

SALTUS



Parents' Handbook
Saltus Graduate Years

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Dear Parents:

The Saltus Graduate Years (SGY) is a two-year programme that covers the last two years of high school (Saltus Years 12 and 13, the equivalent of North American Grades 11 and 12) and provides high quality preparation for placement in higher and further education.

It does this by offering:

- A flexible curriculum, designed to meet individual needs and interests
- Courses designed to go beyond the secondary level, including the internationally recognised Advanced Placement courses for students with an appropriate preparation and aptitude
- The opportunity to develop skills in English and Mathematics at a level commensurate with individual ability
- The choice of electives from a broad range of subjects
- An enrichment programme which includes college and career guidance, as well as skills for living

SGY has as its foundation the Advanced Placement (A.P.) Programme of the College Board. Saltus has led the way in college preparatory courses in Bermuda, and has offered Advanced Placement since 1974. This prestigious programme covers work at the level of first-year North American university courses and offers students the opportunity to gain college-level skills in a high school setting.

On behalf of Saltus, may I take this opportunity to extend a warm welcome to our most senior programme. We look forward to working with you as our SGY students prepare for the next stage in their educational journey as they look to a future at college and university and the world of work beyond our school.

Yours faithfully,

Head of the Saltus Graduate Years

The Saltus Philosophy

Every student is an individual with unique needs, capabilities, and desires.

As an integral part of the Bermuda community, Saltus Grammar School will encourage, reward, nurture, and challenge students to become productive and contributing members of, and active participants in, our very complex local and global society.

Our objective is to ensure that all students will be given every possible opportunity to develop their intellectual curiosity, physical well-being, moral values, self-esteem, artistic appreciation and expression, and interpersonal skills.

We recognise that each student has an individual learning style and will benefit from each teacher's use of a variety of methods and strategies to enhance learning. We will promote a learning environment that not only accommodates and excites all learners, but also one that teaches children how to learn.

At the same time, we will promote a spirit of community, cooperation, and interdependence in which every child's contribution will be recognised, valued, and rewarded.

We are dedicated to encouraging and promoting the professional development of the staff and administrators in order to create and sustain this environment.

We recognise the importance of families as the primary developmental focus for each child and we promote an active collaboration between the home, the school, and the community which serves to strengthen the effectiveness of the quality education we strive to offer.

Saltus Grammar School Values

The Bermuda Royal Gazette for January 27, 1880 records the following:

"It is our painful duty to record the death of one who, for many years, has been a prominent member of this community and the personal friend of the Editor of this "Gazette". On Thursday last, at about two o'clock, Samuel Saltus, Esqr., of Norwood, breathed his last, calmly without a pang, surrendering his well-spent life into the hands of his maker. The esteem in which he was held was attested by the large number that attended his funeral on Friday afternoon, when the last solemnities were performed in the Parish Churchyard, Pembroke, assisted by the Rector of Smiths and Hamilton."

Our Founder was the youngest of a family of eight, six sons and two daughters, all of whom predeceased him and on his death, the family, which had been identified with Bermuda from its earliest history, became extinct.

The article in the Gazette speaks of a man whose transactions in business were widespread and one who enjoyed the highest reputation for honour and integrity.

Samuel Saltus was "slender of stature," and, "of a pleasing though somewhat reserved manner". His position in the community was one of marked trust and reliability. His opinions in business and political matters were "held supreme" because of his calm and dispassionate judgment. In 1865, he was approached to become Speaker of the House of Assembly, an honour that he declined because of his business commitment. He was a liberal contributor to the parish church; he showed kindness of heart and was boundless in his generosity which was unostentatious. The obituary notes that, "There are many who make more stir, and affect greater profession; but there are indeed few, who move on in the active world with the same solidity of character as did our late respected friend." It closes with the observation that "there are many traits in Mr. Saltus' character, which can profitably be held up to the imitation of young enterprising business people."

At Saltus we value...

Honour, integrity, trust, reliability, calmness in judgment, kindness, generosity and solidity in character.

The Dress Code

The Graduate Years offer students the opportunity to experience some of the freedoms of college or university within our school community. To this end, our 'uniform' requirements are different for the students at the most senior level. There is an expectation, however, that students will present themselves in an appropriate and respectable manner at all times. Should a student not adhere to the requirements of the dress code, he/she may be issued with a uniform notification slip and be required to go home to change before returning to school.

SGY 1

- Students may wear the SGY polo shirt (available from The English Sports Shop), or a white dress shirt and an SGY tie (available from The English Sports Shop). Male students must ensure that the polo shirt is tucked into trousers or shorts. Female students may wear the polo shirt untucked, but it must be worn in a neat and presentable manner.
- In the summer, male students may wear khaki, or dark trousers, and the female students may wear khaki, or dark skirts or trousers.
- In the winter, male students must wear dark trousers, and the female students must wear dark skirts or trousers.
- No Jeans or cords are allowed for SGY 1.
- Students may not wear jackets, other than blazers, to lessons or in school.
- School sweaters can be purchased from The English Sports Shop.
- School fleeces can be purchased from The English Sports Shop.
- Shoes for both male and female students must be black or brown in colour, and must be polishable.
- Canvas sneakers are not acceptable.

Two days in the week are designated as 'dress-up days'. On such days, students are required to wear clothing that is less casual.

SGY 2

- Students in SGY 2 enjoy slightly more latitude in the choice of their dress. We anticipate, however, that they will present themselves in a neat and appropriate manner. Male students may wear a shirt of their own choosing, but it must have a collar and should be of an appropriate cut and colour and may not carry either a motif or logo. Denim jeans are allowed, but these may not be baggy or untidy. Trousers (pants) must be of an acceptable cut and, like the denim jeans, may not be baggy or untidy.
- Female students in SGY 2 also may wear clothing of their own choosing and they too should present themselves in a neat and appropriate manner. Clothing must not be inappropriately tight or revealing. Bare midriffs, for example, are not acceptable. Female students may wear denim jeans, but the same restrictions apply to them as to the male students. Shoes may be of a student's own choosing, but they must be appropriate for the school environment and rubber, beach-type, flip-flop sandals are not allowed.

Two days in the week are designated as 'dress-up days'. On such days, students are required to wear clothing that is less casual.

Anyone not adhering to this code will be given a uniform notification slip and, when relevant, will be sent home to change.

Dress Requirements – General

- Ties must be worn such that they reach the top of the waistband. Failure to observe this general guide may result in a student being issued with a uniform notification slip.
- Hooded tops (hoodies) are not allowed. Failure to observe this general guide may result in a student being issued with a uniform notification slip and the hooded top will be confiscated.
- No headwear (including shower caps) may be worn. Failure to observe this general guide may result in a student being issued with a uniform notification slip.
- Male students in SGY 1 may not wear earrings, or chains.

- Male students in SGY 2 may wear one earring in each ear, but it must not be ostentatious.
- Female students in SGY 1 may wear earrings, but cannot wear chains, or ostentatious bracelets.
- Female students in SGY 2 may wear jewellery but it should be neither excessive nor ostentatious.
- Neither garishly coloured hair nor hair patterns are acceptable.
- A general guideline shall be that hair must be neat and tidy for both male and female students and, for male students, should not extend below the collar of the shirt. Long hair is not acceptable.
- Male students must not display significant facial hair.

In the event that a student fails to observe the restrictions outlined above, he/she may be sent home or may be given a twenty-four hour grace period in which to rectify the matter.

Assessment

Weighted Marks

Student grades are weighted, for ranking purposes.

The weighting is designed to reflect the relative levels of subject difficulty.

Honour Roll

At each grading period, students can achieve recognition on The Headmaster's Honour Roll, as well as The SGY Honour Roll.

To be listed on The Headmaster's Honour Roll, a student must achieve an overall grade of 80% for the grading period.

To be listed on The SGY Honour Roll, a student must achieve an effort total of 10 or fewer points for the grading period.

SGY 1 students on either Honour Roll will be provided with a lunchtime pass with permission to leave the school premises.

Private Study

Attendance in Private Study is mandatory for those students who are listed for the study period. Failure to attend may be regarded as truancy.

Absence as a Result of Illness

In the event that a student is absent through illness, parents are reminded that they must inform the Secondary Department Office by telephone on 292-2235, or by email attendance@saltus.bm

Truancy

If a student is absent from a lesson without reason, it shall be regarded as truancy. For a first instance of truancy, the student will be required to serve an SGY detention and a meeting will be held with parents. The student, teacher and the appropriate SGY tutor will be in attendance. In the event that the student truant for a second time, the Head of the Graduate Year will refer the matter to the Headmaster for his review.

Examinations

The end-of-year examinations are very important. Students should be aware that the examination grades are doubled when calculating graduation criteria and class rank. Should a student fail to achieve a passing grade in a subject, he/she may be given the opportunity to re-sit the examination to achieve the requisite standard. If a student fails to pass the year despite having been given the opportunity to re-take examinations, he/she may be required to repeat the full year or, where this is not felt to be either practical or beneficial, to leave the school without a formal graduation.

For those students who will be entering the North American college/university system, SAT scores can be important. Normally, students take the preliminary PSAT examination in Saltus 11, then the SAT in SGY 1. However, students are free to sign up for such examinations whenever they are offered.

Students may access an on-line SAT preparation site called "Method Test Prep". The School has a licence which will enable Saltus students to gain access such that they may develop the necessary skills to be successful in the SAT Reasoning Tests. These skills will obviously also be of benefit to anyone taking the PSAT.

Graduation

Graduation is achieved by continuous assessment over the two-year period of the programme. In order to qualify for graduation, a student:

- Must have passed both SGY 1 and SGY2. There are four grade periods in each academic year and end-of-year examinations in each subject for both SGY 1 and SGY 2. Grades are monitored closely at each of the mark periods.
- Must have an attendance record of 90% or better for the entire school year in both SGY 1 and SGY 2. Allowance will obviously be made for school trips and absence through injury or illness. A student who has an attendance record lower than 90% without reasonable justification will be required to repeat the year.
- Must have completed the mandatory community service element of the SGY 1 programme.
- Must have discharged all financial obligations to the school.

Academic Sanctions

Completion and Submission of Homework and Other Set Work

Students must submit assignments in a timely manner and observe all stipulated deadlines.

In the event that an assignment is not submitted on time, but is turned in within a twenty four hour grace period, the student shall be awarded 50% of the marks available for the assignment.

If work is not submitted within the twenty-four hour grace period, the student will be awarded a grade of zero. The subject teacher will not mark any other submissions from the student until the original assignment has been submitted for review.

Failure to submit work in a timely manner will be reported to the Head or Deputy Head of the Graduate Years. Students reported will be required to serve a detention on the day in question during which time they will complete the assignment.

Detention

The Graduate Years programme affords the students the opportunity to develop some sense of personal responsibility and accountability, both of which are essential in a college or university environment. Some individuals require a more formal framework of sanctions to encourage such development. To this end, there is provision at the Graduate Years level for student detention.

A student may be required to remain after school (from 3:45 p.m.) for a period not exceeding 80 minutes for the following: poor behaviour, tardiness to class, or for incomplete or poor work. Should a student be awarded three uniform notification notices, he/she may be required to attend a Saturday morning detention.

Punctuality

- In SGY 1, students are expected to be present in school by 8.20 a.m. in order to arrive promptly for their 8.25 a.m. registration. Students who are late for registration twice in a week will have to attend a Saturday morning detention.
- In SGY 2, students are expected to be in school at least 10 minutes prior to the scheduled starting time for their lesson. In addition, they are expected to be on time for all scheduled tutor registrations. Students who are late for registration twice in a week will have to attend a Saturday morning detention.
- Students should not visit their lockers between periods but should ensure that they have all the materials they require.
- In the event that a student arrives more than five minutes late for a lesson, he/she may be denied entry to the class by the subject teacher unless he/she has a note of explanation for their tardiness from either the Secondary Secretary or the Head or Deputy Head of the Graduate Years. A student who has been denied entry to a class shall report immediately to the Private Study supervisor in the SGY workroom. It shall be the responsibility of the student to make up all work missed as a result of their tardiness. In addition, the student shall serve an SGY detention on that day for a period of not less than 40 minutes.
- Attendance is extremely important and students must be aware that a record is kept and is reviewed by the school. In order for a student to graduate, he/she must have an attendance record of 90% or better for the entire school year in both SGY 1 and SGY 2. Allowance will obviously be made for school trips and absence through injury or illness. A student who has an attendance record lower than 90% without reasonable justification will be required to repeat the year.

Exclusion from Lessons for Inappropriate Behaviour

Poor behaviour in class is disrespectful and disruptive to the learning of others. Such behaviour is not acceptable. A student who behaves inappropriately risks exclusion from the classroom.

For a first instance of such behaviour, the student will be required to serve an SGY detention and a meeting will be held with parents. The student, teacher and the appropriate SGY tutor will be in attendance. In the event that the student behaves inappropriately for a second time, the Head of the Graduate Year will refer the matter to the Headmaster for his review.

Commitment to the School

We anticipate that SGY students will be seen to be positive contributing members to the community of our school. We hope that, as part of their programme, they will seek opportunities to display commitment in sports, drama, music, inter-house competition, debating, mentoring programs, and the many other areas of school life in which they can be significant role models for the younger students. Such commitment speaks well of an individual and does not go un-remarked when faculty are considering college and university recommendations.

The Gosling Centre

We are extremely proud of the Gosling Centre, the latest addition to the school's facilities, and the SGY programme enjoys the use of both the common room space, "The Reiss Centre", and the adjacent quiet study area, "The Gibbons Room". We expect that students using these rooms will behave in a responsible manner and take a genuine pride in the facilities. There are some general guidelines and responsibilities which students are required to observe:

Common Room and Work Room

These areas will be tidied at the end of each day by allocated SGY 1 tutor groups. All students using the rooms are required to assist by ensuring that the spaces are left free of litter and that furniture is not left in disarray. Students may not eat or drink in the work room and food and drink items consumed in the common room must not be left on tables or on work surfaces. In the event that students do not observe these simple requirements, the Head of the Graduate Years reserves the right to exclude individuals or the year groups as a whole from the rooms.

In the event that a student causes serious willful damage to the rooms, he/she will be suspended pending a review of the circumstances by the Head of the Graduate Years and The Headmaster. Such a review may result in the student being excluded from the programme.

The corridor spaces are not to be used as meeting spaces and personal possessions must not be left in this area. When using the corridors, students should be mindful of the fact that there are teaching rooms adjacent to the space and unnecessary noise affects the students in these rooms.

The Southern Balcony

This area is not to be used without permission from the Head of the Graduate Years. The balcony may be used only by students in The Graduate Years programme, by visiting parents and by the teaching staff. Access is controlled and permission must be obtained to use the key to gain access from the eastern doorways. Access via the staff work room at the western end of the verandah is forbidden. Furniture must not be taken onto the balcony.

Visitors

All visitors to the school must report to the Secondary Department office upon arrival. A visitor will be issued with a badge that must be worn whilst on the campus. Students are advised not to encourage visitors to the campus during the school day. There is ample time to meet friends outside school hours.

Student Cycle and Car Use

Students who have been given permission to ride their motor cycle to school are required to observe the following guidelines:

- In consideration to parents entering the school at the start of the school day, students arriving on cycles should slow down prior to entering the main gate and move without delay to the side of the roadway before coming to a complete halt. At the end of the school day, we ask that cyclists assist by leaving in a controlled and responsible manner in order that traffic may pass freely into and through the school grounds.
- When leaving the school at times when the one-way restriction is in effect, cyclists must observe the traffic flow past the administration centre and the Upper Primary buildings onto Woodlands Road. Students must drive through the grounds in a responsible manner at all times.
- Students leaving the grounds at times when the one-way restriction is not in effect, may leave from the St. John's Road gateway.
- When approaching the St. John's Road gateway from the north, it is not legal to make a right turn at the top of the hill. This is a blind corner and turning here poses a risk to all road users.
- Students may not park outside the main gateway either before or after school. This encourages others to visit and can cause inconvenience and congestion.
- Students must observe the Highway Code at all times.
- Irresponsible use of your cycle will result in permission being withdrawn.
- Students must not sit on, interfere with or congregate near cycles that are parked in the grounds.
- Cycles must be registered with the appropriate Department Deputy within one week of school opening. In the event that a student passes his/her test or obtains a cycle during the course of the year, he/she must register the cycle before it may be parked within the grounds.
- Students in The Graduate Years who are eligible to drive a car may NOT park the vehicle within the school grounds.

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