

SALTUS



Parents' Handbook
Whole School Policies

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This document contains those policies which are applicable in all departments of Saltus Grammar School. Each Department has its own Parent Handbook which contains information which is particular to the arrangements and procedures applicable at that level of our school.

Laptops

Each student in Saltus 7 and above is required to have a laptop computer and to bring it to school each day. For maintenance and operational reasons, we require laptops to be purchased through the School. Laptops are not used in every lesson; however, we believe that, while the use of laptops in class and for homework aids understanding and enriches the learning process, the acquisition of a high level of I.T. proficiency is an absolutely essential part of preparation for adult life.

Electronic Systems Policy – Student Acceptable Use Policy

The laptop computer forms part of each student's educational equipment and we believe that it is as vital to the learning process as the use of exercise books, textbooks, file folders and reference material.

With this premise firmly in mind, we believe that each student has a responsibility to ensure that this essential learning tool is always available and that it is always in good order. We appreciate that faults do arise and that service delays can be frustrating. We know from experience gained since the beginning of the ICT initiative, however, that many of the faults and frustrations can be avoided if each laptop user abides by a clear set of procedures and policies.

The school appreciates that ownership of an individual machine allows for individual styles of use. The student laptop purchased as part of our curriculum initiative is nonetheless required for educational rather than recreational purposes and thus it is that we require that students abide by the policies expressed in this document.

The Following is a Summary of the Saltus Grammar School Acceptable Use Policy

- You should refrain from the installation of games on your machine since this will adversely affect the performance of your machine. Should you elect to install game playing software, you may not play games in school without the permission of a teacher. Games that are played via the network, Internet, or Peer-to-Peer are not permitted at any time.
- Keep 'personalisation' to a minimum or refrain from it completely.
- You must not use your laptop for the playing of music CD's in school unless such use is required for teaching/learning. Excessive use will reduce the effective life of the CD mechanism.
- Charge your battery every night.
- Label your power cord and bring it to school each day.
- Be careful to wind your power cord loosely.
- Do not use Standby or Hibernate mode.
- Do not close the lid while your laptop is powered up.
- Do not walk around with the machine on (with screen open or closed).
- Keep your machine on a flat surface when it is on.
- Carry your laptop in a padded laptop bag at all times when not in use.
- Store your laptop in your locker when you are not using it.
- Keep your passwords secret!
- Do not use your user name and password on someone else's computer or vice versa.
- You may not download/upload files at school or share music or other file types on the network.
- You may not bring inappropriate screen savers, background themes, or pictures to school.
- Pornography is not permitted.
- Back up your work daily. Only school-related work may be stored in your personal network folder.
- You may not use a chat programme while in school.
- E-mail may not be used in the classroom except for school-related purposes.
- Hacking is a very serious offence.
- Plagiarism is a very serious offence.
- Students must ensure that they are in possession of a "working laptop" (a laptop with working accessories and wireless connection) In the event that a fault develops, our Help Desk should be advised.

There follows a fully enunciated Acceptable Use Policy.

We would ask that both parents and students read this document carefully and that individual users abide by the advice, the restrictions, the requirements and the sanctions expressed here.

The Acceptable Use Policy

General

- The school requires that all laptops fulfil their function as a learning tool. If, in the opinion of the school, a student machine has been adversely affected as a result of personalisation, by the loading of inappropriate software or if inappropriate material has been stored on the hard drive, the school reserves the right to take the necessary steps to address the problem, including returning the machine to its original factory state (GHOSTING). Such a procedure will result in the irretrievable loss of all information stored on the hard drive. Students are **STRONGLY** advised to ensure that work is saved to the network, or optionally to a CD-R or flash drive daily.
- Laptops should be kept on a flat surface when powered up and should be properly shut down before closing the lid.
- Failure to shut down when closing the lid could cause the laptop to overheat and become damaged, and will cause problems with network connectivity.
- The laptop should not be moved while powered up. The laptop hard drives are extremely delicate and any movement could cause failure.
- Under no circumstances should students walk around with their laptops on, with screens open or closed!

Computer Games

The school strongly recommends that games not be loaded onto student laptops.

The installation of games can cause significant protection errors that interfere with the speed of the computer. Laptops which have games loaded run much more slowly than those that do not and this adversely affects performance in the classroom.

The installation of games can adversely affect the use of the laptop as a learning resource.

Students are not permitted to store/install games on the school network or on any other school-owned computer. Likewise, students are not permitted to play games across the school network, Internet or Peer-to-Peer. This greatly increases network traffic and adversely affects other network users.

Laptop 'Personalisation'

The School strongly recommends that students refrain from excessive, unnecessary laptop personalisation. Excessive 'personalisation' will adversely affect the performance of your machine.

The addition of such material interferes with the efficient operation of the machine and can serve as a distraction during lesson time. In the event that a student machine is found to be adversely affected by personalisation, the school will require that the machine be cleared to restore its functionality. In the event that students fail to comply with this request, a student machine may be 'ghosted' (returned to initial factory state).

Chat Programmes

The use of 'chat programmes' is forbidden in school. Use of such programmes within the school will be blocked.

Music/Movies

The laptop is principally for educational use and, whilst the school recognises its recreational possibilities, it may not be used for the playing of music or the viewing of movies whilst in school unless permission is given by a member of staff. Students are not permitted to share, upload or download music, movie, or any other types of files in school.

Power Issues

Students are responsible for charging their laptops at home each night. Power outlets are provided in the classrooms in the event that a laptop's battery power becomes depleted. Particular care should be taken in the storage of the power cord and power 'brick'. Wires wrapped too tightly can cause kinks and will result in a failure. Please note that spare power cords and power bricks are NOT available for loan from the Help Desk.

Carrying/Storage

All laptops must be carried in a padded laptop carrying case. Laptops should be kept in these cases at all times except for when they are in use. Students should not pack food or drink in their laptop bags. The Help Desk will not release a laptop to an individual if an approved laptop bag is not present at time of collection. Similarly, laptops will be removed from students who are seen carrying them without an adequate laptop carrying case.

At no time should laptops be left unattended! Laptops should be stored inside lockers when not in use.

Wheeled laptop bags are allowed but not encouraged. Students using a wheeled bag must pick up and carry the bag up and down stairs. Dragging the bag up or down steps can severely damage the hardware components in the laptop.

Laptop Use During Non-Class Time

Students may use laptops during lunchtime in any of the following areas of the school:

- In a home room/classroom when a teacher is constantly present and permission to use the laptop has been sought and has been given by the teacher.
- In the library research centre or the covered lunch area with the permission of the librarian or supervising staff member.
- In the computer rooms with the permission of the IT staff members (Students must observe posted regulations regarding room use and availability).

Note: Students who are using the machines for non-work related activities will be asked to leave the rooms should other students wish to have access for research or for subject based activities.

Laptops may not be used by any student during recess.

Printing

By using the network, pupils can print to any classroom printer, or to the Help Desk printer or Library printer. For this purpose, the network can be accessed from anywhere within or around the main senior school building, including the covered lunch area (before school and after school only).

Students may only print school related work to school printers. The school has print monitoring software in place which tracks printer usage by each user.

Anti-Virus Software/Virus Definitions

The school installs anti-virus software on all student machines. To avoid the proliferation of viruses, virus definitions are automatically updated each time a user logs on to the school network. All workstations will be monitored for viruses and will be automatically disconnected from the school network should a virus be detected. Users should then visit the Help Desk for assistance.

Network Passwords

In order for each individual student to access the school-owned network, which allows them to print, have access to network folders, and the Internet, a username and password is required. Passwords are issued to all students when they enter the school. Students in S8-S13 are permitted to change their passwords while students in S7 may not. Passwords may be changed through the Help Desk if necessary. A password should be six (6) characters or more and may include letters, numbers and/or symbols. Passwords must be kept secret and students should not under any circumstances divulge that information to any other students.

Students are not permitted to log onto the network using other individuals' usernames and passwords, with or without their knowledge. Logging onto the network using other individuals' usernames and passwords without their knowledge or consent constitutes hacking.

Sharing Files/Folders

Students are not allowed to share items from their hard drives or network folders across the network, Internet or Peer-to-Peer. Students may not install downloading software on their laptops. This includes applications such as Limewire, Napster, Ares, and the like. We reserve the right to 'ghost' the laptop should inappropriate software be detected.

The school network is regularly upgraded to accommodate the increase of student usage. However, it cannot support the constant uploading/downloading of such things as games, pictures, mp3's, movies, etc. that are not school-related.

Student Home Directories

Individual network folders are set up to allow students to back up and store school-related material. In the event that a student machine has to be “ghosted” (returned to initial factory state) all material saved to the hard drive will be irretrievably lost.

It is essential that students in the laptop programme back up their school work frequently, in case there is a malfunction with their laptop.

Students are totally responsible for the material in their own individual network folders. Similarly, students may only save items to their own personal folders and nowhere else on the network.

Students are not permitted to save anything that is not directly school- related to the school network.

The Help Desk will monitor student folders on a regular basis in order to ensure proper usage throughout the year.

Internet

On the Saltus campus, students are able to access the internet via a wireless connection. Students are not permitted to use the Internet for any illegal activity. This includes accessing inappropriate adult sites. The school has in place a very sophisticated filter, which denies access to most undesirable and inappropriate sites on the Internet. This filter is updated on a daily basis. While this provides a measure of reassurance, it must be understood that the filter does not always block everything. Therefore, we suggest that parents periodically examine their child’s laptop content.

It is recommended that Internet use be monitored at home.

Internet/E-mail Acceptable Usage Policy

Why is Internet Use Important?

- The purpose of Internet use in school is to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance the school’s management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and students.
- Internet access is an entitlement for students who show a responsible and mature approach to its use in a manner that is consistent with the school’s Acceptable Use Policy (A.U.P.).
- The Internet is an essential element in 21st Century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

Benefits of Using the Internet in Education Include

- Access to world-wide educational resources including museums and art galleries.
- Educational and cultural exchanges between students world-wide.
- Cultural, vocational, social and leisure use in libraries, clubs and at home.
- Access to experts in many fields for students and staff.
- Staff professional development through access to international developments, educational materials and good curriculum practice.
- Staff communication with support services, professional associations and colleagues.
- Improved access to technical support including remote management of networks.

Internet Content

- The school Internet access will be filtered.
- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for students. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.
- If students discover unsuitable sites, the URL (address) and content must be reported to a member of the staff and this information will be communicated to the Help Desk and the MIS department for immediate action.
- Students should be critically aware of the materials they read and validate information before accepting its accuracy.
- Students should acknowledge the source of information and respect copyright when using Internet material in their own work.

Please note the following:

- Students will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of students.
- Students will be guided in on-line activities that will support the learning outcomes planned for the students' age and maturity.
- Students will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.

Using E-mail

- Students may only use Saltus e-mail accounts on the school system.
- Students must immediately tell a teacher if they receive offensive e-mail.
- Students must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone unknown to them in e-mail communication outside the school environment. Particular care should be taken in the use and membership of 'chat rooms'.
- Access in school to external personal e-mail accounts may be blocked.
- Social e-mail use can interfere with learning and must be restricted to out-of-class time unless its use is sanctioned by a teacher.
- Students using e-mail must endeavour to observe the normal courtesies required in letter writing when composing electronic messages.
- The forwarding of chain letters is banned.

Management of Internet Content

- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff and students' home information will not be published.
- Web site photographs that feature students will be selected carefully and will not enable individual students to be identified.
- A student's full name will not be used in association with an individual photographs unless prior written permission has been sought from a parent or guardian.
- The headteacher or nominee will take overall editorial responsibility and ensure content is accurate and appropriate.

Newsgroups and Chat Rooms

- Students will not be allowed access to public or unregulated chat rooms. The use of educational chat environments may occasionally be appropriate however. This use will always be supervised and the importance of chat room safety will be emphasised.
- Newsgroups will not be made available unless an educational requirement for their use has been demonstrated.

Parents and students will work in partnership with staff to resolve issues.

E-mail

- Students will be assigned an e-mail address.
- Saltus e-mail accounts may be monitored from time to time to ensure proper use. Executables and messages carrying viruses will be blocked.
- Students are not permitted to send or receive attachments such as music files or movies.
- Students are not permitted to access non-Saltus e-mail accounts (e.g. hotmail, yahoo, ibl, northrock, etc) during the school day.
- The use of e-mail during the school day must be for educational purposes – submitting or executing assignments, etc.

Hacking

Any type of hacking (defined as any attempt to gain access to folders, databases, or other material on the network to which one is not entitled) is considered to be an extremely serious offence.

Pornography

Students are forbidden to store pornographic material on their laptops. In the event that a student is found to have contravened this clear regulation, he/she would be subject to the sanctions expressed below.

Note: Parents would be contacted and would be asked to come in to school in order that they might see the material and to meet with the Head of Year/Head of School.

Theft

Stealing is a very serious offence. While theft of laptops has never been a problem at Saltus, laptop accessories are vulnerable. We strongly recommend that students label their accessories (power cords, power bricks, backpacks and wireless cards) with a permanent marker or paint pen.

Plagiarism

Plagiarism, an extremely serious offence and can result in a failing grade for an assignment or even an entire course or disciplinary action, including expulsion.

The School's policy with regard to plagiarism is expressed in the Handbook 'School Policies'

Regulations and Consequences

We assume that the majority of the student users will behave in a responsible manner and that such behaviour will maximise the benefit to be derived from the use of the laptop as part of the learning experience.

Those individuals who choose to use their equipment in an unacceptable manner will be subject to the sanctions expressed in the Secondary Department's Code of Discipline.

Laptop Sanctions

Saving material other than academic work on the network	Detention
Using e-mail during lessons	Detention
Using chat programs at any time	Detention
Downloading files etc. contrary to AUP (e.g. games)	Detention
Use of another student's facilities without their permission	Detention
Bringing offensive material into school	Detention + parents called in
Major hacking, i.e. attempt to damage another user's files or the system	Suspension/Expulsion

Students who give particular cause for concern may be tracked by both teaching and systems staff and additional appropriate sanctions may be imposed.

Notes

1. For some offences the laptop may have to be temporarily confiscated to remove the offending program or material.
2. A 'working laptop' includes a working wireless connection and all necessary accessories. A laptop is not regarded as working if it runs at an unacceptably slow speed, whether by reason of being over-customised or otherwise.
3. We believe that the possession of a working laptop is essential for each student. Repeated failure to bring a 'working laptop' to school will result in a personal approach from the school administration.

We believe that students who adhere to the terms of this Acceptable Use Policy will experience fewer use-related faults and service issues. We assume that the majority of students will adopt a sensible approach to the use and management of their laptop and the school will acknowledge those who are identified as exemplary users through the awarding of Credits.

Admissions Policy

Admission, at all levels of the School, is the responsibility of the Deputy Headmaster, in consultation with the Headmaster and the Heads of the various School Departments where appropriate.

Since the demand for places is normally greater than the number of vacancies which arise each year, particularly in the lower year levels, an early application is recommended, accompanied by the required documentation where appropriate.

Applicants to Saltus will be admitted to available places according to the following criteria, in order of priority:

- The school's professional determination of the ability of the student to benefit from the Saltus curriculum. (While the school seeks to offer learning support for students with occasional or mild learning difficulty, it cannot guarantee to provide facilities for those with more severe learning or behavioural problems);
- Equal access for both boys and girls;
- Siblings of students already enrolled at the school on the date of the applicant's arrival;
- Children of alumni;
- Date order of receipt of application.

The Headmaster, in seeking to administer this policy fairly, reserves the right on behalf of the Trustees to take into account such other factors as may from time to time be, in the school's judgment, in the interests of individual applicants and of the school.

Bursaries

Saltus is committed to providing an education of the highest quality for all students and to fostering and encouraging what is best in the individual. The School welcomes applicants regardless of sex, race, religious preference or national origin. In order to maintain the diversity of our student body and to make Saltus accessible to young people of all socioeconomic backgrounds, a strong bursary programme, administered by the Deputy Headmaster of the School, is maintained through annual giving, income from certain endowed funds, and other gifts from friends of the School. These bursaries fall into two categories:

Scholarships

Scholarships based primarily upon merit although, in specific instances, reflecting need as well – are awarded to qualified students. Certain Scholarships, classified as “Honorary Scholarships”, carry no financial reward, but the student’s achievement is recognised by the placing of his/her name on an Honours Board located in the Secondary Department.

Details of individual scholarships are listed on the School’s website at www.saltus.bm

Financial Aid

Financial Aid is available to those at all year levels, except students entering the Foundation Year (unless special circumstances, determined at the discretion of the school, warrant) who might otherwise not be able to enjoy the benefits of a Saltus education.

The School’s Financial Aid Statement must be completed accurately and filed with the Admissions Office by March 31 (preceding the start of the school year in September). The same form is also used by all candidates for scholarships in which need is a factor. All information contained in the Statement is held in the strictest confidence and seen only by those with the responsibility for determining any awards to be made. Parents must notify the school immediately if there is any change in the family’s financial circumstances as indicated in the Statement after the deadline date. The amount of aid awarded is entirely at the discretion of the school and is for the year specified only. A new Financial Aid Statement must be filed by March 31 each year if continued assistance is to be considered. The award will be reviewed at that time and may be renewed at the same or at a different level, or may be terminated. Although aid is determined in the first instance by need, it is also held subject to the continued good academic standing and behaviour of the student concerned. Any significant decline in either could lead to the loss of any assistance.

Parents of students accepted into the Saltus after March 31 each year are still able to apply for Financial Aid through the process described above. Such parents must appreciate that funds available for late applications may be more limited.

Aid is granted on the understanding that the portion of the school fee not covered by the award will be paid in full by the parent(s) before the conclusion of the academic year for which the aid was given. Failure to comply with this condition could lead to the withdrawal of the aid in future years.

Laptop Aid, for students entering the first year of the Laptop Programme, is determined in a similar manner, using the same form, although the deadline for application will vary according to when the latest laptop offer is received from the supplier.

All matters relating to Financial and Laptop Aid should be directed to the Deputy Headmaster.

AIDS Policy

There clearly is still a great deal of misinformation on how AIDS can be contracted despite the fact that it is now one of the most researched diseases in history. Based upon the conclusion of the U.S. Public Health Services that 'casual contact does not place others at risk for getting the illness', plus advice from our own medical advisors that there is no danger of horizontal transmission from child to child, we adhere to the following guidelines published by the Centers for Disease Control in Atlanta and endorsed by the Executive Committee of the NAIS Board of Directors.

Blood Tests to screen for AIDS will not be required at Saltus.

We will ensure each child's privacy and all medical records possessed by the school will remain confidential.

Children known to be carriers' of the AIDS virus will be educated along with the other children in an unrestricted environment. All normal rules of hygiene will be observed.

Anti-Harassment Policy

Any incidents involving sexual, physical or emotional harassment, or racial, religious or ethnic intolerance, or physical abuse or threats, will be dealt with as serious disciplinary matters.

In a school environment Harassment is often referred to as 'Bullying'. Such behaviour may include but is not limited to the following:

Physical abuse	Hitting, kicking, taking or hiding property
Verbal abuse	Name calling, teasing, insulting
Emotional abuse	Exclusion, tormenting, spreading rumour

At Saltus we will:

- Promote an atmosphere of positive behaviour in which harassment will not be tolerated.
- Encourage independence and value individuality.
- Ensure a response which identifies and eliminates harassment.

Behaviour which is hurtful to another member of the School population whether it be physical, verbal or emotional hurt, will not be tolerated.

Cellular Telephone Policy

If a student brings a cellular telephone to school, he/she may not use it during the course of the school day it must be switched off and should be locked securely in a locker or in a school bag.

- The school will accept no liability whatsoever for the loss, theft or damage to a cellular telephone.
- If a student is seen to be using it, or if it has not been turned off and it goes off in class, it will be confiscated.
- Confiscated telephones will be handed to the administration office.
- In the event that a telephone is confiscated, the owner will be given a letter to take home to give to a parent, advising them that the rule has been broken.
- The parent must report to the school to collect the telephone on the student's behalf.
- A parent must return the letter to the school at the time they come to collect the telephone.

Child Abuse Reporting Policy

Mandatory Reporting of Child Abuse

The Children’s Act 1998 states that “...any person who performs professional or official duties with respect to a child, including... a school principal, teacher, counsellor..., who, in the course of that person’s professional or official duties, has reasonable grounds to suspect that a child is suffering or has suffered significant harm, shall forthwith report the suspicion to the Director [of Child and Family Services] with the information on which it is based. No civil action lies against a person by reason of that person reporting [such] information unless the reporting of that information is done falsely and maliciously.”

The Act goes on to specify maximum penalties for non-compliance (a fine not exceeding \$3000 or 6 months imprisonment).

The responsibilities imposed by the Act apply to each individual teacher, not to the School as a whole.

If a teacher has “reasonable grounds to suspect” that a student is suffering or has suffered abuse, he/she will discuss the matter first with senior administrative staff, who may be aware of circumstances amplifying or moderating the grounds for suspicion. If such grounds remain, contact with Child & Family Services may be made by the teacher or by the Head of School Department as appropriate. The Headmaster and the school counsellor will both be informed.

Action must be taken in the following cases:

Any teacher having cause to believe that the student is being physically abused is legally obliged to inform their Head of School Department who is similarly obliged to notify the authorities.

Any indication of harassment, whether physical or verbal, will be referred to the appropriate Department Deputy without delay.

Parents will be notified by telephone of any event which may have caused significant distress to their child.

Counselling Protocol

We view counselling as an educational/psychological philosophy that incorporates a distinct, structural program of services to all students. This philosophy is based on the belief that each child in our school is unique and singular, possessing intrinsic personal worth, dignity, with specific rights and deserving of unconditional positive regard and respect.

Counselling Policy

The policy of Saltus Grammar School counselling programme is – within the school’s resources – to identify, refer, assess and assist students whose school performance is adversely affected by personal or behavioural problems or difficulties or where they interfere negatively with the learning of other students.

- The counsellor will give internal confidential guidance to individual students, respecting professional limits.
- The counsellor will be a consultant to and liaise with external agencies and parents when needed. As a consequence of having a school counsellor, the school intends to contribute to education and awareness of all its teachers in this area.

Dishonesty and Theft

We will not tolerate lying or stealing. Both are very serious disciplinary matters; stealing, in particular, generally results in expulsion. Stealing also includes using others' possessions without their permission. Students must be clear on this principle: the unauthorised use of someone else's computer files or personal belongings is considered to be theft.

Drug Policy

We are concerned about the abuse of drugs in our community and that involvement with such substances poses a serious threat to any individual's future. We believe that we have a responsibility to all members of the School and we will work hard to ensure that all students are educated about the dangers of drug abuse. If a student's performance or behaviour leads us to believe that there may be a problem with which we can help, we may require that a standard confidential test be taken. We would hope that the individual concerned would cooperate, for this will be the first step in the process of guidance and assistance. Whether the test is positive or negative, our concern will be to continue to assist the individual student with counselling and care. If a student is unwilling to work with us and if we believe that others in our community are at risk because of this, regrettably, we would have no alternative but to require the person concerned to leave the School. Needless to say, any student attempting to supply illegal substances to others risks immediate expulsion. Any student bringing illegal substances into the School will be reported to the police.

Fees

School fees for the following academic year are determined by the Board of Trustees during the previous Spring Term. As soon as the fees have been determined, parents are notified in a letter from the Headmaster, which also outlines the rationale behind the decision made.

Payment Plans

When first entering the School, parents choose from three Payment Plans when deciding the method of fee payment which best suits them. These are detailed on the Tuition Payment Plan which new parents will receive.

A. One Payment	Due before and no later than August 31
B. Two Payments	One half due before and no later than August 31, and the other half due before and no later than February 29
C. Ten Payments	Due before and no later than month end, August – May

Parents must note:

- Late payment of fees will result in finance charges.
- Failure to pay fees on time may result in the student's reports being withheld or the student being asked to leave the school and the matter being placed in the hands of the Bermuda Credit Association.
- Financial Aid and Scholarship credits will be applied in the same proportion as the Plan selected.
- If the chosen payment plan is to be changed, the Bursar's office must be notified by June for the next school year.
- The school's policy with regard to the withdrawal of students from Saltus:
"One full term's advance notice of withdrawal in writing is required in order to withdraw a student from the school. If less than one full term's notice in writing is provided, the school may require the payment of the full term fee and retain the initial deposit as indemnity for the unoccupied place".
- A student will not be permitted to take examinations, receive grades, or request that transcripts be released until all outstanding fees have been paid.
- Regardless of the Payment Plan chosen, fees for withdrawals during the school year will be recalculated using the monthly plan. The monthly plan will also apply to students entering mid-year.
- Music fees and rentals are billed at the beginning of each term. Please contact the Head of Music in the Secondary Department with queries.

Payment Methods

Payments should be made by one of the following methods:

- Check
- Standing order
- Direct Deposit at the Bank of Bermuda Easylink (<https://easylink.bankofbermuda.com/>) or Bank of Butterfield (<https://www.butterfielddirect.com/>)

Third Party Payment

The payment may be set up as a third party payment using the following settings:

1. Create a Third Party Payee within your banking profile.
2. The Payee account name should be "Saltus Grammar School".
3. The account number is 010-030476-004.
4. The account currency should be set as "Bermuda Dollars".
5. The bank should be set as "Bank of Bermuda".
6. The completion of the Third Party Payee set up will take up to three days to create in your account profile.
7. Check that the Third Party Payee list contains Saltus Grammar School after a few days.
8. Once the set up has been completed, online payment of fees will be possible.

N.B. – It is essential that the comment line be completed in any third party payment to allow the accounts office to correctly identify your payment. Please insert STUDENT NAME into the comment box.

Any questions regarding fees should be addressed to the Bursar.

Home/School Contact

Departmental and Whole School messages will be posted via the Parental Electronic Notice board (P.E.N.) and such messages will be sent to parents using the listed PEN e-mail address requested on our Student Information Form.

Good communication between home and School is extremely important. Our staff may use e-mail to contact a parent should an academic or behavioural concern arise. The contact will establish a first meeting and parents will be asked to meet to discuss the matter more fully.

Parents may use e-mail to contact teaching staff, but they should be aware that staff members may not respond immediately for they will be engaged in their teaching.

Homework Policy

Homework is not set in our Foundation or Lower Primary Years. Details of the arrangements for homework for both Upper Primary and Secondary may be found in the relevant Departmental Parent Handbook.

Medical Policies and Guidelines

Illness

In the event that a student is unwell during the course of the school day, he/she should report to the Department office. If appropriate, the secretary may administer mild pain relievers (e.g. Tylenol) but will contact the individual's parent before doing so. If circumstances should warrant it, the parent may be asked to collect the student and take him/her home.

In the event of an emergency, qualified staff members may administer first aid/CPR; the situation will be assessed and appropriate action taken. In such circumstances, the parent will be notified immediately using one of the emergency contact numbers on record at the school.

If a student is absent from school due to general illness, we would expect them to do as much reading as possible. However, should the illness last for more than three or more days, work assignments may be requested from the form teacher. The school should be kept abreast of the situation and the child's progress.

Contagious Conditions

If your child is suspected of having a contagious condition that could infect other students or staff, please do not send your child to school. The school will require a certificate either from the Bermuda Health Department or your family doctor to verify that the infectious period has passed, and it is safe for your child to return to school. Any child with a fever, vomiting or diarrhoea must stay home for at least 24 hours following their last episode. Infectious conjunctivitis must be treated with prescription drops for at least 24 hours before returning to school and Impetigo and Ringworm must be treated for 48 hours and be dry prior to the student's return. Impetigo and Ringworm must be completely covered and the child may not shower at school.

Prime Examples are:

Conjunctivitis, Chicken Pox, Ringworm, Strep Throat, Impetigo, Head Lice and Nits

Any child with Head Lice or nits must remain home until free of both. Students may only return to school once they have being cleared and given a letter by the Government Health Department.

Prescription Drugs

The school does not provide pain-relievers of any kind for students. Should a student require medication to be taken during the course of the school day, parents are asked to inform the school accordingly and provide the necessary medication. The school will require parents to sign a Medication Release Form.

Absence Resulting from Illness

If your child is absent please notify the Department Office on that day, before 8.30am. If the illness lasts three days or more, please provide a Doctor's certificate and homework assignments may be requested. If your child has 10 days off school in the year a doctor's certificate must be provided for every day off thereafter.

Unwell at School

You will be informed and should collect your child as soon as possible, within the hour. This is for the benefit of your child and others.

Medication

Any medication, including Tylenol and prescription medication, must be handed to the teacher or Matron, with a signed note stating: name of child; medication; dose; dates and times for administration. Only asthma reliever pumps should be in backpacks.

Serious Medical Conditions

You must inform the school in detail, providing medications, equipment and your expectations, at the start of each school year. Medic Alert bracelets are allowed, if you wish.

Contagious Conditions

1. Fever, diarrhoea and vomiting: Excluded for AT LEAST 24 hours after last episode, may return if feeling well.
2. Conjunctivitis: Excluded until treated with 4 doses of antibiotic drops, usually 24 hours, may return if redness and discharge has ceased. If your child has allergic conjunctivitis, which is not contagious, we may require a doctor's note.
3. Rash: All rashes must be diagnosed by your doctor and a doctor's note is required.
4. Ringworm: Must be covered with a dressing or clothes. Your child is not permitted to swim or shower at school.
5. Impetigo: Must be covered with a waterproof dressing until dry.
6. Nits/Lice/Scabies: Must be treated with recommended medicated lotion or shampoo. We require a clearance note from the Government Clinic prior to return. Doctor's notes are not accepted.
7. Mumps: Excluded for 9 days after swelling. May return if well, with Doctor's note.
8. Glandular Fever (Mono): May attend school if well, with a Doctor's note. To avoid kissing, sharing utensils and contact sports. (Risk of ruptured spleen).
9. Chicken Pox: May return on day 6 after the appearance of a rash, if well, lesions have crusted and with a Doctor's note.
10. Rubella: Exclude for 7 days after onset of rash, if well, with Doctor's note.
11. Measels: May return 4 days after rash, if well, with Doctor's note.
12. Whooping Cough: Return after 5 days of antibiotics, if well, with Doctor's note.
13. Strep Throat: May return after 24 hours of antibiotics, if well with Doctor's note.

Asthma

Ventolin or other fast relief inhaler should be kept in backpack, with a spacer device, at all times. This ensures the pump is available at home, school, on the bus etc.

Diabetes

Please provide all equipment, medication and instructions and expectations. This includes adequate meals and snacks, needles and strips, monitor and Hypo pack, 4oz juice boxes, glucagon, carb snacks etc.

Menstruation

Is not an illness. Participation in PE and other activities is expected. Please send supplies daily. Your child will be excused from showers and swimming if a signed note is sent to the PE teacher on that day.

Food Allergy

Provide information, medication and expectations at the start of each year.

Epilepsy

Provide medication, information and expectations at the start of the school year.

Further information is available from The Government Clinic or Upper Primary Matron on 292-6177 x 6240. Hours 8.30 to 1.30 p.m.

Absence for Reasons other than Illness

In the event that a student is absent from school as a result of illness, please consult the relevant Departmental Parent Handbook for information relating to school contact arrangements.

Absences for reasons other than illness are disruptive to educational routine but, more importantly, we believe that it is vital to teach students to appreciate the concept that they will have, throughout their life, certain duties and responsibilities that must be honoured, even at the expense of some personal inconvenience. Any leave of absence taken neither for illness nor on compassionate grounds nor for educational purposes will be a matter for individual attention and parents are advised that work will not be set in advance by teaching staff in such circumstances.

Absences at the beginning and end of term or to extend any other break are not encouraged. Special arrangements for the provision of work in advance cannot be made, nor will reports be released early.

Leave of absence on compassionate or educational grounds will be granted of course. The responsibility for work missed will rest with the individual student; the teaching staff will assist wherever possible and practical, however.

All matters relating to leave of absence must be submitted in writing to the Head of School Department prior to the leave.

The education of your child is of paramount importance to us and we need to send the message that educational needs must come first.

Release of School Records

Parents of all students below the Graduate Years level who wish Saltus records to be released as part of an application to another school should collect the appropriate form from the Admissions Office in the Woodlands Administration Centre. When complete, this form should be returned to the Admissions Secretary who will then co-ordinate the preparation and dispatch of the material requested. Fees for this service are stipulated on the form.

Payment in full for the services requested is to accompany the return of the form. Parents are reminded that no records will be sent if any financial obligation to the school remains outstanding. At least two weeks should be allowed for the preparation and collation of material. This may be longer if the request is made at a busy time of year when staff have other duties to perform.

There will be no charge to Graduate Years students for the preparation of transcripts and recommendations which form part of their university/college applications. SGY students will, however, be required to pay for postage or a courier service if preferred. The Head of SGY will notify students of the exact procedure to be followed and the cost incurred. Again, no records will be released if any fees are outstanding and students must adhere strictly to the deadlines set.

Parents or students who wish transcripts to be released as part of local scholarship applications should collect the appropriate form from the Admissions Office in the Woodlands Administration Centre. This should be completed and returned to the Admissions Secretary at least three weeks before the deadline stipulated in the scholarship regulations for receipt of information. SGY students will not be charged for this service although they will pay for postage and should therefore supply the Admissions Secretary with appropriately stamped and addressed envelopes at the same time as the form is returned. Students who have left Saltus will be required to pay a nominal fee for each scholarship application. This fee – which must be paid in full when the request for the release of records is first made – includes a transcript, a school recommendation (when specifically requested), and postage. Again, at least three weeks should be allowed to meet scholarship deadlines and all outstanding financial obligations to the school must have been met before any records are released.

Uniform Regulations

For full details of Saltus uniform regulations, parents are asked to consult the relevant Departmental Parent Handbook.

Visitors – All Departments

We welcome parent visitors and volunteers in all Departments of the School. We ask, however, that all such visitors ensure that they report upon arrival to the appropriate School Department Office. Visitors to the Woodlands Administration Centre should report to the School Receptionist in that building.

A limited number of designated visitor parking spaces are available. Please note that such spaces are for short term parking only.

Withdrawal from Saltus

Parents of students entering Saltus are required to sign an Enrolment Contract. Among other things, this states that:

Deposit

- The deposit is non-refundable should a place in the school be subsequently declined at any time prior to the Student entering the school.
- Once the Student has entered the school and is listed on the nominal roll, the deposit is subject to the Withdrawal Notice.

Withdrawal Notice

- Once the Student has entered the school, I agree to give one full term's advance notice in writing in order to withdraw the Student from the School.
- I also understand that, if less than one full term's notice in writing is provided, the School may require me to pay the full term fee, and retain my deposit, as indemnity for the unoccupied place.

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