



Upper School Handbook 2020-21

NOTE: Good Hope Country Day School reserves the right to amend this handbook at any time as needed. The school will notify parents and students of any changes that significantly affect the overall meaning of a procedure or policy contained herein. Minor corrections and clarifications to the content of this handbook may be made from time to time, as needed, without the notification of parents and students.

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The Island is our classroom; the world is our responsibility

MISSION

Good Hope Country Day School cultivates reflective, creative and compassionate students who are critical thinkers prepared to excel and empowered to better their island and the world.

CORE VALUES

Respect: to show proper acceptance, courtesy and regard for others.

Scholarship: to work with interest in all classes; take every opportunity to access knowledge through research, reading, and participation in class; take pride in all practical, written, and oral work; collaborate and cooperate with teachers and peers;

Integrity: to do the right thing in a reliable way even if no one is watching you; we admire a person with integrity because it means the person has a moral compass.

Citizenship: to embody five aspects of citizenship - honesty, compassion, respect, responsibility and courage.

THE SCHEDULE

Grades 9 through 12 operate on a trimester schedule. A trimester is a period of time, approximately one-third of the school year. Each trimester lasts 52 to 58 days, depending on the number of holidays during the period.

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 8:30 a.m. to 8:40 a.m. The GHCDs Upper School Advisory Program provides each student with a primary relationship with an adult from whom they can draw strength and support, socially, emotionally, and academically. This one-on-one relationship, combined with the group dynamics fostered in advisory, serve the school's (broader) mission to "prepare and empower" students by creating a climate that reinforces the four core values of respect, scholarship, integrity, and citizenship.

****Due to Covid-19 restrictions and scheduling transitions, the Advisory Program will not begin until the second trimester. Until then, homeroom for each student will take place in their first period classroom.***

Daily Schedule

Included in the daily schedule are teachers' office hours and opportunities to participate in a variety of electives. Additional activities and extracurriculars may be held after school.

The schedule for grades 5-12 consists of 5 65-minute classes per day, with a 15-minute morning break and a 65-minute lunch hour. The extended lunch hour is shared with club meetings and free-time on the lower field. Students eat in their homeroom or outside, observing proper social distancing.

****Due to Covid-19, after school activities and some electives will not be offered until further notice.***

	Grades 5 - 12					
	Monday	Tuesday	Wednesday	Thursday	Friday	
8:30 [8:40]	Morning Preparation					10
8:40 [9:45]	A	A	A	A	A	65
						5
9:50 [10:55]	B	B	B	B	B	65
10:55 [11:10]	Break					15
11:10 [12:15]	C	C	C	C	C	65
12:15 [1:15]	Lunch					60
1:15 [2:20]	D	D	D	D	D	65
						5
2:25 [3:30]	E	E	E	E	E	65

ACADEMIC PROGRAM

Graduation Requirements

GRADUATION REQUIREMENTS	CLASS OF 2021
English	4
Social Studies	4
Math	3
Science	3
World Lang.	2
Computer Science	0.5
Arts	1
Phys Ed	2
Advisory / Health & Wellness*	0.25
Senior Thesis	1
Additional Electives	5.75
Total Credits Required	26.5

GRADUATION REQUIREMENTS	CLASS OF 2022	REQUIRED COURSES
English	4	English 9, World Lit, Amer. Lit
Social Studies	4	AWH, MWH, USH, VIH (0.5)
Math	3	Alg I, Geo, Alg II
Science	3	Biology, Physical Science, Chem I
World Lang.	2	Spanish/French
Computer Science	0.5	Computers in the Modern World
Arts	1	2 half-credit classes in any art]

Phys Ed	2	
Advisory / Health & Wellness*	0.5	
Senior Thesis	1	
Additional Electives	6	(12 half-credit courses)
Total Credits Required	27	(including Health)

GRADUATION REQUIREMENTS	CLASS OF 2023	REQUIRED COURSES
English	4	English 9, World Lit, Amer. Lit
Social Studies	4	AWH, MWH, USH, VIH (0.5)
Math	3	Alg I, Geo, Alg II
Science	3	Biology , Chem I, Physical Science
World Lang.	3	Spanish/French
Computer Science	0.5	Computers in the Modern World
Arts	1	2 half-credit classes in any art]
Phys Ed	2	
Advisory / Health & Wellness*	0.75	.25 credit P/F each year
Additional Electives	6	(12 half-credit courses)
Total Credits Required	27.25	

GRADUATION REQUIREMENTS	CLASS OF 2024	REQUIRED COURSES
English	4	Eng. 9, World Lit, Amer. Lit
Social Studies	4	AWH, MWH, USH, VIH (0.5)
Math	3	Alg I, Geo, Alg II
Science	3	Bio I, Chem I, Physics

World Lang.	3	Spanish
CS	0.5	Technology Basics
Arts	1	2 half-credit classes in any art]
Phys Ed	2	P.E., Team sports, other
Advisory / Health & Wellness*	1	.25 credit P/F each year
Senior Thesis	0	
Additional Electives	6	(12 half-credit courses)
Total Credits Required	27.5	

Credit

A "credit" is the equivalent two trimesters' work.

After School

All students must be off-campus by 4:00 unless engaged in a supervised activity.

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:

****Due to Covid-19, no after school activities are being scheduled until further notice.***

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 Study Hall, and must remain there until pickup, no later than 5:30 p.m., after which they must go to the main office where they will be supervised by an administrator. 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.

****Due to Covid-19, no after school activities are being scheduled until further notice.***

Fees after 5:30 p.m. (Due to COVID-19: 4:00 p.m.)

The school cannot assume 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.

****Due to Covid-19, no after school activities are being scheduled until further notice. For students left at school after 4 p.m., there will be a \$1 per minute supervision fee for each minute they remain on campus.***

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.

Grading

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

Grade Point Average (GPA)

All courses will be counted in computing an overall grade point average.

Report Cards

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

Academic Awards

Recognition for outstanding academic achievement is made at the end of each ***school year***.

The Head of School List - This is Good Hope Country Day's highest academic award.

To qualify, a student must achieve a 90 average and have no grades below 80 in any ***trimester***.

The Honor Roll - To qualify, a student must achieve an 85 average, have no courses below a 70, and have a maximum of one "C" in his/her coursework per trimester.

Students who have an Incomplete at the end of a trimester are generally not eligible for Academic Awards, unless after the course is completed the Head of the Upper School determines that special circumstances merit an exception.

Scholastic Support Plan

Parents may check student performance in Schoology. In general, Schoology is updated at least biweekly.

Upper School students who fail to maintain passing grades (60%) in their courses for any term are placed on a Scholastic Support Plan and may be scheduled for study sessions with teachers/tutors as advised, or at the discretion of the Head of the Upper School.

In certain cases, or at the discretion of the Head of the Upper School, students may be prohibited from participating in after school or extracurricular activities, including sports and theatrical productions.

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 should be scheduled.

On-line and/or Off-Campus Coursework

Online and/or off-campus coursework must conform to Good Hope Country Day School standards and **must be pre-approved by the GHCDs administration**. In order for online and/or off-campus coursework to be considered, parents and/or students must submit documentation detailing the content to be covered, course requirements, and assessment criteria, as well as documentation that the program is accredited by an appropriate accreditation organization (such as MSACS / MSA, SAIS, ISACS, NEASC, etc.). The GHCDs administration reserves the right to accept or reject the credit after consultation with the appropriate subject teacher.

In order to earn academic credit for an online and/or off-campus course, students may be required to take the GHCDs transition exam in that subject after successfully completing the course. Parents and/or students are responsible for ensuring that the program submits a **transcript to GHCDs before students may receive credit for online and/or off-campus work**.

Credits from accepted courses count towards graduation requirements but do not figure into students' GPA.

Requirements for Promotion to the Next Grade

In addition to the academic requirements for attendance at Good Hope Country Day School, students must demonstrate to the faculty that they have the maturity, self-discipline and work habits to successfully meet 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 a minimum of 4 trimesters while enrolled in the high school. Students participating in PE classes must purchase a Good Hope Country Day School P.E. uniform consisting of a T-shirt. 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.**

Dropping a Course

Any course may be dropped without penalty within one week of the beginning of class. Beyond one week, a class may not be dropped without permission from the teacher, parent and Head of the Upper School. There must be an available course for the student to transfer into upon withdrawing from the original class.

Summer Reading

In addition to reading a minimum of two books over the summer, all students and faculty participate in the Common Read, a book chosen by the English and Social Studies depts. Upon returning to school, all upper school students and faculty meet to engage in discussion and share their opinions and impressions. It is expected that all students will participate, and assignments may be made for the reading.

STUDENT ACTIVITIES

****Due to Covid-19, Clubs and Activities Will Be Limited until Further Notice***

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, Band, Chorus, the student newspaper *The Panther Post*, Moot Court and the Steel Pan Orchestras.

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

Drama

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. ***Drama productions for 2020-21 may be limited due to Covid-19***

Interscholastic Sports

**** Due to Covid-19, sports will be delayed until safe***

Student Clubs and Fundraising

**** Due to covid-19, fundraising opportunities will be limited***

Participation Restrictions

Students who have missed school during the day for any reason will not be permitted to participate in an activity scheduled for that day or evening.

ATTENDANCE AND TARDINESS

Attendance will be taken each morning during advisory and at the beginning of each class, ***whether a student is on-campus or online. An online student is only marked “present” if they are logged-in and have their video and audio turned on and they are visible to the teacher.***

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 the Upper School 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 the Head of the Upper School and get permission at least one week in advance.

Maximum Allowed Absences

A student is allowed 17 absences from a given course during each school year. If a student reaches this maximum and continues to accumulate absences, each additional absence will result in a deduction of one percent from the final grade of the course. Remember, any unexcused absence will count towards the maximum absences of 17 days. You must attend classes to get full course credit. Major assignments should be completed by their due dates. A request for extended time will not be granted without a doctor's note. In the event of unusual circumstances, parents may petition for an exemption to this requirement. In this case, they must present clear and convincing evidence as to why the student should be exempt from this requirement and that the absence is in the best academic interest of the student.

Tardiness

Students entering school late and missing homeroom/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 late arrival. Every 3 late arrivals subsequent, will count as an absence.

Tardy to Class

Warnings will be issued after the first and second tardies to class. The third and all subsequent tardies to any class will result in parent notification.

Missed Work

Students are responsible for all class work missed during an excused absence. Students are required to inform their teachers in advance of a planned absence, and arrange to complete the work missed based on the classroom policy of the teacher. All tests or incomplete work must be made up promptly, based on the teacher's policy and discussion with the Head of the Upper School. If an incomplete has been recorded at the end of the quarter and the work is not completed within a time frame designated by the teacher, the grade will be changed to an "F" or "0".

Missed Exams

Students missing midterm or final exam days at the end of the trimester for any reason should have their parent/guardian notify the school nurse and Head of the Upper School as soon as they are aware that they 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 the Upper School *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. If you are not there and have not been excused by the teacher or Head of the Upper School, it is assumed that you are cutting class. ***After 2 violations, a student will receive in-school suspension for one day for every 2 classes skipped.***

Leaving Campus during the school day will not be allowed due to Covid-19 unless required for verified doctor's appointments or authorized family business. The student *may* not be allowed to return to campus that day, depending on the situation.

Leaving Campus Due to Illness

ALL STUDENTS FEELING UNWELL DURING THE SCHOOL DAY MUST REPORT TO THE NURSE. SHE WILL NOTIFY PARENTS AND MAKE ARRANGEMENTS FOR THE STUDENT TO BE PICKED-UP OR GIVEN PERMISSION TO LEAVE CAMPUS.

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.

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 unless extenuating circumstances are approved by the Head of the Upper School.

Assemblies * *LIMITED DUE TO COVID-19*

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 * *ON HOLD DUE TO COVID-19 UNTIL FURTHER NOTICE*

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.

BEHAVIORAL OFFENSES

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 the Upper School.

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 while at school; or (5) materially and substantially disrupting the education process or the orderly operation of a school. GHCDs will not tolerate bullying. A student violating this policy will be subject to serious disciplinary consequences, including possible suspension or expulsion. See Appendix II for GHCDs's full policy on Bullying and Harassment.

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. GHCDs will not tolerate cyberbullying. A student violating this policy will be subject to serious disciplinary consequences, including possible suspension or expulsion. See Appendix II for GHCDs's full policy on Bullying and Harassment.

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.

Students should exercise respect for self and others off campus as well as on, 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.

Harassment

Harassment is defined as unwelcome 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. GHCDs will not tolerate harassment. A student violating this policy will be subject to serious disciplinary consequences, including possible suspension or expulsion. See Appendix II for GHCDs's full policy on Bullying and Harassment.

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.

****These guidelines will be strictly enforced during Covid-19***

Fighting

Fighting will not be tolerated in any form for any reason on the campus. Any student involved in a fight will be sent home immediately and a serious disciplinary response will ensue, including possible suspension or expulsion.

Gambling

Cards, dice, and other games which involve the exchange of money or other items of value are not allowed.

Swearing

In a school situation, swearing is inappropriate. 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 or personal items such as jewelry, phones or money from another student without his or her permission. "Borrowing" requires consent from the owner; otherwise you are a thief. ***It is recommended that valued personal items not be brought to school or left in a student car.*** GHCDs will not tolerate theft. A student violating this policy will be subject to serious disciplinary consequences, including possible suspension or expulsion.

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 suspension or expulsion.

Violence

Attacking another person with the intent to injure will result in immediate suspension or 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 will result in immediate suspension or expulsion.

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. Students in the upper school will submit all written work to the Schoology app to gauge the quality of their work and to gain a better understanding of plagiarism and formal writing protocols.

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 may lose eligibility for Honor Roll or Headmaster's List for the trimester 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 suspension.

Illegal Substances

The school is deeply concerned about the incidence of the use of tobacco, alcohol, drugs, and vaping devices among the youth of St. Croix. We are aware that incidences 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 immediate suspension for a first offense.

Alcohol - Possession or use of alcohol at school or at any school activity will be treated as a major disciplinary offense, resulting in immediate suspension or possibly expulsion for a first offense.

Vaping - Students engaging in vaping at school or at any school activity will be treated as a major disciplinary offense, resulting in immediate suspension or possibly expulsion for a first offense.

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

Bus Service is currently not available due to Covid-19

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 office of the Head of the Upper School. 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:

Due to COVID-19, no student driver may drive another student outside of his/her immediate household.

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

The student parking lot is located behind the science labs. 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. **Students are not permitted to be in the student parking lot during the school day.**

Parking in the small parking lot by the gym is for visitors only. This includes after school, during practices and during athletic games or activities. 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.

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.

Violation of any of these rules may result in disciplinary action, including the loss of driving privileges.

DRESS CODE

Student clothing should be appropriate for comfort, coverage and respect for self and others. Older students should serve as positive role models for those in the lower grades. The dress code applies at all times a student is on campus, including after school. Exceptions to this dress code include athletics and authorized special events. The dress code for off-campus field trips (visits to other schools, college fairs, nature hikes, etc.) will be determined by the faculty supervisor.

Clothes must be worn in such a way that they do not reveal or expose private body parts, inhibit daily actions (like walking up and down stairs) or require distracting adjustments throughout the day. At no time should underwear, boxers, bras, or other undergarments be visible.

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.

Specific Clothing Guidelines:

MASKS MUST BE WORN AT ALL TIMES WHILE ON CAMPUS, EXCEPT WHEN EATING OR DRINKING.

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.**

Hats with brims are allowed, but they must be removed indoors. Muscle shirts, cut-off or cropped shirts, basketball jerseys with large armholes, and mesh-type jerseys can be worn only if there is another opaque shirt with sleeves underneath.

Beach shorts, excessively short cutoffs, spandex shorts and bike shorts are not allowed.

Dresses and tops should not have any revealing cut outs or openings. Oversized t-shirts should not obscure shorts underneath.

Consequences for Dress Code Violations

When a student is in violation of the dress code, the student will be asked to change his or her clothing to comply with the dress code.

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 3rd and 4th periods.

****SNACK AND LUNCH WILL BE EATEN IN THE STUDENT'S ADVISORY ROOM, IN THEIR DESK, OR OUTDOORS WITH TEACHER PERMISSION, UNLESS OTHERWISE SCHEDULED, DUE TO COVID-19.***

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 to this area unless they have specific business with the administrative assistant, the registrar, the school nurse or their dean, are signing in or out, 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 WILL BE FOR SPECIFIC AND SCHEDULED USE ONLY, DUE TO COVID-19.*

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 to the campus will be very limited due to Covid-19. Non-essential visitors will not be allowed.

HEALTH AND SAFETY

PERSONAL PROTECTIVE EQUIPMENT

All faculty, staff and students are required to wear their own masks while at school. Extra masks, hand sanitizer and wipes, should be carried in backpacks, to include face shields if desired/required.

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. Sleeping students will be presumed sick or too exhausted to participate in school activities and will be sent to the Head of the Upper School.

Emergencies

In the unlikely event of an emergency, we must be able to evacuate classes quickly and quietly. Emergency evacuation practice is scheduled several times a year for emergencies such as fire, active shooter/intruder on campus and tsunamis. 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.

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 Upper School or a 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. 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 or ask to borrow a calculator. Calculators in possession of a student who is not the registered owner will be confiscated and turned into the Head of the Upper School.

Portable Electronic Devices, Cell Phones, and Headphones

Provided 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, be used to access inappropriate content, or pose a risk to the health and safety of others, these devices may be used during the school day at designated times (before homeroom, during snack and lunch and after 3:30). Because of safety issues, headphones may not be used during the transition period between classes. Teachers have discretion as to what constitutes a violation. ***Students are required to follow the cell phone policy established by their classroom teachers, which may differ from teacher to teacher.***

Consequences for violation:

Strike 1: Warning by teacher

Strike 2: Student is sent to Head of the Upper School

Strike 3: Depending on the infraction, student could lose the privilege of having their device at school, or may suffer suspension

Devices must be silent and stored away while in the classroom, during assembly, and during study halls, unless specifically authorized for use by the classroom teacher. ALL SOUNDS SHOULD BE TURNED OFF.

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, hoverboards, and roller skates

Skateboards, hoverboards, 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

Students are required to turn in textbooks before taking their 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 the Upper School. They will be charged a textbook replacement fee. If the text is found later, that fee will be returned.

Lockers **are currently not assigned due to Covid-19*

Lockers for storing books and personal belongings are assigned by advisors. Students should purchase their own locks, and share the combination with their advisor.

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 do 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!

****Due to Covid-19, most college counseling parent information will be shared via email or zoom meeting. Parents are always welcome to make an appointment with the counselor.***

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 trimester, the Senior Class is invited to initiate a discussion of Senior privileges with the Head of School, the Head of the Upper School, and the Senior advisors. Requests should not be frivolous but should represent serious needs of the upperclassmen. No request that violates school policies will be considered. Seniors will be required to attend advisory and homeroom throughout the year.

Graduation

Participation Requirements

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

Senior Fees

Senior fees for cap and gown, diploma, announcements and other incidentals, is included in tuition.

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 Good Hope 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.**

APPENDIX I

ACCEPTABLE USE POLICY

Technology provides extended educational benefits to students. However, some uses of this technology may be inappropriate or interfere with another student's education. Access to GHCD's technology is a privilege. We expect responsible and appropriate use of network services and other technologies. Through this consent form, you and your child agree to these terms, and you permit your child to use the Internet, e-mail, and other GHCD network services. Breaking any of the following rules will result in disciplinary action.

Technology Use on Campus

- 1) Use of school or personal technology is at the discretion of the classroom teacher. Refer to your student handbook for out of classroom technology use rules.
- 2) Internet usage is for school-related activities only.
- 3) Student e-mail and other communication accounts may be used for school-related purposes only.

Printing

- 4) You may print for school related projects. You may not print for personal reasons without permission from a teacher
- 5) When you print, please limit the number of pages you print out because it is costly save supplies, money, and the environment.

Security – your account and password

- 6) DO NOT let someone else use your username and password to gain access to the computer. DO NOT use or share someone else's account information.
- 7) NO sharing of passwords! Remember you are responsible for the things others do while using your account. If you feel someone else knows your password, report it and change your password.
- 8) Do not access or manipulate others' works and/or accounts

Ethical Use

- 9) Know and understand copyright laws. Don't plan or conduct **any** illegal activities using GHCD's computer technology.
- 10) Be considerate of your surroundings. There are often younger students for whom you are role models. Do not display items on the screen that may be inappropriate for younger eyes. Also, students your age or older may be offended by subject matter that doesn't offend you, be aware of what might offend other people and avoid displaying that subject matter on your screen.

- 11) Do not post any personal information to websites or give it in emails to anybody you do not know.
- 12) Don't send or display unwanted, threatening or harassing e-mail to anyone or post such information on websites. This applies to cyberbullying or other inappropriate actions towards other students, teachers, staff, or school entity regardless if the action has occurred on or off campus.
- 13) Do not access any inappropriate websites. If you accidentally go to one, you should stop and get out of it quickly.
- 14) Do not attempt to bypass the internet filter as such actions violate federal law (CIPA).

Random checks may be performed on my account without warning. Violating any of these rules without prior permission from a Technology Instructor will result in disciplinary action. Good Hope Country Day School authorities reserve the right to suspend my account or restrict my access if it is felt I am breaking these rules, the law, being rude, unhelpful, or uncooperative. Failure to abide by the attached guidelines shall result in disciplinary action such as a 30 day suspension of school and/or personal technology use on campus. This policy remains in effect indefinitely. Repeated offenses or severity of the infraction may result in more severe disciplinary action.



Upper School Handbook and Technology Acceptable Use Policy

I have read and understand ALL of the above and agree to abide by the rules as set forth herein.

Today's date _____ Print your full name _____

Current Grade _____ Student signature _____

As the parent/legal guardian of the minor student signing above, I grant permission for the above student to access networked computer services such as e-mail and Internet. I have read this document and accept responsibility for providing guidance to the above student to follow when selecting, sharing or exploring information and media.

Parent's signature: _____

Please return this completed form to your homeroom teacher by **October 16th, 2020**.

APPENDIX II

HARASSMENT AND BULLYING POLICY BY STUDENTS (AND SCHOOL EMPLOYEES) (approved by Board of Trustees in August 2020)

All members of the GHCDS community are expected to treat others with civility and respect. Accordingly, GHCDS takes strong action when instances of incivility and disrespect occur, especially bullying and harassment.

The school will thoroughly address all reports of the bullying or harassment of students by school employees, no matter where the alleged bullying or harassment is alleged to have occurred.

The school will thoroughly address all reports of the bullying or harassment of students by other students that occur on campus and during school-sanctioned events, and reserves the right (and is sometimes required by federal and VI statute) to address alleged instances of student bullying or harassment by other students that occur off campus, according to the provisions of this policy.

For the purpose of this policy, “bullying” means any physical act or gesture or any verbally, written or electronically communicated expression that a reasonable person should expect will have the effect of:

- Physically harming a student or damaging a student’s property.
- Placing a student in reasonable fear of physical harm or damage to his/her property; or
- Substantially disrupting the instructional program or the orderly operations of the school; or
- Creating an intimidating, threatening, or hostile educational environment for the student.
- Substantially interferes with a person’s emotional growth, education, or productivity.

Bullying also includes repeated negative behavior toward a less powerful person or persons. Hitting, name-calling, shunning, and shaming are all forms of bullying. Spreading rumors, gossiping, and making threats are also forms of bullying.

Harassment is generally defined as “a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons.” (US Legal, Inc. - www.uslegal.com)

Reporting Alleged Instances of Harassment or Bullying

Any student or employee who has reason to believe that he or she has been or is being harassed or bullied by another student or employee should report his or her experiences to one or more of the following:

(1) (for students only) Any school employee with whom he or she feels comfortable. (The school employee receiving such a report must immediately notify the appropriate division head or head of school.)

(2) The appropriate division head or head of school. (The division head must immediately notify the head of school.)

(3) GHCDs Title IX coordinator, Clarissa Cooper (ext. 2109 or ccooper@ghcds.org). Any student or employee who has witnessed another student or employee being harassed or bullied by any other person should report his or her observations to one or more of the following:

If the accused is the head of school, the person reporting the harassment or bullying should contact GHCDs Title IX coordinator, Clarissa Cooper (ext. 2109 or ccooper@ghcds.org). School employees who have reason to believe that any student has been or is being harassed or bullied by another student or by a school employee are required to report the matter, according to the above provisions.

Parents may utilize any of the above methods of reporting for any instances of bullying or harassment that they or their children may have experienced or observed.

Investigating Alleged Instances of Harassment or Bullying

Incidents involving bullying or harassment that are alleged to have been perpetrated by school employees will be dealt with according to the provisions of the bullying and harassment policy found in the "HUMAN RESOURCE AND MAJOR EMPLOYEE POLICIES" section of this handbook.

Incidents involving bullying or harassment that are alleged to have been perpetrated by students will be dealt according to the Upper School, Middle School, Intermediate School, or Lower School handbook, as applicable.

In general, all alleged incidents of bullying or harassment will be thoroughly investigated by the head of school, division head, Title IX coordinators, and/or an independent expert, as needed. Parents of all involved students will be informed, as the situation requires. Serious instances of bullying and harassment on the part of students will result in a strong school response, including possible suspension or expulsion. Serious instances of bullying and harassment on the part of school employees will result in a strong school response, including possible dismissal.

Reports of harassment and bullying will be kept confidential, to the extent possible. No person who in good faith reports or provides information related to suspected harassment or bullying pursuant to this policy shall suffer retaliation, harassment, or other adverse employment action. Any person who makes such a report or provides information in bad faith, or with the knowledge that it is false, shall be subject to serious consequences.

APPENDIX III

COVID-19 GUIDELINES

Good Hope Country Day School campus is following guidelines and best practices provided to us by our local Department of Health, Department of Education, CDC, AAP, NAIS, NASN, and WHO. This document details the ways in which GHCDs is open safely and, if necessary, protocol for reclosure. CDC's focus is on "promoting healthy behaviors that reduce spread, maintaining healthy environments, maintaining healthy operations, and preparing for when someone gets sick."

Preventing exposure to COVID-19 on campus: Our first goal must be to keep COVID-19 off our campus!

Illness policy:

Stay Home When Sick! All students are expected to remain home when showing any signs of illness or if they have any reason to suspect they may have been exposed to COVID-19. COVID-19 is a virus spread primarily via respiratory droplets. Any condition that causes forceful expiration, including sneezing, coughing, and excess mucus production (from clearing the mucous from airways), is requested to remain home and/or seek medical attention until symptoms clear. Some people with COVID-19 experience only mild symptoms. We ask that you listen to your body, if you're not feeling well, stay home. Parents are encouraged to check in with their children BEFORE bringing them to school. Check their temperatures and assess their well being so any illness can be caught before school arrival.

- Parents are asked to call or email the school nurse or the front office to report a student absence no later than 8:45 AM. When reporting an absence, please report the symptoms or reason for the absence. A doctor's note may be requested before your child's return to school.

Students who have tested positive for or show symptoms of COVID-19 or have been in close contact (defined as within 6 feet for greater than 15 minutes) with anyone who is positive or symptomatic of COVID-19, must follow DOH guidelines and remain home until the DOH's criteria to discontinue home isolation is met. Anyone who has had close contact with someone who tests positive for COVID-19 will be asked to stay home from school for 14 days after their last exposure to that person.

Symptoms of COVID-19:

Fever or chills, cough, shortness of breath, rapid breathing without recent physical activity, muscle or body aches, sore throat, fatigue, headache, congestion or runny nose, nausea or vomiting, diarrhea, new loss of taste or smell, poor appetite, and any signs of new illness unrelated to a preexisting condition (such as seasonal allergies)
This list is subject to change as new information is learned about COVID-19.

Masks/ Personal Equipment: “Cloth face coverings are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks, or raises their voice. This is called source control. This recommendation is based on what we know about the role respiratory droplets play in the spread of the virus that causes COVID-19.” (CDC.gov)

Cloth masks are required for all employees, students, and visitors while on school premises. (DOE)

- Masks with air release valves will not be permitted.
- Cloth masks should be two or more layers of washable, breathable fabric. It must be able to completely cover your nose and mouth and fit snugly against the sides of your face and under your chin without any gaps.
- The effectiveness of neck gaiters is still being evaluated and is unknown at this time.
- Face shields combined with a mask are recommended for staff when a student cannot wear a facial covering (as ordered by a doctor) or when unable to maintain physical distancing.
- Face shields can not be used as a substitute for cloth face coverings.
- Students are prohibited from sharing masks. Each child must have their own mask daily, upon arriving on campus. (DOE)
- Students are responsible for their masks at ALL times. Any masks found around campus will be discarded to avoid usage by other individuals. (DOE)
- Students will be allowed to capture Fresh Air by removing their mask momentarily while ONLY in their own safe place. (DOE)
- Parents are expected to provide their children with at least 2 clean masks each day.
- A limited number of masks will be maintained in the nurse’s office for emergencies only (DOE)

No sharing of personal supplies. All personal items and materials must be labeled with the student’s name.

Anyone with documented medical issues that contradict the use of a face mask will not be required to wear a mask with MD approval.

Hand Hygiene: Proper hand hygiene is an important infection control measure. Each person is to wash their hands regularly throughout the day with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% alcohol.

- All hand washing stations will be equipped with trash cans and paper towels.
- Students will be encouraged to turn off faucets with paper towels or elbows.
- Students are encouraged to bring a personal supply of hand sanitizer from home as part of their school supplies to keep at their desks.

Physical Distancing: The goal of physical distancing is to limit the spread of contagion between individuals. According to AAP “it is fundamental to lowering the risk of spread of SARS-CoV-2, as the primary mode of transmission is through respiratory droplets by persons in close proximity.”

While on campus, individuals will maintain a distance of 6 feet apart.

- Desks will be spaced (with markers on the floors for quick identification) 6 feet apart in all classrooms.
- Distance will be established between the teachers desk/work board and the student’s desk.
- Sneeze guards will be installed in the front office and in all learning spaces requiring teachers be closer than 6 feet to students.

Visitor Policy: All non essential visitors to campus are discouraged. Group gatherings will be limited to the number of persons allowed to congregate in accordance with the Governor’s Executive Order.

All visitors are requested to call ahead to schedule an appointment.

- Visitors to campus will be screened outside of the administration building using the same process as student arrival. Name, temperature, and contact information will be logged to assist in DOH contact tracing if necessary.

Arrival to School: Before arrival to school, parents should be on alert for symptoms of illness and keep children home. Please see policy for keeping children home.

- If possible, the same parent or designated person should be responsible for dropping off and picking up children. Avoid designating persons considered “high risk”, such as grandparents 65 and older.
- Gatherings at arrival and drop off locations are discouraged. Social distancing must be

maintained to reduce chances of contracting COVID-19.

- Student drop off in the morning will start no earlier than 7:30. Late Drop off starting from 8:25 will be in one location outside of the administration office.
- Before the start of school, families will be told where their children's cohort will be screened each day and signage will be placed to direct traffic. Parents will drive their children to the screening location of their youngest child and have the entire family conduct screening at that one location. Parents will participate in the screening process from their vehicle. Ensuring parents are a part of the screening process allows for a child to return promptly to their car if there is any reason to suspect the child is unwell or potentially exposed to COVID19.
- Staggered Drop off and pick up times may be incorporated after the first 2 weeks of school. At this time, the school is depending on students naturally arriving at staggered times over the course of an hour and in conjunction with numerous, spaced out screening locations to prevent overcrowding upon arrival to school.

Drop off/ Screening locations:

- Grades PK-K: Outside of ELC at the patio entrance. Parents exit using west exit.
- Grades 1-4: Drop off outside of administration building, screening to the west side of Administration Building. Parents exit using west exit.
- Grades 5-8: Drop off in lower parking lot. Screening at bottom of stairs. Entrance onto campus from east side of administration building. Parents exit east exit.
- Grades 9-12 and student drivers: Drop off in upper school parking lot. Parents exit through the east exit.

Screening Stations: Every student and employee of GHCDs will have a temperature screening upon arrival to school. All temperature checks must be logged. Symptom screening can only identify that a person may be ill, but not that they are necessarily ill with COVID-19, therefore someone who is ill and excluded from school should contact their primary health care provider (PCP) for treatment recommendations and return to school instructions. Temperature checks and symptom screening have limitations due to the wide range of possible symptoms and the possibility of asymptomatic and presymptomatic carriers, therefore our screening process will include a question portion.

● **Questions posed during screening** are recommended by DHS (DHS Requirement: "Conduct daily health screenings on all individuals entering the facility. Screenings will identify and substantiate the necessity to prohibit individuals from entering the facility if they are experiencing any of the following 5 indicators:

- 1) Person or close contact showing symptoms of COVID-19
- 2) Person awaiting results of their COVID-19 test
- 3) Person or close contact tested positive for

COVID-19 4) Person under investigation (PUI) 5) Exclude children and staff who share a home or who have been in close contact with anyone in the four categories above.

- The physical exam record of each child will indicate if a student has a chronic condition, such as allergies, that could cause them to arrive at school presenting with a symptom on our exclusion list. Any student presenting with symptoms who has not previously been identified as having a chronic condition should be referred to the school nurse and ultimately to the PCP for an updated physical examination.

- Teachers will perform screenings on a rotating basis for the cohort to which they teach.
 - Teachers will be trained on screening protocols during orientation week.
 - Staff members conducting temperature screenings should wear cloth face coverings and remain 6 feet apart from the individual up to the point of and after taking their temperature using a touchless thermometer.

Sanitation During the School Day:

Each classroom will be equipped with:

- Hand sanitizer at entryway. We strongly encourage students to stop at a handwashing station before entering the classroom
- EPA List N approved disinfectant for high touch items (door knobs, desks, light/fan switches, sink and faucet handles, drinking fountains)
- Designated bathroom and hand hygiene station for each cohort
- When possible doors are to remain open with a latch during the entire school day to prevent contact with the handles.
- Classrooms and high touch areas will be cleaned during the school day according to the cleaning schedule and CDC guidelines.
 - Door handles and desks will be cleaned with an EPA approved disinfectant in between each class period (and as often as necessary as decided by the Instructor.)
 - Standard protocol will be used to clean surfaces that are not high touch.
- Deep cleaning of the campus will be conducted daily by a contracted company, Wilson Janitorial Services.

School Day protocols: Upon arrival to school and after completion of hand hygiene and screening, students will report to their classrooms with desks spaced 6 feet apart. Any student who arrives between 7:30-8:00 AM will report to their cohort's designated morning care classroom. Any student participating in AM care must have an annual physical exam on file

per DHS regulations.

Cohorts:

- Students will be cohorted to minimize the amount of people students and teachers come into contact with during the school day. This will aid with contact tracing if necessary.
 - Cohorts will be between 12-40 students depending on the size of the grade level
 - As much as possible, crossover of teachers between cohorts will be avoided. We will try to keep teachers as static to one cohort as we can.
 - Each cohort will have designated spaces to use separate from other cohorts, including bathrooms and water fountains.

In the Classroom:

- Air conditioning units will remain off with windows and doors open to maximize air ventilation
 - When possible, and at the teacher's discretion, classes will be held outdoors.
 - Desks will be facing in the same direction and spaced 6 feet apart.
 - Students will have their own labeled space to store their personal belongings.
 - Any shared objects for learning purposes will be cleaned between student use.
 - Personal school supplies will not be shared.
 - Water fountains will be turned off for anything other than water bottle refills. Please ensure that your child brings a full bottle of water to school each day.

Class Transitions:

- Shared spaces between cohorts will be avoided as much as possible. In cases where classrooms are used for multiple cohorts, the surfaces will be cleaned between groups.
- Students are to be released from the classroom one at a time to avoid crowding as they leave the room. Encourage hand hygiene at the door.
- Walkways will be marked with social distancing reminders and cues to mark 6 feet of space, as well as directional markers when necessary, to maintain distance while moving around campus.
- Teachers will travel to the classrooms to the students when possible.

Snack and Lunch:

- Students will eat snack and lunch inside their classrooms physically distanced at their desks or in a predesignated, cohort assigned, outdoor space at the teacher's discretion. No microwaves will be allowed.
- Students may take masks off while seated to eat. Students can not move around the classroom or outdoor space with their masks off while eating.
- Snack shack will be closed indefinitely.

- Senior privileges no longer allow for students to leave campus for lunch.

Group Gatherings:

- Will be limited to the number of persons allowed to congregate in accordance with the Governor's Executive Order.
- Congregating in common areas is discouraged.

Recess:

- Recess will be staggered to reduce the number of students on the playground at the same time. Recess will not mix cohorts.
- High touch areas of outdoor play equipment should be cleaned and disinfected regularly

“Specials” Special Considerations:

- Library: The Library building will be closed for the first six weeks of school. Mrs. Bishop will visit the classrooms.
- Computer: When possible, computer carts will be brought to the students and class will be conducted in their primary classroom. When students need to use the computer lab, all computers and student spaces will be cleaned between use.
- Art: Supplies are to be cleaned between each student's use and shared supplies labeled and assigned to cohorts.
- World Languages and Health: When possible these teachers will move to their students.
- Physical Education: PE will be held outdoors with the fields marked out with spacers for individual activities.
- Music: Class will be held in the pavilion to increase ventilation and maximize space between students while singing and using instruments. No musical instruments will be shared.

Health Services:

Procedure for someone becoming sick at school:

If a student becomes sick during the school day:

- The classroom teacher will call the nurse's office to report the student and symptoms.
- The student will then meet the school nurse at the isolation room. We will isolate ill students from well students in a way that maintains confidentiality and safety of the student.

- A designated faculty member will manage the nurse's office in the administration building.
- Close off areas used by a sick person
 - The remainder of the class will relocate to either
 - an outdoor space or
 - an empty classroom until the room has been properly cleaned. See CDC guidance for cleaning of rooms. No room will be entered until 24 hours after the ill person was last in the room.
 - A staff member will identify if the student had been in other classrooms during the school day.
- Notify parents for pick up and refer the family to the student's health care provider. If the student is in any distress EMS will be called.
- Follow DOH requirements for disease reporting and participate in contact tracing efforts as directed by the DOH.

If we learn of a positive result on campus:

- School administrators will notify DOH and DHS officials immediately of any case of COVID-19
- Per DOH: Inform those who have had close contact to a person suspected of COVID-19 to stay home and follow DOH guidance if symptoms develop. If a person does not have symptoms, he/she is also required to follow appropriate guidance from DOH for home quarantine until cleared.

Testing Students or staff members excluded from school because of symptoms of COVID-19 are asked to contact their health care provider to discuss testing and medical care.

Return to School after Illness:

Any student who missed school due to illness or exposure to COVID-19 will be required to meet DOH criteria to return to school.

Return to School after Travel: Families are expected to follow regulations set by the Governor and DOH when returning after travel. Effective July 15th, 2020 VI regulations state that anyone entering the territory from a place with a positive test rate higher than a 10% positivity rate be subjected to a mandatory self quarantine for 14 days or produce a negative viral test result 5 days prior to traveling or upon entry to the USVI.

<https://www.vi.gov/wp-content/uploads/2020/07/10th-Supplemental-Executive-Order.pdf>

Aftercare: Aftercare is on hold through the first trimester.

Transition to Distance Learning As we continuously monitor community transmission and DOH guidance, it may become necessary to transition to distance learning for an indeterminate period. At the order of the Governor the school will close to in-person interactions and resume classes online. At the discretion of the HOS, and in communication with the DOH, the school may transition to virtual learning at any time dependent on our specific school's circumstances.