

UPPER SCHOOL HANDBOOK

2016-2017



GOOD HOPE
COUNTRY DAY
SCHOOL

A World-Class Education in America's Paradise.

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THE SCHEDULE

Grades 9 through 12 operate on a two-semester schedule. A semester is a period of time, approximately one-half of the school year. Each semester lasts 80 to 90 days, depending on the number of holidays during the period. Semesters are divided into two quarters for the purposes of reporting grades.

Advisory

Each student is assigned to a faculty member who acts as an advisor throughout the school year. Advisory groups meet for homeroom in the morning from 8:00 a.m. to 8:10 a.m. On Friday's students either meet in advisory or attend an assembly. The purposes of the advisory system are: counseling, communication, group activities, decision-making, and problem solving.

Daily Schedule

Included in the daily schedule are teachers' office hours and opportunities to participate in a variety of electives and study halls. Additional activities and extra-curriculars are held after school.

Good Hope Country Day School will follow a five-day schedule.

Homeroom/advisory meets from 8:00 to 8:10 a.m. everyday

UPPER SCHOOL SCHEDULE 2016-17						
	MON	TUES	WED	THURS	FRI	
8:00-8:10	HOMEROOM					
8:10-9:00	1st	A	A	A	A	A
9:00-9:50	2nd	B	B	B	B	B
9:50-10:10	BREAK					
10:10-11:00	3rd	C	C	C	C	C
11:00-11:50	4th	D	D	D	D	D
11:50-12:40	5th	E	E	E	E	E
12:40-1:20	LUNCH					
1:20-2:10	6th	F	F	F	F	F
2:10-3:00	7th	G	G)	G	G PLC	I (advisory)

After School

We encourage Good Hope Country Day students to participate in after school activities and to use the library and computer rooms for research and study purposes. Students who are not so involved are subject to the following procedures:

After School Campus Monitor

Upper School students who are not in a supervised activity or area after 4:00 p.m. are under the supervision of the After School Campus Monitor. Students remaining on campus after 4 p.m. must wait in the designated pick-up area located at the end of the Upper School building next to Room 1. The interior of the campus, including the slab, the Middle and Upper School

patios, etc. are off-limits for students without specific business there. The Monitor has the authority to refer students who are wandering the campus or creating disruption to the Dean for disciplinary action. Repeat offenders will lose the privilege of remaining on campus after school.

Fees after 5:30 p.m.

The school cannot assume the liability for students who are on campus after the office closes and the supervising administrator for the day has gone home. The After School Campus Monitor will record the names of all students who are on campus at 5:30 and turn it into the supervising administrator who will call the parents. Students left on campus after 5:30 p.m. who are not participating in a supervised activity will be charged a \$1 per minute supervision fee for each minute they remain on campus past 5:30 p.m. The supervising administrator will not leave school until all students are gone. Students participating in an evening activity must remain under the supervision of the activity sponsor until they leave campus.

ACADEMIC PROGRAM

DIVISION I

ENGLISH	4 credits
SOCIAL STUDIES	4 credits
MATHEMATICS	3 credits
PHYSICAL / LIFE SCIENCE	3 credits
FOREIGN LANGUAGE	2 credits
ADDITIONAL CREDITS IN DIVISION I	2 credits
COMPUTERS IN THE MODERN WORLD	½ credit
SCIENCE FAIR	1 credit

DIVISION II

Students are required to take an additional 6 credits in electives, including the following Division II courses: 1/2 credit per year of Physical Education and 1/2 credit of expressive arts.

Credit

A "credit" is the equivalent of one year's or two semesters' work. Credit is determined by the amount of time a course meets. Classes that meet every day earn 1/2 credit per semester. Classes which meet every other day earn ¼ credit per semester.

Division I / II Courses

Division I courses refer to required and elective courses in the following departments: English, math, social studies, science, and foreign language and all advanced placement classes. Division II courses include physical education, the expressive arts, business, special-help, and interest courses.

Other Graduation Requirements

Swimming Proficiency

All students must pass the Red Cross Beginners Swimming Test.

Community Service

Students are required to perform a minimum of 30 hours of community service each year. Numerous service opportunities will be available throughout the year. Failure to

complete the minimum may jeopardize a student's promotion to the next grade level.

Minimum Average

A 73% average for Division I course work and a 75% average for all Division I and Division II course work combined.

Grading

Most courses receive number grades. The number grade is converted to a Grade Point Average (GPA). Equivalency among letter grades, number grades and the GPA are as follows:

93%-100% = 4.0 = A	81% = 2.8	69% = 1.6
92% = 3.9	80% = 2.7	68% = 1.5
91% = 3.8	79% = 2.6	67% = 1.4 = D+
90% = 3.7 = A-	78% = 2.5	66% = 1.3
89% = 3.6	77% = 2.4 = C+	65% = 1.2
88% = 3.5	76% = 2.3	64% = 1.1
87% = 3.4 = B+	75% = 2.2	63% = 1.0 = D
86% = 3.3	74% = 2.1	62% = 0.9 = D-
85% = 3.2	73% = 2.0 = C	61% = 0.8
84% = 3.1	72% = 1.9 = C-	60% = 0.7
83% = 3.0 = B	71% = 1.8	59% = 0 = F
82% = 2.9 = B-	70% = 1.7	

Course Grades

A student earns an achievement grade and an effort grade for each course. Both grades are important!

Grade Point Average (GPA)

All courses will be counted in computing an overall grade point average. For college applications, a second grade point average of only Division I courses will be computed as well.

Report Cards

Report cards with cumulative grades and teacher comments are emailed at the end of each quarter.

Academic Awards

Recognition for outstanding academic achievement is made at the end of each semester.

The Headmaster's List

This is Good Hope Country Day's highest academic award. To qualify, a student must achieve a 90 average in Division I, a 90 average in Division I plus Division II, and have no grades below 80 in any quarter.

The Honor Roll

To qualify a student must achieve an 85 average in Division I, an 85 average in Division I plus Division II, have no courses below a 70 in any quarter, and have a maximum of one "C" in Division I coursework and one "C" in Division II coursework per semester.

Students who have an Incomplete at the end of a semester are not eligible for the Headmaster's List or the Honor Roll.

Scholastic Probation

Parents may check student performance, which will be updated biweekly, in PlusPortals.

Any Upper School student who fails to maintain a 73% average in Division I courses and a 75% average in Division II courses for any term is placed on scholastic probation and will have to attend Scholastic Probation study hall during lunch period. Students may also be placed on scholastic probation at the discretion of the Head of Upper School.

The student may not participate in after school or extracurricular activities, including sports and theatrical productions.

If staying after school beyond 4 p.m., the student must report to after-school study in Room 2.

If a student is in danger of receiving a "D" or "F" in a given subject in a given term, or if a student shows an unusual change in performance, a parent conference may be scheduled at this time.

Minimum Academic Requirements

Good Hope Country Day Upper School requires for graduation and for promotion to the next grade a 73% average in all Division I courses and a 75% average overall in Division I and Division II courses. In extreme cases, extenuating circumstances may justify a faculty review of the re-enrollment decision. Should the administration consider this action appropriate, the faculty's decision to promote, retain, or dismiss will be final.

Off Campus / On-line Course Work

All off campus or on-line course work must conform to Good Hope Country Day School standards and be preapproved by the administration. In order to earn academic credit for summer school work, students may be required to pass a GHCDS final exam in that subject. Subjects offered as part of the GHCDS curriculum cannot be taken on-line for-credit.

Behavioral Requirements

In addition to the academic requirements for attendance at Good Hope Country Day School, a student must demonstrate to the faculty that (s)he has the maturity, self-discipline and work habits to successfully cope with the demands of the next grade level. Student attitude and behavior are also extremely important and will be strongly considered whenever circumstances require a review of re-enrollment or tuition assistance decisions.

Homework

Home study is an essential element of academic development at GHCDS. It reinforces learning, provides opportunity for enrichment and develops mature work habits. At its best, homework cements the day's learning and provides time for developing a project or preparing for a test; and still time remains for family fun and a social life. This is the goal we strive for at GHCDS. Assignments will vary in length and importance; however, each assignment must have three things in common to be acceptable: it must be neat, complete, and on time. It is up to each individual subject teacher to establish the importance of homework in determining the final grade and in determining the grade penalty for late or missing work. A homework policy will be announced in each class at the start of the term. If you have questions about homework, ask!

Physical Education/Health

Students are required to participate in some form of physical activity for each semester they attend Good Hope Country Day School. Students participating in PE classes must purchase a Good Hope Country Day School P.E. uniform consisting of a T-shirt and shorts, This uniform is required, and failure to wear the uniform will result in a "no dress" (a "0") for the class, which can dramatically lower a student's average for the quarter. Other PE options are advanced fitness, swimming, weight training or participation in a GHCDs team sport. **Independent Physical Education will be assigned only when scheduling conflicts require. If there is no scheduling conflict, the student must take a physical activity class during regular school hours or participate in a GHCDs team sport.**

Study Halls

- Only students engaged in academic collaboration should be talking in Study Hall. All students must have something on which to work, either homework or a book to read.
- Students who disrupt a study hall may be sent to the office and will be subject to the same disciplinary action as students who disrupt a class.

Dropping a Course

Any course may be dropped without penalty within two weeks of the beginning of class. Beyond two weeks, a division 1 class may not be dropped without permission from the teacher, parent and Head of Upper School.

Summer Reading

To encourage students to read over the summer months, the Upper School requires all returning students to read a minimum of two books during the summer vacation. In order to ensure that the reading is completed, examinations will be given in English and social studies classes during the first week of school.

STUDENT ACTIVITIES

Activities, sports and special events have an important place in the total school program. A complete and varied extracurricular agenda offers enough different activities to appeal to everyone. Students are encouraged to get involved!

Academic and Service Clubs and Activities

Some activities and clubs meet as a class in addition to their outside meetings and events. These include: Yearbook, Quiz Bowl, Students Against Destructive Decisions (SADD), Band, Chorus, the student newspaper *GHCDs Express*, and the Steel Pan Orchestras.

Other clubs and activities meet during the extended lunch period. These include: Upper School Student Council, Future Business Leaders of America, Interact, Quiz Bowl, TRI-M Music Honor Society, National Art Honor Society, Junior Statesman and the National Honor Society.

National Honor Society

Selection to the National Honor Society is the highest honor a school can bestow on a student. The standards for membership are set by the National Council and include outstanding performance in the areas of scholarship, leadership, character and service. Excellence in scholarship is demonstrated by an overall 3.2 grade average in Division I courses. Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Students of good character uphold principles of morality and ethics, are cooperative, demonstrate high standards of honesty and reliability, show courtesy, concern, and respect for others, and generally maintain a good, clean lifestyle. Service is defined through the voluntary contributions made by students to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

The process for selection is as follows:

- The Head of Upper School will create a list of those 11th and 12th graders who have earned an overall 3.2 grade average in their Division I courses.
- Students declared eligible will be notified and asked to complete a personal resumé of school and community activities. This resumé should not be considered an application, but an opportunity to enlighten the selection committee to leadership and service experiences that may not be well known.
- A survey form will be provided to all faculty and staff requesting a rating for each of the criteria for selection. This form will also allow for expanded, written comments for those wishing to provide greater details or specific examples to support the ratings given. Additionally, the author should sign this form and the information provided should remain confidential.
- At the beginning of each school year a faculty council consisting of five members of the Upper School Faculty will be selected. The NHS Advisor, who will not have a vote, will chair all deliberations of the council. For the selection process the council, acting as the selection committee, will review the materials provided to make certain that the non-academic qualifications have been met. Selection will be by majority vote of this committee.
- The committee will create a list of concerns for those students who are not selected by a majority vote. This list will be used by the Advisor to respond to inquiries by students and parents regarding non-selection.

- Prior to notification of students, the Advisor will inform the Head of School and Head of Upper School the results of the deliberation. Then all selected students will be notified in writing and notified of the date and time of the induction ceremony. Those students not selected will be informed in person in a meeting with the Advisor.

Theater

The GHCDs Upper School produces a comedy/drama in the first semester and a musical in the second semester. Auditions are open to all Upper School students. Assistance is also needed in set design and construction, costuming and lighting and sound.

Interscholastic Sports

Anyone who plans to participate in interscholastic sports must have a school physical completed and turned in before the season begins. Participation in interscholastic sports requires both energy and commitment. The following policy has been formulated by the P.E. Department

Outlined in the *GHCDs Athletics Handbook* are the policies the PE Department has formulated to ensure that those interested in interscholastic competition neither neglect their academic work nor let down their teammates. The handbook outlines GHCDs's expectations for our student athletes, including the Requirements for Participation and General Guidelines. Students and parents/guardians must read this handbook and sign and return the final page before the student will be allowed to participate in any interscholastic sport.

Fundraising

GHCDs sponsored clubs and organizations wishing to hold a fund-raising activity or sale must obtain permission from the administration by completing and turning in the Activity Request form available in the Head of Upper School's office. Organizations and members of organizations not directly affiliated with GHCDs must obtain permission from the administration before conducting any sales or solicitations on campus. Individuals are not allowed to solicit funds or sell items for personal gain while on campus.

All student activities or special events must be sponsored by a faculty member who agrees to oversee the planning phase, supervise the activity, and manage any monies collected or disbursed. The sponsor's signature is required in order to obligate and/or withdraw funds.

Participation Restrictions

Students on scholastic probation are not permitted to participate in theatrical productions or sports. Students who have missed school during the day will not be permitted to participate in an activity scheduled for that day or evening.

ATTENDANCE

Attendance will be taken each morning during advisory and at the beginning of each class.

Absences

You are expected to be in school and on time every day unless an absence is necessary due to an illness or an unavoidable emergency. Shopping, working, babysitting, vacationing, entertaining visitors, finishing school reports, studying for a test, missing the bus, and similar types of absences are not excused absences. Parents and students should realize that unexcused absences may seriously jeopardize a student's academic standing.

Notification of Absence

If a student will not be attending school on a given day, parents are requested to call and notify the school before the school day begins. If you are planning to miss school for any reason, you must notify the Head of US as soon as you are aware that you will be missing school. Students are responsible for notifying their teachers of any scheduled absence and for making up the work that will be missed. Teachers require a minimum of one week's notice in order to prepare take-along work. Request for work with less than 7 days notice may not be honored. If you know you must miss school for a legitimate reason, bring a note from home to your Head of US and get permission at least one week in advance.

Maximum Allowed Absences

A student who misses more than 17 classes in a given course will have one percentage point deducted from the final average for each day past 17. Remember, any absence will count towards the 17 days maximum. You must attend classes to get full course credit. Under unusual circumstances, parents may petition for an exemption to this requirement. In this case, they must present clear and convincing evidence to a faculty committee as to why the student should be exempt from this requirement.

Tardiness

Students entering school late and missing advisory must get a pass from the front desk. If you are late to school for legitimate reasons, such as a late bus, you will be excused.

Late to School

Warnings will be issued after the fourth and fifth late arrivals. The sixth and all subsequent late arrivals during a quarter will result in a detention to be served from 3:15 p.m. to 4:00 p.m. on the closest Friday. Parents will be notified of the detention.

Tardy to Class

Warnings will be issued after the fourth and fifth tardies to class. The sixth and all subsequent tardies to any class will result in a detention to be served from 3:15 p.m. to 4:00 p.m. on the closest Friday.

Missed Work

Students are responsible for all class work missed during an excused absence. You should see the teachers involved as soon as you return and arrange to complete work you have missed. All tests or incomplete work must be made up promptly. If an Incomplete has been recorded at the end of the quarter, it will be changed to an "F" or "0" if the work is not completed within a time frame designated by the teacher.

Missed Exams

Students missing midterm or final exams at the end of the semester for any reason will be charged \$25.00 per course for early exams. Parents should notify the school nurse and Head of US as soon as they are aware that their child will be leaving school before the final date. Students must obtain a "Request for Early Exam" form from the office. The completed form must be turned into the Head of US at least one week before the early exams are scheduled.

Cutting Classes

Students are assigned to a specific class or activity for each period of the day and will be expected to be at that assigned place on time. This includes electives and study halls. If you are not there and have not been excused by the teacher or Head of US, it is assumed that you are cutting class. A minimum of 2 detentions will automatically be assigned for such a violation.

Leaving Campus

Because the school is legally responsible for all students during the school day, you may not leave campus without permission. If you must leave school early, please bring a note from home to the Head of US for approval. Please make all doctor and dental appointments after the school day whenever possible. When leaving campus during the school day, Upper School students must have parental approval and must sign out in the front office. Upon returning to campus, or if you are arriving after school has begun, you must sign in at the front desk.

Leaving Campus Due to Illness

Students who are not feeling well during the school day must report to the school nurse. The nurse will determine the extent of your illness and notify your parents if necessary. **Students who leave during the school day due to illness must have permission from the school nurse and must sign out at the front desk.**

P.E. Excuses

If your absence from P.E. relates to a previously existing condition, you must bring a P.E. excuse from a parent or doctor. For serious situations arising during the school day, a P.E. excuse may be obtained only from the school nurse.

Passes

During class time, you will need a pass to leave any class, for any reason. Be prepared to present this pass upon request.

Detention

Students are assigned detentions for arriving late to school, for skipping class, and for other violations of the standards of behavior. Students serve their detentions 3:15 p.m. to 4:00 p.m. on the closest Monday, Wednesday or Fridays. Mondays & Wednesdays will be in room 4 and Fridays in the Chem Lab. Failure to report to detention will result in two detentions being assigned. Skipping detention twice will result in an in-school suspension. Students who cannot attend detention should consult with the Head of US.

In-School Suspension

Students assigned an in-school suspension will spend the day sequestered in the office working on school work. Students on suspension are not allowed to socialize with their classmates, participate in after-school sports or activities, or attend school functions that day. Students who are assigned two in-school suspensions in one year can be placed on disciplinary probation and may face expulsion for subsequent disciplinary violations.

Special Events

During a select few days in the course of the school year, regular classes are altered to allow for special activities. These days are important and are considered regular school days. Participation in all such activities is required.

Assemblies

Students are expected to arrive at the assembly area promptly and take their seats in the rows designated for their advisory.

Students will be attentive, quiet and respectful during the course of the assembly. Yelling, whistling, making comments, using a cell phone or talking with one's neighbor is not acceptable and students will be held accountable for their behavior. At the culmination of the assembly students will remain in their seats until they are dismissed. Dismissal will be by advisory or class.

Mini Gusto

During the second semester, we hold a week-long "Mini Gusto." During this week, each student selects one or more special courses in lieu of regular classes. Some of these courses are academic; others allow students to work at a career internship, learn a new skill, or travel. Since these courses replace regular class, attendance is required. Every high school student must do at least two career related activities during their four years. Students are also limited to two off-island trips during their high school years.

Parents should not schedule off-island trips without first discussing it with the administration.

CODE OF CONDUCT

General Guidelines

The rules for student behavior presume good citizenship on the part of all students. Citizenship means respect for others and for the school. This includes:

- Respect for one another. Treat other people as you would like to have them treat you. Remember it is never permissible or necessary to be rude.
- Respect for younger children. Older students are expected to show consideration for all younger children and set a positive example for good behavior. This is especially important while waiting for and riding on the buses.
- Respect for school property. Litter, graffiti and vandalism are ugly and detract from the way we would all like the school to look. Be thoughtful. Take pride in your school.
- Respect for the school grounds. Stay off the grass and out of the trees so that they will remain healthy and beautiful for all to enjoy.
- Use good sense. Some things must be avoided because they are dangerous or infringe on the rights of others. We assume that by the time you have reached Grade 9 you have the good sense to refrain from running, pushing, throwing, rough housing, disruptive action, and otherwise endangering yourself and others. Failing to use "good sense" will result in appropriate consequences.

Personal Habits and Decorum

If a teacher feels that the habits or behavior of any student are disruptive to the class and has asked the student to stop this behavior without success, the teacher will ask the student to leave the class and go directly to the Head of US.

Behavioral Offenses

Bullying

Bullying is the severe or repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of: (1) causing physical or emotional harm to the other student or damage to the other student's property; (2) placing the other student in reasonable fear of harm to himself or of damage to his property; (3) creating a hostile environment at school for the other student; (4) infringing on the rights of the other student at school; or (5) materially and substantially disrupting the education process or the orderly operation of a school.

Cyberbullying

Cyberbullying is defined as willful and repeated harm inflicted through the use of computers, cell phones and other electronic devices. It includes being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies. It has various forms, including direct harassment and indirect activities that are intended to damage the reputation or interfere with the relationships of the targeted student. Cyberbullying activities include, but are not limited to: posting harmful material, impersonating the person, and disseminating personal information or images of the targeted student.

Our School Bullying Rules

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Bullying is prohibited on school grounds, property immediately adjacent to school grounds, at school sponsored or school-related activities, functions or programs whether on or off school grounds, at school bus stops, on school buses or other vehicles used by the school, or through the use of technology or an electronic device owned, leased or used by the school.

Students should exercise respect for self and others off campus as well as on. Bullying at non-school locations or using technology to bully another will result in disciplinary action if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or disrupt the education process or the orderly operation of the school.

Displays of Affection

It is important to make a distinction between behavior that is appropriate for public spaces and that which is private. Public displays of affection are best saved for private moments off campus. Please do not put us in the embarrassing position of having to discuss your personal relationships with you or your parents.

Fighting

Fighting will not be tolerated in any form for any reason on the campus. Any student involved in a serious fight will be sent home immediately and be suspended for a minimum of one additional day.

Gambling

Cards, dice, and other games which involve the exchange of money or other items of value are not allowed. Violators will be sent to the Head of US for disciplinary action.

Harassment

Harassment is defined as unwelcomed advances, requests for sexual favors, and other verbal or physical conduct which has the purpose or effect of creating an intimidating, hostile or offensive environment and/or when such conduct interferes unreasonably with a person's academic performance. When, in the opinion of a teacher, a student has been rude or otherwise has behaved inappropriately, (s)he will be sent to the office for disciplinary action.. Students who are made to feel uncomfortable by the words or actions of others are urged to speak to any adult on campus.

Swearing

In a school situation, swearing is inappropriate because it reflects badly on both the swearer and the school in general. Swearing in public (i.e. loud enough to be heard) will result in a warning. Continued swearing will result in disciplinary action.

Theft

Taking the belongings of another will be treated as a major offense and will result in disciplinary probation or expulsion depending on the circumstances. Theft includes taking food or school materials such as books, calculators, pens or pencils from another student without his or her permission. "Borrowing" requires consent from the owner; otherwise you are a thief.

Vandalism

Vandalism involves the intentional destruction or defacement of property belonging to another. Whether it be institutional vandalism directed against property of the school or its employees, or personal vandalism directed against the property of another student or visitor, it will be treated as a serious offense and will result in disciplinary action with possible expulsion

Violence

Attacking another person with the intent to injure may result in immediate expulsion.

Weapons

Weapons of any kind are not permitted in school. If a weapon is brought to school, it will be confiscated, parents will be called, and disciplinary action will follow. Possession of a weapon may result in immediate expulsion. We discourage play-acting with simulated weapons. Model weapons may be brought to school for historical re-enactment or other class events only with the permission of the teacher, and they must be stored in the office until needed.

Consequences for Behavioral Misconduct

1. Student is sent to the office-warning from Head of US.
2. Detention(s) assigned by the Head of US
3. Letter home and/or conference with parents.
4. In-school or out-of-school suspension.
5. Disciplinary probation with an explicit contract of expected behavior.
6. Expulsion.

Ultimately, the criterion for determining when discipline procedures are required is when a student creates a situation which threatens the ability of the teacher to perform duties or the ability of fellow students to learn in a safe, orderly, and secure environment.

Lying, Cheating and Plagiarism

As a school community, we cannot accomplish our goals without trust. Trust is gained when we can depend on the honesty of those around us.

Lying is knowingly treating false information as true.

Cheating is using dishonest methods to achieve some end. Academic honesty is an essential part of scholarship. Using others' work prevents the student from learning important lessons and can set up patterns of short-cut behavior that can be disastrous in adult life.

Plagiarism is the use of another's ideas or words as if they were one's own. When you borrow an idea, acknowledge the borrowing with a note indicating its precise source. When you borrow a writer's original words as well, enclose them in quotation marks or separate them from your own text, and acknowledge the borrowing with a note. Ignorance is no plea on behalf of the plagiarist. If in doubt, acknowledge a source more, rather than less fully. If in doubt, ask your instructor.

Assistance on written assignments

A student is personally responsible for all written assignments and must work without assistance for researching, writing, and preparing all written work. A student may seek assistance in the following areas:

- A student may ask another person to read his work and offer suggestions for improvements or corrections in mechanical skills, spelling, word usage, etc. Corrections should be made by the student.

Tests

There are standard regulations affecting all testing: The students have no extraneous materials on their desks; they keep their eyes on their own papers; they stop writing when told to do so; they must not communicate with other students. These regulations are made to insure the validity of the testing. Students follow these regulations to assure this and their own personal integrity. Any irregularities during testing may be considered indications of possible dishonesty.

Consequences for Cheating and Plagiarism

- Any student found guilty of academic dishonesty will automatically lose eligibility for honor roll or headmaster's list for the semester in which the violation took place.
- The student who has plagiarized will be required to redo the assignment.
- The student may receive a grade of 0% for the assignment or test.
- Parents will be notified
- Repeated infractions may result in expulsion.

Illegal Substances

The school is deeply concerned about the incidence of the use of tobacco, alcohol, and drugs among the youth of St. Croix. We are aware that incidence of use among our students is generally reflective of the adolescent population of the island; however, we will not tolerate the use of these substances on our campus or at any school sponsored function.

We focus on education, prevention, and intervention. We believe that students who have been informed about the consequences of alcohol and drug use are forearmed when they are confronted with peer pressure to use these substances. We believe this education must begin early and continue through high school.

When we suspect that students are endangering themselves by using drugs or alcohol, we work together with the parents to try a variety of interventions, including peer counseling and professional counseling, depending on the circumstances and the individual. We have a psychologist on staff and a system of anonymous referrals to identify students at risk. Students may self-refer or may suggest referral of another student. All referrals and conferences are done in complete confidentiality. The school reserves the right to conduct drug testing on students.

At the same time, we cannot and will not allow students to endanger the well-being of other students. Possession and use of alcohol and drugs on campus and at all off-campus school functions is absolutely prohibited. The School reserves the right, to the extent allowable by law, to search students' lockers, belongings and automobiles.

Consequences

Tobacco

Possession of tobacco will be treated as a major disciplinary offense, resulting in a detention for a first offense and a disciplinary probation for the second offense.

Alcohol

Possession or use of alcohol at school or at any school activity will be treated as a major disciplinary offense, resulting in disciplinary probation or expulsion for a first offense, depending on the circumstances.

Illegal Drugs

Possession or use of illegal drugs at school or at any school activity will result in immediate expulsion.

Bus Service

Bus service along major routes is provided by Abramson Bus Company. All students riding the bus are required to follow the instructions of the bus driver. The following behaviors are specifically prohibited:

- Excessive noise - shouting or playing of radios or tapes
- Throwing objects within the bus or out of the window
- Horseplay
- Smoking or lighting any kind of fire
- Extending any part of the body out the window
- Littering
- Writing or scratching on the seats or walls
- Abusiveness to the bus driver
- Standing up while the bus is in motion
- Eating, drinking or chewing gum
- Brandishing any sharp object such as a knife, pencil, etc.
- Engaging in inappropriate displays of affection
- Using foul or inappropriate language
- Yelling or making rude gestures out the window
- Boarding the bus without a shirt

Consequences for Inappropriate Behavior on the Bus

Any violation of the above will result in disciplinary action. Parents will be informed whenever a student has been reported. If a student is reported twice, he will be suspended from riding the bus for a period of two weeks. Parents will have to provide transportation during the period of suspension. The student will not be permitted to board an alternative bus. After bus privileges have been reinstated, if a student is reported, (s)he will be suspended from riding the bus for thirty days. If reported again, suspension will be permanent or for the remainder of the school year.

Driving to School

All drivers must complete the STUDENT AUTOMOBILE REGISTRATION FORM which includes a photocopy of your driver's license and insurance form. The office will photocopy these

documents for you. The Student Automobile Registration Form is available in the Head of US office. Failure to register your vehicle will result in immediate suspension of driving privileges until the proper forms are completed. Your parents will be notified that you are not allowed to drive to school. The following rules must be adhered to for all students:

Because of liability issues, students are NEVER allowed to drive other students to or from GHCDs-sponsored events or at lunch.

A student may NEVER use his/her car to leave campus during the school day without permission from the dean and his/her parents.

Consequence: Driving other students will result in immediate suspension of driving privileges for two weeks. A second infraction will result in suspension of driving privileges one month. A third infraction will result in suspension of driving privileges for the rest of the school year. Your parents will be notified that you are not allowed to drive to school

The student parking lot is located to the left of the entrance road. Students should park only in this lot. There is no parking in the lower lot. Swimmers are allowed to park behind the science labs or by the pool.

When senior parking privileges are in effect, underclassmen must not park in spaces designated as for seniors only.

Parking in the small parking lot by the gym is for visitors only. This includes after school, during practices and during games. Students should park in the lot above the gym.

During the school day students must not drive to and from the gym or the pavilion.

Cars cannot be used as meeting areas or as “sound systems” to listen to music before, during or after the school day.

Consequence: Violation of any of these rules will result in a warning for the first infraction; the second violation will result in suspension of driving privileges for one week; the third and all subsequent violations will result in a two-week suspension of driving privileges. Your parents will be notified that you are not allowed to drive to school.

The maximum speed limit anywhere on the GHCDs campus is 15 mph, although students need to exercise extreme caution when there are children present. A speed slower than 15 mph is often prudent. Students are expected to demonstrate maturity and good sense when driving. Speeding, showing off, or any other form of recklessness is strictly forbidden.

Consequence: Exceeding the speed limit or driving in a way that is reckless or endangers others will result in an immediate suspension of driving privileges for one month. There will be no warnings. A second infraction will result in suspension of driving privileges for the rest of the school year. Your parents will be notified that you are not allowed to drive to school.

DRESS CODE

Student clothing should be neat, modest and appropriate to the educational setting. Older students should serve as positive role models for those in the lower grades. Dress code rules apply at all times a student is on campus, with the exception of authorized special events – including after school, except on the field, in the gym, or at the pool.

Clothing, jewelry, and hairstyles should make no reference to illegal drugs, alcohol, or tobacco. Sexual innuendo, profanity, and statements which are culturally or racially offensive are also prohibited.

Shoes must be worn at all times while a student is on campus. Sandals are acceptable for class time; sneakers and socks are required for PE.

Boys and girls may wear hats with brims, but they must be removed indoors.

Boys

Shirts: Muscle shirts, cut-off shirts, basketball jerseys with large armholes, and mesh-type jerseys can be worn only if there is another shirt with sleeves underneath. All shirts must be long enough to tuck into the pants.

Pants: Shorts must have an inseam of at least 4". No cut-offs or special use shorts such as beach shorts and bike shorts. Pants that fall below the waist exposing the underwear beneath may not be worn.

Girls:

Tops: No spaghetti strap or other tops that allow undergarments to be visible, including strapless tops. No cleavage or displays of midriff should be visible. A top should hang over the top of the shorts, pant or skirt waistband. At no time should the belly be exposed including when lifting up arms or carrying a backpack. Nor should the "rear" show when bending over or sitting down. Necklines should be modest and exclude deep V or scoop styles.

Shorts: Shorts and skirts are permitted; length is regulated. Shorts should have a inseam the is a minimum of 4 inches.

Skirts: Skirt length should be a maximum of 3 inches above the knees. In addition, the back of the skirt must be equal in length to the front.

Dresses: Dresses must have straps that meet the requirement for tops, and the requirement for skirt length. Dresses should not have any cut outs in the Back or along the side.

Underwear: Underwear should not be visible at any time for any reason, including bralettes, sports bras, or other undergarments.

Consequences for Dress Code Violations (4 strike rule)

- **Strike 1:** Student will wear a t-Shirt and shorts issued by Head of US..

- **Strike 2:** Student will wear a t-Shirt and shorts issued by Head of US .
- **Strike 3:** Student will remain in the office until parent brings a change of clothes, and serve a detention.
- **Strike 4:** Student will a wear t-Shirt and shorts issued by Head of US and attend a parent conference will be scheduled with the Head of US.

It is our hope that these steps will control the few individuals who repeatedly push the limits and not affect the majority of students who show up to school appropriately dressed each day. The special role of parents as the "front line defense" against dress code violations is both acknowledged and appreciated. When inappropriate dress is caught at the front door of the home in the morning much frustration and unhappiness as well as the loss of valuable class time can be avoided.

CAMPUS

Classrooms

Classroom Telephones

Telephones in the classroom are for the use of the teacher and may not be used by students at any time.

Teacher Computers

Teacher computers are for the use of the teacher and may not be used by students at any time

Food

There are two periods during the day for eating: 1) snack, between 2nd and 3rd periods and 2) lunch, between 5th and 6th periods. No food or beverages should be consumed during class or at assemblies unless students have specific permission to do so. All garbage should be placed in the round barrels at the eating areas and recyclables should be placed in the proper containers. Please do not put food waste in wastebaskets in the classrooms, as it attracts bugs.

Computer Lab

The computers on campus are for academic use only. Students may not use school or personal computers at school to play games, access chat rooms, instant messaging or personal e-mail or play music or movies. Violators will lose access to the school network. All students must sign and adhere to the Computer Acceptable Use Policy.

Pool

By agreement with the Swimming Association, the pool is off limits except during scheduled activities and classes. This includes before and after school, except for swim team members who are scheduled to be there. Students found in these areas will be considered off campus without permission and subject to disciplinary action.

Reception Area

The reception area in the Administration Building is for visitors and guests. Students should not come in this area unless they have specific business with the secretary or have an assigned service.

Telephone

The school telephone is for business purposes. It can be used by students only for emergencies.

Food Deliveries

If a student is expecting a delivery of any kind, including lunch, it should be delivered to the front office, not to the parking lot, driveway or class. The student is responsible for retrieving it.

Teachers' Lounge

The Teachers' Lounge is off limits for all students at all times. Please do not look for teachers in the lounge unless it is an emergency. If you must go to the lounge – knock, then wait for the door to be answered.

Library

The library is open from 7:00 a.m. to 4:30 p.m. on Monday through Thursday and from 7:00 a.m. to 3:00 p.m. on Friday. The library is a place for reading, study and research. Use of the library is a privilege. A student using the library during class or study periods should have a definite purpose and a signed pass from his subject teacher. The library is also open to students during snack and lunch and after school. Students who wish to use the library during a study hall period must obtain a pass from the librarian before the end of lunch.

Library Rules

- Books are loaned for two weeks with an option of renewal for two additional weeks if the book is not in demand. A student may have a total of 3 books checked out at any given time. "Reserve books" must remain in the library at all times.
- Magazines and newspapers are to be read in the library. Back issues of magazines are available for research use in the library, or copies of articles may be made at a cost of 10 cents per copy, per side. **NO ARTICLE OR PICTURE SHOULD BE CUT FROM A MAGAZINE, BOOK, OR NEWSPAPER.** All materials are the property of Good Hope Country Day School. Unauthorized removal of library materials will be considered theft, and disciplinary action will be taken.
- Computer use in the library is for academic purposes. With the librarian's permission, students may access e-mail to retrieve school work, to send schoolwork, or to communicate with a faculty member, college or university. Chat rooms, instant messaging and games are not allowed. Violation of these policies may result in the loss of your library privileges and suspension of your network privileges.
- The photocopy machine is available to students at a charge of 10 cents per page copied. There is no charge for school related computer printouts. However, for printing information not related to school, i.e. lyrics, jokes, shopping, etc., there is a charge of 10 cents for each page printed.
- Students are charged a fine of 10 cents per day per overdue book, excluding weekends and holidays. Two overdue notices will be sent to students. If materials are not returned, a third notice will be mailed home. Library lending privileges will be revoked and report cards withheld until materials are returned or paid for.
- The person to whom a book is loaned is responsible for the book. The cost of books that are damaged, lost, or destroyed is assumed by that student. Do not check out books for friends.
- **NO FOOD OR DRINK**, and this specifically includes gum, is allowed in the library. Students are expected to leave the library in good order. Newspapers, magazines, and reference materials must be returned to their proper place and chairs must be placed under the tables.
- Good Hope Country Day students are expected to conduct themselves in a polite and orderly manner and to be productively occupied.

At the discretion of the librarian, violation of any of the above regulations may result in the loss of library privileges.

Litter

Litter is ugly and unnecessary. When you have finished your meal or snack make sure you place your garbage in the proper containers outside the classroom. Advisories are responsible for keeping the area around their room tidy and free of litter.

Visitors

Visitors are parents and interested adults who come for business or to observe the school. They usually come to our campus for one of four reasons: 1) they are parents interested in the school; 2) they are workmen doing us a service; 3) they are patrons who support the school; or 4) they are guest speakers or judges. All of these visitors should be shown our best side. A smile, a greeting or an offer of help if they appear lost is appreciated by everyone.

Requests for friends living on St. Croix or visiting from the states to visit Good Hope Country Day School during school hours must be made to the Head of US a minimum of 24 hours in advance. Only one Upper School visitor is allowed on any one day. Visitors must obey all school rules, including dress code. All visitors need to report to the front office for a visitor's pass which must be worn while the visitor is on campus.

Unauthorized persons on campus during school hours are trespassing and will be asked to leave campus immediately. This general understanding is printed here to prevent any misunderstanding among students who might be tempted to invite an off-campus friend to join them during snack, lunch, or after school. Under no circumstances are small children allowed to attend Upper School classes.

HEALTH AND SAFETY

Medical Exam

All students are required to have a recent physical examination report and an updated immunization record on file at school. **All physicals must be on file by the end of the first week of school.**

Nurse

Good Hope Country Day School has a nurse on duty for emergencies and for students who become ill while at school. If you are sick, obtain a pass from your subject teacher and report directly to the nurse's office.

Class Demeanor

Students are not permitted to sleep in classrooms or on benches. Sleeping students will be presumed sick or too exhausted to participate in school activities and will be sent to the nurse.

Emergencies

In the unlikely event of an emergency, we must be able to evacuate classes quickly and quietly. The signal for an emergency is a series of short blasts on the air horn. At that signal, students in the all buildings EXCEPT the Pavilion, Music Rooms, and Art Building should move to the main field. Students in the Pavilion and Music Rooms, will move to the back field. Each class must remain together so that attendance may be taken. Please refer to the bulletin regarding "Emergency Procedures" posted in each classroom for additional information.

Rain Days

When rain or another emergency makes it necessary to cancel school, it will be announced on these radio stations: AM1000 or FM 93.5, FM 95.1, FM 104.3, and/or FM 104.9 and whenever possible, this announcement will be made before 7:15 a.m. Unless you hear such an announcement, you may assume that regular classes will be held.

Special Medical Conditions

If you are not absent, but you have a medically diagnosed condition that requires special treatment, your parents must notify the nurse via the telephone or a note to communicate any doctor's recommendations or special treatment necessary.

Prescription Drugs

If you need to take prescription medication during the day, please secure your medication with the school nurse to be safely stored and properly dispensed.

Over the Counter Drugs and Nutritional Supplements

Students must not carry OTC drugs on their person or in their bags. All OTC drugs and nutritional supplements should be stored in the nurse's office.

HIV/AIDS Policy

In conjunction with guidelines issued by the Public Health Service, parents of students who are HIV positive are required to inform the Head of School for the welfare of the student and the school community at large. Decisions on the student's attendance, activities, alterations of the program and other issues will be reached after consulting with the student's private physician and the school's nurse. Each case will be treated with appropriate confidentiality.

Unsafe Sex

With the high incidence of AIDS and other sexually transmitted diseases on St. Croix, experimentation with unsafe sex is potentially one of the most dangerous threats to our students. The school actively promotes awareness and open discussion of this topic through the health and science curriculums and through programs sponsored by the school and community organizations.

School Psychologist

There is a school psychologist on staff. When certain behaviors become problematic, the Head of US or teacher may refer a student to the school psychologist for a consultation. Students who wish to talk with the psychologist may self-refer or may refer a friend. All consultations are in complete confidence. The school psychologist does not conduct on-going therapy. Should a student need on-going counseling, a referral will be made to an outside counselor.

Calculators

The School has standardized the use of the TI-84 Plus Graphing Calculator, and each student is required to own one. Calculators are on sale at the school store. Students must register the serial numbers with their math teachers and engrave their names on the back of the calculators. An engraving tool is available from the math teachers. Students must not lend not ask to borrow a calculator. Calculators in possession of a student who is not the registered owner will be confiscated and turned into the appropriate Head of US.

Portable Electronic Devices, Cell Phones, and Headphones

Provided that the use of these devices does not interfere with one's own learning, interrupt or degrade the learning environment, infringe on the rights of others, or pose a risk to the health and safety of others, these devices may be used during the school day. Because of safety issues, headphones may not be used during the transition period between classes. Teachers have discretion as to what constitutes a violation.

Consequences for violation:

Strike 1: Warning by teacher

Strike 2: Student is sent to Head of US.

Strike 3: Student is sent to Head of US, and a detention is arranged by Head of US.

Strike 4: Sent to Head of US, detention, and a parent conference is arranged by Head of US.

With the exception of study hall, and scholastic probation lunch study hall, devices should be silent and stored away while in the classroom, or during assembly, unless specifically authorized for use by the classroom teacher. ALL SOUNDS SHOULD BE TURNED OFF, NO GAMES IN STUDY HALL OR VIDEOS UNRELATED TO SCHOOL.

Jewelry and Other Valuables

Students should not bring valuables or unnecessary cash to school. Students should not leave purses, jewelry, or other attractive items in the bathrooms or changing rooms during P.E. The school cannot assume responsibility for lost, stolen, or damaged property.

Laptops

Laptops may be used in the classroom with the teacher's permission. They may not be used for viewing videos or playing games unrelated to school

Skateboards, hover boards, and roller skates

Skateboards, hover boards, roller skates, or similar items are not allowed on campus at any time, except for special authorized events.

Lost and Found

The Lost and Found is located in the back of the administration building. Students who find lost items should place them in the Lost and Found. Items of value such as jewelry, cash and cell phones should be turned into the office.

RESPONSIBILITIES

Textbooks

Textbooks are the property of Good Hope Country Day School and are loaned to students for use during the school year. While some wear is expected, books must be returned in approximately the same condition in which they were issued, free of writing or other markings with pencil or pen. Students are required to cover books to protect them and avoid fines or the replacement cost of the book. Self-adhesive book covers are prohibited. Students who fail to return books in good condition will be fined or charged

Textbooks left lying around after 5:30 p.m. will be taken to the Chem Lab. Students will be charged an initial fee of \$1 plus an additional \$1 for each week that the text remains in the Chem Lab. A list of books in the Chem lab indicating student name, subject and amount owed is posted daily on the Upper School Bulletin Board.

Students are required to turn in textbooks before taking midterm and final exams. Our policy is "No Book, No Exam". Students who do not have a textbook before a midterm or final should report to the Head of US. They will be charged a textbook replacement fee. If the text is found later, that fee will be returned.

Lockers

Lockers for storing books and personal belongings are assigned. Locks should be purchased for \$10 from the office.

The school reserves the right to open and inspect any locker at any time. A locker is for the personal use of the student to whom it has been assigned. No student is allowed to go into another student's locker without permission. It is recommended that students keep their lockers locked at all times and not share the combination with others. Students whose lockers are left unlocked, particularly after school, on weekends or holidays, are responsible for textbooks and other items stored in their locker.

SENIORS

College Guidance

Students and their parents meet with a college counselor during the junior year to discuss college plans. College plans are finalized early in the senior year. Throughout junior and senior year, several student-parent informational nights are held regarding the college application process, financial aid and other related topics. Appointments with the counselor are recommended and always welcome!.

Senior Privileges

An active and involved Senior Class is essential to the spirit of the Upper School. We depend on our seniors to set the proper example and provide leadership for a successful year. If Seniors accept these responsibilities, it is appropriate that they have privileges which recognize their maturity. Privileges are earned and not guaranteed. At the end of the first quarter, the Senior Class is invited to initiate a discussion of Senior privileges with the Head of School, the Head of US, and the Senior advisors. Requests should not be frivolous but should represent serious needs of the upper classmen. No request that violates school policies will be considered.

Graduation

Participation Requirements

To participate in the graduation ceremony, Seniors must have successfully completed all course work with a minimum GPA of 2.0 and taken care of all financial obligations.

Senior Fees

Cost of the senior fee varies and is decided at the end of the first semester of the senior year. This fee covers graduation expenses including diploma, cap and gown fees and 10 announcements per student. Students may purchase additional announcements.

Graduating with Honors

Students who have a cumulative grade point average of 3.0 (83% or B) or higher for four years will graduate "with honors."

Valedictorian and Salutatorian

These designations are determined by the highest cumulative high school grade point average. There are three requirements for these awards: 1) The student must have earned at least 12 credits for graduation at Country Day School; 2) the student must spend at least two years at Good Hope Country Day School; 3) only those grades earned at Good Hope Country Day School will be used to determine this rank. For the purposes of these awards grade point averages are truncated at the one-hundredth decimal point. **GPA is calculated using the final, year-end grades in Division 1 subjects.**