

Bishop Anstey High School East



Saint Clare
Selflessly Serving
Our Community

Students Handbook

Bishop Anstey High School East

Trinity

September 2025

Our Vision

We are generating a liberal learning environment grounded in teamwork, committed to academic excellence, the all-round development of the student and the encouragement of leadership and self-expression at all levels of the school system.

We are committed to the efficient and effective use of technologies at our disposal, and to continuous improvement of the curriculum which is designed to prepare the student for the world of work, and to lead a moral, spiritual and creative life as a responsible member of society.

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Introduction

Students

Welcome to the Bishop Anstey High School East family. We are excited to have you as one of our students and it is our hope that your years at the school will be meaningful and enjoyable.

We are confident that you will strive to reach your full potential while supporting others in their efforts to do the same.

We hope that this handbook will provide for you a useful guide as you settle in as a new student of this school.

Parents/Guardians

Welcome to the Bishop Anstey High School East family. We hold the view that the intended outcomes of the secondary education process cannot be achieved without the optimum support of parents/guardians. The School Handbook is intended to provide a useful guide also for you - the Parent/Guardian - as you embark on this important phase of nurturing and caring for your child/ward. We anticipate your full support and cooperation.

Your School Handbook should be kept safely for frequent reference.

Patron Saint

Our school has chosen as its patron saint – St. Clare of Assisi

St. Clare who lived in the 13th century was the foundress of the order of the Poor Clares. Having heard the preaching of St. Francis of Assisi, she yearned to imitate him in living a poor, humble life for the glory of God.

St. Clare was soon joined by other young women who sacrificed the benefits that wealth could afford. They wore no shoes, ate no meat, lived in a poor house and kept long periods of silence.

St. Clare and her sisters experienced miracles when they were saved from great danger.

So great was St. Clare's joy in serving God, that she once exclaimed, "They say that we are too poor, but can a heart which possesses the Infinite God be truly called poor"

St. Clare's feast day is on August 11th and will be celebrated on or the school day closest to September 26th.

Prayer of Saint Clare

Abbess of Assisi, 1253

O God whose blessed Son became poor that we through his poverty might be rich: Deliver us, we pray thee, from an inordinate love of this world, that inspired by the devotion of thy servant Clare, we may serve thee with singleness of the heart, and attain to the riches of the age to come; through Jesus Christ our Lord, who liveth with thee, in the unity of The Holy Spirit, one God, now and forever. **Amen.**

An Episcopal Mindset

The principal factors believed to illuminate the core of the Christian faith for Episcopalian believers are

(1) Scripture, (2) tradition and (3) reason.

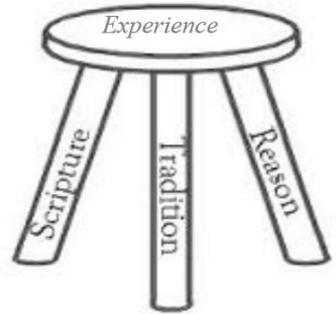
Scripture is considered the primary source and standard for Christian doctrine.

Tradition is experience and the witness of development and growth of the faith through the past centuries and in many nations and cultures.

Through **reason** the individual Christian brings to bear on the Christian faith discerning and logical thought.

Building on the Anglican theological tradition, John Wesley added a fourth emphasis, *experience*; *an individual's understanding of the faith in the light of their own life.*

These elements taken together bring individuals to a mature and fulfilling understanding of the Christian faith and the required response of worship and service.



Background

Bishop Anstey High School East had its first intake of students in the school year commencing September 2001.

This school project was part of a wider project initiative of the Anglican Diocese in Trinidad and Tobago for the provision of secondary education. It involved the construction and operation of two secondary schools namely Bishop Anstey High School East for girls and Trinity College East for boys. Each school has an optimum enrolment capacity of 875 students and is set in a suburban environment, conducive to learning on a 15-acre parcel of land at Trincity.

In May 1998, the Anglican community identified the urgent need to: prepare more of our young citizens to lead a moral and spiritual life and to make a greater contribution to society; to reverse the deleterious impact on society due to the reduced role of religious bodies in secondary education and to provide additional quality educational opportunities for students along the east/west corridor where the situation was deemed critical.

The project was given impetus by Government indicating its interest in having denominational boards resume their traditional role in education, its objective to discontinue the Common Entrance examination by the year 2000, its commitment to the de-shifting process, the promotion of the maximum use of technology as effective teaching and learning mechanisms, as well as government's thrust to prepare our citizens to operate in an information age and enhance the skill sets of the work force. To facilitate the foregoing objectives an alternative education financing mechanism was developed by the Anglican Diocese, which pooled its resources with those of Government and private sector organisations. The land and construction services were procured for the project from Home Construction Limited.

On May 25th, 2000, after two years of intense prayer, work and negotiations, the sod turning ceremony took place and construction commenced on June 29th, 2000.

The Anglican Diocese has had a distinguished track record in secondary education from as early as 1921 due to the vision of Bishop Arthur Henry Anstey (1918-1945), the founder of the Bishop Anstey High School-Port of Spain. Other schools established were the Fyzabad Anglican Secondary School, St. Stephen's College – Princes Town, Bishop High School- Tobago, Bishop's Centenary College and Trinity College–Maraval.

Graduates of these Anglican secondary schools have excelled in diverse fields such as science, business, medicine, finance, law, sports and the arts and continue to make outstanding contributions to the development of this country. We intend to replicate the sound education models of these schools at Trincity.

The School, a private school, is managed by a Board of Management appointed by the Bishop of the Anglican Diocese in Trinidad and Tobago, through the Bishop Anstey Association, the Organisation for the management of Anglican secondary schools.

All staff is appointed by the Board, after extensive recruitment exercises and is committed to the vision of the school. An Executive Director coordinates the operations of the two schools with the respective principals, while a Chaplain heads the pastoral function.

Funding for the school is based on fees paid by the Government for the students. The replenishment of science laboratories, technology refurbishment, maintenance and security is financed through leasing of the facilities, fund raising projects, and the annual contributions from parents.

Our Philosophy and Aims

In the tradition established by Bishop Arthur Henry Anstey, this school prepares our young citizens of all faiths and persuasions to lead lives made fuller by exposure to knowledge and skills and enriched by moral and spiritual values.

At Bishop Anstey High School East we strive to accomplish our goals by focusing on these strategic areas represented by *The Six Pillars*:

- 1. Academic Excellence:** our disciplined and caring environment fosters self-confidence, intellectual curiosity and a lifelong love for learning that will enable our students to achieve their full academic potential.
- 2. All Round Student Development:** through the provision of comprehensive academic programmes and a wide range of co and extra-curricular activities, our holistic approach aims to develop our students to excel in all aspects of life.
- 3. Spiritual and Moral Grounding:** our ethos and practices develop and enhance moral and spiritual values espoused by the Anglican tradition, while teaching our students to value and respect the diversity of our country.
- 4. Technology Leadership:** our teaching, learning and administration are enabled and enhanced by the integration of innovative technology.
- 5. World of Work:** our holistic approach to education equips our students with the competencies, confidence and ethics needed as young professionals in their careers of choice, positively contributing to the betterment of society.
- 6. Education for Sustainable Development:** through our teaching, facilities and day-to-day practices we strive to empower and inspire our students and staff to think and act sustainably - to care for themselves, care for others and care for the environment.

The Board of Management recognises that this will not be possible without the support and contributions of the parents, guardians, the Church and the community.

Our Core Values

The way we behave is influenced by our values. It is expected that students of Bishop Anstey High School East will be guided by the following values:

- 👉 **Service** - We are committed to recognizing and selflessly responding to the needs of others within the school and the wider community.
- 👉 **Integrity** - We are committed to honouring our word. We will say what we mean and do what we say we will. We will be honest in our dealings with others.
- 👉 **Open and Honest Communication** - We are committed to establishing a safe space where all can engage in valid self-expression without fear of retribution.
- 👉 **Intellectual and Creative inquiry-** We are committed to innovative methods that allow every experience to be an opportunity for exploring possibilities for teaching and learning.
- 👉 **Respect** - We will listen to all points of view. “We will save each one’s dignity and guard each one’s pride.”

Students Conduct

We believe that exemplary conduct is an important factor in establishing a healthy and orderly learning environment. We have therefore established the following guidelines for our students:

STUDENTS' DRESS

The school uniform distinguishes a student of Bishop Anstey High School East. Students in uniform are required to conduct themselves in a manner which demonstrates pride in their school both on and off the school compound.

Students are required to wear the full and correct uniform for school and any other school related activity. Parents are required to ensure that students attend school in full uniform.

Daily Uniform

- ✓ **White Blouse** - Hip length, custom made blouse to be purchased in school (refer to pg. 37)
- ✓ **Navy skirts** - Custom made skirts to be purchased in school. **The hem line should rest 2-3 inches below the knee.**
- ✓ **School tie** - (Navy Blue, Red and Gold)
- ✓ **White socks** - **Plain and worn neatly so that they show 2 inches above the top edge of the shoe (refer to diagram on pg. 36)**
- ✓ **Black sneakers** - Simple, plain, closed, and flat heeled.
No patent or suede will be allowed. **No high-top or boots are allowed. No Ballerina shoes.**
- ✓ **School Badge** - **Must be worn on left collar at all times**
- ✓ **School I.D.** - To be purchased at a subsidized cost of \$15.00 (replacement cost \$50.00)
Must be worn at all times.
- ✓ **School Jackets** - **To be purchased in school. (Other jackets will not be allowed)**
- ✓ **Fingernails**- Nails should be kept short and unpolished. (NO acrylics)

Physical Education (PE) Uniform

The PE uniform in the colour of the House assigned is to be worn during PE class or school-related activities only. To ensure good hygiene practices, showers have been provided for use after PE activities. **Students are required to bring a towel for this purpose.** All uniform pieces and towels must be marked or tagged with the student's name to ensure easy identification.

Accessories

Hair - Students are required to have their hair kept **well groomed** at all times. Only simple styles appropriate for school will be allowed. Only simple black hair accessories are permitted. No bubbles, rubber bands, headbands or ribbons are allowed. Hair colouring, coloured braids, coloured hair pieces and wigs are not allowed.

Ears – Only one pair of simple earrings in the ear is allowed: a plain, round, small gold or silver stud. **NO HOOPS OR HANGING EARRINGS.** If a student's ears are pierced more than once, the earring should be in the lowest piercing in the ear lobe.

Hand - A simple wristwatch with a gold, silver, black or dark brown Coloured- narrow band.

No chains, rings, arrow bracelets or other hand adornments, anklets or other adornments will be permitted.

No visible body piercing, body art and tattoos.

Attendance and Punctuality

Regular attendance is required. Absences will only be excused for the following reasons:

- 1. Personal illness**
- 2. Doctor's appointment** – Parents are encouraged to make arrangements for doctor's visits outside of school hours.
- 3. Family crisis**
- 4. Family trip** – School should be given at least one week's advance notice.

5. **Representing school in any school related activity**
6. **Representing the country in any activity**

When a student is absent, a written excuse must be given upon immediate return to school to the Form teacher. Excuses must be written on 8 ½" x 11" sheets of paper. A medical must be submitted for absences due to illness which exceeds TWO days.

Students are expected at school by 7:55 a.m. when a warning bell will be rung. At 8:00 a.m. all students should be in their classes. Any students reporting to the classroom after 8:00 a.m. will be recorded as late. Students who are late must bring a written excuse signed by a parent explaining the reason for the lateness. The parent may call or come in with the student in place of the excuse. Two or more tardiness a week will result in an appropriate penalty.

School Policies

DISCIPLINE

The Board of Management and members of staff believe that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behaviour.

All policies and procedures for handling general and major student discipline issues have been designed to achieve these broad objectives.

Our discipline procedure includes detention. Such detention will take place during lunch time or at the end of the school day and will be supervised. It will provide an opportunity for the student to address the discipline issue constructively.

Disorderly students shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process and free from unnecessary disruptions.

The following behaviours and items are NOT acceptable in school uniform, in and out of school:

1. Fighting.
2. Pushing, shoving, bumping, or hitting. The throwing of food **or any other missiles**.
3. Bullying of any kind including cyber bullying.
4. Disruptive behavior in and out of school or whilst in uniform. The use of verbal or gestural disrespect (including, but not limited to the use of profanities) to other students, staff members or visitors. Improper conversations, including inappropriate posting on the social networks. Eating or drinking in the street, taxi stands or on public transport on the way to and from school while wearing the school uniform
5. Loitering on the streets, taxi stand or in/around shops and malls before and after school in the school uniform.
6. Defacing school property with graffiti.
7. Damage to school property.
8. Unauthorized use of entertainment and/or electronic devices, electronic games, cameras, compact disc players/MP3 players.
9. Electronic devices are to be used with permission and under the supervision of a teacher. Cellphones are to be used in accordance with the cell phone policy.
10. Bringing weapons to school: real or fake.
11. Any clothing, jewelry, eyewear, or personal adornments that promotes or advertises the use of drugs, alcohol, tobacco, weapons, profanity, racism, sexism, violence, or items that by their nature provide undue distraction.
12. The **use, sale or possession** of illegal drugs, tobacco, alcohol, weapons, explosives, or fireworks on school property or in school uniform.
13. Unauthorized sale of foodstuff or other items is not allowed.
14. Playing of cards or any game that promotes gambling.

15. Taking of a Private Car for hire to school, unless arranged by parent.
16. Bringing inappropriate reading material to school. This includes profanity and racist or hate literature. If the student is unsure, she must first check with her form teacher

The consequences of violating the above rules range from detention and consultation with the parent/guardian to suspension or expulsion in accordance with the National School Code of Conduct. Please refer to the excerpt below. To view the entire National School Code of Conduct, please visit the schools' website at www.ba-tc.org.

| Offence | Occurrence | Minimum | Maximum |
|--|------------|------------|-----------------|
| ALCOHOL or DRUGS | First | Suspension | Law enforcement |
| | Repeated | Suspension | Law enforcement |
| Using, possessing, selling, distributing, soliciting or being under the influence of alcohol, drugs, other intoxicants or any look-a-like substances. Possessing any drug paraphernalia. | | | |
| ARSON | First | Suspension | Law enforcement |
| | Repeated | Suspension | Law enforcement |
| Using fire to destroy or attempt to destroy property. The Fire Department and law enforcement will be notified of any incident. | | | |
| ASSAULT | First | Suspension | Law enforcement |
| | Repeated | Suspension | Law enforcement |
| Intentionally, knowingly or recklessly causing physical injury to another. | | | |

| Offence | Occurrence | Minimum | Maximum |
|---|------------|--------------------|-----------------------------|
| FORGERY | First | Parent involvement | Suspension |
| | Repeated | Suspension | Expulsion |
| Writing or giving false or misleading information to school officials by forging parent's, guardian's or any other person's signature on any letter or other school document, cheating, plagiarising, turning in another person's papers, projects, computer programmes, etc., as the student's own, and/or any other misrepresentation of the truth. | | | |
| GAMBLING | First | Informal talk | Suspension |
| | Repeated | Suspension | Suspension |
| Participating in games of chance for the purpose of exchanging money and other things of value. | | | |
| LEWDNESS | First | Informal talk | Suspension |
| | Repeated | Suspension | Suspension |
| Indecent exposure and/or the use of obscenity, profanity, whether oral, written or gestured. | | | |
| INTIMIDATION MENACING | First | Informal talk | Suspension |
| | Repeated | Suspension | Suspension |
| An intentional, serious threat by word or act (including physical and/or verbal bullying/threatening), which places another person in fear of imminent serious physical injury. This includes, but is not limited to, words or conduct directed toward another person because of their race, gender, colour, religion, national origin or sexual orientation. | | | |
| SEXUAL HARASSMENT | First | Parent involvement | Suspension |
| | Repeated | Suspension | Suspension |
| Sexual harassment is prohibited conduct. It may be verbal, visual, written, or physical in nature and includes unwelcome sexual advances. | | | |
| SEXUAL MISCONDUCT | First | Parent involvement | Suspension |
| | Repeated | Suspension | Law Enforcement (Expulsion) |
| Sexual misconduct refers to, but not limited to, all the offences listed in the Sexual Offences Amendment Act. | | | |

| Offence | Occurrence | Minimum | Maximum |
|--|------------|----------------------|-----------------|
| TOBACCO or SUBSTITUTES | First | Conference | Suspension |
| | Repeated | Detention | Suspension |
| The use or possession of tobacco in any form. | | | |
| TARDINESS | First | Informal Talk | Conference |
| | Repeated | Conference | Detention |
| Arriving late to school and/or class. | | | |
| TECHNOLOGY MISUSE | First | Informal Talk | Suspension |
| | Repeated | Parental Involvement | Suspension |
| (Failure to comply with the district Electronic Communication Agreement) | | | |
| THEFT | First | Parent Involvement | Suspension |
| | Repeated | Suspension | Law Enforcement |
| Taking, giving, or receiving property not belonging to you. Knowingly possessing any stolen property or property reported lost or missing. | | | |
| WEAPONS | First | Suspension | Law Enforcement |
| | Repeated | Law Enforcement | Expulsion |
| Violation shall result in referral to an appropriate law enforcement agency. | | | |
| TRESPASSING | First | Informal talk | Suspension |
| | Repeated | Parental involvement | Suspension |
| Being present in unauthorised places or refusing to leave when asked to do so by the district personnel and/or designated authority, entering or remaining unlawfully in school buildings or on any part of school property or adjacent areas. | | | |

| Offence | Occurrence | Minimum | Maximum |
|--|------------|--------------------|---------------------------|
| UNEXCUSED ABSENCE | First | Informal talk | Parent involvement |
| | Repeated | Parental | involvement Suspension |
| Any absence which has not been excused by a parent or legal guardian and/or appropriate school official. | | | |
| THREAT OF VIOLENCE | First | Parent involvement | Suspension |
| | Repeated | Suspension | Expulsion |
| Communicating intent to commit serious bodily harm to self or others. Parents of threatened student are to be notified in writing. Violation may result in referral to an appropriate law enforcement agency. | | | |
| VANDALISM | First | Conference | Suspension |
| | Repeated | Suspension | Expulsion |
| Intentionally damaging, defacing, (including tagging/graffiti), or destroying property. Vandalism is the willful or malicious destruction or defacement of public or private property. The student and the parent or parents having legal custody of the student may be liable for the amount of the assessed damages not to exceed \$5,000 plus costs, if legal action is required. | | | |

Assembly and Worship

Our normal school day begins with Assembly and Worship every morning at 8:00 a.m. All students are expected to be attentive and courteous during school assemblies. Students are to maintain silence and reverence before, during and after assemblies.

A general exposure to contemporary social and moral issues as dealt with or interpreted by the major religions will form part of our curriculum.

Chapel

Consistent with our commitment to the spiritual development of our students we have provided a chapel. It is located on the upper level of the school building and will be the place where services are conducted and staff, students as individuals or groups will go for prayer and meditation.

All students must maintain a level of decorum appropriate for sharing in sacred moments of Worship. Thus, the student shall refrain from distracting behaviours.

Class Rules

1. Students must come to school fully prepared with books, materials and equipment for the day's classes.
2. Students are not permitted to bring to school any items except those identified in the booklists or those that might be requested by teachers on occasion.
3. Any magazines, books or electronic devices brought to school that are not on the booklist must be presented to the Form Teacher for approval.
4. Students must conduct themselves always in an orderly fashion. There is to be no running, shouting or loud talking in classrooms and corridors.
5. Entrance and exit of all rooms must be in orderly lines and with the permission of the teacher.
6. Students arriving after 8:15 am will not be allowed to enter lessons unless invited in by the subject teacher.
7. Students are not to enter a classroom other than their own at any time except with the permission or in the presence of a teacher.
8. **Students will not be allowed to go to Lockers during classes. No food, books or school bags are to be left in lockers overnight.**
9. No items (books, food, pens, etc.) must be left in the compartments provided under the students' tables.

10. Students will be informed of areas of the school that are out of bounds to them. No student may enter the following areas unless authorised by a member of staff to do so:
- a. Chapel
 - b. School Library
 - c. School Administrative Office
 - d. Bathrooms in the main building
 - e. Science & Computer Laboratories
 - f. Art Room
 - g. Music Room
 - h. Staff Room and Lounge
 - i. Upstairs the Main Building

11. Students must:

- ☞ Be in the classroom prepared with equipment and materials for the lesson. You must be **INSIDE** the door when the bell rings to be counted on time.
- ☞ Attend to personal needs before coming to class. Do not ask for passes during class or during a lesson unless you have a real emergency.
- ☞ Remain in your assigned seat unless you have permission to get up. Throw scraps away at the end of the class or between subject periods, before the next teacher enters the class. Use the bins provided.
- ☞ Not eat or drink during class unless given permission.
- ☞ Talk only when permitted. Raise your hand to indicate that you wish to speak. Quiet talking is allowed in some situations.
- ☞ Use polite speech and body language. Unkind teasing, impolite behaviour and language are unacceptable.
- ☞ Not cheat. Cheating in any form will be dealt with severely. Students found cheating will receive a zero mark in addition to a referral to the dean and a phone call/letter to parents/guardians.

- ☞ Follow the teacher's directions immediately and without question.
- ☞ Refrain from taking property that does not belong to them
- ☞ Refrain from using other persons property without permission

Cafeteria Rules

1. Be respectful to all staff.
2. Keep in a single line when waiting to be served.
3. Sit at a table when not in line.
4. Sit on your own chair at the table.
5. Talk quietly to the person at your table in conversational voice.
6. Clean your table, surrounding floor area, and push in your chair before leaving.
7. Leave the cafeteria quietly and go to the block in an orderly fashion.

Rules of the Library Media Centre

Conduct

- a) The School Library Media Centre (SLMC) is provided exclusively for the purpose of academic study, instruction, reading and research. Therefore, it is important that students' behaviour is suitable for the learning environment.
- b) Be considerate to others in the SLMC by:
 - Refraining from speaking loudly.
 - Refraining from running or playing in the SLMC.
 - Refraining from eating, drinking or chewing gum in the SLMC.
 - Taking care of all SLMC material.
 - Placing all bags, folders or parcels in the lockers provided in the SLMC.

- c) Please do not replace books on shelves. Place them on the trolleys provided and the Library Staff will re-shelve the books.
- d) When a book is borrowed at the Circulation Desk, be sure to return it at the Circulation Desk.
- e) Students are expected to return books on or before the due date. Failing to do so will result in overdue fines which must be paid before borrowing another book.
- f) Students may be asked to show all books upon entering or exiting the SLMC.
- g) Computer usage in the SLMC is restricted to academic and research work only. As such
 - Permission must be granted by Library Staff before accessing e-mail.
 - Chat sites, downloading or playing of games (or accessing cheat codes) is strictly forbidden
 - Transferring of videos, music files and listening or viewing of music and videos is forbidden.
- h) The library staff shall at all times have authority to maintain good order. The SLMC may exclude or suspend from it any user who breaks these rules. The librarian/ media specialist may report to the Principal or any person responsible for serious breach of these rules.

Theft and Mutilation

The willful mutilation or defacement of library material, illegal removal of books or other library material, or the intentional misplacement of books in the library will be a major offence against the school. Any person who commits such an offence will be reported to the appropriate Principal for serious disciplinary action, which can result in suspension.

Any breach of these rules by a user will render him/her liable to a fine or replacement of the material.

Science Laboratory Rules

1. Handle all equipment with **CARE**.
2. Be **DISCIPLINED** and **OBEY ALL RULES** at all times.
3. Learn about apparatus and equipment before use.
4. **NO RUNNING** or **PLAYING** in the labs.
5. Keep lab tidy at all times.
6. **TURN OFF GAS** when not in use.
7. **LISTEN** to the teacher or lab attendant attentively at all times.
8. **DISPOSE** of all chemicals properly.
9. **DO NOT INHALE** substances directly.
10. **NO EATING OR DRINKING** in labs.
11. **DO NOT REMOVE** any apparatus or furniture from lab.
12. **DO NOT PLAY WITH** or **VANDALISE** lab equipment or furniture.
13. **DO NOT IGNORE SIGNS** in lab.
14. **DO NOT TOUCH ELECTRICAL OUTLETS WITH WET HANDS.**
15. **DO NOT TASTE ANYTHING** in the lab.
16. **DO NOT PUT FLAMMABLE MATERIALS** near to open flames.
17. Tie hair back neatly while in the lab.
18. Any apparatus broken must be paid for.

Computer Laboratory Rules

The purpose of these rules is to maintain a functional computing environment for **all** users. These rules apply to any computer system at these schools. Once you use any computer system on these premises you are subject to abide by these rules.

1. Users are required to start-up and shutdown your machines every morning and afternoon.
2. Users are not allowed to install any software unto any machine.
3. Users must not disclose password(s) to anyone.

4. There is to be **no** food or drink at or near to PCs.
5. Users should log-out after using the machine. Failure to do so can result in someone else accessing your files. Users should ensure that files and applications are properly closed before logging-off.
6. Users should not leave a machine unsupervised with a login active.
7. Users should not attach any hardware devices to any machine.
8. Users must keep the area around the machine as clutter-free as possible to prevent damage to the devices.
9. The facilities are provided for the Schools' administrative, instructional, research and business functions. Any other usage (personal usage) will not be allowed.
10. Use of these facilities to gain unauthorized access to any other account, at this school or any other organization or individual is expressly prohibited.
11. The facilities may only be used for lawful purposes. Transmission of any material in violation of any current regulation is prohibited. This includes but is not limited to: copyrighted material (unless authorized by the copyright holder), threatening or obscene material, or material protected by trade secret.
12. Use of other organization's networks or computing resources must comply with the rules for that network.
13. Consideration of other users is expected including, but not limited to, managing your time so as not to monopolize any computer, scheduling of large processes such as printing to run at night or the weekend, conserving resources like paper and desk space, promptly returning borrowed material, logging-out instead of using a screen-lock program, saving your work in the appropriate course/personal folder or diskette, etc.
14. The following activities are prohibited:

- Storing, posting, or displaying obscene or offensive data in areas where one might view them passively or inadvertently.
 - Any activities, which adversely affect the reputation or image of this organization.
 - Any activities that deliberately affect the function or integrity of these facilities.
 - Any usage, which benefit any political organization.
 - Any commercial use unrelated to school business.
15. Users are not allowed to open any machine or tamper with any computer equipment.
 16. Users are expected to operate the machine and use the facilities with due care so as to prevent injury or harm to oneself and others and also to prevent damage to the equipment.

Failure to comply with these *Rules* can result in inconvenience to you or other students, damage to equipment, violations of warranties and/or violations of software licenses.

Therefore, any user found violating these Rules would be subject to Disciplinary Action.

As joint guardians of the facilities, students are expected to encourage other students to comply with these Rules. However, should there be a deliberate breach of the *Rules* you are expected to immediately report the incident to a Teacher for further action.

Lockers

Students will be individually assigned lockers by their teachers, which they are required to keep neatly. A lock must be purchased in order to secure your books and other personal effects during the day. Neither books nor food is to be left overnight or at the end of each term. Students are required to clear their belongings and leave lockers empty and open.

Kindly report any defective lockers to your class teacher.

School building and property

Bishop Anstey High School East is very fortunate to have new state-of-the-art facilities. Students should take pride in their school and do their part to preserve and maintain its appearance at all times. The defacing of school property is punishable by suspension and restoration charges.

Students are to display the highest regard and take utmost care in handling school equipment, furniture and general property.

Students are responsible for keeping their environment tidy and clean at all times. Disciplinary action will be taken in cases of students' littering.

Homework

Homework is an integral part of the study programme. It provides valuable insights into students' understanding of the subject matter.

Teachers will assign homework on any day giving the date on which it is to be presented. Students are required to record and keep track of all homework assignments and due dates. Students are also required to complete such assignments independently and with due care as the grades received may be used as part of your overall assessment.

When a student is absent, it is the student's responsibility to acquire the homework which was assigned, from the subject teacher or from a classmate, and to complete it by the required date.

Early departure from school.

A student leaving the school compound during official school hours must be accompanied by a parent or guardian. **NO** students will be allowed to leave the school compound unless accompanied by an adult. If the parent / guardian is unable to accompany the student, the designated adult accompanying the student must have a written consent from the parent / guardian (subject to verification) and some form of a valid national identification.

REPORTING SYSTEM

Term 1 -Christmas, Term 2- Easter, Term 3 -Trinity: A mid-term and end-of-term report will be available for parents on PowerSchool Parent portal.

Mid term report: This consists of an average of at least 3 assessments administered during the first half of the term.

Types of assessment for Mid-term

1. At least one written test
2. Other marks could be obtained from projects, group work, home-work assignments and oral tests.

End-of-term report: Course mark and exam mark.

Course mark: The course mark for the term is the average of all the marks achieved during the entire term. *Exam mark:* The exam mark is the mark obtained from end of term exams.

Term 1:

End-of-term examinations will be held for forms 1, 2 & 4. All reports will be available to parents on indicated dates.

Term 2:

Course Marks: Forms 1, 2 and 4.

Form 3 End of Term Examination.

Pre-Caribbean Secondary Education Certificate (CSEC): Form 5

Term 3

End-of-term examinations will be held for forms 1, 2 & 4. Parents are to access reports on the indicated dates via the PowerSchool Parent portal.

End-of-term report will reflect continual testing during the term based on the results of at least 4 tests.

During this term Form 3's will be writing the National Certificate for Secondary Education (N.C.S.E) examination. The end of term report will reflect the term's course work.

All marks are given as percentages.

GRADING AND STUDENT EVALUATION

Students will be assigned grades for assignments and tests completed during and at the end of the term. Grades will be assigned as follows:

| Grade | Percentage | Grade | Percentage |
|--------------|-------------------|--------------|-------------------|
| A+ | 80+ | C+ | 50-54 |
| A | 75-79 | C | 45-49 |
| A- | 70-74 | C- | 40-44 |
| B+ | 65-69 | F | Under 40 |
| B | 60-64 | ABS | Absent |
| B- | 55-59 | | |

Academic Reports

- Reports will be made available to parents via the PowerSchool- Parent portal (which is a school information management system). Dates will be published in the school's termly calendar of events.

The Curriculum

In Form 1 Bishop Anstey High School East students will be exposed to the following subject areas:

-  Language Arts
-  Mathematics
-  Spanish
-  Social Studies
-  Integrated Science
-  Information Technology
-  Art
-  Music
-  Physical & Health Education
-  Religious Education
-  Personal and Social Development
-  Theatre Arts
-  Library Skills

At the Form Two level students will be exposed to French, History, Geography and Technology Education in addition to most of the above.

At the Form Three level students will no longer study Integrated Science but will be introduced to Biology, Chemistry and Physics as separate subjects.

In the fourth year, subjects in the area of Business will be introduced.

Remedial Classes

In some cases, (where the teacher considers it in the best interest of a student's academic performance), the student may be required to attend remedial classes in the particular subject area. This is in an effort to ensure that any gaps in knowledge acquisition are addressed in accordance with our teaching methods. We shall inform the parent, should any such classes be required outside of normal school hours. We ask that you support the school in this effort.

CO & EXTRA-CURRICULAR ACTIVITIES

To support our academic curriculum and in our quest to mould a well-rounded citizen, a strong co- and extra-curricular programme will be developed.

Through these programmes students can pursue athletic and cultural endeavours. This affords challenges and interaction with the wider population of the school as well as students of other schools.

Bishop Anstey High School East students are encouraged to pursue their current non-academic interest or be introduced to new activities. These will include-:

| <i>Sporting Activities</i> | <i>Non-academic activities</i> |
|----------------------------|--------------------------------|
| Archery | School Choir |
| Scrabble | Parang Group |
| Football | Homework Club |
| Chess | Drama Club |
| Ballroom/Folk Dancing | Environment Club |
| Swimming | Senior Guides |
| Netball | Cadet Corps |
| Basketball | Red Cross |
| Volleyball | SCOPE |

| <i>Sporting Activities</i> | <i>Non-academic activities</i> |
|----------------------------|--------------------------------|
| Lawn tennis | Readers Circle |
| Board games | Interact and Roteract |
| Track and field | Junior Achievement |
| Karate | Presidents' Award Scheme |
| Hockey | The Heroes Foundation |
| | Peer Counsellors |
| | Student Council |
| | Photography |
| | Prefects |

Students' academic performance and general decorum will influence their chance of being selected to represent the school at any of these activities.

The School Day

The school day commences at 7:55 a.m. and ends at 2:30 p.m. Each school day starts with an assembly. Classes begin at 8:00 a.m.

| | |
|-------|---------------------------------|
| 7:50 | Morning Assembly / Registration |
| 8:05 | 1st Period |
| 8:40 | 2nd Period |
| 9:20 | BREAK |
| 9:40 | 3rd Period |
| 10:20 | 4th Period |
| 11:00 | 5th Period |
| 11:40 | 6th Period |
| 12.20 | LUNCH BREAK |
| 1:20 | 7th Period |
| 1.55 | 8th Period |
| 2:30 | CLOSING PRAYER AND DISMISSAL |

Other Important Information

House System

To provide opportunities for competition, leadership and student-led projects, we have established a house system. Your daughter has been placed in a house represented by a colour. The houses and their respective colours are:

| | | |
|----------|---|--------|
| Arcadia | - | Green |
| Beaulieu | - | Orange |
| Dinsley | - | Blue |
| Rowland | - | Red |
| Sunrise | - | Yellow |

Students Records

Students should be aware that the school maintains a record of their performance throughout their entire stay at Bishop Anstey High School East.

The following information forms part of the record.

- Attendance and Punctuality
- Grades
- Conduct
- Disciplinary Action
- Participation in co/extra curricular activities
- Outstanding achievement

At the start of each new academic year, Bishop Anstey High School East will hold an Achievement Day, to recognize the outstanding achievements of our students.

Paid Activities

For some activities, a fee will be charged. Students and parents will be notified of such a fee by a letter from the respective form teacher. If any fee causes your family financial inconvenience, either the Form Teacher or the Principal must be notified.

Counselling Services

Counselling services are available to help students enjoy a successful Bishop Anstey High School East experience both in and out of the classroom.

In addition to speaking with your form teacher and dean a student may request an appointment with the school counselor to discuss personal, social or academic concerns. This is done through the form teacher. Staff members may also refer students. Counselling may be conducted on an individual or group basis and consultation is also accessible to parents/guardians, on a limited basis.

Medical Emergencies

Our matron, a qualified nurse is on staff to assist with the emergency medical needs of staff and students. Parents must furnish the school with any pertinent medical history that will enable the matron to assist their children if the need arises.

The information required includes any medication that students may be taking, the dosage, the prescribing doctor and any known allergic reactions.

When students are sick they **MUST** see the school nurse **FIRST**. The school nurse will contact parents should it become necessary.

A network of medical support including that accessed through your school insurance coverage is available to support the nurse in the event of a major incident.

CLICO Triple Protection Plan

It is vital that you insure your daughter in the plan organized by the school.

Change in Family Address &/or Personal Circumstance

Changes occur in families and these changes may affect your child. It is important that our records covering your child are kept up to date.

Should there be any changes of address, phone number or family circumstances including divorce or separation, we ask that you inform us in writing.

At the beginning and end of every term the form teacher will verify your child's information.

Telephone Calls

The use of **cellular phones** and **other** communication devices by students is **NOT PERMITTED** during school hours.

In case of illness or other emergencies, the School Nurse, the Form Teacher or Dean will contact the parent/guardian.

Visitors

Visitors must report to the school office and should not proceed directly to any class. This includes any parent or guardian. **STUDENTS ARE ONLY ALLOWED TO MEET WITH VISITORS WITHIN THE OFFICE ENVIRONS.**

Parents are encouraged to meet their children's teachers, but are strongly advised to call in advance in order to make an appointment for an appropriate time.

Lost Property

While, we expect that students will take particular care to secure their personal property, we have established a system for the collection/retrieval of lost property. We wish to encourage students who find items belonging to fellow students to give the item(s) to a member of staff.

Evacuation Drills

The safety of students and staff is of great importance to us. Orderly evacuation of the premises in the event of an emergency will minimize injury. **Evacuation** drills will be conducted throughout the school year.

Students are to leave the building in a swift but orderly manner as directed by their teacher, when the alarm sounds. **Do not run!**

Once outside of the building, go to the area designated for your Form and stay with the teacher who will take roll. You are to remain outside until you are instructed to return.

STUDENTS ARE REMINDED THAT IT IS ILLEGAL TO FALSELY ACTIVATE A FIRE ALARM

SCHOOL INFORMATION

Address #35-51 College Avenue
Millennium Lakes, Trincity
Tacarigua 340319.

Telephone: 640 - 8685

Fax: 640 - 8468

E-mail: info@batce.edu.tt

Website Address: www.batce.edu.tt

Parents / Guardians Support

It is widely accepted that a student's chances of success and happiness at school increases with the level of parental interest, involvement and support.

It is important therefore that as a parent you convey to your child your appreciation of the school's Vision and your willingness to work closely with the staff in helping him to achieve her highest potential.

Becoming thoroughly familiar with the rules of the school and ensuring that they are observed at all times is one way that as a parent you can support the work of the school and the development of your child.

It is important that you keep in touch with developments and events through informal discussion with your daughter and her friends. To assist you in this respect a School Calendar with the details and dates of school events will be sent to you at the start of each term.

Please ask for the calendar and enquire periodically whether any correspondence has been sent to you from the school.

One of the first steps to your child's academic achievement and success is the provision of the textbooks, equipment and supplies required by the school. Of equal importance is the provision of meals that are regular, adequate and nutritious.

Members of the school support team are available to discuss with parents any difficulty they may have in providing for the material needs of the student.

Faithful attendance at parent meetings and conferences scheduled by the school is also of tremendous importance.

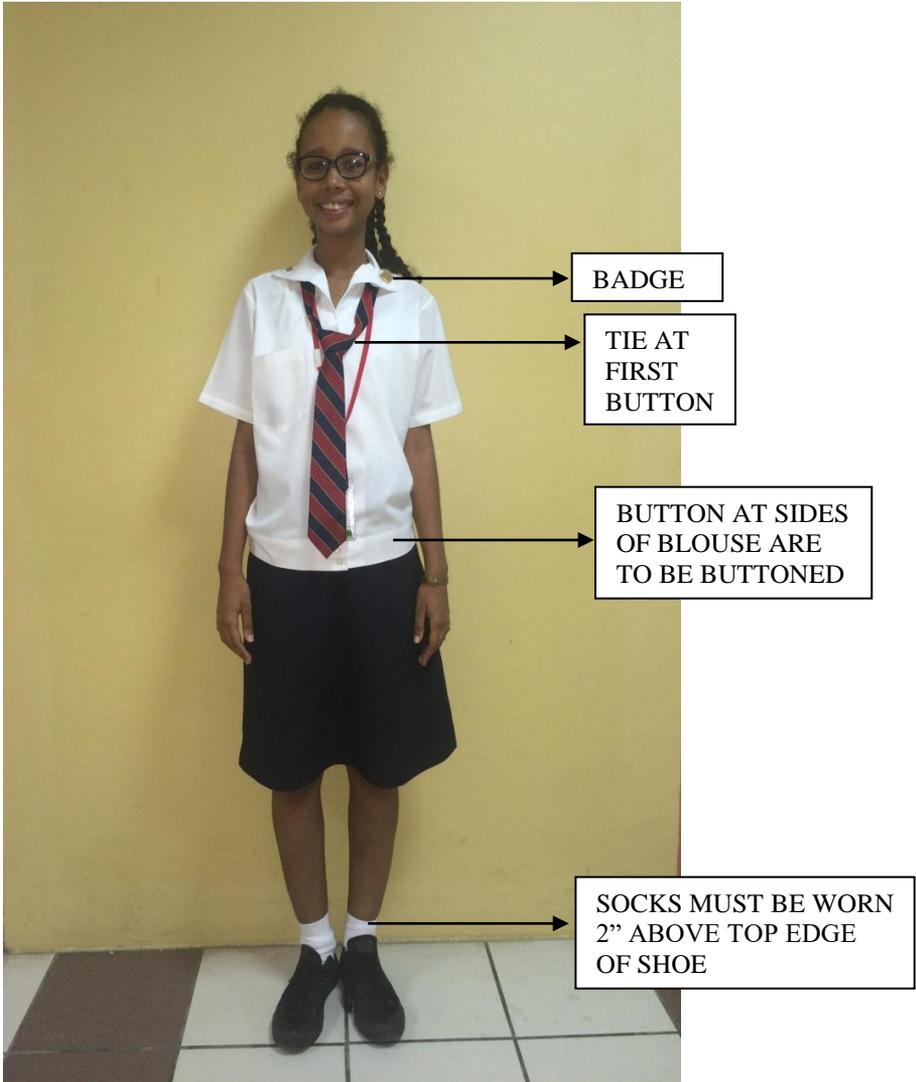
As a parent you must assist your daughter in managing her time so that it is adequately allocated for completion of homework assignments, personal reading and revision.

To this end, it is your responsibility to provide a study space that is conducive and quiet time - free from distracting noise and activity.

Involvement in the Parent Support Group, established in the school, is important. In order for home and school to work harmoniously, it is necessary that you support all aspects of the school through the support group. The link between home and school is vital. Your faithful commitment to the class 'cell group' is important, as parents and teachers need to work together to develop the vital partnership necessary for your daughter's education. **You must remember that education is a partnership between home and school.**

Finally, encourage your daughter to take increasing responsibility for her academic and personal development and show at all times your determination to accept, care for and love her regardless of the challenges she may present as she matures.

PICTURE OF UNIFORM



DAILY PRAYER

Morning Prayer

Praise be to You, Almighty God, Creator of the Universe and all that is in it.

We thank You, O Father, for the opportunity which You are giving us to increase our knowledge.

May Your divine grace enable us to study hard and use what we learn for the good of our fellow citizens.

We pray that You will free us from selfishness, lust, greed, anger and hatred.

Warm our hearts with love, fill our minds with understanding and strengthen our wills in the face of all difficulties.

Help us, O Father, to make our beloved country of Trinidad and Tobago the kind of place You want it to be-a place where human dignity is respected, where equal rights are accorded to all citizens, where hard work is encouraged and rewarded and where You , O God, reign supreme.

AMEN.

Grace before meals

Bless us, O Lord! and these Thy gifts, which we are about to receive from Thy bounty through Christ our Lord

AMEN

Grace after meals

Almighty and Gracious Father

All things come from you O Lord

And so we thank You for the food

You have provided

Help us to remember those less fortunate than ourselves

In Jesus' Name we pray

Evening Prayer

“Thank You, God, You are the Light that shines through me and surrounds me.

Thank You, God, You are the Love that radiates through me and enfolds me.

Thank You, God, You are the Power that works through me for good and protects me.

Thank You, God, You are the Presence that stands in me, around me, and watches over all of us.

Thank You, God, that where ever I am, you are, and all is well.”

AMEN.

B.A.T.C.E. School Song

“We Are One”

VERSE 1

Oh Lord You sent Your love into this world for us to keep
We cherish every moment; You have given us eyes to see
We ask that You would make us strong, withstanding every sin
To walk within the footsteps of our savior and our king

CHORUS

We are one
Selflessly serving our community
We are one
Standing side by side in unity
With dedication and sacrifice, like the one who knew no sin
We at Bishop and Trinity East
Good cheer and tidings bring,
Cause we are one

VERSE 2

We praise our exemplars, role models, one and all
Attending to our needs and answering when duty calls
We are not divided, great guidance is assured
Striving toward excellence, we cannot ask for more

CHORUS

VERSE 3

Together we aspire to achieve our very best
One goal and one objective we will pass every test
As we walk throughout life's journey with strength in every hand
Great blessings sent from God above we'll spread throughout the land

CHORUS

Notes