



**LOWER SCHOOL  
HANDBOOK  
2020-2021**

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.

## **MISSION STATEMENT**

Good Hope Country Day School cultivates reflective, creative and compassionate students who are critical thinkers, prepared to excel in college 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; to take pride in all practical, written, and oral work; to 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.

## **MANTRA**

The Island is our Classroom, the World is our Responsibility

## **CLIMATE FOR LEARNING**

### **General Expectations**

We strive to create a climate in which all members of our community feel safe, supported, and able to do their best. We believe that children respond positively to firm, consistent, and fair discipline. Our faculty is committed to helping each individual develop his or her own sense of courtesy, honesty, tolerance, and respect for others. Each grade level has established certain rules and guidelines that we feel are appropriate.

### **Building Sense of Community**

Teachers incorporate practices designed to make the classroom stimulating, challenging, safe, and joyful. Practices such as Morning Meeting foster a sense of community. Students are involved in shaping the rules of the classroom, and teachers engage children in discussions that help them understand logical consequences when they forget or choose not to follow classroom rules.

### **Philosophy of Early Childhood**

The Good Hope Country Day School supports the philosophy of the National Association for the Education of Young Children (NAEYC). We consider ourselves to

be a developmental pre-school, addressing the needs of the whole child; academic, social, emotional, and physical. Our goal in the Early Learning Center is to provide the children with a variety of "hands-on" experiences and activities which will enhance their natural readiness for reading, writing, math, science, social studies, and critical thinking skills.

We believe strongly in the importance of play. Research shows that pretend play strengthens cognitive capacities, including sustained attention, memory, logical reasoning, language and literacy skills, imagination, creativity, understanding of emotions, and the ability to reflect on one's own thinking, and take another person's perspective. We try to incorporate play in our specific readiness activities, in addition to giving the children free play time each day.

The Early Learning Center (ELC) is a multiage program consisting of 3, 4, 5, and 6 year olds. Spanish, PE, and Music teachers visit each group once a week for instruction, and students visit the library once a week. The ELC program is designed to prepare our students for success in First Grade and beyond. Children who are 5.5 to 6.0 years of age as of September 1, are considered to be Kindergarten students and are instructed according to our Kindergarten curriculum, following NAEYC recommendations. The ELC is licensed by the Department of Human Services. DHS states in its rules and regulations that all preschool children must be given the opportunity to rest at least one-hour every day. Some children may not sleep, but they rest quietly. Teachers take advantage of rest time to work individually with students.

## THE SCHEDULE

### **Arrival and Departure: \* Please see COVID-19 Appendix**

The school day begins at 8:30 a.m. and ends at 3:30 p.m. **Students should arrive at school no later than 8:15 a.m. so that they have time to unpack and get organized for the school day.** No ELC/Lower School child is permitted to remain unsupervised on campus.

***Arriving on time in the morning is very important. Even being late five minutes can make it difficult for a child to get off to a good start. In addition, late arrivals interrupt the flow of routine for the class community. Should an unavoidable delay occur, and the student arrives after 8:30 a.m., he/she must go to the office for a late pass before going to his or her classroom***

### **Pick Up and Drop Off of Students: \* Please see COVID-19 Appendix**

The loop in front of the administration building is for quick drop off and pick up of students. Beginning in third grade, students are encouraged to walk to class

independently. The lower lot is available for parking. In order to ensure our children's safety, please observe all "One Way" signs and do not block either of the two major crosswalks. The safety of our children is at stake.

Teachers must know how each child in the ELC is to get home from school and who is permitted to pick him/her up after school. **Any change in a child's Permission to Pick Up form should be confirmed in writing.** This includes pick-up by adults other than the child's parents; we have found that it is best to list all people who might possibly be called upon to pick up a child. Phone extensions in the ELC are 2202, 2203 and 2204. Teachers will not accept a verbal communication from a preschool student or a sibling under the age of 10. Please understand that your child's safety is our primary concern.

### **Bus Transportation:**

Bus transportation funded by the Federal Government and administered by the V.I. Department of Education is provided on major island roads between the school and both ends of the island. The service is free but occasionally erratic. If you have any complaints about bus service, please call the school and let us know. We also urge you to make your feelings known directly to the Abramson Bus Company (772-0359). We have found that the most satisfactory results are obtained when both parents and school express their concern. ***Due to COVID-19, no school bus service is being provided at this time.***

## **ATTENDANCE AND ABSENCES**

### **Health and Wellbeing: \* Please see COVID-19 Appendix**

ELC students are required by the Department of Human Services to have a yearly physical. On our physical form, parents are asked for permission to dispense over the counter medications such as Tylenol, Tums, and cough drops.

In addition to filling out the physical exam record, if your child has any known allergies the school requires that an "Allergy and Anaphylaxis Emergency Plan" be completed by your child's physician and co-signed by the parent annually. This form must be submitted to the school nurse no later than the first day of school and any time a new allergy is identified. A copy of this plan will be provided to your child's primary teacher and communicated to all staff who interact with your child. Epipens prescribed to your child will be stored in the nurse's office.

Prescription medications must be in the original container labeled with the child's name, a date, directions, and the physician's name. Medication will not be administered after the expiration date.

Non-prescription medications should be labeled with the child's name and dated. All non-prescription medication will be administered to the child only when approved in writing by health personnel and the child's parents and in accordance with label instructions.

When a child feels sick, he/she is taken to the school nurse, Ms. Cooper, (phone extension 2109). who makes an assessment and treats the child. Depending on her assessment, she will call the parents, send a note, or discuss with the teachers. Minor injuries at school are treated with ice, antibiotic ointment and Band-Aids. Parents are notified immediately of any serious injuries. If the school feels the situation is serious, we will transport the student to the hospital or an ambulance will be called.

A child should not attend school if he/she exhibits one or more of the following symptoms or infections:

- Fever – fever is defined as having a temperature of 100 degrees F or higher. **Students must be fever free without the aid of fever reducers, such as tylenol or ibuprofen, for a full 24 hours before returning to school.**
- Diarrhea – watery/runny stools.
- Vomiting – in the last 24-hour period.
- Rash – an unexplained rash with fever or behavioral change. Child can return to school if a physician has determined the illness is not communicable and fever is gone.
- Bacterial infections requiring antibiotics. If your child is placed on antibiotics for any kind of infection please consult the school nurse for return to school recommendations or obtain a doctor's note.

### **Head Lice Policy:**

Head lice is a common annoyance for the school aged child and their families. While lice is a nuisance for all involved it is important to remember that it does not spread disease or cause medical harm and is not associated in any way with poor hygiene. GHCDs follows the recommendations provided by the Centers for Disease Control and Prevention, the American Academy of Pediatrics, and the National Association of School Nurses for the management of lice in schools. In accordance with these recommendations GHCDs will not exclude any healthy child from school because of head lice or nits. We will work in collaboration with families to identify cases of lice, to break the cycle of infestation, and to return students to the learning environment quickly. Evidence based practice has proven that routine screenings in schools for nits and lice are not an effective means of reducing the incidence of lice. *The school asks parents to regularly screen their children at home for lice.* If you are unsure of how to conduct a screening the school nurse is available to provide guidance. Students will be screened

individually when symptomatic during the school hours. Students will be returned to class with instructions to refrain from close head to head contact and communication with the teacher if lice are found during the assessment. Parents will be notified at the end of the school day if live lice were found. Parents are asked to promptly treat their children in accordance with their physician's recommendations. A student may be excluded from class if subsequent requests for treatment have not been adhered to. When necessary, the parents of an affected child's classmates will be notified via email that there was an occurrence of head lice in such a way as to protect the child's right to confidentiality.

While it is uncommon for head lice to spread via contact with personal items, children should be taught not to share items that touch the head, such as combs, hats, headbands, or scarves. However, helmets should always be worn when bicycling and playing sports, even if it must be borrowed. The risk of head injury far outweighs any risk from a head lice infestation.

Pets and service animals brought into the ELC classrooms must be up to date with vaccinations according to the recommendations of a licensed veterinarian.

#### **Excused Absences:**

Excused absences and early dismissals include only those caused by illness or a family emergency. Parents must call the nurse, Ms. Cooper ext. 2109, in the morning to let the school know that their child will be absent.

It is the responsibility of the student or parent to see that homework and/or tests that have been missed due to absence are completed or made up.

#### **Unexcused Absences:**

Over the years there has been an increase in the number of student absences due to events other than illness. Vacations, good airfares, and sporting events tempt parents to take their children out of school at times other than scheduled school holidays. Although we recognize that there are indeed family emergencies that require parents to take their children out of school from time to time, **we wish to emphasize the difficulty it creates for both student and teacher.** Much of the learning that takes place at GHCDS is through active participation in class – activities that rely on individual and group decision-making and problem solving. There simply isn't any way for an absent child to "make-up" that sort of work.

Therefore we ask for your understanding and cooperation in making every effort to avoid taking your child out of school. Time away from school during scheduled vacations is best for all involved. When off island trips are unavoidable, please make sure to notify your child's teacher as far in advance as possible.

**Seventeen absences, excused or unexcused, will require review by the administration and teachers to determine if the student should be promoted and a parent conference will be required.** If there is a lack of cooperation and commitment to the importance of good attendance, re-enrollment may not be offered.

**Child Abuse or Neglect Mandatory Reporting Requirements:**

All employees and staff of Child Care Facilities must comply with the reporting requirement of the Virgin Islands Child Abuse and Neglect Law.

When any employee has reasonable cause to suspect that a child has been subjected to physical abuse, sexual abuse, or neglect, or observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, he or she will immediately report it to the ELC/Lower School Head or Head of School. It will then be reported to the Department of Human Services, Office of Intake & Emergency Referral.

## **SCHOOL PROCEDURE/POLICIES**

**Lunch and Snack:** \* *Please see COVID-19 Appendix*

Each child must bring his/her lunch and snack to school. We strongly discourage "lunch deliveries"; however, if you must do so in an emergency, please bring the food to the office, **not to the classroom**. We recommend nutritional foods such as fruit, vegetables, and sandwiches. No microwaves will be available due to COVID-19. Additionally, it is necessary to send drinks with your child, as no drinks (except water for refillable bottles) are available on campus. Please do not send soda, candy, or gum to school.

**Lost and Found:**

All articles found on school grounds should be taken to the Lost and Found bin behind the administration building. Items such as jewelry and glasses should be turned in to the office. Parents and students are encouraged to check the bin if they are missing clothes or other items. When the Lost and Found bin begins to overflow, the items are washed and donated.

**Delivery of items to school:** \* *Please see COVID-19 Appendix (Visitor Policy)*

Parents should deliver forgotten items such as musical instruments or PE uniforms to the office, and Ms. Nieves will call the classroom to let the teacher know that the item has been delivered. **We ask that parents not make deliveries directly to the classroom.**

**Emergency Drills:**

Fire drills are held regularly and are usually unannounced. Evacuation directions for each room are posted and should be reviewed by the teacher and students at the beginning of the year. These drills are to be taken seriously. Students are expected to follow procedures quietly and quickly.

Earthquake and tsunami drills are held from time to time. Teachers are directed to review procedures with students at the beginning of the year.

**Visitor Policy: \* *Please see COVID-19 Appendix***

**All visitors and parents are requested to report directly to the front office as soon as they arrive on campus.** We ask that visitors go to classrooms only when they are expected by the teacher so as not to disrupt the school day.

**Field Trips:**

***Due to COVID-19, field trips are not being scheduled at this time.***

In general, each grade level schedules one or two field trips throughout the school year. Field trips supplement and enrich the curriculum and require extensive planning. Letters describing a class field trip will include a permission slip to be signed by a parent and returned to school. Children must have a signed permission slip in order to participate. Transportation is provided by taxi vans or buses. Teachers usually ask for volunteer parent chaperones in advance of the trip; chaperones should take this responsibility seriously.

**Celebrations and Parties:**

***Due to COVID-19, celebrations and parties can only include food that is prepackaged and individually wrapped.***

In the ELC, one birthday party per month (usually the last Friday of the month) is planned for all children who have a birthday in that particular month. We will ask for contributions for refreshments (cupcakes) in advance of the celebration. In addition to this, each child will receive special recognition on his/her birthday.

In grades 1 -4, we are pleased to support parents in recognizing each child's birthday. Parents must contact teachers well in advance of a birthday celebration to determine a time and treat that works well for the teacher. *Experience has proven that something small to be shared with the class (cupcakes delivered in the morning and served for dessert at lunch) works well.* Alternatives to treats are also encouraged.

**Messages and Telephone Use:**

We ask that parent-to-student messages be made only on a "dire emergency" basis. We are a large and scattered campus and delivery of such messages may entail a 10-minute search.

**Students may make phone calls only with the permission of their teachers, which will be given in case of "emergencies only." Students are expected to make all transportation arrangements, sleepover agreements, etc. before coming to school.**

Phone calls to members of the faculty will usually be in the form of a message on a teacher's voice mail. Please be aware that, due to extremely busy schedules, many teachers are unable to check their voicemail until after school hours.

**Phones:**

On a day-to-day practical level, we know that students need to use their phones to communicate with their parents about athletic practices and after school schedules which can change for many reasons. On the other hand, some uses of technology (texting, tabbing between screens) have the potential to interfere with learning, degrade the school environment, as well as infringe on the rights of or pose a risk to the safety of other community members. The school and parents must work together to help students understand their responsibility in using technology appropriately.

**All phones must remain in backpacks during the school day from 8:30 a.m. to 3:30 p.m.**

We ask that parents not try to contact their children via phone at other times in the day as this creates a disruption to the learning environment. If there is an emergency, please call the front office.

Teachers and the administration have broad discretion to define what constitutes an interruption or degradation of the learning environment and may confiscate electronic devices or issue other consequences.

## **AFTER SCHOOL PROGRAMS**

### **After Care: \* Please see COVID-19 Appendix**

We ask that you adhere to the After-School Care procedures outlined below.

Students will be directed to the After School Supervision at 3:45 p.m. whenever:

- o they are on campus after school and not involved in an activity; if at the end of an activity no one is here to pick them up
- o they miss the bus and are waiting to be picked up
- o a parent is on campus in a conference or meeting which the student is not
- o they are waiting for an older sibling

The charge for this service is \$5.00 per hour. Parents must check their children out from After School Care in person to ensure the safety of children as well as to avoid billing discrepancies. After School Care ends at 5:30 p.m. each afternoon, at which point the ASC staff will accompany students to the office, where an administrator will remain on duty until the last child goes home. After 5:30 p.m., parents will be charged \$1.00 per minute. Please make every effort to be on time.

### **Behavioral Expectations for After School Care:**

We expect the same standard of behavior in our after school program as is expected in the course of the school day. In order to stay on campus after 3:30 p.m., students must follow expectations outlined below:

- Check in with the after school supervisors.
- Remain in the slab area; wandering around the campus is not allowed.
- Respectfully follow the directives of the after school supervisors.
- Follow all behavioral expectations outlined in the CLIMATE FOR LEARNING section of the handbook.

Parents must check their children out in person with the after school supervisor. Participation in the After School Program is contingent upon adhering to these expectations.

**After School Activities:**

***Due to COVID 19, After School Activities are not being scheduled.***

After-School Activities are open to first through sixth graders, typical offerings include sports activities, cooking, crafts, and drama. Most activities are scheduled to begin at 3:45 p.m. and end at 4:30pm. A fee of \$75.00 is required for most activities. A registration letter, listing all the clubs and activities available, is sent home at the beginning of each semester.

Students not picked up by parents at the end of an after activity must go to After School Care Supervision. They may not wait unsupervised in front of the Administration building or at other places on campus.

**Library: *\*Please see COVID-19 Appendix***

Because all Good Hope Country Day students share the Library, we limit elementary use after school to research only. Homework should be completed in the supervised study hall. Students who need to use the materials located in the Library must get a pass in advance, from their teacher.

**The Dolphins' Swimming Association:**

Students who choose to participate in the Dolphins' after school swimming program must stay within the swimming compound once they have reported for swimming.

**Sports:**

***Due to COVID 19, no after school sports are being scheduled at this time.***

Good Hope Country Day School has a very active sports program, which includes competition at the Varsity, Junior Varsity, and Elementary levels. Emphasis is placed on good sportsmanship, and we expect our spectators to be positive and supportive of our players, coaches and referees – no matter what the circumstances. Students in first through fourth grades who wish to go to a game must be accompanied by a parent or adult.

## **ACADEMICS**

### **Curriculum:**

The ELC/Lower School features an integrated curriculum that promotes learning as an active and cooperative process. The curriculum includes Language Arts, Mathematics, Social Studies, Science, Health, Spanish, Art, Music, Physical Education, Swimming, Computer, Music, and Library. Classroom teachers provide detailed descriptions of each curriculum area in their information packets and weekly newsletters.

### **Homework:**

Homework is an integral part of the Good Hope Country Day School program. Beginning with short, parent-shared activities and increasing appropriately in amount, difficulty, and independence needed, home assignments supplement and enrich the academic program.

### **Library: \* *Please see COVID-19 Appendix***

ELC students to fourth graders have one period per week set aside for their use of the Library. Students may borrow one to two books at a time and keep them for two weeks.. In case of a lost or overdue book, the Librarian should be contacted; there is a charge for a lost book based on the replacement cost.

### **Summer Reading**

First through fourth graders are required to read age appropriate summer reading books, which serve as springboards for discussion creative projects in the first weeks of school.

## **Academic Requirements and Promotion**

### **Promotion**

In order to be promoted a student must:

- demonstrate overall proficiency for standards in each core class: language arts, math, science, social studies, and foreign language
- demonstrate to the satisfaction of the teachers that she/he has the maturity, self-discipline and work habits to be successful in meeting the expectations of the next grade level.

### **Retention and Grade Acceleration**

A student who has not demonstrated overall proficiency in a class will be required to develop a plan with the teacher to remediate the area(s) of weakness. The plan will be reviewed with the student's parents and monitored regularly.

In general, a child should be the appropriate age for a particular grade by the first of September. A first grader should be six, a second grader should be seven, and so on. Children should be developmentally ready for the requirements of a particular grade.

If at the halfway point of the school year, a teacher feels that a child would benefit from either being retained or accelerated, s/he will discuss with a child support team including a counselor, parent, and administrator.

## **SUPPORT SERVICES**

### **Language Learning Support**

The Language Learning Center at Good Hope Country Day School is pleased to have an Orton-Gillingham Accredited Training Fellow on the faculty to offer individualized Orton-Gillingham based tutorial support. Individuals appropriate for the program are those diagnosed with a language-based learning disability such as dyslexia, or as determined by an assessment conducted by our educational diagnostician. A psycho-educational evaluation may be requested and required to be shared if there is a question about whether our language learning program is appropriate for a student. Cognitive abilities of those diagnosed with language-based learning disabilities must yield average potential. Our program is not designed to meet the needs of students who have learning difficulties that are the result of primary emotional or behavioral problems, below average cognitive ability, Pervasive Developmental or Autism Spectrum Disorders.

### **Referral Process**

A teacher or parent can request a referral. Ms. Canning will work collaboratively with the parent and teacher to determine whether the referral is appropriate. If an assessment is completed, a meeting will be held with parent, teacher, and administrator to share the findings and develop a plan to develop effective strategies. While a skills assessment does not guarantee a place in the learning center, it is a quick and easy way to determine strengths and weaknesses that may need to be addressed more explicitly.

The assessment information is compiled and our version of a 504 plan is created. It is confidential and shared with parents, the student, and other faculty working with the student. Written progress reports from the Language Learning Center will be included in the first and final report cards.

### **Counseling Services**

Children deal with a wide range of issues as they journey through childhood and prepare for adolescence. In many cases the classroom teacher can help students deal with individual issues, but sometimes more help is needed. If a teacher feels that a

student needs extra support, she will contact the parent to discuss the particular concern and perhaps suggest that the student meet with the counselor, Ms. Sasha Marohn. If the parent agrees, Ms. Marohn will initiate contact with the parent before meeting with the student.

It is important that students do not see “visiting” Ms. Marohn as a punishment or an indication that they are not normal. Ms. Marohn often meets students a few times to help them work through particular problems. If she feels that the student needs more regular and long-term support, she may meet with the student more frequently, or refer the student to another professional. Parents may also refer their child to meet with Mrs. Marohn. They may speak directly to a teacher, or contact Ms. Marohn by phone or e-mail ([smarohn@ghcds.org](mailto:smarohn@ghcds.org)).

## **PARENT COMMUNICATION**

### **Reporting To Parents**

We endeavor to keep open the lines of communication between school and home through the home-school folder, phone, and e-mail. Teachers send home regular newsletters, our Development Office does a wonderful job maintaining an informative website, and the Head of School's weekly newsletter includes information from all divisions.

We encourage parents to ask their children about the school day and to look at the homework folder or assignment notebook. This can help establish a routine for completion of assignments.

Formal reporting to parents will take place by trimester. Parent Conferences will take place at the end of the first trimester on Monday, Nov. 2. Report cards will be distributed at the end of the second trimester in March, and at the end of the school year in May.

### **Parent Information Afternoon**

#### **Due to COVID-19, Parent Information Afternoon will not take place on campus in the Fall of 2020.**

When reinstated, Parent Information Afternoon is a wonderful opportunity for parents to get a glimpse of day-to-day activities in their child's programs and to meet the parents of your child's classmates. We urge all parents to attend.

### **Parent Conferences**

Conferences between parents and teachers take place throughout the year and may be initiated by either the family or the school at any time. Please e-mail or call your child's teacher if you would like to schedule a conference. Conferences are best scheduled in the afternoon, after the school day. A formal conference is scheduled for each student in the fall. Parents will receive an invitation to visit the classroom and personally discuss their child's progress with his/her teacher. While we realize that parents may need to juggle their busy work schedules to attend these conferences, it is very important to do so.

Parental concerns about the Early Learning Center should first be directed to the teachers and the ELC/Lower School Head. If concerns remain, parents are asked to contact GHCDS' Head of School. If he/she is unable to resolve the concerns, parents may file a formal complaint with the Department of Human Services.

### **Cancellation of School**

When rain or another emergency condition makes it necessary to cancel school, it will be announced on these radio stations AM 970, AM 1000, FM 1003 FM 95.1, FM 104.9, FM 93.5 and whenever possible, this announcement will be made before 7:15 A.M.

## **DRESS CODE, DISCIPLINE, BEHAVIOR**

### **Dress Code:**

#### **Due to COVID-19, masks are required.**

Students should appear clean and neat when they arrive at school. Shorts are certainly appropriate dress in our warm climate. Parents are urged to help their children make the distinction between dressing for school and dressing for the beach. For example, backless tops are appropriate for the beach, but not for school.

In the Lower School, our active children need to have flat shoes at all times at school to avoid injury and to be able to fully participate in all activities. Sneakers and socks are best. Certain flat sandals with a back strap, so they are secure on the feet, are permitted. Students who are not wearing appropriate footwear will not be permitted to join the activities on the slab or playing field.

Hats with brims must be removed indoors. Headcloths worn in a cultural context are permitted.

### **PE Uniform:**

Beginning in grade four, the Good Hope Country Day School PE uniform is required for physical education class. The uniform includes a Panther T-shirt. Each student in grades 4 to 8 will receive a t-shirt in the beginning of the year. These t-shirts will be on sale from the school store. On PE days, students should wear shorts with an elastic waist or drawstrings, and have no buttons or zippers for safety reasons and to accommodate a full range of activities. Athletic pants for children who wear them for religious or health reasons, should also have elastic or drawstring waists without buttons or zippers. These t-shirts will be on sale from the school store at the beginning of the school year. Appropriate footwear such as tennis shoes or sneakers is also required.

ELC students through grade three, are not required to wear the Good Hope Country Day School PE uniform. Students should wear loose fitting shirts, shorts, socks, sneakers or tennis shoes on their assigned PE day. Jeans and long pants are strongly discouraged. On swim days, pool footwear may be brought to change into at swim time.

ELC students have swimming instruction on Fridays. They are encouraged, though not forced, to swim. Depending upon the number of students, children go to the pool in two or three small groups. Swimming instruction is provided by the PE Staff who are all qualified swimming instructors. Instruction is based on each student's skill level and comfort in the water.

If your child is swimming, please have him/her wear a swimsuit to school under regular clothing and bring a towel and dry underwear. Please mark swim suits, towels, and underwear with your child's name. For ease of changing, we ask that children wear shorts or dresses on swim days – not long pants.

### **Social and Emotional Intelligence: The Ruler Approach:**

The explicit teaching of social and emotional skills enables children to manage their emotions effectively, become better problem solvers, and develop positive relationships among themselves and with teachers. The overall effect is to create a climate that improves academic performance. The RULER approach, developed at Yale's School of Social and Emotional Development, is rooted in emotional intelligence theory and research on both child and adult development.

### **The Discipline Process:**

While teachers always focus on reinforcing and rewarding positive student behaviors, student misbehavior falls into six categories, which may require different responses.

- **Low-level Peer Conflict:** mutual friendship conflicts not involving name-calling, exclusion, rumors, or threats. We respond to these behaviors with suggestions of ways to resolve the problem.
- **Quiet, non-disruptive refusal to do schoolwork.** Parents will be notified. If the problem persists, a parent/teacher conference may be requested.
- **Inappropriate, but not aggressive, actions.** This might include unsafe rough play or swearing not directed at another child. Parents will be notified. If the problem persists, a parent/teacher conference may be requested.
- **Class Disruption or Disrespect.** The student may receive a warning and be asked to sit apart from other students. The student may be required to stay in at the next recess as a consequence and parents will be notified. If the problem persists, a parent/teacher conference may be requested.
- **Severe Behavior.** This involves putting one's own or other's safety at risk, continued disruption of teaching, refusal to follow directions, or threat of serious aggression. The student will be sent to the office. A conference will be required with the parent, division head and /or head of school. A behavioral contract may also be required.
- **Bullying or Peer Aggression.** This may include:
  - Causing physical or emotional harm
  - Threatening to harm another student and/or damage or take their property
  - Creating an unwelcoming or hostile environment at school for another student
  - Infringing on the rights of another person at school

- Materially and substantially disrupting the education process or the orderly operation of the school
- **Cyberbullying.** Cyberbullying is being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the internet, cell phones, and other digital technologies. It includes direct and indirect harassment intended to damage another student's reputation and/or their relationships.

Bullying is prohibited on campus and at all school-related events. If bullying any place creates a hostile environment at school for a student or disrupts the education process, disciplinary action will be taken.

To ensure a healthy learning environment, GHCDs encourages all students to adopt the following anti-bullying behaviors:

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 being left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

**Procedure for Addressing Incidents of Peer Aggression:**

The children of the Lower School are just learning how to navigate their social world. It will be important to act upon each incident carefully. The following procedures may be followed:

1. If a teacher or staff member sees an act of aggression, s/he will stop the behavior.
2. The Head of the Lower School will interview all parties involved.
3. The Head of the Lower School will call the parent of the aggressor to explain what happened and what action was taken. The student and parents may be required to sign and return a letter acknowledging the incident and the consequences.
4. The Head of the Lower School will call the parent of the target of the act of aggression to let the parent know what happened and what action was taken.
5. The Head of the Lower School will let the relevant teachers know what happened so they can follow up appropriately.

**The following rubric may be used a guideline for appropriate disciplinary action.**

| <b>Behavior</b>   | <b>First Incident</b>                                   | <b>Second Incident</b>  | <b>Problem Persists</b>  |
|---|---|---|--|
| Teasing<br>Name Calling<br>Exclusion  | Written warning<br>Parent is informed                   | One to three days of quiet recess and lunch<br>Parent is informed<br>Conference scheduled | Behavioral Contract developed with division head and counselor |
| Hitting, pushing<br>punching, kicking<br>that does not result in serious injury | One day of quiet recess and lunch<br>Parent is informed | Three days of quiet recess and lunch  | Behavioral Contract developed with division head and counselor |

|  |  |   |   |
|--|--|---|---|
|  |  | No sports or extracurricular activities.<br>Parent is informed<br>Conference scheduled  |   |
| Severe hitting, pushing, punching, kicking<br><br>Harassment   | Three days quiet recess and lunch<br>Possible suspension<br>Parent is informed<br>Parent conference with division head and counselor | In school or out of school suspension<br><br>No sports or extracurricular activities.<br>Behavioral Contract  | Consequences depend on behavioral contract. |
| Cyber Bullying   | One day of quiet recess and lunch<br>Loss of technology privileges for one week<br>Parent is informed                                | Three to five days of quiet recess and lunch<br>Loss of technology privileges for two weeks<br>No sports or extracurricular activities.<br>Behavioral Contract developed with division head and counselor | Consequences depend on behavioral contract. |
| <b>Severe acts of aggression, threatening language, or sexual harassment may result in immediate out of school suspension based on the judgment of the administration.</b> |  |   |   |

### **Defining Terms**

- Teasing                      Name calling, insulting, or other behavior that would hurt others' feelings and make them feel bad about themselves.
- Exclusion                    Starting rumors, telling others not to be friends with someone or other actions that would cause someone to be without friends or excluded from an activity.
- Harassment                Racial, ethnic, or sexual name-calling or other severe harassment.

### **Defining Consequences**

- Quiet Recess/  
Lunch                      The student eats lunch in isolation.

### **Behavioral Contract**

When routine methods of discipline and parental involvement are not effective in changing behavior, the student may be required to sign a Behavioral Contract. Violation of the terms of the contract may lead to dismissal from school. At the end of the academic year, the progress of any student on a Behavioral Contract is reviewed by the

teachers and administration. If there has not been significant improvement in the student's behavior, that student may not be invited to return to GHCDS.

**Personal Integrity:**

Honesty is a particularly important dimension of character and, as such, deserves special mention. Lying, stealing, deceiving, and cheating by any student will not be tolerated on our campus. These behaviors will lead to a parent conference and appropriate consequences.

**Bus Behavior:**

***Due to COVID 19, bus service is not available.***

All students riding the bus are required to follow the instructions of the bus driver. Any violation of the above will result in the following disciplinary action.

**Weapons and Illegal Substances:**

One of the tragedies of our society is that behaviors that used to be associated with high school have made their way to the lower grades. As such, we must address them.

- **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 logical consequences 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 programs, news presentations or other class events with the permission of the teacher and the Head of the Lower School.
- **Illegal Substances:** We focus on education, prevention, and intervention and believe that students who have been well informed about the consequences of alcohol and drug use are better equipped to resist peer pressure to use these substances.

## **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 GHCDs'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 GHCDs 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 GHCDs'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.

***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: \_\_\_\_\_

## Appendix

### 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.