended time to complete schoolwork for credit. In the event that an absence persists for a period longer than the School can support, the student may be held responsible for making up work on their own with support outside of the school structure.

Unexcused Absence
An unexcused absence occurs when a student's absence from school does not qualify as excused or explained/planned. Students who reach 3 or more unexcused absences will have disciplinary consequences. Determining if an absence is excused, explained/planned, or unexcused is at the discretion of the Division Directors. Students must attend 80% of all classes to receive credit for completion of that course.

Chronic Absenteeism
Chronic absenteeism has a negative effect on a student's academic success and may potentially cause a student to not be promoted to the next grade level, and/or may not receive credit for the school year or coursework. Chronic absenteeism is defined as when a student is absent from school for more than ten days or has missed more than 10 classes of a specific course.

A student has the right to appeal a disciplinary response associated with chronic absenteeism. To do so, a student and their families must submit a written request to the appropriate Division Director, detailing the dates and reasons for absences, supporting documentation, and a thoughtful statement suggesting why the School should consider an alternative disciplinary response. Once the written request is received, the Division Director will meet with the families and the student to discuss the appeal, and then present the appeal to the Head of School, whose decision is final.

Early Departure Time - Illness
If a student becomes ill during the school day, the School Nurse will call the family member or person listed on the *Health and Emergency Contact Form*. The student will remain with the School Nurse until the family member or other authorized person arrives for pick-up. If a student-driver becomes ill, and the School Nurse determines the student needs to go home and is able to drive themselves, then the School Nurse will call to inform the family member or other authorized person.

Sign-in and Sign-out Procedures
When students arrive late to school, a family member must contact the appropriate office to inform the school of the late arrival.

- Toddler-Grade 5 students who arrive late to school must be escorted by a guardian to the Lower School office and sign-in. Students will receive a tardy pass and proceed to the classroom.
- Grade 6-12 students who arrive late to school must sign in at the Middle and Upper School Office. Teachers are not to allow students who are coming late to school into class without the clearance slip.

Early Departure

- Toddler-Grade 5 students who depart from school early will check out in the Lower School office.
- Grade 6-12 students who depart from school early must sign out in the Middle and Upper School Office. Teachers are not to allow students to depart class early without the appropriate clearance slip from the office.

To be eligible to participate in an interscholastic or extra-curricular activity, practice, contest, or event, a student must be at school, attending class ½ day or more scheduled that day. A student who is absent from school ½ day or more, or misses more than 2 classes in a school day, is not eligible to participate in any interscholastic or extra-curricular activity, practice, contest, or event scheduled on the day of the absence. If absent ½ day or more on Friday, then the student is not eligible to participate in any school activity scheduled on Friday or during the weekend. A student who is serving an out-of school suspension is not eligible to participate in any interscholastic or extra-curricular practice, activity, contest, or event scheduled during the term of the suspension.

Conduct Expectations

The School expects students to be mindful of others and to abide by the rules for school and school-sponsored activities. A student's standing at Antilles is determined by scholarship, academic and personal integrity, and citizenship. Failure to maintain good standing in any of these areas may result in probation, expulsion, or non-renewal of contract. The focus of the School's student conduct system is educational. We believe that students can learn from their mistakes, and in most cases, remain contributing and positive members of the community. While consistency is a goal of the School's disciplinary response, we recognize that each situation brings with it its own unique set of circumstances.

Student conduct should demonstrate …

- Respect for one's self
- Respect for others
- Respect for curricular and co-curricular learning environments
- Respect for the campus

Conduct Guidelines

The School expects students to …

- Abide by the rules for school, class, and school-sponsored activities
- Speak and act respectfully
- Be truthful and straightforward
- Be responsible and act thoughtfully
- Treat people and property with care and respect
- Demonstrate civility and diligence
- Be present and on time for school, class, and school activities
- Be prepared for class
- Participate in class discussion and group projects
- Maintain academic integrity
- Dress appropriately at school and during school-sponsored activities

These general expectations and guidelines, and the specific rules recited below, constitute the School's *Conduct Expectations* and are considered important for the well-being of the individual and necessary to maintain a safe and orderly learning community. Violation of any of these expectations, guidelines, or rules may result in disciplinary action up to and including expulsion.

Abusive Behavior - Harassment

Harassment is conduct that may be reasonably perceived as offensive, malicious, intimidating, annoying, insulting, threatening, demanding, and/or degrading to another person or group of people. Verbal assault and physical abuse are serious offenses considered abusive behavior.

Please see Appendix C: Student Harassment and Bullying for detailed information about the School's Bullying and Harassment policy.

Academic Honesty

Students are expected to maintain academic integrity. Maintaining academic integrity requires that students engage in academic activities in a manner consistent with expectations explained by the School. General principles include the following:

- **Originality:** Students are responsible for ensuring that all work and any relevant assessments completed for their classes represent their own understanding and original thinking.
- **Attribution:** Students must acknowledge and properly cite all sources of information, ideas, and assistance that were utilized in the preparation for and production of their work
- **Collaboration:** Students must abide by the specific guidelines given by individual teachers for collaborative work. Students must never copy another student's work nor work with other students in unapproved ways. Students should also never let anyone else utilize their Antilles School Google account login and/or password.

Cheating, colluding, and plagiarizing are serious offenses, which compromise a student's integrity and are not tolerated. In addition to disciplinary action, which may include suspension from school, the student may receive no or only partial credit for the work in which cheating, collusion, and/or plagiarism occurred.

- **Academic Dishonesty** is the violation of the established rules affecting the content of any work, including:
    - copying from another student, past or present
    - plagiarism
    - unauthorized acquisition of advance knowledge of the contents of an assessment or assignment
    - use of an online translator without permission
    - use of an AI Large Language Models and other AI application without permission
    - reproducing problems or answers from any means of assessment (this includes through taking photos)
    - any other violation of the rules and conditions of any academic work
- "Plagiarism is the use of the distinctive ideas or words belonging to another person without adequate acknowledgment of that person's contribution. To use as one's own the ideas or words of another is dishonest, since with most academic writing the greater part of the thought and expression is the property of the author. But when the writer borrows what belongs to any other person, whether from a published or an unpublished work,they must indicate the source by way of a footnote or an internal reference, and they must enclose any and all distinctive words of the source within quotation marks. Neglect of these indications shall be considered academic fraud." *(Acknowledgment is gratefully made to the following publications: Plagiarism, University of Virginia and Pamphlet on Plagiarism, Princeton University.)*
- Artificial Intelligence applications, including Large Language Models, may only be used in a manner consistent with individual class expectations. Students must have clear

permission and instructions from their teachers before using an AI tool for schoolwork. Technology changes quickly, and teachers will guide students on which tools are appropriate for a specific lesson or project. When permitted, teachers may guide students to use AI to brainstorm ideas, explore new topics, or practice skills in a controlled way.

- Students should **never** use AI or similar technology for the following purposes:
    - Letting AI do the work for them- copying and pasting answers, essays, problems, or prompts from an AI tool is a form of plagiarism
    - Using AI to find answers on any assignment intended to assess student learning
    - Presenting AI-generated ideas or writing as their own- all submitted work should reflect a student's own thoughts and effort
    - Sharing personal information- never use your full name, address, number or other private details with an AI system
    - Using AI to create harmful, offensive, or unkind content

Chronic Misconduct and Insubordination

Chronic misconduct is considered unacceptable behavior and by definition is a violation of the School's *Conduct Expectations*. Chronic misconduct may lead to loss of privilege, probation, suspension, non-renewal of contract, or expulsion.

Computer Network: Acceptable Use Policies

Antilles School (or "School") students are expected to act thoughtfully and respectfully, and they are responsible for their behavior while using Antilles School hardware and peripherals (e.g. computers, electronic tablets, e-Readers, 3D printers, interactive whiteboards, etc.), Antilles School networks/communication devices/services (e.g. wired and wireless networks including the Internet, telephones, email systems, the School's file networks, etc). Students must at all times abide by the *Acceptable Use Policy* (AUP) [see Appendix A].

The School reserves the right to restrict and monitor any student's use of computers, network resources, or the Internet. School administrators may review or delete files and communications to maintain system integrity and to ensure that students are using the resources responsibly. Students' work stored on Antilles' computers and servers is not private and may be removed or deleted at the discretion of the school.

Violations of the AUP may result in disciplinary action, up to and including expulsion. In some cases, violations may be reported to the appropriate law enforcement agencies. If a student damages school property, including computers and network resources, the student and the student's families will be held financially responsible for the cost of repair or replacement.

Personal Electronic Devices

- The use of personal devices or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school, on campus, or at school-related or school-sponsored events.
- Antilles School is not responsible for any damaged, lost, or stolen personal electronic devices

- Devices covered include, but are not limited to: cell phones, e-readers, tablets, and smart watches.
- Smart Glasses, Eyewear, or any other wearable electronic device is not permitted.

Grade Band	Permitted During School Day?	Storage Requirement	If Used at an Inappropriate Time	Consequence
ELC & Grades 1–5	No: non-academic, non-essential devices not permitted	N/A (should not be brought/used)	Device is confiscated	First offense: The device will be confiscated by the teacher, held until the end of the school day, and returned to the student. Parents/guardians will be notified. Repeated offenses: The device will be confiscated and turned in to the Lower School Office. A parent or guardian will be required to retrieve the device from a school administrator.
Grades 6–8	No: non-academic, non-essential devices not permitted	If brought to school, must be turned off and left in Homeroom; may not be kept in lockers, backpacks, or pockets during the school day; must be put away upon arrival	Device may be confiscated	Adult family member must retrieve device from the office.

Grades 9–12	Yes: non-academic, non-essential devices permitted, provided use doesn't interfere with the school's mission	Teachers/advisors collect and store personal cell phones, ear pods, smart watches, and headphones at the start of class; not to be used during advisory, classes, or assemblies.	Device may be confiscated	Adult family member must retrieve device from the office.

Theft

Theft of any property is a serious offense, which is disrespectful of others, and is not acceptable. In addition to disciplinary action, the student and their families will be held financially responsible.

Tobacco, Alcohol, Vaping, Illegal Substances, and Drugs

Possession, use, distribution, or sale of tobacco, alcohol, vaping materials, drugs, or any illegal substances or any paraphernalia or equipment associated with the use of these substances is prohibited at any time while attending school or while attending or participating in school-sponsored activities, whether on-campus or off-campus. Possession, use, distribution and/or sale of the above will result in a minimum of a two-day suspension. Additional consequences up to and including expulsion may be levied. In addition to taking disciplinary action within the context of School policies, the School may be obligated to notify appropriate law enforcement agencies.

Vandalism

Deliberately defacing, abusing, breaking, damaging, or destroying school property is a serious offence. Tagging and creating graffiti are forms of vandalism. Rock throwing is dangerous in that it can lead to personal injury or damage to property. If something is damaged intentionally or unintentionally, it should be reported to a faculty or staff member. If the damage was caused purposefully, then the student or students involved are subject to disciplinary action. In addition to disciplinary action, in all instances, the student and their families will be held financially responsible for damage to personal and School property.

Weapons

Possession, use, or distribution of a weapon or any object, device, or instrument designed as a weapon or which through its use is capable of threatening or producing bodily harm, or may be used to inflict self-injury, is strictly prohibited. In addition to taking disciplinary action, up to and including expulsion for the violation of this policy, the School may be obligated to notify appropriate law enforcement agencies.

Disciplinary Action

The School expects students to be mindful of others and to abide by the guidelines and rules for school and school-sponsored activities, both on and off campus. Violations of any of the School's Conduct Expectations may lead to disciplinary responses up to and including expulsion.

Students in the Early Learning Center – Grade 5 who violate conduct expectations are referred to the Director and/or Assistant Director of Lower School. Students in Grades 6-12 who violate conduct expectations are referred to the Director, Dean of Students, and/ or Assistant Director of Middle and Upper School. Disciplinary responses may include detention, participation in required on-campus service, in-school suspension, out-of-school suspension, conduct probation, and/or expulsion.

In specific incidents, the Head of School and/or the Division Director may appoint a committee to investigate the circumstances, determine the facts, and make recommendations as to any potential consequences. In all cases of suspension, Division Directors, in collaboration with the Head of School, will make determinations of disciplinary consequences. In cases of expulsion and non-renewal of contract, the Head of School will make determinations of disciplinary consequence.

Antilles School may be required to report disciplinary decisions to schools, colleges, and universities, and in some instances, is required to report violations to the appropriate law enforcement agencies.

Disciplinary Responses

Detention
The student is required to report to a specific room for a specified amount of time. Detections can be given by any teacher, and may include 'lunch and learns' during the lunch break, required time during academic assistance, time in a specific classroom, or time in the MS/US office.

On-Campus Service
The student may be required to perform service tasks related to the offense/behavior for which he or she is being disciplined.

In-School Suspension
The student is required to attend school for a specified period and must report directly to the Division Director each morning for the duration of the suspension. The student will not be permitted to engage in any school activities or community events for the duration of the suspension, and will be required to spend that time completing all academic work as well as any other assignment pertinent to the suspension.

Out-of-School Suspension
The student is prohibited from attending school for a specified period. The student will not be permitted to engage in any school activities for the duration of the suspension, and will be expected to remain in communication with the School while out. All work assigned/due during the suspension is due upon the student's return, and students should be prepared to sit for assessments upon their return.

Conduct Probation
The student is prohibited from certain activities and extra-curricular activities or must meet specific conditions to remain in school.

Non-renewal of Contract
Student will not be permitted to enroll for the following school year.

Dismissal
Student is immediately dismissed from the school.

Dress Code

Antilles School is considered a professional learning environment and choices in clothing should reflect respect for that environment. The Antilles School Dress Code emphasizes professionalism while giving students some choice in their school clothing options. The Dress Code aims to allow students to be able to find dress code appropriate clothing that fits their needs while maintaining consistency throughout the school,

Tops

- Antilles polo shirt available for purchase through Antilles School Lands' End uniform site online.

Bottoms

- Plain khaki, gray or navy blue pants, shorts, or skirts free of designs, intricate details, rips or tears. The length and fit of all bottoms must be appropriate for a professional learning environment. Pants may be purchased from any vendor of choice. When choosing pants, be advised that professional pants generally have back pockets. Shorts, skirts, and all other bottoms must be purchased through either the school's Lands' End Uniform site online, Children's Place Uniform section, or Asfour retailers. No sweatpants, leggings, or athletic bottoms are allowed.

Footwear

- Toddlers-Grade 5 Shoes should be appropriate for outdoor recess. Flip-flops, slides, croc-style, or high-heeled shoes are not appropriate.
- Grades 6-12 Shoes should be appropriate for campus life, providing adequate protection for the foot and careful consideration for rain and wet surfaces and the outdoor campus environment
- Sneakers are required for Physical Education classes.

Outerwear

- Antilles hoodies and other outerwear options are available for purchase through Antilles School Lands' End uniform site online. Only Antilles School outerwear is allowed.
- With the exception of raincoats, no other outwear is considered in Dress Code

Physical Education Uniform

Students in grades 6-9 wear Antilles PE clothing when participating in Physical Education classes. PE uniforms are available for purchase through Antilles School Lands' End uniform site online. Any athletic clothing available for purchase through Lands' End Antilles School uniform site is allowed to be worn during PE. Families provide students with appropriate rubber-soled athletic shoes and athletic socks. Students may wear their PE uniforms to school on days on which they have PE if they choose to do so.

Out of Dress Code

A student who is out of dress code must change clothing to be in Dress Code. They will either borrow clothing from the school or will be asked to call home or return home for a change of

clothing. Tardies due to dress code violations are unexcused. Repeated violations of the dress code policy may lead to other disciplinary responses.

Inappropriate clothing includes

- Denim jeans, shorts, or skirts
- Sport shorts, yoga pants, and sweatpants
- Spandex or lycra shorts, pants, jeggings, or leggings
- Clothing that does not cover undergarments completely
- Clothing that is torn, cut, slashed, or that has holes in it
- Clothing that is considered swimwear or resembles swimwear
- Tops that are cropped and/or do not fall to the waistline and below
- Sunglasses worn inside unless prescribed by a physician
- Clothing, including wrist bands and jewelry, which displays inflammatory, suggestive, racist, or other inappropriate writing, messages, symbols, advertisement, or artwork including offensive words, designs, violence, sexual images or innuendo, controversial slogans, illegal actions, obscenities, tobacco products, alcohol products, drugs, drug paraphernalia, etc.

Exceptions

Mondays are Antilles Spirit Shirt Days- students may wear t-shirts and athletic shirts on Mondays in lieu of the polo as long as it is an Antilles School shirt. All other dress code rules apply.

From time to time, students have the opportunity to wear clothing of their choice according to a special event on campus. Students and families are notified in advance of these dates, which may include, but are not limited to, Character Counts' Color Days and School Spirit Days. On these days students do not need to wear the Antilles polo and can choose bottoms that are not khaki, gray, or navy. All other aspects of the dress code still apply during these days. Students are expected to always dress in a manner that is appropriate for a professional learning environment.

School Activities

School Activities
The School sponsors a variety of supervised co-curricular, extra-curricular, and interscholastic activities including events sponsored by student organizations and clubs and academic team contests, as well as musical and theatrical performances, visual art showcases, dances, service learning activities, traditional school ceremonies, and athletic practices and competitions. School activities are held both on campus and in the community and may be scheduled during the school day, after school, and on the weekend. Students are encouraged to support and participate in school activities.

For the safety and well-being of all students remaining on campus after school dismissal must be in a supervised activity or after-school study hall.

After-School Activities
The School's *After-School Activities Program* has activities available for students in Pre-Kindergarten and up. Communications will be sent out that include the schedule, the available activities for each grade level, the registration process, and associated fees.

Extended Day Program
The School's *Extended Day Program* is available for students from Toddler-Grade 12 and includes:

- **Toddler Program, Pre-kindergarten, Kindergarten and Grades 1-2 Extended Day** is designed for regular use and not for drop-ins. Space is limited and pre-registration is required. Snacks are provided. The participation charge is $25 per day; and, parents arriving after 5:30PM to pick up students will be charged $1.00 per minute, per student.

- **Grades 3-5 Extended Day** is located in the Henry Kimelman Library, floor 1. Advance sign-up is encouraged. Snacks are provided. The participation charge is $25 per day; and, parents arriving to pick up students after 5:30PM will be charged $1.00 per minute, per student. To ensure children's safety, parents are asked to pick up and sign out students in the library.

- **Grades 6-12** students are welcome to use the Henry Kimelman library, floor 2, until 5:30PM. Extended Day Academic Study Hall begins at 3:30PM. There is no cost to families for Extended Day Academic Study Hall until 5:30PM, and parents arriving to pick up students after 5:30PM will be charged $1.00 per minute, per student. To ensure children's safety, parents are asked to pick up and sign out students in the library.

Athletic Program
Antilles School participates in the St. Thomas-St. John Interscholastic Athletic Association (IAA). Every effort is made to field a team in each sport sanctioned by the IAA. The School expects every student-athlete to conduct themselves in a respectful manner that demonstrates the highest level of sportsmanship. Playing time must be earned and is at the discretion of the Coach and Athletic Director. See Appendix D: Guidelines for Student Athletes.

In addition to meeting eligibility requirements, which includes a physical health certification, a student-athlete is expected to act in accordance with the School's *Conduct Expectations*. For more information contact the Athletic Director's Office at 776-1600 x2701.

Dances

Student Guests:

- All non-Antilles students are considered guests.
- Middle School guests must be current Middle School/junior high school students.
- Upper School guests must be current Upper School/high school students.
- Guests must be pre-registered with the Middle and Upper School Office and the Antilles student host must submit a Student Guest Form by noon on the day of the dance.
- Guests must be accompanied by an Antilles' student host, and the host is responsible for the behavior of their guest.

Dance Arrangements:

- To schedule a date for a dance, a student-activity form must be completed and submitted at least two weeks in advance of the dance.
- To use the School's sound and/or light equipment, students must make arrangements with the Director at least five school days in advance of the dance.
- All equipment must be returned in good working order.
- Dances must be chaperoned by Antilles School faculty/staff.

Dance Guidelines

- Students and guests are expected to follow the School's *Conduct Expectations.*
- A student or guest who leaves the dance may not re-enter.
- Students hosting a guest must enter and depart with the guest.
- Failure to comply with these guidelines and/or an adult chaperone request may result in the student's family being called and the student being asked to leave.

National Honor Societies: Antilles Chapters of NHS and NJHS

Membership in National Honor Society is reserved for qualified candidates who are rising sophomores, juniors, and seniors. National Junior Honor Society membership is reserved for rising eighth and ninth grade students. Students must be at Antilles School for two consecutive semesters to be considered for membership, OR new/returning students may bring documentation of their membership to the organization from their previous school. The minimum scholarship requirement set by the School is a cumulative unweighted GPA of 3.5 on a 4.0 scale. Students who meet the scholarship requirement are eligible to apply based upon demonstrated service, leadership, citizenship, and character. For more information contact the Middle and Upper School Director.

Senior Privileges

Senior students, who have demonstrated responsibility through their academic performance, personal conduct and positive contributions to the civic life of the school, and commitment to community service, may apply for senior privileges. Applications are available from and submitted to the Director of Upper School. Each application is reviewed by the Director of Upper School for approval. The Director may suspend or revoke such privileges at any time if it is determined that the student has abused a privilege or no longer meets the prerequisite requirements.

School Trips

As a representative of the School, a student is expected to know and adhere to the School's *Conduct Expectations*. Participants must abide by all of the laws of the state, territory, region, principality or legal jurisdiction in which they travel. Violation of the School's policies while on a trip may result in disciplinary action. In some cases, the student may be sent home immediately at their parent's expense. When damage to personal or public property occurs, the student and their parent(s) will be held financially accountable. If deemed appropriate, the appropriate law enforcement agencies will be contacted.

Students in grades 6-12 who miss classes because of a field trip or school-sponsored trip must communicate with teachers and are responsible for knowing and completing schoolwork assigned in their absence.

Student Governance

Student councils plan and organize student activities and campus projects and provide leadership on a variety of issues pertinent to campus life. Students in good academic and social standing are eligible to participate in student leadership organizations and elected positions.

- Lower School Student Council Each fall, students elect officers from the fifth grade class. Classroom representatives are elected from grades three, four, and five to form the Lower School Student Council.
- Middle School Student Council Students in grades 6-8 nominate and elect student council officers each fall. Each grade level then elects two representatives and alternates to serve as council members, and together the officers and class representative form Middle School Student Council.
- Upper School Student Council Students in grades 9-12 elect student council executive officers each spring. Each class then elects class officers, who represent their class as members of the Upper School Student Council. Class officers also serve to organize and conduct class meetings.
- Individual student clubs and organizations individually elect officer positions.

Transportation

With hundreds of people arriving and departing campus each day, drivers are asked to exercise an abundance of caution and courtesy when driving on campus, including observing the one-way flow of traffic, the slow speed limit, the express lanes for drop-off and pick up, the cross-walks, and designated parking spaces.

Arrival Times

- Middle & Upper School students – 7:30-7:45 AM
- ELC & Lower School students – 7:30-8:00 AM

Note: The campus is closed to Antilles students and families and does not offer adult supervision until 7:30 AM.

Departure Times

- ELC students should be picked up at 2:45 PM
- Students in grades 1-5 should be picked up at 3:00 PM
- Students in grades 6-12 should be picked up between 3:10 and 3:30 PM.

Note: Students with family members in lower divisions can be picked up at the time of their oldest family member.

Morning Drop-off and Afternoon Pick-up

- Toddler Program
  - Drop-Off
    - Families will park in the Upper parking lot and walk their toddler to the gate of the toddler playground and they will be met by teachers who will greet the student and escort him or her to their classroom.
  - Afternoon Pickup
    - Families will walk to the toddler gate and teachers will bring the student to the family member.
- <u>PreK -5th-grade</u>
  - Drop off
    - Families will bring children to the main parking lot where they will be met by teachers who will greet them and escort the ELC students to their classrooms.
  - Afternoon Pickup
    - Students will wait in their classrooms and teachers in the parking lot will notify classroom teachers when their family member has arrived, and send or bring the student out depending on the age.
- <u>Grades 6-12</u>
  - Drop-off
    - Families drop off students in the morning at a designated Drop-Off station by the athletic field from 7:30-7:45 AM.
  - Afternoon Pickup
    - Afternoon pick-up is between 3:10 and 3:30 PM by the Middle School area.

Student Driving and Parking Privileges

Student parking permits are limited and are allocated by the Upper School Director, with priority given to seniors. Students seeking campus driving and parking privileges must be in good standing and abide by terms of the *Student Driving Permit,* and they must have on file with the School all required documentation. The *Student Driving Permit* form may be obtained from the Director. Driving privileges may be suspended or revoked by the Director. See Appendix E: Student Driver Expectations.

Students wishing to be passengers with student drivers must have a *Passenger Permission Form* on file with the School.

Health Policies and the School Nurse's Office

Any student, faculty or staff member may use any of the School's nursing services. Families need to keep the School Nurse informed of any physical, emotional, or social changes that may affect their child (i.e., death of a significant family member, family divorce or separation, new additions to the family, significant mood changes, illnesses, adjustments, etc.).

The School respects the individual's right to privacy, and information conveyed to the School Nurse remains confidential. The School Nurse's Office is locked in the School Nurse's absence. Contact the School Nurse at x4603 to ask questions or to share information.

If a student is ill, families should either call the school nurse at x4603, the Lower School office at x4601 or the Middle and Upper School office at x5601 to report that the student will not attend school that day. The specifics of an illness do not need to be disclosed.

Accident Insurance
Every Antilles student is covered by a basic accident policy, designed to pay a portion of the bill. Student accident insurance is not designed to cover the entire medical expense. In the event a student is injured on campus, during school hours, or at a school-sponsored activity, and therefore needs medical attention outside the realm of the School Nurse or other school personnel, then families should acquire the School Accident Reimbursement Claim Form from the School Nurse in order to obtain reimbursement.

Athletic Medical Release Eligibility Forms
Before any student can participate in a competitive sport or after-school activity involving physical activity or physical contact, they must have an *After School Activities Medical Certification Form* completed and signed by a physician and the parent.

Without exception, a complete and signed form is required annually. The completed form must be on file with the School Nurse before a student-athlete can participate in try-outs, practice sessions, or competitive events.
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Communicable Diseases
Any student, who has been diagnosed as having a communicable disease, may be excluded from attending school. A list of communicable diseases and recommended exclusion times is available from the School Nurse.

Emergency Health Forms
Each year, without exception, every student is required to have a new *Emergency Health Information Form* filled out in its entirety and on-file with the School Nurse.

Immunizations & Physical Exams
Each student must have a yearly physical exam performed after the last day of the school year. All 4-year-olds, 11-year-olds, and 16-year-olds must have current immunizations at the start of each school year. It is the School Nurse's responsibility, acting as the School's agent, to receive

and maintain health and immunization records for each student. It is the responsibility of the families/guardians and the child's physician to make sure the student's immunizations and health screenings are current. All pertinent medical forms, required by the school, can be accessed on the school's website and are grade level specific.
If the student's medical records, including immunization documentation or exemption documentation, are not received by the start of school or the immunizations are not current then they will not be allowed to attend classes or participate in school-sponsored activities, until the required documentation is received, reviewed, and accepted by the School Nurse.

Infection Control
To help prevent the spread of diseases, the School follows Virgin Islands law and the most current Centers for Disease Control (CDC)'s publication: *Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus and Other Blood borne Pathogens in Health-Care Settings*. Annual training about techniques for preventing the spread of infectious diseases is provided to all of the Antilles School staff.

Medication Policy
A medication cabinet and refrigerator are available for all medication brought to school. Students are not to take medication, prescribed or over-the-counter, without the School Nurse's knowledge. For the safety and welfare of all students and staff, all medications must be kept in the School Nurse's Office with the exception of epipens and inhalers which students in grades 4–12 may carry on their person. This requires that the Prescription *Medication Release Form* be filled out and signed by the student's physician. Due to the nature of nebulizing treatments, the nurse's office will no longer be able to administer these treatments per the American College of Allergy, Asthma & Immunology.

Over-the-Counter Medication (OTC)
A limited variety of OTC medications are kept in the School Nurse's Office. If a student needs a special type of OTC medication, families provide the School Nurse with a bottle to be kept in the School Nurse's medication cabinet. The medication must be in its original container.

If a student comes to the School Nurse's Office and requires administration of the School's OTC medications, then it is imperative that the School Nurse have a signed release, which is on the back of the *Emergency Health Information/consent Form*. If a signed release is not available, then the School Nurse will attempt to contact the parent, but will not administer medication without a parent's express permission.

Pediculosis Capitis (Head Lice)
If a student is exhibiting symptoms of head lice (i.e. constant itching of scalp) send them to the school nurse.
If a student is infested with head lice, the following procedure is followed:

1. The School Nurse contacts the families, and the student is sent home from school for immediate treatment.
2. The School advises families to seek medical advice on treatment or to purchase an over-the-counter remedy and follow the directions for treatment.

3. The student may return to school the day after treatment with a pediculocide shampoo. Before re-entry, the School requires the student, accompanied by parent/s, to report to the School Nurse.

When more than one case of head lice is identified in a classroom, the School sends a letter to the families notifying them that there is head lice in the classroom with tips on what they can do to identify if their own child has lice.

Appendix A
Antilles School Computer Network – Student Acceptable Use Policy (AUP)

Antilles School (or "School") students are expected to act thoughtfully and respectfully, and they are responsible for their behavior while using Antilles School hardware and peripherals (e.g. computers, electronic tablets, e-Readers, 3D printers, interactive whiteboards, etc.), Antilles School networks/communication devices/services (e.g. wired and wireless networks including the Internet, telephones, email systems, the School's file networks, etc). In order to use the School's hardware and peripherals and to have access to the School's network/communication devices/ services, Antilles students and their guardians are asked to review and sign the School's handbook which includes the *Computer Network Student Acceptable Use Policy* (AUP).

Antilles School reserves the right to restrict, monitor, and control any student's use of any School- owned device being utilized while on campus including computers, tablets, e-Readers, the Internet, and the School's network resources. Access to the School networks/communication services can be restricted/monitored on any device (school-owned or not) and anywhere (on campus or not). School administrators may review or delete students' files and communications on School-owned networks and devices in order to maintain the system's integrity and to ensure that students use the School's resources responsibly. Students' work stored on the School's computers and servers is not private and may be reviewed, removed, or deleted at the discretion of the School's administrators.

If a student damages or loses the School's property, including computers, chargers, tablets, e-Readers, and network resources, the student's guardians will be held financially responsible for the cost of repair or replacement.

While using Antilles School hardware and network, the following actions violate the School's Student Acceptable Use Policy:

- Using technology to offend, humiliate, harass, embarrass, tease, intimidate, threaten, or slander one or more students, faculty, or staff, including sending or displaying messages, pictures, or photographs that may be offensive, humiliating, embarrassing, threatening, slanderous, and/or obscene
- Using obscene, threatening, slanderous, or offensive language
- Damaging computers, tablets, computer systems, computer applications, or the School's computer network
- Violating copyright laws
- Violating federal or Virgin Islands' territorial laws
- Using or sharing another student's password
- Trespassing in another student's folders, work, or files
- Wasting limited resources, including indiscriminate printing or file storage of materials that are not school-related, especially games, videos, pictures, and other media files
- Using computers, tablets, the Internet, or the School's network resources for commercial purposes, financial gain, or fraud

- Any use of computers, tablets, the Internet, and the School's network that is not related to specific learning objectives in the School's curriculum without specific permission from the School's faculty or staff to do so
- Accessing personal web-based e-mail or social media sites while using the School's devices without explicit permission from the School's faculty or staff to do so
- Downloading files and installing applications without the specific permission and supervision of the School's faculty and staff to do so
- Deliberately circumventing filters and/or security measures on the School's network, servers, individual computers, tablets, and other electronic devices, including the use of any and all proxy servers
- Using or attempting to use or access the School's restricted network resources
- Obligating the School for any financial liability through materials ordered, installed or downloaded

Acceptable Use for hardware and peripherals to include iPads, Computers, Interactive Whiteboards, and other devices

- Take good care of the device and other equipment assigned to them
- Never leave the assigned device and other equipment unattended
- Never loan out the assigned device and other equipment to other individuals
- Know where the assigned device and other equipment is at all times
- Charge the battery daily
- Keep food and beverages away from assigned device and other equipment
- Not disassemble any part of the assigned device nor attempt any repairs to these items
- Protect the assigned device and equipment
- Use assigned device and equipment appropriately for educational purposes, meeting the School's expectations
- Keep assigned device and equipment free of decorations (such as stickers, markers, etc.)
- Not deface the serial number or ID sticker of assigned device and equipment
- Understand that assigned device and equipment are subject to inspection at any time without notice, and these remain the property of the School or VI Government
- Follow the policies for assigned device and equipment at all times and in all locations
- Immediately report theft and/or vandalism of assigned device and equipment
- Be responsible for all damage or loss caused by neglect or abuse to assigned device and equipment
- Return the assigned device and equipment with its case (if included) and its power cords in good working order

Violations of the School's AUP will result in disciplinary action,
which may include suspension of revocation of specific user privileges.

Appendix B
Family Awareness Acknowledgement: Pandemic Policies

As an Antilles School community, we recognize that the decisions we make individually have an impact on both the physical safety and the social and emotional well-being of every member of the School. We believe it is important for students, families, and employees to demonstrate positive expectations and to uphold community agreements that promote the health and well-being of all. Our collective goal is to keep our community safe and we recognize and accept our shared responsibility in achieving that goal and understand that a successful, healthy campus will require trust, collaboration and open communication from all members of the school community..

In response to any communicable disease and/or other infectious diseases known and yet unknown, Antilles School will follow the guidance of the Virgin Islands Department of Health. Antilles School may require protocols that require students, families, and employees to adhere to certain practices to protect the health and safety of all community members. The School requires all students, families, and employees to support those practices.

We cannot eliminate the risk of contagious illnesses while learning in-person, but we will minimize the risk as we are able. However, even when required health and safety rules are followed, it does not mean that attending school on-campus is free of risk.

Failure to comply with any protocols, or additional measures deemed necessary, may put members of the Antilles community at greater risk to and may jeopardize enrollment.

Please see the Nurse's page of the School website for the most current information.

Appendix C
Student Harassment and Bullying

Antilles School is committed to fostering an environment where everyone is respected and valued. The School endeavors to be an inclusive community of learners, free from harassment and bullying, where all feel safe, seen, celebrated, and integral to the life of the School. This includes representation and full engagement of those whose differences included- but are not limited to - age, ethnicity, family makeup, gender identity and expression, learning ability, physical ability, race, religion, sexual orientation, and socioeconomic status.

At Antilles School, we consider any behavior that creates an intimidating or hostile learning environment to be harassment or bullying. This may include physical violence, threats, intimidation, unwelcome sexual advances, or interference with another's activities or belongings. Other forms include spreading rumors, ignoring or excluding others, tormenting, or using hostile or offensive body language and gestures. In some cases, bullying overlaps with discriminatory harassment, which is covered under federal civil rights laws.

Harassment and bullying can take place in person or through email, text messaging, social media, and other online platforms. Harassment and bullying can occur between students or between an adult and a student.

Any student who believes that they have been harassed or bullied, or who has witnessed this behavior, should discuss it immediately with an adult as the School can only respond to the incidents of which we are aware. All concerns will be reported to the corresponding division director, who will investigate. Anyone who has information is expected to share it fully during an investigation.

If bullying or harassment has occurred, the incident will be dealt with promptly. Consequences may include conversations, varied forms of monitoring or restriction, and assignments. If the School feels it is warranted, suspension, probation, or expulsion are considered.

The School's authority is limited to incidents on campus, during the school day and the school year or at any school-sponsored activity regardless of location. Regarding the incidents outside of school, our role is limited to making families aware and addressing the effects of these incidents as they impact the school day.

It is the School's objective to stop the bullying behavior, and to resolve such issues with teaching tools to support both the targeted student and the one who has done the bullying. Families will be informed when their child has been involved in a harassment or bullying incident.

Any act of retaliation requires disciplinary action.

Appendix D
Hurricane Athletic Program: Guidelines for Student-Athletes

Antilles School values providing a dynamic program of student activities to enhance a students' educational experience. The Athletic Program is an integral component of the learning and social experiences of Antilles students, advancing opportunities to develop favorable habits of mind, to cultivate confidence and skills, and to commit and contribute to team endeavors. As an element of the educational experience, athletics offers occasions for service to others, to develop fellowship and good will with the community, to promote self-realization of goals, contributing to students' preparations for adult life in a democratic society.

Through participation in athletics, students experience interscholastic competition, coaches, teammates, opponents, game officials, spectators and fans, and the celebrations and challenges of competitive winning and losing. Students participating in the athletic program have expanded opportunities to develop personal responsibility, self-regulation and self-confidence, and to learn the value of dedicated practice, teamwork and sportsmanship. Participation in athletics fosters school spirit, leadership, a sense of team and unity of purpose.

Antilles School participates in the St. Thomas-St. John Interscholastic Athletic Association (IAA). Every effort is made to field a team in each sport sanctioned by the IAA. The Athletic Director coordinates and schedules all sporting activities, scheduling tryouts, practices, and contests, maintaining a calendar of events to avoid conflicts.

IAA Eligibility:
A student-athlete may not try out or participate in practice or competitive events until a physical exam by a doctor is completed and the IAA Medical Eligibility form, which must include a physician's signature, is on file with the School Nurse. Consent waivers and emergency forms must also be on file with the School Nurse.

School Attendance:
A student-athlete must attend classes regularly and punctually. A student athlete may not participate in athletic practices or events, if they have been suspended, absent or truant. A student who has been suspended is not eligible to participate in or attend any interscholastic practice, contest, event or activity scheduled during the term of the suspension. A student who is absent from school is not eligible to participate in or attend any interscholastic practice, contest, event or activity scheduled on the day of the absence. If the absence is on a Friday, then the student may not participate in a practice, contest, event or activity until the following Monday, or upon their first day of return to school.

Rules for Sports Play:
The IAA establishes the rules for competitive team sports, including age and grade level eligibility requirements. The coaches, in consultation with the Athletic Director, set specific rules for participation in particular sports.
Student-athletes may be suspended or dismissed from teams for the following reasons:

- Inability to meet conduct expectations as outlined by Antilles School
- displays unsportsmanlike conduct, including profane language or gesture, excessive rough play, or other disrespectful behaviors
- willfully or maliciously destroying School property or the property of teammates or opponents

If a student-athlete quits a team without talking to the coach or Athletic Director they are not eligible to participate in any other sport for the remainder of that season, including preseason workouts, meetings, and trainings.

Team Expectations:
Antilles School expects every student-athlete to conduct themselves in a respectful manner that demonstrates the highest level of sportsmanship. Representing not only one's self, but also the team, the School, one's family, and the community, the School expects each student-athlete to know and adhere to the School's Code of Conduct. In addition to the Code of Conduct, student-athletes are expected to:

- demonstrate respect for officials, accepting decisions without argument or gesture
- demonstrate respect toward property, equipment, and athletic uniforms, including belongings of others teammates and opponents;
- demonstrate sportsmanship, exhibiting a positive attitude and self-control at all times and setting an example for others
- demonstrate a commitment to the team, actively participating and attending all practices and competitions; play competitively and play within the rules
- win and lose respectfully, without boasting or making excuses
- dedicate quality time to academics, maintaining her/his academic standing with the School

Team Travel & Transportation:
The Athletic Director arranges for transportation to on-island competitions. Athlete's parents/guardians are responsible for transportation from competitions when they are over. If a competition is off-island, the Athletic Director will arrange transportation both to and from the events.
When students need to be dismissed early from class to attend a competition, they must do so without disrupting the learning environment of the rest of the class, and are responsible for any missed work, assessments, or assignments.

Appendix E
Student Driver Expectations

Driving to school and using the campus parking facilities are privileges, not rights and this privilege is granted first to upperclassmen. Student parking permits are limited and allocated by school administration. If the responsibilities associated with these privileges are not met, the privileges may be revoked, either temporarily or permanently at the sole discretion of the School.

Students who are granted permission to drive & park on campus agree to observe and adhere to the following practices and responsibilities and understand that failure to do so may result in the temporary or permanent revocation of said privilege:

- Student-drivers must have and maintain good academic and social standing.
- Student-drivers must have a valid VI driver's license and provide a photocopy of the same to the School.
- Student-drivers must submit a *Student Driving Permit* form, signed and dated by parent-guardian granting permission for their child to drive & park, and a valid *Consent Waiver* must be on file with the School.
- Student-drivers must provide proof of insurance to the School.
- Student-drivers must register the car/s they will drive and provide the School with make, model, license plate number/s and a copy of the vehicle registration for each vehicle.
- Vehicles parked on school grounds may be searched on an individual basis in the presence of a witness if there is reasonable grounds to believe there may be illegal drugs, weapons, stolen property or other contraband inside.
- Without the express permission of administration, all vehicles are strictly off-limits to students during the school day, 8:00 am - 3:00 pm.
- Without the express permission of administration, driving a vehicle off-campus during the school day is strictly forbidden.
- Parking spaces are limited, therefore parking passes will be issued on a first come first served basis.
- All student drivers must park in the numbered spaces on the east side of the MCM Center ONLY. After the first 2 weeks of school, Grade 12 students may park along the Fisherman Family Field.
- Pedestrians have the right of way always and everywhere.
- Observe the one-way flow of traffic and painted lines on the pavement.
- All school rules apply to the student-driver.
- Driving should not interfere with a student's education; hence, habitual tardiness may result in temporary loss or permanent revocation of privileges

Disciplinary Note: Any infraction or alleged infraction of this policy will be treated individually and investigated by administration. No further warnings – verbal or nonverbal - will be issued as student-drivers are expected to know and follow the school's driving and parking practices and policies. Disciplinary actions may include, but are not limited to, the following: 1) The student's car may be booted; 2) The school may communicate with parents; 3) A period of probation may ensue; 4) Driving privileges may be suspended for a specified period of time or permanently revoked; 5) Under certain circumstances, the appropriate law enforcement agencies may be contacted; and/or 6) Students riding 'illegally' with a student driver will also be penalized. In all cases, the School retains the absolute right to determine disciplinary action.

Appendix F

Student Digital Wellness and Screen Time Guidelines

Antilles School views technology as a tool for creation, collaborative inquiry, and focused research, not as a passive pastime. In alignment with the developmental guidance of the American Academy of Pediatrics, the School evaluates screen use not by strict time limits alone, but by its content, its context, and what it displaces. Just as important as what a student does on a screen is what a screen keeps a student from doing: restorative sleep, face-to-face connection, active play, and sustained, undistracted work.

This policy is organized by developmental stage. For each stage, it outlines what students can expect during the School Day, which the School directly oversees, and offers Recommended Home Guidelines to support families as partners in helping students build healthy, lifelong digital habits.

Foundation Level, Kindergarten-Grade 2

At this stage, young learners build core language, executive functioning, and fine motor skills primarily through hands-on and human interaction, so classroom technology is intentionally minimal and always collaborative.

- Average school day screen time is under 20–30 minutes, used exclusively for short, teacher-led activities such as a phonics game, a movement video, or a shared digital picture book.
- Screens are never used for independent or passive consumption, during lunch or recess, or to occupy or quiet a student.
- Personal tablets, smartphones, and smartwatches should not be brought to school.
- At home, families are encouraged to keep daily recreational screen time under 1 hour, favor high-quality non-commercial educational media, reserve entertainment streaming and video games for weekends, and maintain a screen-free hour before bedtime.

Bridge Level, Grades 3–5

Upper elementary students are building typing fluency and early digital literacy, but physical materials and print reading remain central to their learning.

- Average school day screen time is under 45–60 minutes, used in focused blocks (for example, a typing lesson or a short research session) rather than continuous access. Screen use should never come at the expense of hands-on labs, print reading, or math manipulatives.

- Students are not expected to browse or scroll independently during transitions; device use follows an explicit, teacher-directed prompt.
- At home, homework should not require a device, and any optional digital enrichment programs should rarely exceed 20 minutes. Families are encouraged to keep devices in common areas rather than bedrooms and to be mindful of multitasking, such as checking messages or watching television while completing schoolwork. Recommended daily home screen time is 1 to 1.5 hours.

Intermediate Level, Grades 6-8

Middle school brings a significant shift in peer socialization alongside the introduction of personal or School-issued devices for daily academic use. At this stage, the School's role shifts from limiting access to actively teaching attention management and healthy digital boundaries.

- Average school day screen time is 2 to 2.5 hours, with devices used as academic workstations for writing, organizing assignments, and collaborative projects. Teachers build in regular "tech-breaks" so that screens are closed during discussions, workshops, and presentations.
- The School maintains an "Away for the Day" phone policy for this grade band: personal phones and smartwatches must be powered off from arrival until dismissal, preserving face-to-face connection at lunch and recess. *(See Personal Electronic Devices, page 20, for device storage requirements.)*
- At home, recommended recreational screen time is under 2 hours, not including structured homework, which is designed to blend digital and physical tasks. Because social media and group chats carry particular emotional and attention risks at this age, the School recommends families delay access to social media platforms as long as reasonably possible, building on the common-area and multitasking habits established in Grades 3–5.

Advanced Level, Grades 9 -12

High school students are preparing for the less structured digital environments of college and beyond. Given the demands of rigorous research, writing, and coding coursework, the School moves away from strict time limits at this stage and instead focuses on intentionality, ergonomics, and self-monitoring.

- School day screen time is variable and guided by purposeful academic work. Devices support advanced coursework such as data analysis, writing, design, and coding, while Socratic seminars, physical lab work, and in-class written assessments continue to protect students' capacity for sustained, non-screen thinking.

- Students have device access during study halls for academic use; however, certain common spaces on campus have designated times of day or week that remain device-free, protecting shared, in-person community life.
- Rather than tracking hours at home, families and advisors are encouraged to work with students around three guiding questions:
    - Is the student consistently getting 8–9 hours of quality, uninterrupted sleep without a device or phone in the bedroom?
    - Is screen time displacing physical activity, extracurriculars, or family meals?
    - Can the student sustain an hour of focused study without toggling to social media, messaging apps, or background video?