

St. Croix Central High School

**RFD #2 Kingshill
St. Croix, VI 00850
(340) 778-0123**



DRAFT Faculty Handbook

Gary Molloy
Principal

Chermaine Johnson
Assistant Principal

Patricia Cottle-Matthew
Assistant Principal

Joseph Schrader
Assistant Principal

Regina Williams
Assistant Principal

EMERGENCY PHONE NUMBERS

Information	913
Police	911
Fire	911
Ambulance	911
	778-6311
VITEMA	773-2244
Water & Power Authority	773-2250
Department of Education	773-1095
Dept. of Ed. Maintenance Division	773-4056
Dept. of Ed. Property & Procurement	773-2198
Dept. of Ed. School Lunch Program	773-7080
Curriculum Center	778-1600
St. Croix Central High School	778-0123
Central Fax Line	778-1085
Commissioner of Education	773-1095
	774-0100
Insular Superintendent Office	773-1095
	773-1747

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Greetings from Principal

Dear Faculty and Staff:

Welcome to St. Croix Central High School.

This handbook is prepared to provide information on school policies and procedures for school personnel at Central High School. The handbook is meant to inform you of information that directly affects the day-to-day operation of Central High School.

Please keep this handbook readily available during the school year. I am sure that it will answer many questions for you. Any suggestions or recommendations for the improvement of this handbook will be appreciated.

We are pleased to have you on our staff at Central High School. This handbook will help and assist you in your duties at Central High. If there are any questions or concerns at any time, please feel free to see me.

Sincerely yours,

Gary Molloy
Principal



PREFACE

This set of Administrative Regulations will serve to present the guidelines for the operation of St. Croix Central High School. These regulations will from time to time require amendments and additions. We strongly urge all members of the staff to keep this booklet with these regulations current as additions and amendments shall be made.

Please be advised that your recommendations and advice are welcomed for the effective operation of this school.

POLICY AGAINST DISCRIMINATION

No person shall be discriminated against in employment or in any educational program or activity offered by the V.I. Department of Education on account of race, color, creed, national origin, sex, handicap or age.

History

In 1967 Central High School opened up as a successor to the former Christiansted High School, which was established in 1935.

Administering the new school were Mr. Norman Rifkin, Principal, with Mrs. Bianca Brannigan and Mr. John Woodson as Assistant Principals. Mr. Rifkin concentrated on strengthening rapport among administrators, faculty, and staff. In 1968, the school sponsored its first graduation ceremonies of which one hundred and fifty students received their diplomas. Today, Central High School has an enrollment of approximately 1300 students in grades nine through twelve with an average of 200 students graduating annually. The majority of the students are of African descent.

Succeeding Mr. Rifkin at the end of two years was Mr. Ulric Benjamin, who revitalized the student government and permitted wider dialogue among students, administration and faculty. Assisting him were Mrs. Bianca Brannigan and Mr. Winthrop Boulware.

Mr. Otis Hicks served as third principal from 1972-1975. Under his administration, firm student discipline was enforced. It was also under his administration that Central High received re-accreditation by the Middle States Association. During this time the student population began to increase. This was due to the court case Hoiser vs. Evans that allowed migrant workers to educate their children in the public schools. His assistants were Mrs. Bianca Brannigan, Peter Christiansen, and Ray Nixon. Upon Mr. Nixon's retirement, his position was subsequently filled by Mr. Rupert Ross, Jr. who served from 1975-1985. His assistant principals were Mrs. Bianca Brannigan, Mr. Noel Blakey, Mr. Wille King, and Mrs. Velma Whitaker, who succeeded Mrs. Gertrude Iles' brief stint at Central High.

Under Mr. Ross's administration, the new gymnasium was constructed. This building was later remodeled to accommodate classrooms. In addition, two new vocational buildings were completed. One of the many accomplishments of the administration was where a format was introduced for each assistant principal to be responsible for a given grade level and to follow and guide those students through to graduation.

Mr. Kent Moorehead, served from 1992 - 2005. He is a 1974 graduate of Central High School. He placed emphasis on student teams, reaccreditation and the introduction of the four by four block schedule. Presently, Mr. Gary Molloy is the principal of this illustrious organization. As Central High School's legacy continues producing successful and reputable Virgin Island citizens, Mr. Molloy's democratic and facilitative approach to education will continue paving the path for our future leaders.

EDUCATIONAL ORGANIZATION OF THE VIRGIN ISLANDS

The Department of Education, with headquarters in Charlotte Amalie, St. Thomas, administers the public school program for the United States Virgin Islands. The Chief administrator is the Commissioner of Education who is appointed by the Governor and confirmed by the Legislature. The Commissioner has delegated responsibility for administering St. Croix Public Schools to the Insular Superintendent. The school system is organized into three levels: elementary, which includes kindergarten through sixth grades; junior high, which includes seventh through eighth grades; and secondary high, which includes ninth through twelfth grades.

In addition to the Department of Education, the Virgin Islands have other educational bodies, which aid in providing quality education for Virgin Island students. The Board of Education is one such body whose members are elected by the residents every two years. This board is responsible for making educational policies, approving curriculums, and certifying teachers and administrative employees of the Department of Education. It also approves rules and regulations governing the operation of the Department of Education.

The Board of Vocational Education, and the Board of Vocational Rehabilitation are responsible for advising the high school concerning their industrial arts, vocational and rehabilitation programs. These boards are separate and independent of the Virgin Islands Board of Education.

The school will consider other educational agencies and not dissipate its effectiveness by assuming their responsibilities but will be responsive to the needs of the community.

The administrative officers of the school currently consist of a principal and four assistant principals. While the Principal is responsible for the smooth operation of the entire school environment, the assistant principals concern themselves with overall issues relevant to student affairs.

**Department of Education
St. Croix Central High School**

**Dr. Noreen Michael Ph.D.
Commissioner**

Asst. Commissioner

**Terrence T. Joseph
Insular Superintendent**

**Cecila Knowles
Deputy Superintendent**

**Gary Molloy
Principal**

**Chermaine Hobson-Johnson
Patricia Cottle-Matthew
Joseph Schrader
Regina L. Williams
Assistant Principals**

Instructional Staff:
Bilingual, Business, English, Fine Arts,
Foreign Language, Math, Modified
Instruction, Physical Education,
Science, Social Studies, Vocational
Education, and Paraprofessionals.

Non-instructional Staff: Counselors,
Librarian, Registrar, System Analyst II,
Computer Operator, Nurse, AV Specialist,
Secretaries, School Monitors, Food
Service Workers, Maintenance, and
Custodians.

Students

MISSION STATEMENT

St. Croix Central High School is committed to providing the best educational opportunities for our diverse student body by offering students academic, vocational, technological, athletic, and ethical challenges that continue our rich legacy of nurturing young minds.

PHILOSOPHY

The St. Croix Central High School community recognizes its diverse student body as unique with individual aptitudes, goals, and achievements. Central High School offers educational programs and extracurricular activities that develop the competence and confidence necessary to assume productive and rewarding roles in a global society by encouraging greater parental involvement, as well as school and community partnerships

Our school beliefs are to:

1. Foster respect and dignity for self, appreciation of individuals regardless of ethnicity, religion, nationality, and learning/physical abilities.
2. Prepare each student for excellence in academic achievement, higher education, future employment, and community service.
3. Accept each student at his/her level of achievement and proceed to develop his/her potential.
4. Provide a school climate that will challenge and engage each student in his/her development, growth, and socially acceptable patterns of behavior
5. Guide students to respect and appreciate their learning environment, which will enhance school pride.
6. Assist students in computer literacy and in staying abreast of developing trends in technology to meet the demands of today's challenging workforce.
7. Nurture intellectual development in students, to foster critical and independent thinking, enabling students to make sound judgments and wise decisions.
8. Develop and stimulate interest in our Virgin Islands rich multi-cultural heritage and history.

GENERAL OBJECTIVES

To expose all students at Central High School to the following concepts: Self Realization, Human Relations, Effective Citizenship, Economic Awareness, Academic Competence and Research, Technological Awareness, Philosophical Attitudes, Intellectual Skills, Social Skills, and Vocational Skills as they apply in the subject areas.

SELF REALIZATION

1. To provide a safe wholesome environment for maximum development of personal, intellectual, emotional, and physical growth.
2. To help the student realize that character development and personal integrity are desirable and necessary qualities for a successful and productive life.
3. To provide each student the opportunity for self-awareness.
4. To stimulate the student to develop an inquiring mind by exposing him/her to a variety of educational experiences and materials.
5. To develop each students communicative and computation skills to enable him to make logical, analytical, ethical and valid judgment.

HUMAN RELATIONS

1. To develop tolerance for differing points of view.
2. To develop respect for the dignity and individual self-worth of the individual.
3. To develop positive attitudes which will aid the student in adjusting to his responsibilities in the family and in society.

EFFECTIVE CITIZENSHIP

1. To help the student realize his/her potential and to develop a sense of purposefulness in life.
2. To acquaint the student with the fundamentals of civic responsibility and to help the student render meaningful service to their community.
3. To help the student understand the operations and functions of government and to develop respect for life and property.

ECONOMIC AWARENESS

1. To help the student develop skills and to direct their present activities and plan intelligently toward economic independence.
2. To teach the significance of economics in the family and the world.
3. To teach the student to economize time and effort as well as materials.

ACADEMIC COMPETENCE

1. To assist the student in acquiring a general knowledge base of each subject area taught.

2. To encourage the student to acquire disciplined study habits and skills.
3. To provide the students with opportunities for academic success through wholesome learning experiences.

RESEARCH

1. To provide students the opportunities to make sound inquiries and judgment.
2. To actively involve students in scientific, quantitative, and qualitative investigations.
3. To develop research skills for academic, vocational and personal enrichment.
4. To expose students to research in career fields.

TECHNOLOGICAL AWARENESS

1. To provide students the opportunity to utilize technological tools in areas of study.
2. To encourage students to utilize technological tools.
3. To provide students with technological knowledge to contribute positively in the work place.

PHILOSOPHIC ATTITUDES

1. To assist students in confronting and handling the realities associated with life.
2. To impress upon our students that everything does not have immediate gratification.
3. To teach students to respect and use their time wisely as it relates to: 1) punctuality, 2) leisure activities and 3) work ethics.

INTELLECTUAL SKILLS

1. To acquire a functional knowledge of the basic tools for learning.
2. To develop independence towards the learning processes and engage in self-directed learning experiences.
3. To develop openness to tolerance towards conflicting ideas.
4. To encourage and promote intellectual curiosity.
5. To develop in the student the ability to appreciate and utilize her own creative capacity.
6. To facilitate the students understanding and appreciation of the role of education in making their possibilities endless as they progress in life.

SOCIAL SKILLS

1. To develop a respect for ones self and others.

2. To develop loyalty to themselves, to their school community and the nation of which they are a part.
3. To instill in students the spirit of cooperation as they interrelate with others.
4. To develop leadership qualities and techniques that enhance their ability to learn and share what they learn.
5. To help students to understand their individual differences and to accept them.
6. To help students to adjust to transitional periods and handle change in the most positive manner possible.
7. To help students to grow in their ability to make independent and responsible decisions.

VOCATIONAL SKILLS

1. To improve, expand and extend the vocational program to meet the needs of our youth and others in our community.
2. To adjust programs and curricular as needed to best serve the occupational needs of our youth and our expanding community here in the Virgin Islands.
3. To prepare the students to meet the challenging opportunities, which will confront them after completion of their selected courses.

Expectation for all Central High Classrooms based on High Performance Literacy Model

High performance high schools look like places where learning is a priority. Rather than classrooms with closed doors, rows of desks and teachers lecturing from the front of the room, “literacy school” hallways/bulletin boards filled with student work, small groups of students work together, and teachers act as partners in student learning.

Students are encouraged to work collaboratively and are asked to regularly discuss their reading and writing. Teachers encourage multiple ways for students at every ability level to participate in group instruction and give students concrete problems to discuss and solve.

When a student walks through the door of a literacy school, learning begins. Classroom assessments are used as diagnostic tools to determine the student’s strengths as well as identifying needs. Teachers work with students to set high expectations of literacy competence while at the same time, helping them to map a path to success that is tangible and realistic.

The student is assessed informally and frequently on a daily basis. Student data is catalogued on a computer system that allows teachers, administrators and evaluators to look at student progress in order to inform instruction. Teachers and students understand how to use the data to drive the learning process and focus on the skills that are most needed.

Principals and teachers make literacy a priority by scheduling two to four hours of literacy learning per day. Although some of this time is spent with a language arts teacher, all teachers focus on reading and writing while teaching content knowledge. Interdisciplinary teacher teams meet regularly to discuss student progress and coordinate instruction across subject areas.

Students have extra help available to acquire critical basic reading and writing skills as well as understanding how to approach complex curriculum knowledge. Students are given intense, individualized instruction taught by teachers who are trained in reading strategies when they need it. Student needs are addressed as early as possible and students are encouraged to monitor their own progress and fully engaged in their own learning.

In a “literacy school” every teacher is highly qualified in their subject area and highly qualified to teach and motivate a diverse group of students. Teachers understand how to reinforce literacy skills in their own discipline. The curriculum is engaging and relevant and helps students acquire deep content knowledge and meet high standards of performance. Critical thinking skills are systematically taught as students develop learning strategies that will lead to independent work.

The principal of a literacy school understands how students and teachers learn and is able to organize and coordinate literacy program across the entire school. Creating fluent and proficient readers and writers requires the attention and commitment of all school personnel including librarians, reading specialists, literacy coaches, and resource room teachers. Professional development opportunities are ongoing and built into the regular school schedule. Opportunities to learn from new research and best practice examples, as well as opportunities to implement and reflect on new ideas and strategies, are part of the culture of the school.

“Literacy Schools” attract and support parental involvement and engage the whole community in helping all students to achieve high standards.

ADMINISTRATIVE RESPONSIBILITIES 2005-2006 SY

Mr. Gary Molloy, Principal

Guidance Programs
Clerical Staff
Monitors
Child Nutrition
Maintenance
Health Services

Chermaine Hobson-Johnson (AP)

9th Grade

Special Education Program
Bilingual Education Program
Student Activities Program
Assessment
Basic Child Study Team (BCST)
Learning Media Center

Joseph Schrader (AP)

10th Grade

Science
Math
Business
Trade and Industry

Regina Williams (AP)

11th Grade

English
Foreign Language
Study Hall Program
Regular Ed. Paraprofessionals
Custodial

(AP)

12th Grade

Social Studies
Fine Arts
Physical Education
JROTC Program
Student Council Program
Student Activities Program

Absences

Should it be necessary for you to be absent from school, please do the following:

1. Call the main office immediately by 7:15 a.m.
2. Indicate the type of leave to be charged for the absence. Your choices are Personal Leave (PL) or Sick Leave (SL).
3. Complete the necessary forms to indicate leave; forms are available in the main office.

Accidents

Please report any and all accidents to our school NURSE immediately. After attending to the child or adult, the nurse will complete the necessary accident forms. Then administration must be notified.

Assessment Policy

The Department of Education recognizes the critical role that quality assessment programs play in accurately measuring learning outcomes, stimulating thought and participation on the part of the learner, and providing feedback to teachers, students, administrators and the community on the quality of the teaching/learning processes in the Virgin Islands Education System.

Grading System

Numerical grades must be used according to the following schedule. All grades below 70% are failing (F).

A+	98-100	(98 to 100% of Checklist of Skills mastered)
A	94-97	(94 to 97% of Checklist of Skills mastered)
A-	90-93	(90 to 93% of Checklist of Skills mastered)
B+	87-89	(87 to 89% of Checklist of Skills mastered)
B	84-86	(84 to 86% of Checklist of Skills mastered)
B-	80-83	(80 to 83% of Checklist of Skills mastered)
C+	77-79	(77 to 79% of Checklist of Skills mastered)
C	74-76	(74 to 76% of Checklist of Skills mastered)
C-	73-70	(73 to 70% of Checklist of Skills mastered)

FAILURE Below 70

In order to enhance the assessment process, the following policy is established:

1. All written tests that are to determine marking period grades must be 40 percent essay.
2. Assessment may include the following:
 - a. Portfolio - Development of skills and knowledge over time, which are embodied or demonstrated in a student's work.

- b. Projects - production such as research papers, science experiment, and projects that require the student to engage in complex thought and produce product. All students should complete a project each marking period that integrates Reading, Writing and Mathematics. Projects are to be hands-on and able to be displayed. A science project is required of each student.
 - c. Take Home Exam - essay type questions, experiments, and projects that require the student to engage in complex thought and produce a product.
 - d. Oral Exams - require two or more persons to judge the quality of response to question on materials students have studied and are required to master. All outcomes of oral exams are to be recorded and records kept.
3. The lowest numerical grade that should be enter on a student's report card for any subject that the student has failed should be 40%. The rational here is that the child has already failed by receiving a grade of an F, where the actual grade ranges between 0 and 69. The lowest numerical grade of 40% still gives the student a chance to make up the grade and still pass the subject.

Attendance: Students

Attendance slips must be sent to the office promptly by 8:00 am. VI Law requires a note from a parent or guardian stating the reason for the student's absence. This note must accompany the child upon his or her return to school. Please be vigilant in obtaining the note. Then place the note in a large envelope clearly marked with the school year. Also, this information must also be logged in to your record books. At the end of the school year, both the notes and record books will be collected for permanent filing. Record books must be kept up to date and available for review within each semester period.

Attendance: Teachers

ATTENDANCE AND PUNCTUALITY

Staff must sign the Time and Attendance Sheet upon arriving to school. When a staff member fails to sign, we must assume that he/she is late/absent and that coverage is needed for his/her assignment.

Upon returning to school, a staff member is required to complete an absence form. These forms will be available in the Main Office. Please cooperate by turning in your absence form the day you return from your absence. A staff member who fails to submit a properly documented absence form within the time period of absence shall not be paid until the form is delivered to the principal or his/her designee.

Staff absences and lateness affect the educational program and environment of the students. It is the responsibility of each member to be punctual and present for his or her assignment.

Teacher's hours are 7:25 a.m. to 3:40 p.m. Monday through Friday. Because the superintendent's office required daily staff attendance by 9:00 a.m., you are required to give a reason for your absence when calling. Classroom teachers are required to be in their classrooms by 7:45am in order to begin classes promptly at 7:50 a.m. All teachers must sign in by 7:40 a.m. because this is the only way of verifying whether or not you are present. Should an emergency

arise preventing your arrival, administration uses the sign-in sheet to determine whether coverage is necessary for your class. Should a teacher arrive late, the appropriate forms must be completed including the type of leave. No one is permitted to sign in for a colleague.

Basic Child Study Team

The Basic Child Study Team (BCST) consists of the principal or assistant principal, counselor, nurse, resource room teacher, and invited teacher(s). The purpose of the team that will meet monthly on a Tuesday morning, is to review referrals to the team. The BCST acts when and if the recommendation of the team finds it necessary to recommend a formal evaluation of a student on need. Your concerns are not limited and may range from needing advice about a very bright child not working up to potential, to a less capable student about whom you would like to consult for help. Specific information will be provided at this meeting should it be necessary to proceed with a full evaluation. The referral forms are available from the counselors.

BASIC PRINCIPLES OF GOOD TEACHERS

- A. Have a good mental attitude
- B. Use intelligence over emotions—never show disgust (verbally or facially)
- C. Plan school day carefully—establish good routines
- D. Create a positive learning environment in your classroom
- E. Compliment your students—let them know you care about them
- F. Be familiar with characteristics of age group with which you are working
- G. Students should never be left unsupervised

Bell Schedule

Regular Schedule # 1

Warning Bell	7:45am
First Period	7:50am - 9:24am
Second Period	9:29am - 11:03am
Lunch Period	11:05am - 12:05pm
Third Period	12:07pm - 1:41pm
Fourth Period	1:46pm - 3:20pm

Activity Schedule # 2

Warning Bell	7:45am
First Period	7:50am - 9:09am
Second Period	9:14am - 10:33am
Activity Period	10:38am - 11:33am
Lunch Period	11:35am - 12:35pm
Third Period	12:37pm - 1:56pm
Fourth Period	2:01pm - 3:20pm

Early Dismissal Schedule # 3

Warning Bell	7:45am
First Period	7:50am - 8:50am
Second Period	8:55am - 9:55am
Third Period	10:00am - 11:00am
Lunch Period	11:05am - 12:05am
Fourth Period	12:10pm - 1:10pm

Meetings/Assembly Activity Schedule # 4

Warning Bell	7:45am
	7:50am -8:50am
<u>Sub-Committee Meetings or Assembly</u>	
First Period	8:55am - 10:14am
Second Period	10:19am - 11:38am
Lunch Period	11:40am - 12:35pm
Third Period	12:37pm - 1:56pm
Fourth Period	2:01pm - 3:20pm

Bulletin Boards

We recognize that classroom bulletin boards are an integral adjunct to classroom instruction and learning. Student's work should be attractively displayed with frequent changes in order to showcase as many pieces of work as possible. Please utilize this important tool to reinforce your classroom teaching. Also, bulletin boards should also be use to show case student excellent work

by department, information/reminders about field trips, department meetings, assemblies presentation etc. Bulletin Boards should be updated monthly.

Cafeteria (Dining Room)

Proper dining room behavior is expected of each student. Supervision must ensure that students are sitting while eating. In an effort to avoid a traffic jam and to keep order. The assigned paraprofessionals and monitors will supervised and call the students in an orderly fashion to form a line to be serviced. Once served the student will be seated to eat. Noise level must be kept to a minimum.

Calendar

The calendar on the bulletin board in the Main Office contains important information about school events. Please consult it frequently for updating. Also, you are asked to fill in all confirmed field trips and notify Kitchen Manager should your class not be eating in school. You will receive a monthly calendar of events for your planning purposes that reiterates the information on the main calendar from administration.

Chain Of Command

In the principal's and assistant principals absence, please see your department chairpersons. If they are unavailable, please check with the Ms. Romero, or Ms. McKenzie, for the name of the person who has been placed in charge.

Child Abuse Or Neglect Suspicions

Any suspicious circumstances (bruises, unusual marks, extra ordinary tardiness over an extended period of time, apparent hunger, etc.) must be reported to the principal for immediate follow-up. V.I. Law binds us to report any suspicious case. Of course you are protected by anonymity in this regard. The rule is always better safe than sorry. Also, do not investigate your responsibility is to report.

Classroom Management

GUIDELINES FOR CLASSROOM MANAGEMENT

DISCIPLINE:

Discipline of students is essential to an atmosphere of learning. The best discipline is self-discipline. Good teaching incorporates training to develop self-discipline.

When students knows the teachers main purpose is to cause learning to take place, then the students understands and accepts the disciplinary action.

Students generally behave as they perceive we want them to behave. It is necessary to establish The Rules Of The Classroom early in the year. Then, discipline must be applied swiftly and fairly.

ABSENCES:

Habitual absences by any student needs to be brought to the attention of the parents, guidance counselors and principals, if a student is absent from your specific classroom excessively.

TARDIES:

If a student is tardy to your class five (5) times in a nine-week period, he/she needs to be in after-school detention to make up the time. A student cannot learn if he/she is not in the classroom.

Daily records of tardies and absences should be recorded carefully in the grade book because it will be recorded on the report card. Also, you will need this information when talking with the parents.

FAILING NOTICES:

All those students that are in danger of receiving a failing grade will receive a failing notice four weeks after the beginning of each marking period.

AWARDS:

Awards are an important part of the educational experience. However, they should be meaningful. Too many awards make students feel as if the awards are meaningless.

Awards are given according to the following:

EXTRAORDINARY EFFORT AWARD: These awards are optional and given at the principals' discretion to a limited number of students who do not meet all the academic criteria, but whom the principal wishes to recognize for extraordinary effort.

ACADEMIC PROBATION: Students that have below a grade point average of 70 for two consecutive semesters will be placed on academic probation for the following school year.

Communication

Please keep the counselors informed of matters that require special attention. For example, prior to sending a note home regarding lack of progress, inattentiveness, or department, please communicate with the counselor. Frequent contact with both counselor and parents is encouraged and serves to benefit the child. The lines of communication must be kept open to all involved.

Conflict Resolution

In an effort to assist students in resolving their problems in an appropriate, effective manner, a program of conflict resolution has been established. Our counselors have been trained as conflict managers. They in turn will train a team of students. Teams of students help peers who are experiencing difficulties. An adult will ask students if they wish to take advantage of going to mediation about their problem. Should all parties agree, an appointment is made (always during

the students' lunch time) by one of the moderators of the program. A student team plus counselor will be available for a mediation session. The counselor will be in reasonable proximity to the student session and is called upon in case of an urgent need that cannot be settled appropriately by the students. Each teacher will receive forms from the counselors (which will remain permanently in your room) to be used for conflict resolution purposes.

Coordinators

Fortunately, we have on staff in our district a Coordinator for each of the core academic curriculum areas. These knowledgeable men and women are available to you and can be an invaluable resource in your work. Please consult with the administrator responsible for your department and your department chairperson for guidance and direction in this matter. Appointments and requests for service may be arranged for you by your department chairperson with the appropriate Coordinator should you need advice or help.

Counseling

Every student will see a counselor at least once a semester in a whole group, small group or individual setting. In these sessions the counselor's primary role is to support the instructional programs.

Custodian

Should anyone need a custodian, please notify the main office, where custodial contact will be made for you.

Curriculum

CURRICULUM AND ACADEMIC COURSE LISTINGS

I. Business Department

A. Philosophy and Goals

The business Department believes that a business graduate should have developed the skills, attitudes, and understanding needed to gain and satisfactorily hold business jobs, have successful business relationships in personal life as well as on the job. The Department tries to provide courses and educational experiences that will meet the personal business needs of all students as citizens, consumers and producers.

B. Courses Offered

- Business Math
- Typing I
- Typing II
- Business Communications
- Accounting I
- Introduction to Business
- Introduction to Data Processing
- Business Management
- Business Law

II. English Department

A. Philosophy and Goals

The English Departments program is designed to improve the ability of each student to communicate effectively, to broaden his cognitive structure, and to enhance his aesthetic appreciations. The English program emphasizes the development of the powers of comprehension, of critical thinking, and of fluency, cogency and coherence in communication.

1. To provide activities, which will stimulate a growing intellectual curiosity and capacity for critical writing and thinking.
2. To encourage wholesome personal development.
3. To stimulate and encourage effective use of Standard English.
4. To encourage intelligent, critical use of mass media.
5. To develop social sensitivity and effective participation in-group life.
6. To develop social sensitivity and effective participation in-group life.
7. To develop an awareness of and an appreciation for the use of language in aesthetic expression.

B. Courses Offered

English II through English IV is required of all students. The instruction given in the regular courses in English follows a cumulative and sequential pattern. The elements of this program are reading, literature, grammar, and composition. Curriculum adjustments are made for individuals and groups for corrective instruction as needed and for enrichment and acceleration.

Required English Courses include:

- * English II - Part One
- * English II - Part Two
- * English III - Part One
- * English III - Part Two
- * English IV - Part One
- * English IV - Part Two

Elective Courses include:

- African - American Literature - Part One
- African - American Literature - Part Two
- Caribbean Literature
- Journalism Part One
- Journalism Part Two
- Television, Radio & Broadcasting
- Communication Skills

- Drama
- Junior Composition
- Senior Advanced Composition
- SAT Preparation - Verbal
- Writing Skills
- Creative Writing

III. Fine Arts Department

A. Philosophy and Goals

The Fine Arts Departments Program is designed to (to be submitted)

B. Courses Offered/* Most of these courses are considered as electives

1. Art

- Basic Art
- Drawing and Painting I
- Drawing and Painting II
- History of Art

2. Music Courses Offered*

- Beginning Piano
- Intermediate Piano
- Advanced Piano
- Chorus I
- Chorus 2
- African Diaspora
- Music Appreciation
- Jazz Band
- Beginning Band
- Intermediate Band
- Advanced Band

IV. Foreign Language Department

A. Philosophy and Goals

The basic method for all courses is audio-lingual. A two-year sequence in a foreign language is required of all college preparatory students. These courses are offered to all tenth through twelfth grade students. The foreign Language Departments program is designed to (to be submitted)

B. Courses Offered

- French I
- French II
- Spanish II
- Electives Offered:
- French III
- French IV & Review Gram
- Spanish III
- Spanish IV & Review Gram

V. Mathematics Department

A. Philosophy and Goals

The Mathematics Departments program is designed to (to be submitted)

B. Courses Offered

- General Math
- Pre-Algebra
- Algebra I
- Geometry
- Electives Offered:
- Algebra 2 and Trigonometry
- Consumer Math
- Pre-Calculus
- Computer Science

Department Chairperson

DUTIES AND RESPONSIBILITIES OF DEPARTMENT CHAIRPERSONS

It is the policy of the St. Croix Central High School to appoint department chairpersons. Department chairpersons shall devote their primary efforts to working cooperatively with the high school principal toward improving the quality and organization of instruction within each department respectively. The chairpersons serve as leaders among the teachers within the departments.

1-The department chairperson shall examine the plan books of teachers. Also, these plan books are reviewed by the Assistant Principal responsible for the administrative supervision responsibilities of each department as chosen by the Head Principal. The department chairperson shall determine whether or not the plans prepared by teachers are consistent with departmental as well as goals and objectives and that these plans are implemented in the classroom.

2-The department chairperson shall recognize and encourage professional initiative and growth by her staff as an important aspect of morale. She shall make apparent, and available, books, periodicals, courses, meetings, visits to industry and other devices that will assist the development of her staff. The department chairperson shall set an ideal example of what professional growth is and should represent.

3-The department chairperson, in conjunction with teachers, area coordinators, resource specialists and administrators, shall provide leadership in planning the instructional program. She shall submit to the principal courses of study for each course as an outline of what shall be covered and what objectives shall be met within a specific course. Courses shall undergo constant review and when necessary revision.

4-The department chairperson shall conduct meetings of the departmental staff, to promote professional growth of teachers, and efficient operation of their department, as a functioning part of the whole school.

5-The department chairperson shall work towards a correlated pattern of instruction which fosters the work of other departments working in an integrated manner whenever possible. This will be

extremely beneficial for teachers to share teaching strategies with one another as well as being beneficial for the students involved in such creative educational programs.

6-The departmental chairperson shall assist the Principal in determining tentative staff assignments. In those areas where staff and room utilization are necessarily correlated, the department chairperson shall submit a tentative correlated staff and room utilization plan or alternate upon request of the Principal. Also, she shall prepare and review the master schedule for each semester and make recommendations concerning the equalization of duties.

7-The departmental chairperson shall deal with the textbook representatives and call new texts to the attention to the teachers within a department for study, evaluation and possible adoption. She shall supervise the labeling, numbering, storing and distribution of texts.

8-The department chairperson shall submit a complete and accurate budget of future needs to the high school principal. She shall work cooperatively with the principal to modify the budget in accordance with the needs of the entire school community. She shall check equipment ordered for his department and authorize that payment be made.

9-The department chairperson shall keep and maintain necessary inventories of supplies, appropriate records and departmental files. The department chairperson will provide for the economical, efficient and safe utilization of storage equipment. She shall inspect and study the physical surroundings frequently with the view of reducing potential hazards. She shall provide leadership in safety education.

Detaining A Student

Should you find it necessary to detain a student after school hours, 24-hour notice to parents is an absolute requirement. Please adhere to this regulation, because parents have the right to know in advance so that they will be able to change or postpone a prearranged appointment.

Discipline Policy

The Board of Education, in cooperation with the administration and staff of this school, has developed the following rules and policies. It is the feeling of these people that rules are a necessity in order to maintain a healthy learning atmosphere. The Districts rules for student behavior apply to all school-sponsored and school-related activities regardless of time and location. Violation of the following may result in disciplinary action to include: detention (academic or work detail), intervention strategies, suspension, expulsion, or other disciplinary methods.

- a. Follow the discipline code as closely as possible and use appropriate forms to report problems. It is expected that teachers post and discuss school and class rules with their students.
- b. Teachers are reminded that the authority to dismiss students from class or school rests with administration. Students are not to be placed in the hallways as a disciplinary measure.
- c. No corporal punishment of any kind should be administered by teachers or other staff.

Discipline with Dignity

The three fundamental school rules:

Respect Yourself
Respect Teacher, Classmates and all Adults
Respect Property

must be reinforced at all times. Also, routine difficulties should be handled by the classroom or special area teacher. Mediation with Counselor and/or trained students is a fair option. Repeated documented instances of misbehavior should be referred to the BCST team for assistance and strategy. However, should a situation arise that presents an unsafe condition for a student or those around him or her, it is absolutely imperative that you use the intercom to contact the office for immediate assistance from a monitor. Do not leave your room help will arrive immediately. In the mean time, please avoid using physical contact if at all possible. Instead, techniques such as trying to isolate the child, trying to reason with him or her, or any other non-confrontational approach are advisable. Always notify administration should incidents of harassment for racial slurs be committed. Students may not be sent to another classroom for disciplinary reasons. No students are to be put out of classrooms to loiter in the hallways. Adults will be held accountable for any and all violations of this policy. This is not a disciplinary option.

Discipline Procedures and Student Behavior

Central High School is a community of students and teachers dedicated to the process of learning. We believe that this process should take place in a safe and caring environment where teachers can teach and students can learn. One characteristic of effective schools that creates a sound learning environment is an emphasis on discipline and a safe and orderly campus. For such an environment to exist, it is necessary that students clearly understand what is expected of them and that teachers be involved in the reinforcement of students' behaviors, which should demonstrate respect and consideration for the rights of others.

You should be aware that the following behaviors that will lead to administrative disciplinary action:

According to the Virgin Islands Board of Education, disciplinary infractions and the responses to them are divided into four levels. Each level represents progressively more serious infractions culminating in Level IV offenses.

Disciplinary responses to infractions become progressively more severe as one moves upward in the levels of misconduct.

A student who is required by law to attend school but does not shall be suspended for unexcused absences or truancy and shall be reported to juvenile authorities for appropriate action. A student who exhibits willful disregard for school rules by being absent from classes on a regular basis or not attending particular classes will be subject to disciplinary action.

Unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or at any school activity is prohibited. This policy is based on Virgin Islands statute as well as the

belief that use of illicit drugs and alcohol is wrong and harmful.

The Virgin Islands Board of Education views disruptive and criminal acts, and those which may affect the health, safety, and welfare of those on a school campus as extremely serious in nature. In addition to disciplinary action administered at the school level, certain acts may be reported to the appropriate law enforcement agency. These may include, but are not limited to:

1. Possession, use/distribution of weapons (mandatory reporting)
2. Arson
3. Assaults other than minor fighting
4. Bombs and other explosive agents other than minor fireworks
5. Breaking and entering
6. Disturbances which substantially disrupt school
7. False alarms or calls
8. Possession, use/distribution of drugs (mandatory reporting)
9. Possession, use/distribution of alcohol products
10. Property damage of a substantial nature
11. Robbery
12. Sexual offenses endangering the health, safety, or welfare of others
13. Theft of items of a substantial nature
14. Trespassing after warning
15. Vandalism of a substantial nature

LEVEL 1 - INFRACTIONS AND DISCIPLINARY RESPONSES

Level 1 offenses are minor acts of misconduct which interfere with the orderly operation of the classroom, a school function, extra/co-curricular program or approved transportation.

The misconduct should be handled first by the individual staff member involved. When additional action becomes necessary because of continued violation or other serious concerns, the student will then be referred to the school administrator designee for disciplinary action.

INFRACTIONS

• Cheating

Willful or deliberate unauthorized use of the work of another person for academic purposes, or inappropriate use of notes or other material in the completion of an academic assignment or test

• Classroom Disruption

Conduct or behavior which interferes with or disrupts the teaching/learning process

• Disorderly Conduct

Conduct or behavior which interferes with or disrupts the orderly process of the school environment, a school function, or extra/co-curricular activity

• Disrespect for Others

Conduct or behavior which demeans, degrades, antagonizes, humiliates, or embarrasses a person or group of persons

- **Dress Code**

Non-conformity to established dress code

- **Failure to Report for Detention**

Failure to report for assigned discipline

- **False and/or Misleading Information**

Intentionally providing non-valid or misleading information, or the withholding of valid information, to a school personnel

- **Insubordination**

Refusal or failure to comply with a direction or an order from school personnel; failure to comply with law, Board policy, school rules, behavior contracts, or classroom rules

- **Misconduct on School Bus**

Conduct or behavior which interferes with the orderly, safe, and expeditious transportation of other school students or other authorized riders

- **Profane, Obscene or Abusive Language/Materials**

The use of either oral or written language (including racial, ethnic, cultural slurs, gestures, objects, or pictures which are disrespectful or socially unacceptable and which tend to disrupt the school environment, a school function, or extra/co-curricular activity

- **Tardiness**

Repeated late arrival to school or class

- **Unauthorized Absence from School or Class**

Violation of the Virgin Islands attendance laws and school policy

- **Repeated Misconduct**

Repeated behavior which Includes one or more of the above of offenses

- **Other**

Other than offenses listed above

DISCIPLINARY RESPONSES FOR LEVEL 1 INFRACTIONS

First Offense Level I Responses

Subsequent Offenses: Level 1 and/or Level 2 Responses

Parental contact (required); Counseling and direction, Verbal reprimand; Special work; assignment; Withdrawal of privileges; Return of property, payment for same, or restitution for damages; Detention (parental contact required); School/classroom positive/negative reinforcement plan; Demerits; Warning of referral to Level 2.

LEVEL 2 INFRACTIONS AND DISCIPLINARY RESPONSES

Intermediate acts of misconduct may include minor acts of misconduct previously identified. It may also include repeated acts of misconduct and acts directed against persons or property but which do

not seriously endanger the health or safety of others.

This conduct must be reported to the school administrator/designee for disciplinary action.

The school administrator/designee will follow the procedure designated for minor violations in the investigation of circumstances and the assignment of the appropriate disciplinary action.

INFRACTIONS

• Fighting Threats

Minor physical conflict between two or more students; threat by word or act to do violence to another student(s)

• Destruction of Property/Vandalism

The willful or malicious destruction of school property or the property of others

• Unauthorized Gambling

Any participation in games or activities of chance for money and/or other things of value

• Insubordination/Open Defiance

Either verbal or non-verbal refusal to comply with school rules or directions from school staff

• Intimidation

The verbal or physical threat to do harm or violence to another student(s) or to the property of another person; may include "stare downs, gestures, and stalking"

• Misconduct on School Bus or other School Approved Transportation

Repeated or serious misconduct which interferes with the orderly, safe, and expeditious transportation of students or other authorized riders

• Stealing (under \$10.00)

The taking of property of another without permission of the person

• Unauthorized assembly, publications, etc.

Demonstrations and/or petitions by students, or possession and or distribution of unauthorized publications which interfere with the orderly process of the school environment, a school function, or extra/co-curricular activity

• Repeated Misconduct of a less serious nature

Repeated misconduct which tends to disrupt the orderly environment or extra/co-curricular program or activity

• Forgery

The making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member

• Other Serious Misconduct

Other than the offenses listed above

DISCIPLINARY RESPONSES FOR LEVEL 2 INFRACTIONS

First Offense: Level II Responses

Subsequent Offenses: Level 2 and/or Level 3 Responses

Parental Contact (required); Behavior Contract (oral or written); In-school Suspension, Work Detail, Detention (parental contact required); Confiscation of unauthorized materials/objects; Return of Property, Payment for same or Restitution for Damages; Suspension from Bus; School/Classroom Positive/Negative Reinforcement Plan; Demerits; Warning or Referral to Level 3.

LEVEL 3 INFRACTIONS AND DISCIPLINARY RESPONSES

Level 3 infractions are major acts of misconduct. They include but are not limited to repeated acts of misconduct, serious disruptions of the orderly conduct of school, threats to the health, safety, and property of self or others and acts of serious misconduct.

Major acts of misconduct must be reported immediately to the school administrator/designee and may result in immediate removal of the student from the school or extra/co-curricular activity.

INFRACTIONS

• Alcohol

The use or possession of alcoholic beverages, unauthorized prescription drugs, or any other substance capable of modifying mood or behavior

• Over the Counter Drugs

Possession of such substances beyond that which might be reasonably consumed/used by one person in a short period of time

The second use or possession violation by any student during any one school year shall be considered an automatic Level 4 offense

• Assault/Battery (Fighting)

An intentional threat by word or act to do physical harm to another student, coupled with an apparent ability to do so, or the actual and/or intentional touching or striking of another student(s) against his or her will. In severe cases, such actions may be the basis for expulsion and will be considered a Level 4 offense

• Breaking and Entering

The unlawful or willful entry or attempted forcible entry of any school property or the personal property of students or school personnel

• Destruction of Property/Vandalism - \$10.00 and over)

The willful or malicious destruction of school property or property of others

• Extortion/Threats

The willful or malicious threats of harm, injury, or violence to the person, property or reputation of another with the intent to obtain money, information, services, or items of material worth

- **Firecrackers/Fireworks**

Unauthorized possession and/or igniting of fireworks or firecrackers on school property, at a school function or extra/co-curricular activity

- **Gross Insubordination/Open Defiance**

Willful refusal to submit to or comply with authority, exhibiting contempt or open resistance to a direct order

- **Illegal Organization**

Establishing or participating in gangs on school property, at a school function, extra/co-curricular activity

- **Smoking and Use of Tobacco Products**

The possession, use, distribution, or sale of tobacco products on school property, at a school function or extra/co-curricular activity

- **Stealing (\$10.00 and over)**

The taking of property of another without the permission of the person

- **Trespassing**

Unauthorized entry into school property, a school function, extra/co-curricular activity and/or remaining after the administrator/designee has directed such person to leave that location.

- **Possession of Contraband Material**

Possession, use and/or distribution of materials or items which are forbidden excluding weapons. Contraband may be confiscated and not returned to the student. Possession of items that could in danger the health and safety of others but there have been no threatening or intimidating display of the item

- **Repeated Misconduct of a More Serious Nature**

Repeated misconduct which tends to substantially disrupt the orderly conduct of school, a school function, or extra/co-curricular activity

- **Violation of Curfew**

Breaking of imposed curfew regulations during an extra/co-curricular activity

- **Other Serious Misconduct (may include profanity)**

Behavior not specifically described above which seriously disrupts the orderly conduct of school, a school function, or extra/curricular activity. This may include profanity, racial slurs, ethnic slurs, cultural slurs, sexist profane language, or other language intended or reasonably calculated to insult and/or incite another person and repeated dress code violations, or the activation of a fire alarm without reasonable cause which, in the discretion of the administrator was not the result of a reckless or malicious act.

DISCIPLINARY RESPONSES FOR LEVEL 3 INFRACTIONS

First Offense: Level 3 Responses

Subsequent Offense: Level 3 and/or Level 4 Responses

Parental Contact (mandatory), Written Behavior Contract, Assignment to Alternative Program/School, Return of Property, Payment for same or Restitution for Damages, In School Suspension, Suspension from Bus, Suspension from school (1 to 10 days), Referral to Suspension Reduction Program, Expulsion from Bus (for bus related offenses), Temporary or Permanent Removal from Participation in Extra/co-curricular Activities or Programs, Referral to Appropriate Prevention or Treatment Programs, Warning of referral to Level 4

LEVEL 4 INFRACTIONS AND DISCIPLINARY RESPONSES

Major acts of misconduct are those of the most serious category. Any of these acts committed shall be sufficient grounds for expulsion and shall result in a mandatory ten-day suspension with consideration of a recommendation for expulsion. Major acts of misconduct must be reported immediately to the school administrator/designee and may result in immediate removal of the student from school.

INFRACTIONS

• Alcohol

The selling or transmitting of alcoholic beverages or any other substance capable of modifying mood or behavior or the selling or transmitting of substances represented to be of said nature

• Arson

The willful and malicious burning of or attempt to burn or destroy school property, contents in or on the property or personal property of others

• Assault/Battery of Employees, Volunteers, and Students

An intentional threat by word or act to do physical harm to a school employee or a volunteer, coupled with an apparent ability to do so, or the actual reckless or intentional touching or striking of a school employee or a volunteer against his/her will. In extreme cases, the assault/battery of a student may be basis for expulsion

• Bomb Threats/Explosions

Any communication which has the effect of threatening an explosion to do malicious, destructive, or bodily harm to school property, at a school function, or extra/co-curricular activity, or a person in or on that property or attending a function.

Preparing, possessing, or igniting explosives including unauthorized fire works on school property, at a school function, or extra/co-curricular activity

• Drugs

The possession, selling or transmitting of drugs, drug paraphernalia, or any other substance capable of modifying mood or behavior or possession or selling or transmitting of substances to be of said nature. Possession of drugs shall be reported to law enforcement authorities in accordance with Virgin Islands law and Board policy.

- **False Fire Alarm**

The willful and/or malicious activation of a fire alarm system or the willful and/or malicious reporting of a false fire

- **Police Charges**

A student who has been charged by the police for involvement in illegal activity shall be expelled from regular school. The student shall continue his/her education while confined at the Youth Rehabilitation Center

- **Theft/Robbery**

The act or attempted act of taking of money, property, or possession from another against his/her will, with or without the use of force, violence or fear

- **Sexual Offenses**

Any willful and/or deliberate act committed with the intention of promoting sexual favors or furthering acts lewd or lascivious in nature; any unsolicited sexual proposal or offensive touching of another person; or any act of indecent exposure; or having sexual intercourse on school grounds

- **Weapons**

The possession, use or control of any dangerous instrument which could be used to cause harm, injury or death to another person (include firearms, knives, razors, clubs, explosives, and other chemical weapons) Weapons shall be confiscated and will not be returned to the student. Possession of weapons shall be reported to law enforcement authorities in accordance with Virgin Islands law and Board policies

- **Inciting, Leading, Participating in Acts which Substantially, Disrupt Orderly Conduct of School or School Functions**

The willful act of inciting, leading, or participating any disruption or other acts which interfere with the education process, or which can result in damage or destruction to public or private property, or cause personal injury to participants and other, or otherwise pose a threat to the health, safety, and/or welfare of students, staff, or others

- **Violation of Reentry Plan/Probation**

Any act or series of acts which violate or have the practical effect of violating a reentry plan or a probation plan

- **Repeated Misconduct of a More Serious Nature**

Repeated misconduct which tends to substantially disrupt the orderly conduct of a school, school function, or extra/co-curricular program or activity. Recommendation for expulsion related to repeated misconduct must be based on documented referrals and a variety of intervention strategies.

DISCIPLINARY RESPONSES POR LEVEL 4 INFRACTIONS

First and Subsequent Offenses: Level 4 Responses

Mandatory Parental Contact, Mandatory ten day suspension from school with consideration of a recommendation for expulsion.

SUSPENSION

Suspension is a very serious disciplinary action. It is the strongest statement the school makes in expressing its displeasure with misbehavior. Suspended students are to receive a zero for all assigned work during the period of suspension. These students are also suspended from all school related activities and may not be present on campus until the end of the suspension period.

WORK DETAIL - ON-CAMPUS PUNISHMENT

On-campus work detail is designed to take the place of off-campus suspension for selected students. Students can continue to attend classes while on work detail in the library, office, gym, or on the campus. The duration of the work detail punishment may be anywhere from one day to two weeks and may include Saturday mornings.

For most students involved, this is a desirable alternative to suspension. If, however, students fail to perform assigned tasks, or do not show up at all, they are automatically assigned the two-week suspension out of school.

DUE PROCESS

Due process includes appropriate hearings and reviews and, in all cases, the rights of individuals will be insured and protected.

Dismissal

In order to maintain an orderly and safe dismissal, please observe the following:

Paraprofessionals and Monitors will load student on the appropriate bus according to the color coding system on the I.Ds and bus routes.

It is very important that monitors and paraprofessionals station themselves in the halls so that students don't run and become subject to injury.

Dress Code

Employee dress and grooming should be appropriate to work situation and maintain a professional appearance. Because the adults in an educational institution are primary role models and principle enforcers of school policy, faculty/staff dress and grooming must support students' adherence to the Student Dress Code.

GUIDELINE FOR DRESS CODE:

Teachers and staff are required to be neatly groomed and clean. Male teachers are to wear ties with dress shirts; however, ties may be eliminated with guayaberas or similar dress coat.

Female teachers and staff are required to be attired in dresses, pantsuits, skirts and blouses, or pants and blouses that are in good taste.

Physical Education Teachers and Vocational Education Teachers may dress appropriately for their classes.

Slippers, sneakers, culottes, jeans and other obvious sport clothes are not considered appropriate for the classroom or office.

Drug School/Workplace

In order to protect the health, welfare and safety of students, no school employee shall dispense, or in any way transfer possession of alcohol or any drug, or report to work under the influence while on the school premises. The work place is equally a non-smoking zone. (See Drug Free School Policy).

**VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.
THE SCHOOL PREMISES IS DECLARED AS NON-SMOKING!**

Duplicating Material

Request for copying must be put in the appropriate box located in the main office. Please allow at least two full days for service. Also, no more than five pieces of duplicating material per week will be accepted. In fairness to all, this rule must be followed, and it will be strictly monitored. Under extraordinary conditions, the person responsible for the copying will check with the principal for clearance. Your understanding in this matter is greatly appreciated.

Early Dismissal of Students

Students are not to be dismissed from classroom prior to the scheduled bells. This is important because monitoring and supervision schedules are set according to the bell schedule. Adults will be held accountable for dismissing students too early. Also, students being called out of the classroom early is an extreme interruption for the classroom. To avoid classroom disruptions, early dismissal from school should be avoided. Dismissal procedures start at 3:20 p.m. [In the Student/Parent Handbook, parents are asked to try to make appointments that will not conflict with school times, especially at dismissal. Also, we have requested that they bring appointment cards with them. No early dismissal will be permitted after 2:00 p.m. To insure a safe dismissal of all students, this procedure will not be interrupted for individual student dismissal. Students who are picked up will be released only to the parent\(s\) who registered and signed the registration form or persons indicated as another adult allowed to pick up the child. All students must be signed out through the office. The persons picking up children in the office will be required to present proper picture identification.](#)

Emergency Procedures

FIRE PROCEDURES

In the event of a fire within the school building- always leave as not to return.

1. Sound the fire alarm immediately to evacuate the building.
2. Notify the fire department by calling 9-1-1. Provide important details including location, extent, what is burning, and possible breaks in gas or electric lines or other special hazards.

3. School safety responders will meet with arriving emergency personnel. The first responder will carry a walkie-talkie and a set of master keys for all doors. A floor plan and an accounting of students and staff will also be provided to the fire department. Teachers are responsible for the students under their supervision and should take attendance, accounting for each child. Children who are unaccounted for are to be reported to the principal/assistant principal immediately.

4. Evacuate the building according to the following procedures:

A. Students will walk out of the designated exit in a quiet orderly manner. Teachers should check the classroom and be the last individual to leave.

B. No one will touch anything that looks suspicious.

C. Leave window and lights alone.

D. The classroom windows should be closed. The classroom doors should also be closed but not locked by the last person to leave the room.

E. Teacher should do a visual of room for suspicious items prior to departure.

F. Staff should leave with personal items as if not returning, i.e. keys, purse.

G. Students not in the classroom when alarm sounds, report to their teacher's designated area outside the building. Designated staff will assure that all children are out of the building, checking areas such as restrooms, locker rooms, etc.

H Teacher should have updated class lists.

I. Teachers will take class lists of students. The designated secretary will take the student records and sign-out, attendance sheets and visitors log.

J. Students must go a safe distance from the building and must not stand in any driveway or other hard surfaced area where emergency vehicle may be. No one should enter the building when the alarm is sounding.

K The fire drill plan for evacuating the building is posted in each classroom and hallway.

5. Notify the superintendent at 773-1095.

6. Custodian will turn off gas, if possible.

7. Access roads will be kept open for emergency vehicles by the custodial staff under the direction of the principal/assistant principal and police personnel.

8. Always maintain safe distance away; 300-500 ft. away.

9. If a fire occurs near the school, the School Crisis Response Team will determine the course of action as to what occurs in the school.

10. Students and staff members will be allowed to return to the building at the direction of the principal only upon the approval of the fire department.

11. Decisions regarding school dismissal or other further actions are the direction of the superintendent.

12. Principal will account for all staff and children.

BOMB THREAT AND EXPLOSION PROCEDURES

DEFINITION: An explosive device either present or alleged to be present in the school or on the premises, which may or may not explode.

SIGNALS: A special school code ("code blue") for a bomb threat will be announced over the Public Address System. Normal fire alarm procedure will be used unless special instructions regarding a change of fire procedures are announced. If loudspeaker is interrupted, appropriate code will be announced over bullhorn. Go to extended evacuation area. 500-1000 ft. from the building.

Steps of action for Bomb Threats: **PORTABLE RADIOS MUST NOT BE USED DURING A BOMB THREAT**

INCIDENT

Turn off school bell system any other device should be left alone.

STEPS OF ACTION FOR EXPLOSIONS:

1. Call 9-1-1
2. Evacuate building moving all personnel to the extended evacuation area unless special conditions warrant instructions. Example: Move to alternate site.
3. Notify Superintendents Office at 773-1095
4. Secure area until authorities arrive.
5. Assist injured with authorities.
6. Send school safety responders to meet emergency first respondent to explain the situation.
7. If an explosion occurs prior to evacuation students should seek cover under their desks, if possible. At all times they should cover their heads with hands or books and assume a kneeling face-down position on the floor until flying debris ceases.

1. If phone threat is made, obtain as many details, as possible. Use checklist that follows. Check list should be available by each phone.

BOMB THREAT CALL CHECKLIST

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you (the caller) place the bomb?
7. Why did you (the caller) place the bomb?
8. What is your name?
9. What is your address (where do you [the caller] live)?

Sex of caller Age Race Length of call

CALLER'S VOICE (Circle appropriate descriptors)

Calm	Laughing	Lisp	Angry	Crying
Rasp	Excited	Normal	Deep	Slow
Distinct	Ragged	Rapid	Slurred	Soft
Clearing throat	Nasal	Deep	Breathing	Loud
Cracking voice	Disguised	Accent	Familiar	Stutter

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS:

Street Noises	House noises	Factory Machines	Crockery
Motor	Animal noises	Voices	Office
Clear	PA System	Static	
Long distance	Office machinery	Booth	Other

THREAT LANGUAGE:

Well spoken	Foul	Incoherent
Educated	Irrational	Taped

Message read by threat maker

REMARKS:

Report call immediately to _____
Phone Number _____

Fill out completely, immediately after bomb threat. Date _____
Call police and fire department and file bomb report with them.

TORNADO, SEVERE THUNDER STORM, HURRICANE PROCEDURES. Hurricanes are not likely to catch a school unaware since the National Weather Service provides advanced notice. Tornadoes and severe thunderstorms can occur rather suddenly, therefore the following precautions and procedures should be used.

DEFINITIONS:

Tornado Watch: Conditions are favorable for tornado or severe weather. Make staff aware, but take no action.

Tornado Warning: Tornado has been sighted- take shelter immediately.

SIGNALS:

1. Tornado watch and warnings will be indicated to school buildings over the tone alert radios in school offices. Radio must be left on at all times.
2. Signal that warning (or tornado drill) will be by either:
 - a. The public address system or air horn.
 - b. If the electricity should be off, teachers will be notified by a runner or by a portable bullhorn announcement in the hallways.

STEPS OF ACTION:

1. Sound tornado alarm.
2. Students in unsafe locations at the time of the drill will go to assigned locations at the direction of the teacher. Teachers take class rosters with them.
3. Students and staff should proceed to their designated tornado safe locations and assume a position against the wall in a kneeling position, head down, with hands covering their heads. Teachers are to close classroom doors after students exit into hallways.
4. Teachers should kneel behind their classes to be sure students are following the emergency procedure and to verify classroom count.
5. If damage or injury is sustained, use 9-1-1 to notify authorities and get help.
6. The all-clear signal will be a verbal or P.A. announcement by the principal or designee.

OTHER PROCEDURES:

1. Under no circumstances are students to be in rooms on the west side of the building, in the gym, cafeteria, portable classrooms, during a tornado warning or drill.
2. Locate an inner office for phones.
3. During a tornado watch, a weather spotter (custodian) is to be posted in a southwest area and should notify the office if a tornado is sighted.
4. The alert Monitor should be located within hearing distance of office personnel.
5. Designated employees should make sure all students are accounted for.
6. In the event of a tornado sighting, the school office will contact 9-1-1 and the Superintendents Office at 773-1095.

PROCEDURES IS A TORNADO ACTUALLY STRIKES THE SCHOOL:

1. The principal will determine when and if the building should be evacuated and to what extent it should be evacuated.
2. Notify the fire department, EMS, and Emergency Management as needed by calling 9-1-1.
3. Notify the Superintendents Office at 773-1095.
4. The School Crisis Response Team and other staff members will act according to their assigned roles and evaluate injuries, administer first aid, and take other appropriate actions.

CHEMICAL/TOXIC FUME OR SPILL

DEFINITION: The spilling of hazardous materials near or in the school could pose a serious threat to the safety of students and staff. Immediate communication with local disaster preparedness, fire, and police is necessary.

SIGNALS:

- A. Tell students/staff what is occurring and why, or
- B. Send a note to all staff outlining and explaining the emergency and whether school is to continue as usual, to shelter in place or place to evacuate to another location if necessary.

STEPS OF ACTION:

1. Identify threat to school.
2. Notify fire department.
3. Communicate with the superintendent and VITEMA.

4. Principal works with local authorities and superintendent to determine whether to shelter in place or evacuate the building.

EXTERNAL HAZARDS:

1. Spills or threats.

Principal needs to collaborate with fire department to determine whether to evacuate.

EARTHQUAKE PROCEDURES

DEFINITION: Trembling and shaking of the building and grounds, signaling movements in the earth's crust.

SIGNALS: Make announcement over Public Address System.

STEPS OF ACTION:

1. Protect face and head from flying debris with arms, books, coats, etc. Take cover under table or desk.

2. Stay in this position until building tremors and/or flying debris ceases.

3. Await further instructions

4. If fire alarm sounds, evacuate a safe distance from the building. If electricity is inoperative, bullhorn or other communication will signal evacuation. If students need to move to alternate safe area- teachers will be notified by the principal.

5. Implement evacuation procedures.

6. Injuries and damage should be reported to local authorities by calling 9-1-1.

UTILITY EMERGENCY PROCEDURES

SIGNALS: Should building to be evacuated, follow fire drill procedure with a verbal announcement on the school P.A. followed by manually tripping the fire alarm. In the event of electrical failure and need to evacuate, verbal announcement on bullhorn and visual check of all school areas would be conducted by principal, custodian, and other designated staff.

STEPS OF ACTION: Only TOP PRIORITY where threats to life or safety are listed here.

Gas Line Break

1. Contact fire department and gas company.

2. Evacuate building. Send staff and students to a designated safe area.

3. Shut off gas, if possible.

4. Notify Supervisor of Maintenance .

4. Notify Superintendent of Schools.

Electrical Power Failure

1. Clear immediate area (evacuate building, if necessary).
2. Notify WAPA
3. Notify Supervisor of Maintenance at Department
4. Notify Superintendent of Schools.

Water Main Break or Sewer Break

During or after school hours

1. Call WAPA
2. Notify Supervisor of Maintenance at Department
3. If flooding occurs and pump is needed, call ----- Supervisor of Maintenance at Department.
4. Call custodian on school intercom system.

STUDENT DISTURBANCE PROCEDURE

Unruly or disruptive behavior on the part of several students should be handled as follows:

STUDENT DISTURBANCES

1. If the behavior is not serious, attempt to have students return to their normal school routine.
2. Call law enforcement assistance if the disruption continues or if injury occurs.
3. If the behavior could result in injury or further disruption, try to get the disruptive students or their leaders isolated from the general student body.
4. Notify Superintendents Office at 773-1095.
5. School Crisis Response Team members discern the basis for the problem and take action to address those concerns.
6. Notify parents.
7. Determine what disciplinary action to take, if any.
8. If the media gets involved, prepare a news release stating the facts-will come from the Superintendents office.

STUDENTS WALKOUT PROCEDURES

1. Assign administrative security.
2. Call Superintendents Office at 773-1095.
3. Advise Police Department.

STUDENT RUNAWAY

DEFINITION: Student runs away from the school building during school hours. A stranger or family member abducts student.

STEPS OF ACTION FOR RUNAWAY:

1. Follow student if it seems appropriate (student runaway).
2. Call Police
3. Notify school office, and superintendents office.
4. Contact parents.
5. Notify classroom teacher. (get description of students clothing for the day from teachers)
6. Provide law enforcement with picture of child and description and reasons child ran away.
7. Obtain a description of abductor.
8. Implement emergency procedures.

STUDENT ABDUCTION

STEPS OF ACTION FOR ABDUCTION:

1. Call Police.
2. Notify school office, and superintendents office.
3. Contact parents or next of kin.
4. Notify classroom teacher. (get description of students clothing for the day from teachers)
5. Provide law enforcement with picture of child and description.
6. Obtain description of abductor.
7. Implement emergency procedure.

STUDENT POSSESSION OF WEAPONS ON CAMPUS

Whenever anyone, except a law enforcement officer, is observed or reported to have a weapon on campus, the following precautions and procedures should be followed by the school administrators and/or staff.

STEPS OF ACTION:

1. Identify the person and his/her location in the building.
2. If there is a firearm, notify law enforcement and School District Office.
3. A "lock down" procedure may be used to secure building (depending on the situation) "Lock Down", code word.
4. If possible, administrators or teachers should quietly ask the student to accompany him/her to the office (More than one school official should accompany the student).
5. The administrator/teacher should wait until police arrive to approach student.
6. Evacuate students to safe area, if practical or necessary.
7. Monitor classroom with PA system if person is in the classroom.
8. If weapon is in locker, check locker; if weapon is found, then secure locker and wait for police to arrive.
9. Provide police with map of building if student is in a classroom.
10. Record name of person who reported seeing a weapon and provide information to police.
11. Call student's parent and take steps for expulsion.
12. Assess the situation to determine follow-up steps.

MEDICAL EMERGENCIES

Whenever a student, staff member, or a visitor on campus is injured, the following procedures should be followed:

STEPS OF ACTION:

1. Assess area for safety before entry, contact Operations and principal.
2. Determine injuries and provide first aid, as necessary.
3. Summon appropriate building assistance (e.g., school nurse or others with advanced first-aid training).
4. Notify Emergency Assistance by calling 9-1-1.
5. Restore calm by having students either stay in class or return to class.
6. Notify School District Office.

7. Assess extent of situation by determining who was involved or committed to act. Identify witnesses and secure area.
8. Follow emergency procedures for communication of information to staff and students, evacuation, (if necessary) and media plan.
9. Follow crisis response follow-up plan for necessary counseling or other trauma reduction activities.
10. Send proper EMA to hospital and or emergency person, and fax, to EMT.
11. Notify next of kin or parents.

HOSTAGE SITUATION PROCEDURES

If a situation should arise where one or more persons hold students or staff hostage on the campus or in the school, the following precautions should be considered.

1. Notify - Police and/or 9-1-1 and School Superintendent's Office immediately.
2. Using either the intercom or messenger notify teachers to move classes of students or groups of students away from the hostage situation. Isolate hostage area. If appropriate use "lock down" code.
3. Gather all facts regarding the situation for the police. Keep notes on times, any communications from the person holding the hostage, and other witness information.
4. Provide law enforcement with a floor plan of school and arrange for any assistance necessary with the school's custodian.
5. Work with district office and law enforcement to determine next steps. Notify appropriate families possibly offering transportation assistance).
6. Put media plans into effect.
7. Any other decision regarding hostage situation will be determined by law enforcement and superintendent's of fice.

DEATH/SUICIDE PROCEDURES

DEFINITION: Emergency where there is an apparent death or suicide or many are sick or injured. Immediate concerns is to Aid the injured or sick students.

SIGNALS: Use Public Address system.

STEPS OF ACTION:

1. Secure area.
2. Notify -----Police Department or 9-1- I. Perform CPR, if possible.
3. Use universal precautions.
4. Do not leave victim unattended and secure the scene for investigators.
5. Remove others from area of victim.
6. Notify family and make arrangements to meet at the hospital. Do not give specific details over the phone.
7. Notify superintendent.
8. Activate crisis response plan.
9. Prepare for necessary counseling to occur as soon as possible **aRer** the incident.
10. Activate **aRercare**.

EXAMPLE- What to Say:

(Person's name) has been taken to (what hospital). You will be given information at the hospital and you are needed at such hospital.

CRISIS RESPONSE:

FOLLOW-UP STEPS FOR ALL CRISIS LEVELS

For preparation to meet a crisis at any level, the follow items should be assembled and be available prior to the onset of any disrupting event.

1. List of approved counselors or **aRercare** providers who can be called on for assistance.
2. Communication plan for faculty, students, and parents. Death notification procedures, etc..., and the means to be used for communication. For example, the Public Address system and phone numbers.
3. This emergency document with emergency procedures and phone numbers.
4. An assessment process (who is going to investigate the incident and a means to assess who may need help).
5. The name and number of the district official that will assist the school in coordinated response.

STEPS OF ACTION FOR CRISIS RECOVERY

1. Investigate the crisis fully.
2. Determine who is affected physically and psychologically.
3. Determine the type and level of the response needed.
4. Activate resources and make a schedule to use resources to meet the identified need.
5. Maintain liaison with district office supervisors and help keep the faculty informed of actions taken.
6. Evaluate the response to determine if the identified needs were met by the counseling, debriefing, or activities that were used.

OFF CAMPUS EMERGENCY-PRE-PLANNING Definition: Emergencies that take place off school grounds while students are on a school-sponsored activity.

Pre-Trip Planning:

Preplanning is an essential element of trip preparation. The following steps must be completed prior to the off campus trip:

1. Field Trip Request Form and Emergency Medical Authorization Form must be completed and approved.
2. Participant roster with bus assignment. One copy left at school; one copy goes with bus driver and teacher.
3. Computer-generated address, phone number, and other emergency information for each student and each adult chaperone shall be carried on each bus as well as left at the school.
4. I.D. wrist bracelets will be used on the field trip.
5. Itineraries, routes, and schedules the bus will use in traveling to and from the destination. (Leave one copy in school office.)
6. Computer-generated list of emergency contacts with telephone numbers for each. These should include building principal (home and work), secretary (home and work), superintendent, communications services, and bus garage. A complete packet of this information will be compiled for the building principal, each teacher going on the trip, and each bus driver.
7. Bus drivers will be trained in first aid procedures.
8. A contact person at the destination point will be identified, should be left with the building principal.

9. Trip planner is to be given to principal.

OFF-CAMPUS EMERGENCY- PROCEDURES

Definition: Emergencies that take place off school grounds while students are on a school sponsored

activity. Includes personal injury or illness, automobile or bus accident.

Steps of Action for Vehicular Accidents:

Upon the occurrence of an off-campus emergency, the school personnel will take the following steps:

1. The Bus Company Transportation Coordinator will notify the building principal of any bus incident.
2. Staff members in charge of field trip must notify the building principal.
3. The building principal or his/her designee will notify parents or guardians of injured students as soon as possible.
4. The building principal or his/her designee will notify parents and guardians of all involved students as soon as possible.
5. School principal or his/her designee will notify superintendent.
6. The principal should follow proper media procedures if appropriate.

Steps of Action for Other Emergencies Involving Students:

Upon the occurrence of an off-campus emergency, the school personnel will take the following steps:

1. Incidents should be immediately reported to the building principal by appropriate staff.
2. Principal or designee should gather all necessary information.
3. Principal will notify parents or guardians of any injured or involved students.
4. Principal or designee will notify the superintendent.
5. Principal will follow media procedures if appropriate.

CRIME REPORTING PROCEDURES: AGAINST PERSONS/PROPERTY

Based upon an understanding with local law enforcement authorities, crimes on school grounds, at school events, or on school buses will be reported to the appropriate law enforcement agency. Below is a partial list, of common offenses that should be reported.

- a. assault and battery
- b. extortion
- c. bomb threat
- d. possession, use or transfer of dangerous weapons
- e. sexual offenses

- f. vandalism (major)
- g. theft, possession, or sale of stolen property
- h. arson
- i. furnishing or selling unauthorized substances, as defined by board policy
- j. furnishing, selling, or possession of controlled substances (drugs, narcotics, or poisons)
- k. distribution, sale, purchase, manufacture, or unlawful possession of a controlled substance
- l. threatening to take the life of or inflict bodily harm upon a teacher, principal, or members of their immediate family or any other person.
- m. Possession of a weapon
- n. Child abuse

The basic enforcement procedures to be followed in instances of criminal conduct are:

- a. When an administrator observes (or is notified of and verifies) an offense, the administrator will confer with the staff involved, effect the appropriate disciplinary action, and if appropriate, meet with the student
- b. School officials should contact law enforcement authorities.
- c. If warranted, the administrator should immediately remove the student from the school environment. The administrator will notify a parent/guardian as soon as possible.
- d. Staff will follow established due process procedures when applicable.
- e. The administrator will keep a complete record of the incident for law enforcement.
- f. Crime scene should be secured and evidence protected.

The administration may apply sanctions in cases of criminal conduct that may include, but are not limited to:

- a. out-of-school suspension
- b. assignment to alternative schools
- c. expulsion
- d. restitution of property and damages, where appropriate, should be sought by local school authorities
- e. other sanctions as approved by the board

UNWANTED INTRUDER

Definition: Person who has no business on the school premises.

General procedures- Staff to stop strangers and inquire as to their business in the building. Contact office to be sure they have registered. Remember: All authorized visitors should be wearing "orange visitor's pass."

Signals:

- If code, "Lock Down" is given over P.A., teachers should use "lock down procedures."
- If intruder is in the hall, staff calls of fice or escorts stranger to of fice.

- If in classroom, the teacher should use the intercom and panic button.

Steps of Action:

1. Identify intruder, if possible.
2. Ask unwanted intruder to leave the campus.
3. If the intruder is hostile or threatening, call for law enforcement.
4. If the intruder becomes violent, signal teachers who will lock doors.
5. Maintain surveillance of intruder while he/she is on campus.
6. Only evacuate building if directed by law enforcement authority.

NOTE: The **terr** "lock down procedures "is meant to imply that all staff remain in the confines of their appropriate room with the doors and windows closed and locked until such time as notice is given by the principal or his/her designee.

COMMUNICABLE DISEASES PROPOSED EXPOSURE CONTROL PLAN PURPOSE

The purpose of the exposure control plan is to minimize or eliminate school employees' exposure to blood borne pathogens at work. The plan will ensure all employees who are the most likely to be exposed to blood or other potentially infectious materials will receive necessary blood borne pathogens information and training.

Prudent actions employed by staff and students should focus primarily on steps that they can take to ensure their well-being. These actions should focus on appropriate hygienic and sanitation practices.

Whenever possible, a student should be directed to care for his/her own minor bleeding injury. This included encouraging students to apply their own bandages. If assistance is required, bandages may be applied after removal of gloves if caregiver will not come into contact with blood or wound drainage.

Hand Washine

Proper hand washing methods should be utilized by ALL STAFF members to protect themselves from types of infectious materials.

Personal Protective Equipment

Personal protective equipment will be provided and used to protect employees from the hazards of contact with infected material.

Gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trashcans, handling sharp objects/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody nose, handling clothes soiled by incontinence, blood, diaper changing and cleaning up vomit.

Waste Handling 2 and Disposal

Contaminated Waste and Biohazard Waste are both wastes which must be handled and disposed of with special precautions.

Labels or color codes will be used on containers for storage of hazardous items to increase awareness of the dangers OSHA requires the use of "BIOHAZARD" signs on such material.

Work Practice Controls

Thorough cleaning using an antiseptic cleaner provided by the school district shall be done in the event hand-washing facilities are not readily available. If this alternative method is used, hands must be washed with soap and running water as soon as possible.

Any surface contaminated with blood or other potentially infectious materials must be cleaned after each use. Materials to be used are soap and water, and then the area or item should be rinsed with an approved disinfectant product.

Student or staff must not pick up needles, syringes, broken glassware, and other sharp objects that might be found on school property. Any other these type items found on the property must be disposed of in an OSHA approved biological hazard container that is appropriately labeled or color-coded.

All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed at least daily.

Maximum protection with gloves, face/eye protection and gowns are required whenever splashes, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

Eating, drinking, applying cosmetics, and handling contact lenses are prohibited in the work area where there is risk of occupational exposure.

NOTE: Students should NEVER be allowed to assist in the cleanup of bodily fluids.

MEDIA PLAN

PHILOSOPHY

schools provide access to all public information through cooperative efforts among representatives of the media and school personnel, while considering the responsibilities of both agencies.

The primary objective for effective media utilization is to inform the public of all relevant information during a school emergency.

GENERAL GUIDELINES

1. The principal and the office spokesperson will be the designated person(s) to work

with the media. All media requests will be directed through them.

2. At no time will students be interviewed without parental approval. When requests for student interviews are granted, the interview will be completed with minimum loss of instruction time, minimum interruption in the learning environment, and approval from the office.
3. The or the school will assign a convenient location for the media, which will meet the requirements of both the media and school personnel.
4. The school spokesperson will prepare notes for speakers involved in a news conference and will prepare written statements for the press.
5. The school spokesperson will prepare and distribute a fact sheet which contains relevant information pertaining to students and personnel, location, history, etc., and the emergency.
6. The school spokesperson will prepare provide the media personnel with media guidelines established by the school.

STEPS OF ACTION:

1. Have all transactions with the media handled by the building principal - all other staff should refer the media to the principal.
2. Set a calm tone from the beginning - do not answer questions until the media group is quiet.
3. Speak calmly and slowly
4. Always start with expression of condolences or concerns for victims and their families.
5. Do not place blame for the incident.

- "The incident is under investigation by the police/fire department"
- "That question will have to be referred to the police/fire department"

6. State that appropriate follow-up services are being provided for students, staff, and parents by internal and external resources.

MEDIA CONTACTS:

The school will maintain a list of all local newspapers, radio stations, and television stations. This list will contain the names of contact persons, telephone numbers, and FAX number where applicable. When an emergency occurs, these contact will be notified and plans will begin to accommodate their need to gather information about the emergency.

MEDIA EMERGENCY KIT:

- Copy of the school emergency plan
- Current list of all media contacts

- Name tags for media personnel
- Copy of Freedom of Information Regulations

EMERGENCY EVACUATION PROCEDURES

1. Emergency evacuation procedures are to be used in the event of fire, bomb scares, natural disasters such as earthquakes or hurricanes, and any drill for purposes of testing emergency preparedness.
2. Teachers are responsible for the supervision of all students to them at the time of the alarm **UNTIL THEY RETURN TO THE CLASSROOM**. This includes the time spent on the field and while they are enroute back to the classroom. Students will return to the classroom which they left regardless of how long the emergency takes. Teachers will then direct them to the appropriate class. No one is to leave the campus until the emergency is over **UNLESS SPECIFICALLY DIRECTED TO DO SO BY AN ADMINISTRATOR**. Teachers are instructed to remind students of this each time an emergency alarm sounds.
3. Sounding the emergency alarm from the office will make the announcement for an evaluation, in the event that the intercom system is not working. The gym will be notified by telephone, and rooms at the extreme northwest and northeast ends of the campus will be notified by personal message.
4. When the alarm sounds, teachers are to supervise and orderly evacuation of classrooms in the following manner:
 - a. All classes located south of or parallel to the courtyard area to evacuate the classrooms in an orderly manner by the shortest direct route to the football field. Classes are to remain together during all stages of evacuation including the return to the classrooms.
 - b. All classroom located north of the courtyard area, including the music building are to exit the classroom and proceed by the shortest direct route to the fence line bordering the north end of the campus, moving then to the field south of the parking lot in the following manner:
 - i. Classes located east of the music building and classes in the music building are to follow the fence line around the east side of the campus proceeding onto the football field.
 - ii. Classes located west of the music building are to proceed to the field in an orderly fashion along the road between the JROTC and the vocational labs.
 - iii. JROTC classes are to evacuate to the extreme south end of the old basketball court. The following vocational classes will also move to this area: nursing, auto mechanics, electronics, carpentry and Ms. Sharon Williams classes.
5. Department chairs are responsible for an accounting of all members of their departments.
6. Prior to the end of the emergency, and while students and teachers are still on the field, teachers will be directed as to the disposition of their students when they return to the classroom.

At the end of the emergency, the alarm will again be sounded to announce the return to the classrooms. Teachers are to see that this takes place in an orderly and expeditious manner.

English as a Second Language

All schools are required by law to provide supplementary assistance to students who have been identified on the state offices Language Minority Survey, whether or not the school has a Bilingual Program/ESL Program.

Faculty Meetings

It is the responsibility of all teachers to attend faculty meetings. Meetings may be held on a monthly basis to discuss student's progress, in-service training, major projects, procedures and policies, programs and immediate problems. Teachers are required to attend all FACULTY, DEPARTMENTAL and COMMITTEE MEETINGS.

It is our hope that faculty meetings will enhance the teaching and learning performance of all faculty and support staff members. Submit your list of suggested topics and/or guest speakers by September 2, 2005.

Regular faculty meetings will be held on the 3rd Friday of each month. Proper arrangements must be made for siblings and other non-staff personnel during this time. All requests for early departure from duty require approval of the principal.

Field Trips

GUIDELINES FOR FIELD TRIP

The following items must be complied with for all on and off-island field trips. It is important that a comment be made for each item. For those items that do not apply to your field trip, please state Not Applicable.

1. Nature of the field trip
2. Destination
3. Date and hours
4. Objectives (Related to the unit being studied)
5. Planning Committee Chairman identified
6. The meeting held to plan, organize, coordinate and implement the fieldtrip.
7. State of endorsement of the appropriate supervisor or division of curriculum and instruction related to the area of concern.
8. Permission slips for each student
9. List of Chaperones with titles: eg: Administrator, Teacher, Monitor, Paraprofessional, Parent or
10. Guardian.
11. List of students identifying responsible adult. (Note: Ratio of 1 for a maximum of ten students)
12. Mode of transportation
13. Insurance:
 - A. Student (each student must have insurance)

B. Conveyance

14. Physical competitive or swimming activity: Parental assurance that students have the appropriate skill to participate is required.
15. Itinerary
16. Head count requirement - before, during and after trip
17. Coordinator or Chairperson
18. Endorsement: Principal and Superintendent

Decide on a minimum of four (4) appropriate trips per year in your Department team.

Fill out the appropriate field trip forms and submit at least 20 - days prior. Copies of the forms are available in the office from the secretaries. Once confirmed, and approved, the secretaries will make a note on the main school calendar located in the main office. All monies collected must be given to Mrs. Romero for processing. Money must not be kept in the classroom. Please collect monies well in advance of the trip so that Mrs. Romero will have adequate time to write out a check for the total cost of the trip.

OFF ISLAND

1. All of the above
2. Room and board accommodations
3. Source of funding trip
4. A minimum of two bed checks after midnight

**Because the Superintendent and the Commissioner must approve your field trip proposal, if it is an off-island field trip, it is necessary that the completed proposal be submitted to the school Administration at least thirty (30) school days prior to taking the field trip. At the end of your proposal, there must be a designated area for signatures indicating approval or disapproval for the following individuals:

1. Department Chairperson
2. Assistant Principal
3. Principal
4. Superintendent
5. Commissioner (If off-island trip)

Fire Codes

In accordance with the fire codes fire extinguishers are placed at the beginning and end of each wing in addition to other specific areas. No desks, chairs, or any other obstructions are allowed in any hall. There is to be no obstruction of doorway entrance/exit of classrooms and/or any other areas. Any obstruction will be removed rearranged and/or discarded to remain in compliance. Teachers are reminded to exhibit good fire safety practices by keeping their rooms in compliance. Also, teachers must carry their attendance books out with them during a fire drill.

FIRE DRILL PROCEDURE

The procedures and guidelines listed below will be adhere to during emergency evacuation:

- A. The classroom teacher will immediately evacuate his/her class upon ringing of the emergency bell.

- B. Teachers are requested to remain with their individual classes during the duration of the emergency evacuation period and will be held accountable.
- C. All of the following classrooms will be evacuated to the extreme south side of the parking lot and athletic field:
 1. 1001 - 1002 - 1003 - 1004 - 1005 - 1006 - 1007
 2. 901 - 902 - 903 - 904 - 905 - 906
 3. 801 - 802 - 803 - 804 - 805
 4. 401 - 402 - 403 - 404 - 405 - 406
 5. 301 - 302 - 303 - 304 - 305
 6. 203 - 204S - 204N - 205S - 205 - 207
 7. 208 - 209 - 210 - 211
 8. 201 - 202
 9. 101 - 102
 10. 1008 - 1009 - 1010 - 1011 - 1012
 11. 907A - 907 - 908 - 909 - 910 - 911 - 912 - 913
 12. 806A - 806 - 807 - 808 - 809 - 810 - 811 - 812
 13. All classes in the Music Building
 14. 407 - 408 - 409 - 410
 15. 306 - 307 - 308
- D. Gymnasium: All students will be evacuated to the south side of the gymnasium.
- E. Emergency Bells: The emergency evacuation bell will consist of repeated short rings for approximately sixty seconds.

The all-clear bell will consist of three long rings lasting approximately fifteen seconds each.

Fundraising

GUIDELINES FOR FUNDRAISING:

According to departmental regulations all raising events must be approved by the Department of Education. Fund raising events should be carefully planned so as not to coincide with particularly critical times in the school year. Any events of this nature: concessionaire, dances, charitable events, etc., must be cleared with the Principals office no later than October 15th of each academic year. This should allow sufficient time for advisors and students to make proper plans.

All proceeds from school-sponsored activities will be turned over to the office for entry into the School Club and Activities Account under which monies are raised and deposited. No faculty advisor can deposit in any bank under school-sponsored club name any monies collected. Should any school-sponsored club or advisor deposit under any private accounts other than that prescribed by school policy, this will be considered in direct violation of the schools rules and regulations.

General Policies

GENERAL STATEMENTS

It is generally assumed that each student will progress yearly from one course in a sequence to the next course in the sequence based upon scholastic performance, aptitude, and contribution to the class.

A student will repeat a required course only once when he has received an “F” on the first attempt, except if his failure is due to unexcused absences. In this case, the student must repeat the course. In accordance with Title 17, Section 86 of Education Laws and Regulations of the Virgin Islands, an unexcused absence given may be unacceptable to the principals or teachers.

Student’s grades will be affected by unexcused tardiness and absence in the following manner:

- a. Five instances of unexcused tardiness equal one unexcused absence.
- b. For each unexcused absence per marking period, the students marking period average will be reduced by five (5) points. Five or more unexcused absences per marking period equals a failing grade for the marking period.
- c. Twenty or more unexcused absences for the year equals a failing grade for the course.

Determination of unexcused tardiness is left to the discretion of teacher; determination of unexcused absence is left to the discretion of the principals. The teacher must be prompt in reporting absences to the administration. Should a principal deem such action warranted, the case of a student who receives a failing grade for a course shall be reviewed by his teacher, counselor and principal. All pertinent data will be considered before a course of action could be to waive the policy if attendance improves and academic performance is satisfactory. This means that no student will be assigned to a given course at the time, except as mentioned above. When the student fails a required course twice, except for unexcused absences, his case automatically calls for special consideration. His counselor will bring his case study folder containing all pertinent data before the administration and recommend a course of action. One such course of action could be to waive the requirement and accept another course in lieu of it.

STATEMENT OF POLICY

The Government will take action against employees who use, distribute, or possess controlled substances on or off the job, and who violate Government rules in reference to possession of alcohol on the job.

Employees must report to work in a fit condition for duty. Being under the influence of alcohol or illicit drugs is prohibited.

Alcohol and drug abuse are recognized as illnesses or “disorders”, and the Government accepts responsibility for providing channels of help, but it is the employee’s responsibility to seek help.

If the employee seeks help prior to discovery and sincerely utilizes the help offered, then confidentiality, job security, and promotional opportunities will be protected. But if the employee

does not seek help and the problem caused by substance abuse in some way comes to the attention of the Government, then disciplinary action will result.

If an employee is under treatment with a drug that could alter his or her ability to do the job assigned, the employee could be subject to reassignment. It is the employee's responsibility to notify his/her supervisor.

IMPAIRMENT PROHIBITED

No employee will report to work or will work impaired by alcohol or any illegal substance. Impaired means under the influence of a substance such that the employee's motor senses (i.e., sight, hearing, balance, reaction, reflex) or judgment either are or may be reasonably presumed to be affected. Any violation of this policy may result in summary discipline, up to the including discharge.

POSSESSION PROHIBITED

No employee at any work site will possess any quantity of alcohol or illicit drug. "Work site" means any office, building, or property (including parking lots) owned or operated by the Government, or any other site at which an employee is to perform work for the Government. Possess: means to have either in or on an entrusted to the control of the employee such as desks, files, and lockers.

Lawful over-the counter drugs (excluding alcohol) in reasonable amounts and other lawful (prescription) drugs which have been prescribed by a physician for use in treating an illness or disease are allowable to the extent that their use does not impair an employee's ability to perform his duties. Any violation of this policy may result in summary discipline, up to and including discharge.

EMPLOYEE EDUCATION AND ASSISTANCE

One of the most beneficial elements of a drug free workplace is employee assistance programs which play an important role in preventing and resolving employee substance abuse. The programs provide substance abuse information to all employees an on-going supervisor training, as well as referral to appropriate resources to assist in employee rehabilitation.

Training programs will provide supervisors with information that will assist them in identifying employees who should be referred to an employee assistance program. The training shall acquaint supervisors with the type of assistance available to employees. Additionally, employees will be provided with information and educational activities concerning this policy and the harmful effects of substance abuse.

Each agency or department of the Virgin Islands Government is responsible for referring employees to the Employees Assistance Programs operated by the Department of Health. Referrals can be made to the Department of Health at 773-5150 and 774-7265. The employee assistance program serving Territorial agencies is presently being strengthened to meet the needs of this policy. Crisis counseling, evaluation, and referral to longer term treatment and/or other interventions as deemed appropriate are available through the Employee Assistance Program (EAP). An Employee Assistance Program (EAP) Task Force composed of members of the Drug Policy Board with the involvement of labor unions and other government agencies will be

convened to recommend to the Governor the implementing procedures, costs and strategies for employee assistance programs to support this policy.

TESTING

A task force on testing has been convened to recommend to the Governor policies and procedures for the implementation of a drug testing program for Government employees. This task force shall be composed of members from representative Government agencies and labor leaders. The task force shall consider programs for drug testing as part of the pre-employment process, for testing based upon reasonable suspicion, and for testing following on-the-job incidents.

CONFIDENTIALITY

Each agency shall exercise diligence and care to maintain the confidentiality of information gathered through employee assistance programs and testing results. The sensitive nature of test results and employee assistance records requires that procedures be established to ensure confidentiality as provided by aforementioned task forces shall also address this issue.

IMPLEMENTATION

This policy is not intended to diminish procedures for employees in safety sensitive or law enforcement positions.

Disciplinary action up to and including employee dismissal resulting from the discovery of substance abuse is intended to first offer a helping hand to employees, but in so doing shall not compromise the health, safety and welfare of flow employees or the residents of, and visitors to, the Virgin Islands.

COMPLIANCE WITH RULES

When students are found to be in violation of a school rule, attempts will be made through counseling and/or sanctions. Sanctions may be in the form of after school opportunity time, loss of school privileges, suspension or expulsion for a specified time. The school will attempt to counsel any student who violates school rules. More serious infractions or repeated infractions may result in discipline up to and including suspension or expulsion.

There are particular kinds of behavior (major violations) on campus that need immediate action through referral to the Principal:

1. Fighting and assault.
2. Obscenities or vulgarities directed at teachers or students.
3. Ethnic, racial, or religious slurs.
4. Possession of items that are dangerous to self or others i.e. drugs, alcohol, weapons, etc.
5. Insubordination: refusal to follow reasonable requests or directions.
6. Threatening or harassment.
7. Leaving campus grounds.
8. Smoking in unauthorized areas.
9. Gambling

The above list is a sample of the more serious disciplinary violations. Other inappropriate behavior, tardiness, misuse of passes etc., may also result in a similar response if the behavior in question becomes chronic or is deemed more serious than normal. All students should be aware that the school campus is not immune to the law. Illegal activity of any kind will not be tolerated and can result in serious consequences for the offender. The administration of The St. Croix Central High School will not condone action on anyone's part that may result in damaging property or may injure students and school personnel. Fighting or violence of any kind will result in immediate suspension and possible dismissal. Students are further warned that the use of, or attempted use of, any object as a weapon or a device that can inflict injury; or the "ganging-up" on an individual or group will result in the school moving for the expulsion of those involved. Each student is responsible for maintaining a proper standard of behavior at all times. Racial and/or ethnic comments of a derogatory nature will not be tolerated. Courtesy, consideration for other persons, respect for property and observance of school rules and regulations are distinctive marks of acceptable behavior. To define all non-acceptable behavior is an impractical task. We trust that your common sense will serve as your guide.

SUSPENSION-IN-SCHOOL AND OUT-OF-SCHOOL

When a student's conduct endangers persons or property, is seriously disruptive of the educational process or is in violation of publicized policy of the St. Croix Central High School, the administration of the school is authorized to make a decision concerning suspension.

All students have the right to a hearing with their assigned Assistant Principal where reasons for suspension will be presented and where the student may explain his or her actions. Any work missed may be made up upon return. It is the student's responsibility to obtain, complete and submit all make up work.

Suspended students may not enter the school grounds at any time without permission.

EXPULSION

Reason for expulsion:

1. Conduct dangerous to persons or property.
2. Conduct seriously disruptive of the educational process.
3. Conduct which is in violation of a publicized policy of the school.
4. Serious attendance problems.

Procedures for expulsion:

1. In cases involving possible expulsion, the student may be suspended until a decision is reached.
2. The student's entire record is reviewed by the administration before a recommendation is made.
3. A copy of the decision will be placed in the student's file.
4. If the decision is to recommend expulsion, the parents or legal guardian of the student will be notified and a hearing date will be established.

CAFETERIA

The cafeteria will be open during lunch periods each full school day and will remain open throughout the lunch periods. Students are to use the assigned lunch shift. Students are expected to:

1. Keep the table areas clean
2. Put all refuse in designated receptacles
3. Use good table and eating manners

CAMPUS TRAFFIC

Because of the traffic congestion on campus at the close of school each day and to make for more efficient and safer dismissal of our students, the following rules regulating traffic flow are in effect:

1. All campus vehicular traffic must wait until all buses are loaded and have left the campus area.
2. Students who are called for by parents or friends should inform them of this no traffic rule and plan to be picked up off campus or after the stand period.

GRADUATION REQUIREMENTS

All students must have a minimum of 26 credits and an overall average of at least 70% to graduate. One credit is given for the successful completion of a course. Courses need to be taken in the following areas:

English. 6 credits

- *9th grade English
- *10th grade English
- *11th grade English
- *12th grade English
- * Developmental Reading
- * Speech

Mathematics. 3 credits

- * Algebra
- *Geometry
- *Intermediate Algebra

Foreign Language.2 credits

- *Spanish I/Spanish II
- *French I/French II

Science.3 credits

- *Physical Science
- *Biology I
- * Any other science course

Social Studies3 credits

- *Virgin Islands History
- *Caribbean History

*United States History

Computer Science.....1 credit

Physical Education3 credits

*Physical Education I

*Physical Education II

*Health

Pre-Vocational Education1 credit

Electives 4 credits

(Algebra Prep will satisfy an elective requirement and not a math requirement).

*Required Courses

Homework Policy

Homework is studying at home and is ordinarily an extension of classroom instruction.

The purpose of homework is the improvement of the learning process by reinforcing newly acquired skills, by engaging in preparatory activities such as in reading for background, and by extending and applying classroom learning for developing new and deeper understanding.

Homework should be assigned regularly to all pupils and should progressively increase in amount from the primary to intermediate grades (see parent/student handbook page).

Teachers should ensure that assignments are made that are necessary and useful, appropriate to the ability and maturity level of students, well explained and motivating, and clearly understood by students and, where appropriate, by parents. Guidelines should be provided regarding how the homework assignment might be approached. Teachers should monitor homework carefully and provide pupils the feedback needed to enhance learning. Also, please remember any assignment that is worth making is worth evaluating.

Research suggests that the suggested time limit for high school students is 60 minutes per subject usually five times per week.

Inclement Weather

Our school is a designated secondary shelter for the middle of the island. Therefore do not expect too many, if any, days off due to rainy weather.

In inclement weather, students will assemble in the gymnasium and/or cafeteria during their regularly scheduled outdoor lunch/recess time. Paraprofessionals and monitors usually assigned to lunch/recess duties will supervise children in these areas. Special Area Teachers with lunchtime activities will continue to provide those activities for the students during this time.

INFIRMARY REGULATIONS

The school Infirmary and nursing staff is located in the Administrative Building of St. Croix Central High School. Mrs. Erica Hendricks is our school nurse.

During school hours it is sometimes necessary to report to the school nurse. Students should report to their classes and from there they are to be excused to report to the infirmary. The only two exceptions to this rule are sudden illness and accidents. In regards to emergencies, if no nurse is in the infirmary, students may report to the Assistant Principals or to the Guidance Counselors. All students are required to have permission from the school nurse before getting an excuse from the Administrative Office to leave school due to medical reasons.

HEALTH REFERRALS

Students with suspected health problems are to be referred to the school nurse who will do a preliminary evaluation and refer to a clinic, physician or to the hospital if necessary. Students referred will be given a referral form specifying the nature of the medical concern.

NURSING SERVICES

When sick children are sent to the nurse's office, a determination is made to keep the child in school, send the child home or send the child to the emergency room. Before a child is sent home a parent/guardian must be contacted. Parental/guardian contact must also be made if a child has to be sent to the emergency room, however, the child must be sent/taken to the hospital if the parent cannot be reached. Nurses also provide screening services including vision, height, weight and blood pressure and assist the physicians in the school Health Screening Program for grades k, 5, 9 and new entrants as mandated in the Virgin Islands Code.

PROCEDURE TO FOLLOW ON PREGNANT STUDENTS

1. Refer student to school nurse.
2. Nurse will provide counseling on the importance of health, diet, proper clothing, sleep and exercise during pregnancy.
3. Student must provide medically certified statement indicating month of pregnancy and expected date of delivery. The appropriate principal, assistant principal, counselor and all teachers involved, must initial such a statement. The statement when completely initialed must be filed in the school nurses office.
4. Parent or guardian must sign consent for school to receive medical information relating to students physical condition.
5. It is mandatory for student to report to Nurses office monthly for follow-up counseling and preparation for motherhood.
6. Maternity Leave will begin at 8th month with a medical certificate signed by principal, assistant principal, counselor and all the students' teachers or by recommendation of the school with the concurrence of her doctor.
7. Medical certificate must be submitted six weeks after delivery date in order for student to be readmitted to school. The decision to readmit will be made by the Principal.

ILLNESS AND INJURIES TO STUDENTS

RATIONALE: All employees responsible for supervision of students and student activities are to take precaution to protect the life, health, and safety of every student in an effort to reduce or eliminate accidents, injuries and illnesses.

In certain school-activity assignments, students are to be furnished and required to wear safety devices and protective clothing and shall employ safeguards necessary to reduce or eliminate accidents and injuries. Refusal or failure by students to use or wear such devices, protective clothing, and/or equipment shall be grounds for appropriate disciplinary action, including prohibiting them from participating in classroom activity.

POLICY: Each school principal must develop an internal uniform plan within the framework of (1) administrative directives, (2) Department-adopted rules, and (3) the guidelines presented herein to effectively ensure prompt attention to the care of an injured or ill student. It is strongly urged that the uniform plan become a part of the general emergency plan and procedures required of each school.

PROCEDURES IN REPORTING STUDENT ACCIDENTS

1. All student accidents, injuries, and illnesses resulting from contact with owned or leased property while the student is presumed to be under school authority shall be reported immediately to the principal.
 2. In case of serious injury or illness, the principal should contact the parents immediately. When parents are not available, individuals identified as those who are to be contacted in case of an emergency should be notified. In case neither the parents nor any other contact is available, the family physician should be contacted if the name is provided.
 3. If none of the preceding can be contacted, or in case of extreme emergency (serious injury or illness), professional assistance (Rescue Squad or police) should be obtained immediately. All serious injuries to students that require emergency medical treatment must be reported to the proper authorities including those resulting from corporal punishment, assault, battery, and child abuse.
 4. When the police are notified in a case involving injury or serious illness of a student, the principal should request a copy of the report from the police officer.
1. When student accident insurance is involved, the prescribed report, together with a claim form, should be provided to the parent or student requesting one.
 - a. The principal or person delegated should complete school information on the school insurance form.
 - b. The parent must take a copy of the completed form to the doctor in order to secure a medical statement.
 - c. After the medical statement is obtained, it is attached to the completed form and submitted to the INSURER by the parent or student.
 2. A complete, written accident report shall be made of all school accidents and injuries and properly filed with the Department of Education.

Intercom

The intercom in each room is provided for your convenience and safety. Should you need to contact the main office, simply follow the instructions. Therefore, there is no need to leave your class unattended in case of an emergency. As a matter of fact, **you may not leave your class unattended.** Also, the intercom system will be used to make announcements during the first few minutes of 1st period, during lunchtime, and a few minutes before the end of fourth period.

Morning Assembly during homeroom will include the (Pledge of Allegiance, Virgin Islands March, CHS Song). All Faculty/Staff/Students are expected to stand and recite and/or sing together.

INTERNAL RULES & REGULATIONS

1. Teachers are required to maintain a high level of professional and personal conduct throughout the school year.
2. Teachers are expected to maintain discipline in the classroom so that the environment for instruction and learning will be present.
3. Problems and situations teachers are unable to resolve will be reported to the principal/assistant principals.
4. Daily lesson plans are expected to be kept up-to-date at least two weeks in advance.
5. Teachers are required to be in their classrooms at least 10 minutes before class.
6. All staff is required to remain at school for 10 minutes after dismissal of class, unless otherwise notified.
7. The appearance of the classroom is the responsibility of the faculty.
8. All suggestions and complaints should be reported to the administration.
9. Teachers are required to attend all staff meetings. If attendance is absolutely impossible, the office must be notified in advance.
10. It is necessary that teachers work closely with all parents concerning any problems with students. Parents should be kept informed as to their student's progress or lack of progress.
11. Any equipment or materials bought by the Department of Education is property of the department and should be treated with care and respect.

Teachers are expected to keep their voices at a pleasant level in the classroom. No unusually loud rude, obscene communication will be tolerated. Again, teachers are required to maintain a professional attitude at all times.

Keys

All keys (classrooms, departmental offices, etc.) are distributed on the first day of school and are to be returned to the Department Chairperson on the last day of school.

Lateness

Students who arrive after 7:50 a.m. must report to the office before reporting to class. This will eliminate the need to call home to verify a perceived absence and thus will avoid much confusion.

Leaving Campus During Duty

LEAVING CAMPUS DURING SCHOOL DAY

When possible, faculty members should arrange their personal affairs so that they will not have to leave campus during the school day except during lunch hour. If it does become necessary to leave campus during the school day, and if you have no students under your supervision permission can only be granted by an administrator. Time and attendance will be charged to personal leave.

Employees desirous of leaving campus, during working hours must first obtain authorization from the principal or assistant principal and you must sign for the appropriate leave. Please ask for form in the office.

Employees who leave campus without the authorization will be charged LEAVE WITHOUT PAY and be subjected to further disciplinary action.

Employees who habitually return from lunch late will be required to sign out and in when leaving campus.

TYPE OF LEAVE

Teachers who will be absent from school are requested to notify the administration office as early as possible so that arrangements can be made to have the classes covered. Planning should at all times be up to date, so that the students do not suffer from teacher absences. It is always a good idea to keep emergency lesson plans in your middle drawer to be used in the event of an unexpected absence. Teachers should have two monitors for each class who can supervise the instruction when the teacher is absent.

- A. Sick Leave: Teachers are granted four hours of sick leave for each pay period. Eight hours are deducted for each day absent from school.
- B. Personal Leave: According to your present AFT contract, teachers are allowed to use five days for personal business. The teacher should notify his department chairperson and principal in writing of his request to take personal leave at least one week in advance of the actual leave date. In the event of an emergency, this type of leave can be used.
- C. Maternity Leave: According to your present AFT contract, a pregnant teacher must notify appropriate departmental administrators when she is in her third month and observe the following procedures:

- a. Send a memorandum to the Commissioner of Education through the principal and the insular superintendent requesting permission to continue working until a specified date.
 - i. The letter should specify what month of pregnancy you will be in or the day you wish to commence maternity leave.
 - ii. You should enclose a letter from your doctor stating your physical capacity to continue working.
 - b. Contact the Payroll Division to determine how much sick leave you have. Then on your last day of work, submit the appropriate forms for sick leave.
 - c. Once your sick leave has expired, you should go to the Department of Education and sign for leave without pay.
 - d. Following your delivery, you should have your doctor write a letter stating your physical capability to return to work. This should be included in your letter to the Commissioner of Education requesting to resume your teacher responsibilities. If a teacher wishes she may commence maternity in her fourth month of pregnancy and return to duty four months after delivery.
- D. Administrative Leave: The Insular Superintendent only approves this type of leave. A request must be made through the Principal's Office.
- a. Obtain letter from organization requesting your presence.
 - b. Submit a copy of letter to the commissioner of Education.
- (Recommended Format)
- Address letter to the Commissioner
 - Provide approval/disapproval signature line for Principal and Assistant superintendent.
 - Submit request at least two weeks in advance. Leave is not valid unless approved and returned by the Commissioner.
 - Submit lesson plans for classes during your absence to the department chairperson.
- E. Signing Out Procedures: In case of an emergency, please notify the department chairperson of your departure. In the event he/she is not immediately available leave a note in his/her mailbox in the office. Notify an assistant principal and then sign out the appropriate form usually available in the office (see Ms. Quinland).

ABSENCE

If you are unable to come to school, please call any of the following numbers at the earliest possible time, certainly before 7:15 or 7:45, call the main office at 778-0123 or fax us at 778-1085.

LATENESS

Staff members are responsible for their timely arrival to their assignments. This means being at an assignment upon the ringing of the 7:45 bell. Arrival at or after 7:45 bell will be considered as late.

(Note: Staff with different arrival times must report at their assigned time.) Lateness affects the students instructional program and school climate. It also hinders staff members who are present from attending to their responsibilities because they had to assume another assignment. Staff members who report late to school will be subject to administrative action.

BEREAVEMENT TIME

All employees are eligible for three (3) days with pay for the death of an immediate family member at the end of his/her sixth (6) month of service. An immediate family member is defined as a spouse, parent, grandparent, brother, sister, daughter or son.

Lesson Plans

Lesson plans must contain goals, measurable objectives, evaluation, and homework assignments. Please circle the word homework in red so that it is obvious. Plan books are due for review by administrators on the developed schedule. Substitute plans should be completed monthly and written clearly the in back of the plan book.

Library Media Center

The Learning-Media Center is located directly in front of the Main Office. The hours are from 7:30am to 4:00pm daily.

GENERAL RULES OF THE LIBRARY MEDIA CENTER

1-When a specific budget is established for the library media centers programs, each department will be notified of this and shall be requested to aid in the selection and review of materials pertinent to the curriculum. Recommendations from faculty and students are welcomed at any time and will be given serious consideration for acquisition.

2- All processed materials may be checked out of the library. Reference and vertical file materials along with periodicals may be borrowed overnight. It must be stressed that overnight means the material may be checked out after regular school hours and must be returned by the next day before 8:00 a.m.

All other library materials may be borrowed for two (2) weeks. The materials checked out by teachers commonly fall into the following categories: 1) for personal use, and 2) for supplementary classroom use. In either case, faculty members are requested to please renew or return the materials borrowed when they are due. There are no fines for teachers.

3- The library is not a classroom but a learning resource area designed to facilitate learning. It is not a detention center and should not be treated as such. The following excerpt taken from page 75 of the AFT Union contract supports the above mentioned statement:

Classes not supervised by a teacher shall not be sent to the library when teacher is absent or when the classroom cannot be used. According to American Library Association standards for School Library Programs for 1960 and the Office of the Commissioner of Education for the Virgin Islands: The practice of using librarians for study halls or other non-library related activities shall be

discontinued. The library shall be available for library purposes to students and teachers at all times during the school day.

A librarian or paraprofessional shall staff the library at all times. Pupils shall not be assigned to the school library or Instructional Materials Centers as a disciplinary measure. Librarians are not substitute teachers. Teachers are not to send a class unescorted to the library. Teachers are requested to bring students for specific assignments. Librarians should be conferred with in advance to secure adequate space, resources and materials. This is especially true if any rules are to be extended or exceptionalized.

4- Please do check the collection prior to assigning projects to your students so as to insure an adequate amount and variety of materials to meet students needs and prevent needless modifications in your assignments. Please do not require projects with illustrations unless it is specified that they are hand drawn or reproduce in a similar manner. Due to the limited resources available to many of our students through the home, they many be forced to cut library materials. When making assignments, please notify the librarians as early as possible so as to insure space. When the class is to come, teachers are requested to make reservations in the reservations For Library Use notebook located on top of the file cabinet near the vertical file area in the library. The library Media Center needs to reiterate the teachers are requested to accompany the students to the library so as to direct their activities and maintain discipline.

GUIDE FOR USING AUDIO VISUAL AIDS FOR TEACHERS

The teacher should see the film, film strip, video, slide show or hear the record, look over the study prints, or examine the model or exhibit to find out whether it is appropriate for the ages and abilities of the pupils, and if the material will be interesting to the group. Is it related to the work the class is doing? Is it helping to achieve the purposes of education? Are there too many ideas and are they too difficult? Is the content of these resources educationally worthwhile, and is it prospected so that the pupil will understand it?

The teacher needs to review and evaluate the material and if possible read the study guide if one is available. The teacher should plan the class lesson and follow up so as to achieve the purposes for using this particular audio-visual material.

The teacher should have the right material at the right time. Equipment should be checked and ready to use, the room should be rearranged if needed for projected materials. The schools audiovisual specialist and student crew need to relieve teachers of the details. However, the teacher should know how to do these things in the event no one is available to help him.

The teacher and students should discuss the reasons for using these materialists, the problems the materials might help to solve, the new concepts the students might gain, and the points to emphasize in the material. The teacher should make sure that the students are ready to use the materials before presenting them.

Teachers and students should discuss the problems encountered during the use of the materials, check on the information gained, correct any false impressions, discuss parts not clear and review the main concepts of the audio visual resources. The teacher should reshow or reuse the Audio Visual resources if necessary. Students and teachers need to relate to what has been learned in their previous experiences and make practical applications to problems being discussed or projects being carried on. Other audiovisual resources can be used as follow up materials. The teacher should

develop some form of evaluation to check whether the Audio Visual resources enhanced the overall lesson plans objectives.

The teacher and students should discuss whether or not the Audio Visual resources helped to achieve the overall purposes intended originally. The teacher should appraise the entire learning experience to decide whether his particular Audio Visual resource helped to achieve the overall purpose, goal and objective of the lesson. Teachers should ask themselves: Did the students remain interested? Were the outcomes satisfactory? Has the use of these materials given new and important information, insights and understandings on the concepts being covered? Has attitudes been affected? Have skills been improved? Has behavior changed or improved? Have skills improved or become worse? The teacher should evaluate herself as to whether or not the results of the lesson were adequate. The teacher should evaluate herself as to whether or not the results of the lesson were adequate. The teacher should attempt to plan the next teaching situation on the basis of his conclusions. In this way she constantly works to improve instruction.

Locks

There should be a least one secured closet or drawer in each classroom. Should this not be the case, please notify your department chair immediately. Also, all classrooms must be locked during the lunch hour and when you leave the room during prep period. This practice will eliminate the temptation for someone to enter the room and remove something from it.

Medication

Only the nurse may administer medication from a properly labeled jar or bottle. Should students or parents advise you of the need to take medication of any kind, please refer them to the nurse immediately. No medicine may be given without a physician's note submitted to the nurse. This is also the case with simple aspirin or cough medicine. Please be very observant about this, as it can present far reaching negative ramifications.

Money

Please do not keep any money in your classroom. All monies must be turned in Mrs. Romero in the main office. Any amount of money, large or small, provides an attraction, so please be responsible in this regard.

Observation/Evaluation

Teacher Evaluation

Please review the attached evaluation for.

- Meets standard means that the teacher is doing his/her jobs well.
- Exceeds standard and outstanding refer to performance over and above regular classroom teaching duties.

Criteria for an Outstanding Evaluation

The teacher:

Adheres to the lesson plan format outlined.
 Maintains classroom control using fair disciplinary measures.
 Displays bulletin board ideas relevant to lesson taught.
 Establishes an excellent rapport with students.
 Is punctual in arriving to school and in submitting required documents.
 Attends school regularly.
 Provides a classroom atmosphere that is conducive to learning
 Maintains accurate records of students performance in order to justify grades on the report cards.

Evaluation of Classroom Management

How did pupils enter the classroom?
 Is there a definite classroom routine?
 How was the emotional climate of the room?
 Did the pupils get down to work quickly?
 Was there review of previous lesson?
 Was the classroom neat, clean, and attractive?
 Were discipline problems handled quickly? Effectively?
 Was there work for the early finishers?
 What techniques were used?
 What resources were drawn upon?
 How much teacher/student interaction received during the evaluation process?

Evaluation - Administrators may make informal observations at any time. Two formal observations will be made per year.

Teacher-signature on the evaluation form indicates they have read the observation or evaluation and does not necessarily indicate that they agree with the results.

Final Evaluations, Lesson Plans, Absences Tardiness

The following criteria have been established in order to objectively evaluate teachers submission of lesson plans, their absences and tardiness for the 2005-2006 school year.

Rating	Number of <u>Plans submitted</u>	Number of <u>absences</u>	Number of <u>tardiness</u>
Outstanding	30	0-03	0-05
Above Average	25-29	04-06	06-11
Satisfactory	20-24	07-10	12-20
Improvement Needed	15-19	11-14	21-25
Unsatisfactory	04-14	15+	26+

The number of absences does not include personal leave days.

Note: Lesson plans will count only if it is an approved plan by the administrator who is responsible for that department i.e. lesson plan format must be adhered to.

Submission of Lesson Plans and Record Books

Enclosed for your information and guidance is the policy of St. Croix Central High School, for the submitting of all lesson plans and record books for the school year 2005-2006. It is very important that you follow these guidelines.

Lesson plans and record books must be submitted to the administrator responsible for your department. Copies to tests, quizzes, etc. should be attached to your plan book.

In addition, all teachers will be required to submit two (2) emergency plans per semester. The first set of plans are due on September 7, 2005. Emergency plans must be replaced as used.

What is a Lesson Plan?

It is the teaching act in projection.

It is what you anticipate will happen.

It is the way one envisions the learning situations.

It is something thought through, but flexibly used.

It is a service tool for the use of the teacher.

It should include what every good teacher thinks about when getting ready to teach.

Why should a plan be written?

It is important to develop a plan in writing because

it stimulates more specific thinking.

it provides better continuity.

it serves as a point of reference.

it serves as a useful record.

What components should a plan include?

Content Standard and subsection being taught must be clearly stated

Behavioral objectives

Description of learning activities

Materials to be used

Method of Instruction (lecture, demonstration)

Method of Evaluation

Projected Accuracy Level Percentage

Evaluation of the Lesson Plan

For every plan prepared the person who plans to do the teaching should be able to answer these questions:

- If I were absent, could someone else teach from the plan?
- Does it communicate what I expected it would?
- Does it fit in with the rest of the school program?

- Does it lead into the next job or task to be done?
- What reactions am I anticipating from the children?
- Have I tried the material I'm going to use?
- Are all the needed materials available?
- Is there provision for teaching skills necessary to get the job done?
- Do I have some alternatives in mind to help in "on the spot" situations?

Plan book evaluation shall be judged on the following criteria:

Organization and Format
 Components
 Appropriateness of Lesson
 Timely Submission to Administrator
 Correlation with Curriculum
 Achievement of Projected Accuracy Level

Orderly Conduct

Since orderly conduct is expected of each student, please use all positive measures to ensure that students understand what is meant by the term orderly conduct. Consistency in this regard is the major emphasis and will produce the most effective results. For example, students walking in the halls are strongly encouraged to speak very softly. Teachers must emphasize respect for the people in classrooms. Running in the halls is never permitted and must be monitored by each adult on the campus. Safety must be foremost in everyone's actions. When student use the bathrooms or other facilities, it is imperative that they be continually instructed in respecting school property.

Paraprofessionals

PARAPROFESSIONALS JOB DESCRIPTION

You are expected to be a major part of the instructional day.

Also, you must secure administration approval before agreeing to be chaperones for class field trips.

Parent-Teacher Association (PTA)

Faculty members are urged to attend all PTA meetings. At this time teachers should bring their class record books and other pertinent materials to discuss students grades, attendance or conduct with parents. The PTA meets monthly on the third Wednesday in the school gymnasium at 6:00 p.m. You are always cordially invited to attend these meetings.

Parent-Teacher Conferences

A Parental Conference form, which can be found in the main office, must be completed for each conference that you hold with a parent or guardian. At the completion of the conference, submit a copy of the signed form to Ms. Petersen, Registrar for logging and placement in the students' cumulative folder. At least one conference with each student's parent(s) is required and

expected. Of course, administration must be kept apprised of such conferences. Remember, a parental conference form must be completed for each conference. Important telephone conferences may also be documented in written form and should be sent home for the parent's signature and then filed. This will serve to keep accurate accounts and documentation of events that are worthy of note.

Parking

All faculty and staff are expected to park in the parking lot in the front of the school. No vehicles are to be parked outside of classrooms. Your adherence to these rules is requested.

Passes

It is necessary to issue a pass to students who leave your supervision. No student will be allowed to walk the halls without a pass. They will be sent back to your room. Students who come to class late from lunch time **should not** be sent to the office for a pass. They should be admitted to class. It should be documented in your record book as an unexcused tardy.

Petty Cash

Although small amounts of money are available for emergency needs, you must consult with Mrs. Romero in the main office for confirmation from administration prior to spending your own money should a need arise.

Preparation Periods

The periods when classroom teachers are not instructing, due to students attendance at electives or scheduled classes are not to be construed to mean free time, sitting around in the department area or disrupting of another teachers instructional program is discouraged. Teachers are encouraged to utilize this time for planning and/or collaboration.

POLICY MEMORANDUM NO. 005-94

RATIONALE: Conduct by employees that is sexually inappropriate in the school setting or of a criminal nature will not be condoned by the Government of the Virgin Islands Department of Education. Because of the fiduciary or trust relationship that is developed between the student and teacher or the student and school, it is imperative that the morals of the minors and their civil and constitutional rights to privacy be protected against unlawful invasion.

POLICY: Sexual abuse, harassment, immorality, or misconduct by a school based employee or Departmental employee or school based contractor involving a student is just cause for termination. Departmental employees and school based contractors are prohibited from engaging in physical contact with students except where health, safety or educational purposes are being met. Students are to be encouraged to report all offensive physical contacts, sexual abuse, harassment or misconduct to the appropriate Departmental officials without fear of retaliation.

The school districts must conduct thorough investigations and background checks of teachers, school based employees and school based contractors for

evidence of sexual misconduct by the applicant when making decisions as to hiring, transfer, retention or evaluations.

PROMOTIONAL POLICY

This information based on excerpts from the Virgin Islands Department of Educations Document Titled Revisions, Promotion and Retention of Students and Grading System, Graduation Requirements Secondary Level.

Records

Please check the Students with Health Conditions List provided by our school nurse. Also, inform the nurse of any condition about which you may be aware of that is not listed.

Review cumulative folders. There are two schools of thought on this issue: (1) I don't want to be predisposed or (2) I want to know my students before meeting them. However, with all of the modern day issues that face us these days, the latter approach must take precedence, because a well informed educator is better able to plan and serve their students. In addition, there are pieces of information on some students that you absolutely must know. For example, there may be a case of divorced or separated parents in which one parent may have full custody and release to the other is not permitted; or another example, certain students are absolutely forbidden to be released to a particular person or persons, and so forth.

REGISTRAR'S OFFICE

NEW ENTRANTS

New students and their parents should be referred to the guidance office where a get acquainted conference will take place. During this time the students schedule will be planned and homeroom assignment will be made. The counselor will arrange for a student in a program similar to that of the new entrant to give him a tour of the library, classrooms, cafeteria, and so on. This student will also have the responsibility of introducing the new student to his teachers and acting as a guide during the next couple of days. It is hoped that each faculty member will do his or her best to help the new student adjust to our situation

A student permanently withdrawing from St. Croix Central High School for any reason will carry a form around to each of his teachers prior to leaving our institution. The teacher should collect the student's textbooks and any other materials, which have been issued. The teacher should then sign the form indicating that the student has been cleared from all obligations for each respective class. The student will return the form to the registrar's office and the student will then be officially dropped from our records.

ANECDOTAL RECORDS

Teachers are encouraged to add notations to the students cumulative record folders when they feel they will be of value to others who may come in contact with the youngster in the future. These anecdotal reports might be for some outstanding accomplishment or for negative behavior on the part of the student. Please consult the counselor involved before placing any notation in the folder.

USE OF PERMANENT RECORDS

Teachers are encouraged to refer to the student's cumulative record for information such as scholastic record, standardized test scores, family background, a former teacher of registrar's notes, etc. These folders must not be removed from the registrar's office. The counselor will be glad to review a student's record with a faculty member at any time mutually convenient.

GROUP GUIDANCE

During the course of the year, there will be occasion for implementing group guidance procedures for the dissemination of educational and vocational information, scheduling, orientation and testing purposes. Faculty members are encouraged to attend these sessions with their students.

Referrals

Two primary responsibilities of the guidance department include:

1. Helping to place the student where he can achieve all he is capable of.
2. Helping the classroom teacher, so that he or she may do his or her job most effectively.

Referral and subsequent counseling play a large part in effectively meeting these two responsibilities. In general, referrals should include under-achievers and students evidencing consistent deviant behaviors of some sort. Due to the time used in adjustive procedures, desirable change rarely takes place overnight. However, over a period of time, we can hope to help the student move in the right direction. If the problem is of such nature that the counselor cannot work with it, the youngster will be referred to the appropriate agency for evaluation and subsequent treatment.

The Guidance Department intends to maintain close contact with the faculty regarding students whom they refer.

REIMBURSEMENT FOR DAMAGE TO PERSONAL PROPERTY UNDER ARTICLE XII, SECTION 3 OF THE EDUCATIONAL PROFESSIONALS ARTICLE X SECTION 4 OF THE PARAPROFESSIONALS COLLECTIVE BARGAINING AGREEMENTS

All requests for reimbursement for damage to personal properties covered by a collective bargaining agreement must be processed within the guidelines: (Article XII, Section 3)
The Department will reimburse teachers in an amount not to exceed a total of \$200.00 per teacher in any school year for the following:

- A. Loss, damage or destruction, while on duty in the school, reported to the administration of the school on the date of the claimed occurrence, to an employee's automobile parked in an off-street parking area provided by the Department when the teacher has not been negligent, to the extent that such loss is not covered by insurance.
- B. Loss, damage or destruction while on duty in the school, occurring when teacher, in the exercise of his or her professional judgment and only if approved by the administration,

brings in to a classroom as a teaching aid an item not readily available to the teacher within the system, such as visual aid equipment or a microscope, camera, etc., provided (1) such loss, damage or destruction is reported to the administration of the school on the date of the claimed occurrence; (2) the teacher has not been negligent; and (3) only to the extent such loss is not covered by insurance.

- C. Claims for such reimbursement under (a) or (b) above shall be made on a form to be furnished by the Department, to be completed and turned in to the individual or office designated by the Department. In the event a claim is denied by the Department, the grievance procedure may be invoked.
- D. Teachers claiming reimbursement for loss, damage or destruction under Section 3, must (1) certify on the form provided in Section 3, above, that (a) there were no previous claims submitted for reimbursement for the current fiscal year, and (2) obtain the approval of a supervisor or administrator that the teacher was not at fault in the loss, damage or destruction claimed for reimbursement.

Report Cards

Each teacher is required to make comments as well as indicate attitude and industry for each subject to highlight a student's progress.

REQUIREMENTS FOR STUDENTS PARTICIPATING IN INTER-SCHOLASTIC OR INTER-SCHOOL ATHLETIC ACTIVITIES

- A. All participants involved in interscholastic activities must have a signed parental or guardian consent before training for such activities.
- B. All students involved in the inter-scholastic program must have a medical examination before training for such activities.
- C. All participants must be covered by adequate and appropriate insurance, in case of injury, (recreation compensation form.)
- D. Students who compete in Interscholastic Sports and Intramural must have a 75 average. The Department Chairman will submit each team roster to the school Registrar for the purpose of determining grade averages for eligibility.
- E. Students who have repeated a grade from the previous school year are ineligible until they have established a seventy-five (75) average.
- F. Students that are suspended from school are not allowed to participate for the duration of the suspension.
- G. *Travel:* It is the responsibility of the coach to obtain the approval of the parent or guardian in writing when students are traveling off island for Athletic Competition. All eligibility requirements will be forwarded by the Department Chairman to the Assistant Principals office for final approval.

SPORTS AND ACTIVITIES

Eligibility Rules:

Representing St. Croix Central High School should be considered a privilege and an honor. Membership on any team or organization appearing before public carries with it responsibility of building and maintaining a good image for St. Croix Central High. In view of the above facts, it seems appropriate that the following eligibility rules be agreed to by students and lived up to all times:

3. The member shall be a bona fide full-time student of St. Croix Central High School.
4. The member shall have at least a 75 in the quarter in which he tries out for the team.
5. The member shall become ineligible for the rest of the season if suspended.
6. The above rules are over and above those which may be imposed by the various coaches or advisors which may well encompass the various coaches on the field, on trips, training rules, etc.
7. Also, Central High School must recognize its primary responsibility, i.e. the formal education of all students. Central High School will not allow a student to participate in sports for the glory of the school and at the same time allow the student to neglect his studies.

Resource Room

The primary responsibility of the resource room teacher is to address learning disabilities of students who have been staffed by Special Education. The resource room teacher and regular classroom teacher will arrange the most suitable schedule for each student. These arrangements must be compatible with the block scheduling.

Roll Book Format

PRESENT:

SPACE LEFT UNMARKED (DO NOT USE A CHECK OR ANY OTHER MARKING)

ABSENT:

USE A DASH (-)

EXCUSED ABSENCE:

PLACE THE LETTER "E" UNDER THE DASH TO INDICATE THAT THE STUDENT PRESENTED AN EXCUSE SIGNED BY AN ADMINISTRATOR OR NURSE.

UNEXCUSED ABSENCE:

PLACE THE LETTER "U" UNDER THE DASH TO INDICATE THAT THE STUDENT FAILED TO PRESENT A VALID EXCUSE.

TARDY:

CONVERT THE DASH TO A "T"

EXCUSED TARDY:

PLACE THE LETTER “E” UNDER THE “T” TO INDICATE THAT THE STUDENT PRESENTED AN EXCUSE.

UNEXCUSED TARDY:

PLACE THE LETTER “U” UNDER THE “T” TO INDICATE THAT THE STUDENT FAILED TO PROVIDE A VALID EXCUSE.

Rules of Conduct

In addition to the three main school rules, please help make students aware of the following:

- (1) Fighting (even play fighting) is not ever allowed;
- (2) gum chewing is not allowed anywhere on campus;
- (3) running in school hallways is not permitted;
- (4) students leaving your classroom or your supervision to go to the bathroom will be required to carry a pass while in the hallways during class time;
- (5) Sexual harassment and racial remarks are absolutely prohibited.

Please review these rules frequently and encourage students to observe them both for their sake and of their schoolmates.

Sales on Campus

All sales of goods on the campus must be approved by the principal. Sales with nutritional value are encouraged for the benefit of the students. All monies and related records must be turned in to Mrs. Romero on the same day of sale. Teacher is financially liable for monies lost while in their possession. Sales should only take place following an agreed upon schedule. Administration will deduct a charge a 10-15 percent of the deposited amount as administrative costs.

Schedules

You will be provided with a class schedule that indicates your prep time. Although every effort will be made to preserve the one preparation time per day, extenuating circumstances may occasionally arise that require your cooperation and understanding and that may cause the elimination of your preparation time. Please do not alter your schedule in any way unless you first consult with the principal. Please do not leave the building during your prep time without informing administration and signing out.

Secretaries

The four secretaries in our main office are an invaluable source of information. Please feel free to check with them should you have any procedural questions or should you be in need of forms such as parental conferences, field trip, supplies, and so forth.

School Improvement Team (SIT)

There are 14 members on our school improvement team. The team will meet regularly, with notices of meetings posted for convenience on calendars inside/outside the main office.

Smoking

Smoking is prohibited everywhere on campus.

SPECIAL USES OF SCHOOL FACILITIES

Many community groups will seek permission to use our facilities at night and on weekends. As a consequence it is most important that faculty sponsors of ball games, dances, PTA meetings and activities or any other school activity, which occur at night or on weekends to apply as soon as possible this fall for clearance to use the desired area at the building. Otherwise, sponsors may find themselves in an awkward position. The necessary forms are in the office.

Students will not be allowed to enter the building at night and on weekends unless accompanied by a faculty member. Dance sponsors are urged to take particular notice of this concept and hence arrive at least one hour earlier before starting the dances. Naturally a t least one chaperon will remain until the last student has left the building. It is the duty of the sponsor of the group giving the dance to request security from the Department of Public Safety for duty during the dance and any other activity of this nature.

Students

MARRIED, PREGNANT AND PARENTING STUDENTS

Title IX protects pregnant and parenting students from unfair treatment because of their status as follows:

1. Students may not be expelled, suspended, or otherwise excluded from school because of her pregnancy, false pregnancy, childbirth, termination of pregnancy, or recovery from any of these conditions.
2. Schools may not discriminate against a student in any class, program, or extracurricular activity because of her pregnancy, false pregnancy, childbirth, and termination of pregnancy or recovery.
3. Schools may offer a special or separate program to pregnant students but it cannot be mandatory. The pregnant student must volunteer and not be coerced in any fashion into the separate program.
4. A school must grant leave if the student's doctor says that it is medically necessary. After this leave, the school must reinstate the student to the status she had when her leave began. A school may require a physician's note for a pregnant student only if it makes the same requirement for students with other medical conditions.
5. Schools may not treat unmarried mothers differently than they treat unmarried fathers. Title IX also protects married mothers and students who have had or plan to have an abortion. Lawfully married students are emancipated adults. They may register for the adult education program of their choice.

STUDENT ASSEMBLY PROGRAMS

It is the responsibility of all teachers to attend assembly programs.

Student Dress Code

The dress code for Central High School students should be appropriate for the school's environment. As a general rule, what you wear is not to distract either the teacher or your fellow students from the learning process. Clothing which displays offensive slogans, pictures, or messages is not allowed. Failure to follow these guidelines will result in the student being sent home until the correction(s) to their attire has/have been made. CHS has a zero tolerance policy towards prejudice of any form.



Female Student Uniform

A knife or box pleated maroon skirt with a waistband of not more than two inches should be worn. The length of the skirt must reach the top of the knee or longer. The back of the skirt must reach the bend at the back of the knee. No lace, frills, or ornamentations including colored thread will be allowed on the school uniform skirt. Additionally, no wrap skirts, skorts, or bibs will be permitted on campus.

Blouse: White short-sleeved button down at the front with collar or white polo shirt, no ornamentations

Pants: Maroon full length pants with a waistband of no more than two inches, no cargo, oversized, form fitting, or Capri pants

Socks: White with no ornamentations

Shoes: Black/Dark Brown shoes or Black/White sneakers - no slippers, slides, mules, high heels, or boots

Jewelry*: One watch, one pair of earrings (no large hoops, balls, or designs)

Male Student Uniform

Pants: Plain khaki trousers with belt buckled not below the waistline

Pants should have front and rear pockets - no cargo pants, no oversized pants, and no extra printed or embroidered designs

Shirt: White, short-sleeve button down at the front with collar or white polo shirt

Shoes: Black/Dark Brown shoes or Black/White sneakers, no boots or slippers

Socks: Black, Brown, or White must be worn

Jewelry*: One watch only

*This is being enforced to reduce the incidents of theft and disruptions within the school.

UNISEX (Male/Female)

- ❖ Athletic shoes will not be accepted under any circumstances in any vocational educational classes.
- ❖ Students will be allowed to wear class rings.
- ❖ Only white undershirts are permitted.

- ❖ No caps, hats, bandanas, stocking caps or Do-rags should be worn on campus. (If headwear is mandated by religious beliefs, cases will be dealt with individually.)
- ❖ No sunglasses unless prescribed by a physician.
- ❖ No T-shirts except for physical education classes.
- ❖ Absolutely no jeans or pants made with denim will be allowed

All students are to be appropriately dressed and groomed. Any style of dress which threatens the health and safety of the individual student, or the student body as a whole, or which disrupts the learning situation, or tends to cause a break down in the morale or general discipline of the school is prohibited. Also, students whose dress or style of grooming so violates the dress code, that it is unsafe, unsanitary, indecent, or so ridiculous as to cause comment and commotion in the classroom will not be permitted to class. Violations of the uniform policy in part, or its entirety will result in disciplinary action, to include being sent home until proper adjustment(s) is/are made.

Student Movement

- a. To insure students safety teachers must utilize lines at all times and walk on the right side in relations to direction of travel.
- b. Teachers must supervise students at all times.
- c. A hall pass must be obtained from the teacher when a student leaves the classroom for any reason.

Sunshine Committee

The Sunshine Committee will ask for an annual contribution for special occasions and parties. Individual collections can be made for retirements. You are asked to keep chairpersons informed should you hear of an engagement, wedding, illness, death, or any other cause that should come to the attention of our staff. The committee will then appropriately acknowledge the occasion.

Supervision of Children

Never leave a class unsupervised. In the case of an emergency, use the intercom to secure assistance. An accident only takes a few seconds, and you, the principal, and the school may be held liable. Always lock your classroom doors when the class is out of the room for such activities as specials schedule, instruction, lunch, and so forth. Also, please follow dismissal procedures. This will help to avoid accidents and disruptive behavior.

Supplies

Supplies such as chalk, pens, paper, and so forth should be requested from the Department Every effort to fill your request as soon as possible. Please do not send students to the secretaries during the day, because it will not be possible to accommodate your request at that time.

TEACHERS JOB DESCRIPTION

A teacher:

- Must have evidence of regeneration and dedication.

- Shall be responsible to have the preparation in academic subjects and consent to continue academic studies.
- Shall be responsible for the understanding of the philosophy and objectives of the Department of Education.
- Must love children and young people.
- Must have maturity.
- Must have good mental health.
- Will be responsible to develop an enthusiastic approach to teaching.
- Will be responsible to develop a careful and meticulous preparation of weekly lesson plans and lesson preparation.
- Shall be required to complete course of study for the year.
- Will be responsible in keeping record of students' grades and correct all papers on a timely basis.
- Will be responsible in planning classroom time primarily for instruction.
- Will be responsible for keeping accurate records of attendance.
- Will be responsible for handing out and verbalize grading policy and course outline.
- Shall be responsible in keeping a neat, uncluttered room appearance. Classroom bulletin boards and display should be stimulating, creative, and current.
- Shall be responsible to strive to maintain a neat personal appearance as outlined in the dress code policy.
- Shall be responsible to clearly define and communicate classroom rules to students and parents.
- Shall be consistent in the carrying out of classroom rules and procedures.
- Shall follow the instructions of the Principal in use of disciplinary methods in order to maintain discipline in the school.
- Will be required to adhere to school philosophies and policies regardless of his/her personal opinions.
- Use homework effectively for drill, review, enrichment, or project work.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Must respectfully submit and be loyal to constituted authority.

Telephone

The telephone in the office is there for business purposes. It is not to be used for any personal calls, unless it's an emergency. No long distance calls will be made on the office telephones. The principal will grant only long distance calls relative to the operation of the school programs. Also, although cellular phones are quite a convenience, they are a tremendous distraction. Therefore, please do not make use of your private phone during school hours. Emergency or important calls should be directed to the office, and you will be notified immediately of the call if so requested by the caller.

VEHICLE POLICY—FACULTY AND STAFF

The parking of vehicles is prohibited between buildings and in the areas designated bus zones. The speed limit on campus is 10 miles per hour.

Any visitors of faculty and staff will be required to park in the visitors parking area and walk to the designated area.

Visitors

Whenever a visitor comes to our school, he or she is required to stop, sign in and receive a pass. This pass becomes evidence to you that the person has been approved to be on campus. Please feel free to stop any adult (familiar or unfamiliar) who does not have a pass and ask that person to please go to the office to pick up a pass. Security is vital. Therefore, it should go without saying that if you are met with an unpleasant or confrontational attitude, you should use your intercom to notify the main office immediately.

- a. Class Activities that include Guest Speakers, must be first discussed with the respective administrator.
- b. All visitors must visit the office first and obtain a pass.
- c. It is expected that guest speakers and all other guests shall make courtesy calls to the principal's office.
- d. Any person who is on school property, or on public property within five hundred feet of school property shall alone or in concert with others willfully disrupt the conduct of classes, or other school activities shall be guilty of a misdemeanor and upon conviction shall be punished by a fine.