



**Upper Division
Handbook
2021-22**

**Upper School, Grades 9-12
Middle School, Grades 7-8**

The Island is our Classroom, The World is our Responsibility

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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.

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 acceptance, courtesy and regard for others.

Scholarship: to be intellectually curious; take pride in one's work; collaborate and cooperate with others.

Integrity: to do the right thing even when no one is watching.

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

MANTRA

**The Island is our Classroom,
The World is our Responsibility**

THE SCHEDULE

The Year

Grades 7 through 12 operate on a trimester schedule. Each of our three trimesters lasts approximately one-third of the school year, with the first extending from late August to Thanksgiving break, the second from late November to Spring Break, and the third from mid-March to early June.

Advisory

Each student is assigned to a faculty member who serves as an advisor throughout the school year. Advisory groups meet daily from 8:30 to 8:45 a.m. and one to two hour long periods during each six-day rotation of our daily schedule. Advisors provide social, emotional, and academic support for each of their advisees. This one-on-one relationship, combined with the group dynamics fostered in advisory, advances the school's mission to "cultivate reflective, creative, and compassionate" students.

Daily Schedule

During each trimester, students take seven classes, which meet four out of every six school days. The schedule consists of five 60-minute classes per day, with a 15-minute morning break and a 45-minute lunch hour. The extended lunch period provides time for club meetings and free-time. ***New for 2021-22 is a daily 25-minute Academic Time which is reserved for extra help, make-up testing, individual college counseling, health and wellness guidance, and more.*** Additional activities and extracurriculars are held after school.

****Due to Covid-19, it may not be possible for GHCDs to offer some of our regularly occurring after-school athletics programs and activities.***

See next page for Daily Schedule chart.

Daily Schedule for Middle and Upper Schools

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
8:30-8:45	Advisory (15 min)	Advisory (15 min)	Advisory (15 min)	Advisory (15 min)	Advisory (15 min)	Advisory (15 min)
8:45 - 9:45	1 (60 min)	6 (60 min)	4 (60 min)	1 (65 min)	6 (60 min)	4 (60 min)
9:50 - 10:50	2 (60 min)	7 (60 min)	5 (60 min)	2 (60 min)	7 (60 min)	Advisory/ Assembly (60 min)
10:50 - 11:05	snack (15 min)	snack (15 min)	snack (15 min)	snack (15 min)	snack (15 min)	snack (15 min)
11:05 - 11:30	Academic Time (25 min)	Academic Time (25 min)	Academic Time (25 min)	Academic Time (25 min)	Academic Time (25 min)	Academic Time (25 min)
11:35 - 12:35	3 (60 min)	1 (60 min)	6 (60 min)	3 (60 min)	1 (60 min)	5 (60 min)
12:35 - 1:20	Lunch & activities (45 min)	Lunch & activities (45 min)	Lunch & activities (45 min)	Lunch & activities (45 min)	Lunch & activities (45 min)	Lunch & activities (45 min)
1:25 - 2:25	4 (60 min)	2 (60 min)	7 (60 min)	4 (60 min)	2 (60 min)	6 (60 min)
2:30 - 3:30	5 (60 min)	3 (60 min)	Advisory/ Assembly (60 min)	5 (60 min)	3 (60 min)	7 (60 min)

ACADEMIC PROGRAM

Graduation Requirements

Class of 2022

Subject	Units	Required Courses
English	4	English 9, World Lit, American Lit
Social Studies	4	AWH, MWH, USH, VIH ($\frac{1}{2}$ or $\frac{2}{3}$)
Math	3	Algebra I, Geometry, Algebra II
Science	3	Biology, Chemistry, Physics or Physical Science
World Language	2	Spanish or French
Computer Science	$\frac{1}{2}$	Computers in the Modern World
Arts	1	2 half credit classes in any art
Physical Education	2	
Health & Wellness	$\frac{1}{2}$	
Additional Electives	7	
Total Credits Required	27	

Classes of 2023, 2024, 2025

Subject	Units	Required Courses
English	4	English 9, World Lit, American Lit
Social Studies	4	AWH, MWH, USH, VIH ($\frac{2}{3}$)
Math	3	Algebra I, Geometry, Algebra II (3 units in math must be taken in 9th-12th grades.)
Science	3	Biology, Chemistry, and 1 additional credit
World Language	3	Spanish (or French for Class of 2023) (3 units of language must be taken in 9th-12th grades.)
Computer Science	$\frac{1}{3}$	

Arts	1	
PE/Health	2	
Additional Electives	6 $\frac{2}{3}$	
Total Credits Required	27	

Other Graduation Requirements

Swimming Proficiency

All students must pass the Red Cross Beginners Swimming Test.

Community Service

In normal years, students are required to perform a minimum of 30 hours of community service. Due to Covid-19, community service opportunities on St. Croix are limited. Although we strongly encourage students to perform as many hours of community service as they can, we will require 10 hours for the 2021-2022 school year.

Credit

One “credit” is the equivalent of three trimesters' work (August 2021 and afterwards) or two semesters' work (prior to August 2021).

After School

All students in grades 7-12 must be off-campus by 4:00 p.m. unless engaged in a supervised activity.

We encourage Good Hope Country Day students to participate in after school athletics and activities.*

****Due to Covid-19, it may not be possible for GHCDs to offer some of our regularly occurring after-school athletics programs and activities.***

Fees after 4 p.m.

After 4 p.m., the school cannot assume liability for students in grades 7-12 who are on campus but not involved in supervised athletics or activities. Students remaining on campus after 4 p.m. who are not participating in supervised athletics or activities must

come to the main office. Parents will be charged a \$1 per minute supervision fee for each minute their student remains on campus past 4 p.m. The supervising administrator will not leave school until all students are gone. Students participating in after school athletics and activities must remain under the supervision of the coach or activity sponsor until they leave campus.

****Due to Covid-19, it may not be possible for the GHCDs upper division to offer after-school study hall and other after-school options. If we are able to reinstitute study and after care, this section will be updated with that information.***

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

Grade Point Average (GPA)

All courses successfully completed at our school will be counted in computing an overall grade point average. Approved online courses that are taken independent of GHCDs receive credit but are not used in computing the overall GPA.

Middle School Grading

In grades 7 and 8, teachers report on student progress in each content area with respect to specific standards or learning outcomes. Teachers provide guidelines that delineate levels of academic achievement specific to their content areas. The following marks are used.

	Marks for the Standards in grades 7 and 8:
4	Mastery of Skill, demonstrates high level of thinking
3	Proficient, meets grade level skill
2	Basic, partial or inconsistent use of skill
1	Incomplete or not proficient, insufficient evidence of skill development

Report Cards

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

Academic Awards

In the Upper School, 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 93 average and have no grades below 87 in any *trimester*.

The Honor Roll - To qualify, a student must achieve an 87 average, have no courses below an 80.

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 Dean of the Middle and 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. For Middle School students, Schoology is used to see class assignments, missing work, or course rubrics. The average on Schoology will not be used for a grade.

Upper School students who fail to maintain passing grades (60%) in their courses for any term are placed on a Scholastic Support Plan and will be required to attend daily Academic Time sessions with teachers and/or tutors.

In certain cases, and/or at the discretion of the Dean of the Middle and Upper Schools, Middle and Upper School students who are struggling in their classes may be asked to refrain from participating in after-school or extracurricular activities until their grades improve.

On-line and/or Off-Campus Coursework

Online and/or off-campus coursework that is independent of Good Hope Country Day School must conform to GHCDs 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.).

Parents and/or students are responsible for ensuring that the online and/or off-campus program submits a **transcript to GHCDs** before students may receive academic credit for their work.

Requirements for Promotion to the Next Grade

In addition to the academic requirements for attendance at Good Hope Country Day School, students must demonstrate that they have the maturity, self-discipline, and work habits to meet the demands of the next grade level. Student attitude and behavior will be considered whenever circumstances require a review of re-enrollment or tuition assistance decisions.

Homework

Homework 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. It is up to each individual subject teacher to establish the weight 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 as well as be outlined on the course syllabus.

Physical Education/Health

All Middle School students are required to take physical education in 7th and 8th grade. Upper School students are required to participate in some form of physical activity for a minimum of six (6) trimesters between 9th and 12th grade, three (3) or more trimesters of which must be completed during the school day in Physical Education class. Upper School students may receive up to three (3) trimesters of P.E. credit through the after-school athletics program or approved sports programs on-island. Middle School students participating in P.E. classes must purchase a Good Hope Country Day School P.E. T-shirt.

Dropping a Course

A student may petition to drop a class without penalty within one week of the beginning of class. To do so, he or she must discuss the matter with the Dean of the Middle and Upper Schools. A class may not be dropped without permission from the parent and the Dean of the Middle and Upper Schools.

Summer Reading

Middle School students are required to read three books from the Summer Reading list provided by the school. Upper School students read one to two books over the summer. Teachers assess students on their Summer Reading assignments, either during the summer or when they return to school. Student discussions, assessments and projects are conducted on summer reading books at the beginning of the school year.

STUDENT ACTIVITIES

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

Academic and Service Clubs and Activities

Some activities and clubs meet as a class in addition to their outside meetings and events. These include: Yearbook, Band, Chorus, the student newspaper *The Panther Post*, and the Steel Pan Orchestras.

Other clubs and activities meet during the extended lunch period. These include: Upper School Student Council, TRI-M Music Honor Society, National Art Honor Society, Junior Statesman, PRISM, STEM Club, Drama Club, Melanin Magic, Climate Action Club, and more.

National Honor Society

For the 2021-22 school year, Good Hope Country Day School will reinstate our membership in the National Honor Society.

In the fall, students who qualify will receive an invitation to join, which is based on a minimum GPA of 3.4, unweighted.

The selected students will then be asked to submit a resume and a statement of purpose, stating why they feel they qualify for membership, based on the 4 pillars of the NHS: Scholarship (3.4 GPA), Character, Leadership and Service.

Once those submissions are reviewed by a faculty panel of 5, inductees are notified of their acceptance. An Induction Ceremony for the students and their parents follows.

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 2021-22 may be limited due to Covid-19***

Interscholastic Sports

Due to Covid-19, sports may be delayed until safe.

Student Clubs and Fundraising

Due to covid-19, fundraising opportunities may 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.

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 Dean of the Middle and Upper Schools 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. ***A request for work with less than 7 days notice may not be honored.*** If you know you must miss school for a legitimate reason, notify the Dean of the Middle and Upper Schools, and get approval at least one week in advance.

Maximum Allowed Absences

A student is allowed up to 16 absences from school, or in a given course, during each school year. Seventeen (17) absences, excused or unexcused, will require review by the administration and teachers to determine if the student should be promoted, or receive credit in the given course. If there is a lack of cooperation and commitment to the importance of good attendance, re-enrollment may not be offered. If there is concern about promotion, a parent conference will be required.

Tardiness

Students entering school late and missing homeroom/advisory must get a pass from the main office *before going to class*.

Late to School

Arriving at school on time demonstrates a respect for the school community, and respect is a core value of our school. A student not present in advisory by 8:30 a.m. is considered tardy and must sign in at the front desk. Excessive unexcused tardiness will result in disciplinary action.

Tardy to Class

Excessive unexcused tardiness to class will result in disciplinary action.

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. If an "Incomplete" has been recorded at the end of the trimester and the work is not completed within a time frame designated by the school, no credit will be awarded for the course.

Missed Exams

Students missing an exam day at the end of the trimester for any reason should have their parent/guardian notify the School Nurse and Dean of the Middle and Upper Schools as soon as they become aware that they will miss an exam day. Students must complete a "Request for Early Exam" form and submit it to the Dean of the Middle and Upper Schools.

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 a student is not present and has not been excused by the teacher or Dean of the Middle and Upper Schools, it is assumed that he or she is cutting class. ***Skipping a class will result in disciplinary action. Repeated infractions will result in suspension or dismissal.***

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.

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 a student's absence from P.E. relates to a previously existing condition, he or she 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 with an administrator 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 Dean of the Middle and Upper Schools.

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 * *DUE TO COVID-19, IT HAS NOT YET BEEN DETERMINED IF MINI GUSTO CAN BE HELD IN 2021-22.*

During the second half of the year, GHCDs holds 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 classes, 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 an off-island trip for their student during Mini Gusto without first discussing the situation with the administration.

BEHAVIOR

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 Dean of the Middle and Upper Schools.

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.

School Bullying Rules in Summary

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 Dean's 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 a student borrows an idea, he or she must acknowledge the borrowing with a note indicating its precise source. When he or she borrows a writer's original words as well, he or she must enclose them in quotation marks or separate them from his or her own text, and must acknowledge the borrowing with a note. Ignorance is no plea on behalf of the plagiarist. If in doubt, the student should acknowledge a source more, rather than less, fully and ask his or her instructor for guidance. 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: Students must have no extraneous materials on their desks; they must keep their eyes on their own papers; they must stop writing when told to do so; and they must not communicate with other students. In addition, cell phone use is prohibited without express permission from the teacher. These regulations are made to insure the validity of the testing. Students must 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 academic recognition that trimester or school year.
- 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 or expulsion.

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 and serious consequences 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. Engaging in vaping at school or at any school activity will be treated as a major disciplinary offense, resulting in immediate and serious consequences 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.

Driving to School

All drivers must complete the STUDENT AUTOMOBILE REGISTRATION FORM which includes a photocopy of your driver's license, registration and insurance form. The office will photocopy these documents for you. The Student Automobile Registration Form is available in the office of the Dean of the Middle and Upper School. Failure to register your vehicle will result in immediate suspension of driving privileges until the proper forms are completed.

The following rules must be adhered to for all students. If these rules are broken, your parents will be notified that you are no longer allowed to drive to school or be driven to school by another student driver:

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 below the Art Building. Students should park only in this lot. There is no student parking behind the Science Labs unless you are a swimmer engaged in morning or afternoon training.

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 may not drive to and from the gym or the pavilion.

When students arrive on campus in their cars, the expectation is that they will immediately head to the upper school campus. Cars may not be used as meeting areas or as "sound systems" to listen to music before, during or after the school day. **Students are not permitted to be in the student parking lot during the school day without express permission form a teacher or administrator.**

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 and cycling shorts with an inseam less than 6 inches, 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 (provided by the school) 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, 10:50-11:05 and 2) lunch, 12:35-1:20.

****SNACK AND LUNCH WILL BE EATEN IN THE STUDENT'S ADVISORY ROOM, 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 *unless approved by their teacher during free time*. 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 Dolphins 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 a 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 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 Dean of the Middle and Upper Schools.

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 Counseling

Island Therapy Solutions provides counseling support for GHCDS students through an on-campus program. When certain behaviors become problematic, the Dean of Upper and Middle Schools or a teacher may refer a student to Alea Bird, lead School Counselor, for a consultation. Students who wish to talk with the counselor may self-refer or may refer a friend. All consultations are conducted in complete confidence. The school counselor does not conduct ongoing therapy. Should a student need ongoing 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 Dean of the Middle and Upper Schools.

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 Dean of the Middle and Upper Schools

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 and during assembly, 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 return a textbook before a midterm or final should report to the Dean of the Middle and Upper Schools. They will be charged a textbook replacement fee. If the text is found later, that fee will be returned.

Lockers*

Lockers for storing books and personal belongings are located in the hallway of the upper school. 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.

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

SENIORS

College Guidance*

Students meet with the college counselor during the junior year to begin their college research and planning. College plans are finalized and applications submitted early in the senior year. Throughout junior and senior year, 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 Dean of the Middle and Upper Schools, 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, are 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". Seniors with an average cumulative grade point average of 3.8 (91% or higher) will graduate with "high 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 14 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 1, 2021.**

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 with 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
August 2021

Good Hope Country Day School, through a layered mitigation approach, is committed to providing in-person instruction to students and will resume on campus on September 30th, 2021. Mitigation measures will focus on vaccination of all eligible faculty and students, exclusion of symptomatic individuals, universal mask use, optimizing ventilation, assurance and symptomatic testing, quarantining when necessary, and appropriate cleaning and disinfection.

Vaccination:

All eligible individuals are strongly urged to be vaccinated against covid-19. At this time, the vaccine is available free of charge for individuals over the age of 12. Contact the Department of Health to schedule an appointment.

Illness policy:

Stay Home When Sick! All employees and students are expected to remain home from school 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 mucus 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.

Staff and students who have tested positive for or show symptoms of COVID-19 or have been in close contact (defined as within 6 feet for a cumulative 15 minutes or more over the course of 24 hours, excepting in a classroom setting where the distance shortens to 4 feet) 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.

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)

Not everyone with Covid-19 will exhibit symptoms.

This list is subject to change as new information is learned about Covid-19 and variants.

Masks/ Personal Equipment:

Mask wearing will be required for all adults and children on campus, with three exceptions:

- When a person is in a classroom or office by himself/herself.
- When a person is outdoors and is at least four (4) feet apart from all other people.
- When a person is eating or drinking indoors and is four (4) feet apart from another person.

We require social distancing of four (4) feet, but strongly recommend six (6) feet of distancing whenever possible.

- 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.
- Face shields can not be used as a substitute for cloth face coverings.
- 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

Children under the age of 2 (children under 2 should not be on campus anyway; please see visitor policy) and 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 as well as at defined key times 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.

- Key times to clean hands in general include:
 - Upon arrival to school
 - Before, during, and after preparing food.
 - Before and after eating food
 - After using the toilet
 - After blowing your nose, coughing, or sneezing
 - Before and after coming into contact with high touch areas (door handles, light switches, keyboards, handrails, etc)
 - Before and after recess
 - Before and after using shared equipment
- Proper handwashing etiquette will be taught to all students.
- 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:

While on campus, all individuals must maintain a distance of at least four (4) feet apart, but **we strongly recommend six (6) feet of distancing whenever possible.**

Visitor / Gatherings Policy:

Only GHCDs employees, contract employees, students, and education and health professionals will be permitted on campus, except the main office, St. Croix Dolphins facilities, and pick-up/drop-off areas.

Prospective students and families will be permitted on campus if approved in advance and as long as all GHCDs covid policies are followed.

Gatherings, meetings, assemblies, and special performances, when held in person, 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.

- All approved visitors will need to sign into the administration building with their name and contact information to assist in DOH contact tracing if necessary.

Self-Screening Before the School Day:

Temperature checks and symptom screening have limitations due to the wide range of possible symptoms and the possibility of asymptomatic and presymptomatic carriers. Therefore, GHCDs will not screen temperatures for the 2021-22 school year. Parents are expected to assess their children's health and well-being before they arrive at school.

When parents are conducting symptom screening at home, please remember 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.

Arrival to School:

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

- 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 8:30 will be in one location outside of the administration office.

Drop-Off and Pick-Up locations:

- **Grades N-K:** Outside of ELC at the patio entrance. For both morning drop off and afternoon pick-up, **parents and student drivers must exit using west exit (not the entrance gate).**
- **Grades 1-6:** Drop off and pick up at the west end of the Administration Building.
- **Grades 7-12:** Drop off and pick up in the lower parking lot (abutting the athletic field) at the set of stairs opposite the front of the Administration building.

- **Student Drivers:** Park in the Upper School parking lot (above the Gym and below the Art Building).
- **For families or carpools with children in multiple divisions, drop off and pick up at the youngest student's location.**

GHCDS Carpool Protocols

During this difficult period in which we continue to confront Covid-19, GHCDS remains reluctant to encourage carpools, as most vehicles are not able to accommodate social distancing. However we recognize families' needs and request that ***if you choose to carpool***, please:

- Restrict your carpool to GHCDS families you regularly interact with outside of school.
- Please be aware that if any student is required to quarantine at home, and your student was in a carpool with that student, your student may also need to quarantine.
- Insist on the wearing of masks in all vehicles and drive with windows open for ventilation.
- Carpool drivers should drop students off and pick them up at the driver's usual screening station.

In the upcoming months, if Covid-19 cases increase on St. Croix, the school may prohibit all forms of carpooling.

Sanitation During the School Day:

Each classroom will be equipped with:

- Hand sanitizer.
- EPA List N approved disinfectant for high touch items (door knobs, desks, light/fan switches, sink and faucet handles, drinking fountains).
- Classrooms and high touch areas will be cleaned regularly prior to and during the school day.

Specific bathrooms and hand hygiene stations have been designated for each grade.

School Day protocols:

Upon arrival at school, students are asked to wash their hands and then report to their classrooms, with desks spaced four (4) feet apart. Any student who arrives from 7:30 to 8:00 a.m. will report to their advisory / homeroom.

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.
- The school will be divided into five cohorts this year:
 - Early Learning Center (N-K)
 - Lower School (1st to 3rd Grades)
 - Lower School (4th to 6th Grades)
 - Middle School (7th to 8th Grades)
 - Upper School (9th to 12th Grades)
- Every effort will be made to keep the ELC and Lower School cohorts separate from the Middle and Upper School cohorts throughout the school day.
- There will be some mixing between the two Lower School cohorts, and between the Middle and Upper School cohorts.
- Crossover of teachers between the ELC / Lower School cohorts with the Middle School / Upper School cohorts will be limited.
 - Each cohort will have designated spaces to use separate from other cohorts, including bathrooms and water fountains.

In the Classroom:

- On hot days, air conditioning units may be turned on as needed. When AC is being used, an air purification system will be in place.

Snack and Lunch:

- Students will eat snacks and lunch inside their classrooms physically distanced at their desks or in a predesignated outdoor space at the teacher's discretion.
- Students may take masks off while seated to eat. Students may not move around the classroom or outdoor space with their masks off while eating.
- **No Students are permitted to leave campus for snack or lunch.**
- **Parents who are delivering meals must drop off items to the main office.**

Group gatherings:

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

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 will be disinfected regularly.

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, or designated school employee, at the isolation room. We will isolate ill students from well students in a way that maintains confidentiality and safety of the student.
- The school will notify parents and require them to pick up the student promptly, and parents will be asked to contact the student's health care provider. If the student is in any acute medical distress, EMS will be called.
- Covid-19 testing and/or a visit with the child's primary care provider will be required before the student is permitted to return to school.

- The school will 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 officials immediately of any case of Covid-19.
- Contact tracing and testing will be implemented, as requested by DOH.
- The school community will be notified if a positive Covid case is identified on campus.

Testing for Covid-19

All employees and children under 12 who have NOT been vaccinated will be tested for Covid-19 on campus ***every two weeks during the school year, until further notice.*** GHCDs, under the guidance of the DOH, will administer the tests during school hours. **This is mandatory. Those not complying will not be permitted to be on campus.**

A parental consent form must be signed by a parent/guardian to be applied for the school year and before testing is conducted. Until the consent form is signed the student will be ineligible to attend on campus.

Symptomatic Testing:

When a student presents on campus with symptoms consistent with Covid-19, the student is required to have a diagnostic Covid-19 test performed within that same day. The parent may have this test performed at a lab or health care provider of their choice or may have the test conducted on campus with Covid-19 rapid antigen tests provided by the USVI Department of Health.

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. A negative Covid-19 antigen or PCR test may be required before affected students or staff may return to campus. Without a visit with a health care provider, the student must provide a negative Covid-19 diagnostic test in order to return to campus. In limited circumstances, and if approved by the school nurse, a student may qualify to quarantine 14 days in lieu of testing.

If the student becomes symptomatic within 48 hours of being on campus, a Covid-19 test will be required on the day of symptom development. The reason for this is a

person who is infected with Covid-19 is infectious up to 48 hours before symptoms develop. Therefore, in order to protect the students and staff with whom the symptomatic student has come into contact within the previous 48 hours, the school will require a covid test.

Unvaccinated close contacts of positive Covid-19 individuals will need to have a diagnostic (viral) Covid-19 test no sooner than four (4) days after their last exposure to the positive case.

Student and Staff Travel:

At this time, GHCDs will not require students and staff who travel off island to quarantine or present a negative test, as long as the USVI Travel Portal and its testing requirements are in place. The school reserves the right to change this policy as needed.

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 depending on our specific school's circumstances.