

*St. Croix  
Educational Complex  
High School*

---



**Student Handbook**



*Rural Route #1 Box 10360  
Kingshill, St. Croix  
U. S. Virgin Islands 00850-9701  
340-778-2036  
340-719-5275 (fax)*

---

*Strive for Excellence*

# This handbook belongs to:

My Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

My Counselor: \_\_\_\_\_

My Grade Level Administrator: \_\_\_\_\_

My Bus #: \_\_\_\_\_

My Schedule:

Period 1		Rm:
Period 2		Rm:
Period 3		Rm:
Period 4		Rm:

Notes:

---

---

---

---

## **WELCOME**

Welcome to the St. Croix Educational Complex High School (SCECHS)! The faculty and staff of the St. Croix Educational Complex High School welcome students and their families as active participants in the school community. We are excited to have you join the Barracuda family. This handbook contains information about the operation of our school and is meant to reflect the high expectations we hold for all students.

## **HANDBOOK DISCLAIMER**

The Principal is not responsible for omissions in the handbook. The Principal reserves the right to amend the contents and reissue this book at any time. Final authority on all matters rest with the administration and school board when applicable. It is the responsibility of the student and parents/guardians to review this student handbook periodically.

## PRINCIPAL'S ADDRESS

On behalf of the faculty and staff, we welcome you to SCEC High School! We are pleased to provide each student with a copy of the SCEC student handbook.

I hope that you take advantage of what this school has to offer as you prepare for the future. You are part of a generation that will experience changes in technology, science, medicine, and life style that we haven't even imagined yet. You will be faced with a world of finite resources and with an increased need for those resources. It is incumbent that you develop critical thinking skills and continue to learn for life.

Our faculty and staff are among the best qualified and experienced in the region. We are committed to preparing students to be college and career ready as well as positive and productive citizens of this planet. We are committed to providing a safe, rewarding and fulfilling experience for all students.

The student handbook is the ultimate source of information regarding school policies, regulations, procedures and services. You are responsible for the information presented within this book; read and comprehend the information carefully and share it with your guardians. If there is additional information that the handbook does not provide, you should contact your teachers, counselor, Assistant Principals or myself for help.

I look forward to leading SCEC through this monumental school year and we are all delighted that you and your parents are part of this wonderful educational family.

*Rodney E. Moorehead*  
Principal

# MISSION AND BELIEFS

## Mission Statement

The St. Croix Educational Complex High School is committed to providing educational experiences that are **Student** centered, **Technologically** competitive, **Academically** rigorous, and **Relevant** so that they can become **Successful** members of the local and global communities. **SCECHS STARS**

## Beliefs Statements

*We believe:*

1. All students can learn
2. Teaching and learning is an integrated process
3. Our instruction should provide engaging, relevant, and inclusive experiences
4. In a student-centered environment that accommodates diverse learning styles
5. The integrating of technology into the learning process is essential
6. Family involvement enhances student success
7. Collaboration among stakeholders improves teacher effectiveness and student achievement
8. School leadership is a shared responsibility among all stakeholders
9. A wide variety of extra-curricular activities and programs enriches student performance
10. Understanding the community's culture is essential for students' success

School Motto:

*"Strive for Excellence!"*

School Mascot:



Barracuda

SCHOOL EXPECTATIONS

B- Be Brilliant

A- Be Ambitious

R- Be Respectful

R- Be Responsible

A- Be Accountable

S- Be Stars

# TABLE OF CONTENTS

<b>GOVERNANCE &amp; LEADERSHIP</b>	<b>9</b>
<b>SCHOOL HISTORY</b>	<b>10</b>
<b>POLICIES</b>	
District Policies	<i>11</i>
School Policies	<i>15</i>
School Procedures and Student Behavior	25
<b>SCHOOL PROCEDURES</b>	
Daily Procedures	40
Bell Schedules	40
Lockers	41
Hall/Bathroom passes	41
Lost and Found	42
Assemblies	43
<b>ACADEMICS</b>	
General Information	44
Monitoring Student Progress	44
Educational Programs	47
Intervention Programs	50
Special Education Program	53
Assessments	54
<b>Course Descriptions</b>	<b>54</b>
English Department	56

Fine Arts Department	56
Foreign Language Department	57
Mathematics Department	57
Physical Education Department	57
Science Department	58
Social Studies Department	58

**STUDENT SERVICES**

School Counselor	58
Registrar’s Office	60

**STUDENT LIFE AND ACTIVITIES** **63**

Clubs and Organizations	65
Athletics	66

**HEALTH AND SAFETY** **66**

Emergency Drills	66
Crisis Code	67

**CAMPUS LAYOUT** **70**

**APPENDICES** **72**



# GOVERNANCE AND LEADERSHIP

**Commissioner** *Raquel Berry-Benjamin*

**Assistant Commissioner** *Victor Somme III*

**Insular Superintendent** *Carlos McGregor*

**Deputy Insular Superintendents** *Dr. Carla Bastian  
Xiomara Herman-Ottley*

**Director of Curriculum and Instruction** *Pedro Parrilla*

**Board of Education Chairperson** *Mary Moorhead*

**Principal** *Rodney E. Moorehead*

**Assistant Principals** *Cheryl George  
Nicole Girard  
Verne Graham  
Erick Willie*

**Parent Teacher Student Association (PTSA)** The Parent-Teacher-Student Association, *PTSA* is a private, non-profit organization of parents, teachers, students, and community members who strive to better the lives of children.

## School History

The St. Croix Educational High School (SCECHS) is a four-year high school serving grades 9 – 12. The school was established in 1995 and held its first graduation ceremony in 1996. SCECHS is a blend of diverse cultures, currently serving 1140 students. Our students originate primarily from two feeder public middle schools; John H. Woodson Junior High School and Arthur A. Richards Junior High School. We also serve students from private and parochial schools.

The students follow programs such as, the Magnet Program, College Preparatory Program, and Career and Technical Programs. In the 1997-1998 school-year, SCECHS was the first high school in the Virgin Islands to incorporate the Advanced Placement (AP) courses into its curriculum. In that school-year, SCECHS also implemented the first Academic School-to-Career Program in the territory, placing twelfth grade students at various worksites. Since the 1998-1999 school-year, SCECHS seniors have been participating in the early admission program at the University of the Virgin Islands.

# **POLICIES**

## **District Policies**

### **The Family Educational Right and Privacy Act (FERPA)**

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students”.

Generally, school must have written permission from the parent of eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other school to which a student is transferring
- Specified officials for audit for evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities within a juvenile justice system, pursuant to specific state law.

### **Non-Discriminatory Policy**

TITLE IX of the Educational Amendments of 1972 states that, “No person shall, be discriminated against in employment or in any educational program or activity offered by the Virgin Islands’ Department of Education on account of race, color, creed, national origin, sex, disability or age”.

## **District Zero Tolerance Policy**

No fighting, weapons, or alcohol are allowed on the school's premises. Any student caught fighting, with drugs, weapons or alcohol will be suspended and can be expelled from school (depending on the severity of the offense).

## **Electronical Devices Policy**

Electronic devices (cell phones, iPod, etc.) are NOT to be visible at any time during the school day unless staff is using them as part of an instructional activity. All electronic devices must be turned off and stored in personal property for the school day.

Devices confiscated from students will be returned to parents at the end of the semester. Students bringing cellular telephones or electronic devices to school do so at their own risk. St. Croix Educational High School will not assume any liability for any lost, stolen or damaged cellular telephone and/or any other electronic devices either in school or in their possession.

According to the Department of Education, the use or possession of cell phones or electronic devices on school campus is prohibited unless being utilized for educational purposes. Therefore:

- No cellular telephones, IPods, headphones, Ear pieces
- No electronic games or any other electronic devices.
- Students bringing cellular telephones or electronic devices to school do so at their own risk. St. Croix Educational Complex High School will not assume any liability for any lost, stolen or damaged cellular telephone and/or any other electronic devices either in school or in their possession.
- No image of any student may be reproduced by means of pictures, video or any other electronic means.
- Devices confiscated from students will be returned to parent/students at the end of the semester or school year.

## **Administrative Procedures**

If a student is found to have used a cellular telephone or other electronic device without authorization, the phone or device will be confiscated by the staff member and given to an administrator. The parent/guardian will be called by the student and the device will be returned, by an administrator, to the parent/guardian after the end of the school day (2:35 p.m.) or at a mutually agreed time.

On the second offense the phone or device will be confiscated, the parent/guardian will be called by the student and the device will be returned, by an administrator, to the parent/guardian at the conclusion of a conference between parent and administrator.

On the third offense, the same procedures as above will be followed; however, a parental conference will be arranged. The student will be placed on work detail for three days for insubordination to an administrator.

## **Computer Usage Policy**

The use of technology (hardware, software, internet) is a privilege at the SCECHS. Use should be consistent with the goal of promoting educational excellence. Access shall be for educational and research purposes. Students are responsible for their actions while using the school's computer systems.

## **Technology Resource Policy**

Students are encouraged to use the various resources provided by the ETAN Network to pursue education related activities. Teachers, librarians and other technology skilled staff should help guide students in their use of the ETAN Network. Consequently, students will learn how to use internet resources such as discussion boards, instant messaging and chat rooms responsibly and appropriately.

### **A. Etiquette**

Students are also expected to follow generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in communications to others.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Keep personal information, including logins, passwords, addresses, and telephone numbers confidential.
- Use resources to avoid disruption of service to other student users.
- Do not upload, post, email transmit, or otherwise make available any content that is unlawful, dangerous or may cause a security risk.

## VIRTUAL LEARNING EXPECTATIONS

### Virtual Learning Roles and Responsibilities

- Dedicate suitable time to learning, as guided by your teachers.
- Use appropriate behavior on digital platform & during live virtual meetings.
- Students may be "muted" from discussion boards if inappropriate behavior occurs.
- Check digital platform and VIDE emails daily for information on courses, assignments, and resources.
- Attend and participate in virtual school check-in times offered by each of your teachers.
- Identify a comfortable and quiet space to study/learn.
- Engage in the virtual school platform with academic honesty.
- Submit all assignments in accordance with provided timelines and/or due dates.
- Dress in appropriate school attire.
- Cameras should be turned on during class period.

## **School Nutrition Policy**

Our school's breakfast and lunch programs are nutritionally well-balanced and delicious. There is no cost for students to partake in either program.

**Breakfast** will be available for 9-12 grade students each morning. Students participating in the Breakfast Program should do so quietly and quickly to minimize loss of instructional time, first period. The Breakfast Program begins at 7:10 a.m. and end at 7:30 a.m. each day.

Students may report directly to the cafeteria for breakfast upon arrival at school. Report directly to first period following breakfast.

**Lunch** period for 9 -12 grade students begins at 12:07 p.m. and end at 12:57 p.m. each day. During lunch time students are expected to move to the cafeteria in an orderly and quiet manner. The lunch program is a privilege and students may be denied this privilege if cafeteria rules are not adhered to.

## **School Policies**

### **Plagiarism and Cheating**

Please note that plagiarism will earn you a zero for an assignment. Plagiarism is defined as presenting someone else's words ideas or work as your own. If you are to avoid plagiarism in your work, you need to avoid the following" borrowing the works, ideas, examples, opinions, and/or organization from a source (book, essay, article, Internet, another student work, etc.) without acknowledging the source; turning in someone else's work as your own; and allowing someone else to revise and/or edit your assignment so that it is no longer your work. Cheating will ruin your academic career.

## Attendance Policy

### **Absence:**

Daily attendance at school is compulsory for students. Research shows that performance in school is related to good attendance. The school should be notified if absence will be extensive so that assignments can be given.

### **Absence Notes:**

A student is counted absent when he/she is not in attendance on days when school is in session. When the student returns to school following an absence, they must present a written statement from a parent /guardian stating the reason for the absence. The note must include the exact date(s) a telephone number where the parent can be contacted; and signature of parent on the note in the event verification is needed. If the reason is illness, and the student has been absent for more than three days, a doctor's note must be presented for the absent to be marked excused. All notes should be presented to the attendance counselor for verification then a pass will be issued to present to teachers. Please note that a student is also considered absent if he/she reports to school but fails to attend all classes.

### **Unexcused Absences**

All absences will be marked unexcused until a note is received. If parental notification is not received, the unexcused absence will remain on record. After three unexcused absences, the case may be referred to an attendance counselor for further action.

According to the V. I. Board of Education policies a student can fail any class where **five (5) or more unexcused absences have been recorded. Every three (3) unexcused Tardies is equivalent to one unexcused absence.**



## Anticipated Absences

Anticipated absences should be reported to the teacher in advance. For each day of excused absence, students may be able to make-up work at the discretion of the teacher. Parents are urged not to schedule family vacations during the academic year, as these will not be considered excused absences. Teachers are not required to provide make up work during these circumstances.

## The following constitute Excused Absences

- Illness of student/immediate family member
- Death in family
- Religious holiday (specific to the student's affiliation)
- Approved special event (excluding vacations during the school year)
- Exceptional cases of family need
- Scheduled medical appointments (encouraged to schedule them after school)
- Required court appearances
- Communicable diseases

## **Tardiness:**

Students are required to attend all classes on time. First period begins promptly at 7:30 a.m. A warning bell rings at 7:25a.m., at which time students should be moving towards their classes to enable instruction to start promptly at 7:30 a.m.

Parents are encouraged to make sure that their child/children arrive(s) to school on time. **Every three (3) unexcused tardies is equivalent to one unexcused absence.** Habitual tardiness will have an adverse effect on a student's academic progress. Teachers will notify the student's guidance counselor about excessive tardiness, who in turn will notify the parent about the problem in an effort to rectify the situation. In cases, where this problem persists, the attendance counselor will be notified.

Students have three (3) minutes between each class to move from

one room to the next. It is encouraged that students use this time to gather the tools and supplies necessary for that class, drink water and use the facilities, if needed. **Loitering and socializing are unacceptable reasons for arriving to class late and will not be tolerated.** If a student arrives late to class without an excuse, he/she must sign a Tardy Roster. If a student's name is on the tardy roster three or more times in a week they will automatically receive detention. If any staff member legitimately detains a student, it is that person's responsibility to either give the child a pass or to accompany the student to class to verify his/her tardiness.

### **Learning Center (Study Hall)**

Study Hall is generally held in the auditorium. You should report there when your teacher(s) is /are absent. You must present an ID and attendance will be taken by study hall attendant. Use the time wisely to prepare for your classes.

### **Uniform Policy /Dress Code**

Students must be attired properly at all times. All students are expected to comply with the following dress code. Failure to follow these guidelines will result in the student being sent home until the correction(s) to their attire has/have been made.

#### **Girls**

Skirt: Plaid boxed or knife accordion pleated, no shorter than knee length (*The back of the skirt must reach the bend at the back of the knee*)  
No designs, yokes, bibs, gathers, cummerbund waists, bows, wraps, splits, skorts or embellishments

- Blouse:** White, polo or short-sleeve cotton blouse, buttoned down at the front with collar  
Blouses/shirts should not be embellished with the plaid material of the skirt  
Only white or grey undershirts can be worn under the school shirt or blouse (to include t-shirts or marinas).
- Shoes:** (A) Dress Shoes: only black, brown, or gray shoes. No slides, mules, high heels, jelly beans, or ballerina flats.  
(B) Sneakers: black, white, or gray **only**. **No slide in sneakers. Boots of any kind are prohibited.**
- Socks:** White, blue, or gray **only**. Socks must be worn while wearing the school uniform and must be visible.
- Jewelry:** One small pair of earrings (no large than a quarter), one small chain, one watch  
Seniors will be allowed to wear their class rings when purchased. **NO COSTUME JEWELRY!**

## **Boys**

- Pants:** Long gray dress pants only not exceeding shoe soles. No extra embroidered or printed designs, no cargo or over-sized pants. No exceptions to this policy will be made. Absolutely **NO JEANS OR PANTS (DENIM) WILL BE PERMITTED**. Side pockets must be stitched.

**Shirt:** White, polo or short-sleeve cotton blouse, buttoned down at the front with collar  
Shirts should not be embellished with the plaid material of the skirt.  
Only white or grey undershirts can be worn under the school shirt or blouse (to include t-shirts or marinas).

**Shoes:** (A) Dress Shoes: only black, brown, or gray shoes.  
(B) Sneakers: black, white, or gray **only**. **No slide in sneakers. Boots of any kind are prohibited.**

**Socks:** White, blue, or gray **only**. Socks must be worn while wearing the school uniform.

**Jewelry:** No earrings. One small chain, one bracelet and one watch. Seniors will be allowed to wear their class ring when purchased.

Students may wear their Organization/Club Uniforms/shirts on FRIDAYS.

Seniors may wear their class Shirt on THURSDAYS.

### **General**

- Hair must be well groomed
- No caps, hats, head wraps (head tie, scarves), do-rags, bandanas, or stocking caps will be permitted (Exceptions will be made if religious affiliation mandates head wrapping. Students claiming this exemption must have a note from their local religious leader on file)
- No sunglasses (unless prescribed by a doctor)
- No pullovers/hoodies are permitted. Jackets/windbreakers should remain open at all times. **Permitted colors are: black,**

**white or gray.**

- No multicolored belts or belts with excessive extensions hanging down (in a tail-like fashion)
- **School IDs are a mandatory part of the uniform and should be worn at all times.** Students have one month after school starts to purchase their IDs.

Violations of the uniform policy in part, or its entirety will result in disciplinary action, to include being sent home until the proper adjustment(s) is/are made. All situations and conditions cannot be covered by a dress code. Therefore, **the administration reserves the right to determine the appropriateness of any item of school attire.**

### **Identification Cards(ID)**

An ID is part of the school's dress code. It must be worn on your uniform. Students are required to provide identification as they enter the gates in the mornings. All students are required to purchase an ID card during orientation, registration or at the beginning of the school year. Every effort will be made to issue the ID the day the picture is taken. Upon receipt of the ID, students must wear it at all times, as it is a mandatory part of the school uniform.

In case your ID is lost, stolen, or misplaced, you should report to the main office to purchase a temporary ID for \$1.00 per day until permanent ID is presented. Returning students do not have to purchase a new ID if the one that they own is not damaged.

Failure to present an ID upon request will result in the issuance of a temporary ID at the cost of \$1.00. The student will be issued a temporary card each day at the cost of \$1.00 until the permanent ID card is presented.

### **School Insurance**

The Department of Education has contracted with an authorized insurance carrier for voluntary student accident insurance. St. Croix Educational Complex High School and the Department of Education

do not cover injuries resulting from student accidents. This insurance is optional, but necessary and available to all students. When a student insured under this plan is injured, he will be given a claim form from the nurse's office. This form must be completed by parents and presented to the doctor and/or hospital. The school merely acts as a medium in supplying the insurance forms and assumes no liability for the injury or the subsequent negotiations with the insurance company. Under the school's policy students covered when coming to or going home from school and on school-sponsored activities away from the school.

- Students who do not purchase the school's insurance must complete an insurance disclaimer form and submit proof of insurance to the nurse.
- All students participating in school sponsored activities must have school or other insurance.

All parents are encouraged to purchase the low-cost insurance coverage provided to the school. Students participating in athletics, extra-curricular, and off campus activities **MUST** have school insurance to participate.

### **Athletic Insurance**

It is mandatory for all tackle

1. All student athletes must be insured with either Private Insurance, Government Insurance (MAP) or School Sports Insurance in order to participate on a school sports team.
2. All student-athletes participating in tackle football must have School Sports Insurance regardless of any other insurance they may have.
3. Students who purchase School Accident Insurance may upgrade to School Sports Insurance at a later date. We encourage all student-athletes to purchase School Sports Insurance.
4. School Sports Insurance has double the coverage of School Accident Insurance and is valid for school sports events over 12 months while School Accident Insurance is not valid in July or August. School sports insurance can either

be primary coverage or secondary coverage. This means it can be used if a student has no other insurance or it can be used to cover expenses not covered by a student's primary insurance such as deductibles and not covered amounts.

Both School Insurance and School Sports Insurance are accident insurance which first require payment of medical expenses by the insured and then an application for re-imbusement. The insurance card cannot be used to make payments at a medical facility.

### **Students Leaving Campus**

Written parental notification is required if a student needs to leave campus early. The note must include a contact number, as well as a signature of a parent or guardian. The authenticity of notes will be verified by a guidance counselor.

Students will not be permitted to leave campus at any time without said authorization and do so at their own risk. Any student found in violation of this policy will be suspended after a due process hearing (parental conference). This rule also applies to any student operating a vehicle to and from this school.

### **Campus Visitors**

To help ensure a safe and secure learning environment for students, all visitors are welcome during active business hours. Visitors are required to sign in and leave a valid ID at the main gate. Additionally, all visitors must sign out before leaving the building. All visitors must pre-arrange, through the office, any meetings or visits with the teacher or classroom. All visits are on a limited time basis. Visits for extended time periods are discouraged. Extended visits are granted only through the permission of the Principal. Visitors are asked not to attempt a parent-teacher conference while students are in the classroom.

### **Text Books and Other Assisted Resources**

For most of the classes you are enrolled in, a textbook will be issued. Other items such as Calculators may also be assigned. Any item assigned to a student must be returned at the end of the course. If an

issued item is lost or damaged, there will be a charge for the full replacement cost. Report cards and schedules will not be issued, and participation in graduation will be denied until the amount owed is paid in full.

### **Academic Probation**

If a student's grade point average falls below 70, he/she will be placed on academic probation. This status will not allow the student to participate in any extracurricular activities.

### **School Bus Safety and Procedures**

Riding the bus to and from school is a privilege. It is not a right and may be revoked if your conduct so warrants. Students are expected to exercise caution and consideration for others in traveling to the bus stop, boarding, riding, and disembarking the bus. The following list of rules are designed to ensure student safety, and to enable you to continue enjoying these services.

- Students must show a valid school ID card (upon request) in order to ride the bus
- Students must show respect to the bus driver and follow all of the driver's instructions at all times
- Tobacco, alcohol, drugs, and other contraband not allowed in school are not permitted on the bus (to include radios, CD players, and cell phones).
- No part of the student's body should ever be placed outside of the bus while it is in motion.
- No throwing of objects is permitted in, on, or from the bus.
- Obscene gestures and language are prohibited.
- Willful destruction or defacing of school buses is prohibited; parents will be liable for any such damage.
- Fighting and/or 'play' fighting is prohibited
- Loud, unnecessary noises are not allowed.
- Drivers have the right to assign students to specific seats on the bus.
- Food and beverages are not to be consumed on the bus.
- Students must remain seated at all times unless otherwise directed by the driver.



- Students should cross the street directly in front of the bus and in full view of the driver. Traffic should stop, but it doesn't always do so. **LOOK IN ALL DIRECTIONS AND BE CAREFUL WHILE CROSSING THE STREET!**
- The emergency door is to be used only at the driver's discretion.
- Students are to board the bus in an orderly fashion, with the assistance of the school monitors.

Students who fail to follow the bus driver's directions will be reported to an administrator who may deny them bus transportation. Improper bus conduct may result in suspension or expulsion from the school bus, depending on the infraction. Additional charges may be filed with the Police Department.

## **Discipline Procedures and Student Behavior**

According to the Virgin Islands Board of Education, disciplinary infractions and responses are divided into four categories. Each level represents progressively more serious infractions, culminating in Level IV offenses. Punishments for infractions become progressively more severe as the levels of misconduct increases.

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 the 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 classes will be subject to disciplinary action.

The Virgin Islands' Board of Education views disruptive and criminal acts, and those which may affect the health, welfare, and safety 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):

- possession, use, and distribution of weapons (mandatory reporting)
- arson
- assaults other than minor fighting
- bombs and other explosive agents other than minor
- fireworks
- breaking and entering
- disturbances which substantially disrupt school
- false alarms/calls
- possession, use, distribution of drugs (mandatory reporting)
- possession, use, distribution of alcohol products
- substantial property damage
- robbery
- sexual offenses
- endangering the health, safety, and welfare of others
- theft of items of a substantial nature
- trespassing after warning
- vandalism of substantive nature

### **Level I: Interactions and Disciplinary Responses**

Minor acts of misconduct which may interfere with the orderly operation of the classroom, school function, extracurricular or approved transportation are considered as Level I offenses.

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

**Classroom Disruption:** Conduct or behavior which interferes with 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 an 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 school personnel.

**Insubordination:** Refusal or failure to comply with a directive 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 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 offenses

**Other:** Other than offenses listed above

## **Disciplinary Response**

First Offense: Level I Responses

Subsequent Offenses: Level I and/or Level II 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 II.

### **Level II 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 and safety of others.

This conduct must be reported to the school administrator or their 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

**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 \$100):** The taking of property of another without permission of the owner

**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 wither 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

First Offense: Level II Response

Subsequent Offenses: Level II and/or Level III 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 III.

### Level III Infractions and Disciplinary Responses

Level III 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 or their 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 IV 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/her will. In severe cases, such actions may be the basis for expulsion and will be considered a Level IV 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 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 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 endanger the health and safety of others but there has been no threatening or intimidating display of 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, cultural slurs, sexist profane language, or other language intended or reasonably calculated to insult and/or incite another person; repeated dress code violations; 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**

First Offense: Level III responses

Subsequent Offense: Level III and/or Level IV 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 IV.

### **Level IV 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 10-day suspension with consideration of a recommendation for expulsion. Major acts of misconduct must be reported immediately to the school administrator or their designee and may result in immediate removal of the student from school.

#### **Infractions**

**Alcohol:** The selling or transmitting 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 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 fireworks on school property, at a school function, or extra/co-curricular activity.

**Drugs:** The possession, selling or transmitting of drugs, drug paraphernalia, or any substance capable of modifying mood or behavior; possession, 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 money, property, or possessions 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 policy.

**Inciting, leading, participating in acts which Substantially Disrupt Orderly Conduct of School or School Functions:** The willful act of inciting, leading, or participating in 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 others; or otherwise pose a threat to the health, safety and/or welfare of students, staff or others

**Violation of Re-Entry Plan/Probation:** Any act or series of acts which violate or have the practical effect of violating a re-entry plan or a probation plan

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

### **Disciplinary Responses**

First and Subsequent Offenses: Level IV responses

Mandatory parental contact, mandatory 10-day suspension from school with consideration of a recommendation for expulsion

### **Bullying Intervention, Prevention, and Remediation Policy**

The Virgin Islands Board of Education acknowledges that national and local research indicates an increase in negative behavior which fosters bias, hate, victimization, and use of electronic communication media to promote low self-esteem, depression, ostracism, retaliation, suicide, and poor academic performance.

The Virgin Islands Board of Education provide the following policy to address the rise in negative behavior in several areas which may affect a person's rights and free speech.

## DEFINITION:

A form of abuse which is comprised of acts that involve a real or perceived imbalance of power with the more powerful individual or group abusing those who are less powerful. The power imbalance maybe social and /or physical power. The victim of the bullying is sometimes referred to as target. There are three types of bullying: emotional, verbal and physical. It also involves subtle methods of coercion, such as psychological manipulation. Bullying is also referred to as peer abuse. It also involves the creation of a threatening environment through:

1. an attempt to place the person in reasonable fear of bodily injury
2. as intent to cause substantial emotional distress to the person
3. use of hostile, offensive, or derogatory remarks
4. intentional physical interference with another student's movement

Bullying is aggressive behavior that involves unwanted negative actions.

Bullying involves a pattern of behavior repeated over time.

Bullying involves an imbalance of power of strength.

## Types of bullying

1. "Cultural" teasing/belittling refers to the consistent teasing or belittling of an individual on a perceived "weakness or abnormality" in the person's physical or emotional makeup, that may result in the development of low self-esteem and poorly developed social skills.
2. Cyber bullying" refers to the intentional use of the internet of other digital communication devices to bully peers. Such internet speech can be vulgar, cruel, threatening, and harassing to teachers, school administrators, or fellow students. Cyber bullying includes but not limit to the phone, text messaging, internet, websites e-mail, blogs, chat rooms, and/or instant messaging.
3. Cyber stalking to anonymously engage in a course of conduct to communicate- or to cause to be communicated works,

images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person serving no legitimate purpose.

4. Harassment: the act of harassing or state of being harassed; worry annoyance, anxiety; any overt act or combination of acts directed against a student by another students or groups of students which:
  - a. Is repeated over time
  - b. Is intended to ridicule, humiliate, or intimidate the student
  - c. Occurs before, during or after the school day on the school property, on a school bus, or school-sponsored activity.
5. Hate/hate crimes: refers to attacks on individuals or their property intentionally selected based on race, color gender, disability, sexual orientation, and religion.
6. Intimidation: (also called cowing) is intentional behavior “which would cause a person of ordinary sensibilities,” “fear of injury or harm.”
7. Rational aggression: refers to bullying, sexting or other forms of aggression mostly related to the female gender based on envy or jealousy which results in social ostracism of the victims.
8. Sextexting: is the transference of sexually explicit photos using cell phones or the internet: these explicit photos show students involved in sexual activity, child pornography, rape, lewd acts, and the promotion of prostitution.

### **Activities prohibited for school, school-sanctioned and related environments:**

- No student or adult functioning in a school-related activity shall be subjected to bullying, “cultural” teasing/belittling. Cyber bullying, cyber stalking, harassment, hate crimes, intimidation, relational aggression, or sexting in any public educational institution.

- These activities include: all education programs or activities: while in school or while using school equipment, property, or school vehicles.
- The use of data, telephone or computer software that is accessed through a computer, computer system, or computer network of any public.

## **CONSEQUENCE FOR VIOLATIONS**

The Department of Education shall review and refer to the board’s Disciplinary policy in identifying the appropriate consequence(S) for violation of this policy. Each infraction should be evaluated carefully before a consequence is applied Educational intervention should occur on every level of violation to deter further acts of aggression.

## **CONSEQUENCES**

Counseling within the school

Verbal or written reprimand

Parental conferences

Loss of school privileges

Transfer to another school building, classroom or school bus

Exclusion from school-sponsored activities

Retribution for property damages

Detention

Suspension

Expulsion

Counseling/Therapy outside of school

Department of Human Services Referral

Law Enforcement Referral

## **Suspension**

Suspension is a very serious disciplinary action. It is the strongest statement the school makes in voicing their displeasure with misbehavior. Students on suspension will receive zeroes for all course work missed during this period. These students are also banned from all school-related activities (including sporting events and other school sponsored functions) and are not allowed on campus until their suspension has ended. Students found on campus and/or

in attendance to any school sponsored activity during their suspension will automatically receive an additional suspension and may be arrested for trespassing.

### **Detention/In-School Suspension**

This punishment may be assigned to replace an out-of-school suspension for selected infractions. Students may or may not be allowed to attend classes while on work detail. The duration of this punishment may be anywhere from one class period to two weeks.

For most students, this is a desirable alternative to suspension. If, however, the student fails to perform assigned tasks or does not report for work detail, they will automatically receive an out-of-school suspension.

### **Parental Conferences**

Whenever a student is issued a parental conference form, it is an indication that a situation has occurred in school that the parent or guardian must be made aware of. It is then necessary for the parent or guardian to accompany the student to school at the appointed time so the matter may be resolved. If for some reason the parent or guardian cannot come with the student, **the student must remain at home until the parental visit occurs.** Every effort should be made to keep the appointment that has been set so that the matter may be dealt with quickly. A parental conference may or may not lead to a suspension hearing, depending on the severity of the infraction.

### **Due Process**

Due process includes all appropriate hearings and reviews. In all cases, the rights of individuals involved will be safeguarded.

## **SCHOOL PROCEDURES**

### **Daily Procedures**

1. The campus is open to you by 7:15am. A warning bell sounds at 7:25am to indicate that you should be moving to your first period class. If you arrive to school late, report directly to the

Attendance Counselor with a note explaining why you are tardy. The Attendance Counselor will then determine whether the tardy will be recorded as excused or unexcused. Please note that the administration or main office staff does not issue late passes unless the student was conducting legitimate school business in the office.

2. Attendance will be taken every period each school day electronically. Teachers are also encouraged to record attendance daily in roll books.
3. A written note from a parent/guardian is required for a student to be given permission to leave campus. Notes will be verified by a counselor or an administrator (see section discussing attendance).
4. If you are an athlete or participate in other extra-curricular activities, you must be present at school throughout the day of a game, rehearsal, practice, function, etc., otherwise you will not be allowed to participate in the activity. Any exception must be approved by the principal. This especially holds true if you are on suspension.
5. If you arrive late to class, you should have a late pass from your previous teacher or the adult who detained you. If no pass is presented, you will be marked as unexcused tardy (see section marked Tardiness).
6. All seniors reporting for *School to Work* during the second semester must obtain an official ID from their Guidance Counselor. This ID must be worn upon leaving and re-entering the campus from the School to Work program.

### **Bell Schedules**

The bell schedule is distributed to staff and students at the beginning of the school year. There is also an alternative schedule used whenever there is a special program or assembly.



## Regular Bell Schedule

Warning Bell .....	7:25 a.m.
Period 1.....	7:30a.m. – 9:00a.m.
Period 2.....	9:03a.m. – 10:33a.m.
Lunch.....	10:36a.m. – 12:06p.m.
Period 3.....	12:07p.m. – 12:57p.m.
Period 4.....	1:00p.m. – 2:30p.m.

## Early Dismissal Schedule

Warning Bell .....	7:25 a.m.
Period 1.....	7:00a.m. – 9:00a.m.
Period 2.....	9:05a.m. – 10:05a.m.
Period 3.....	10:10a.m. – 11:10p.m.
Period 4.....	11:15p.m. – 12:15p.m.
Bus Arrival.....	1:00p.m.

\*\*\*If for any reason, a change in the bell schedule is necessary, all personnel will be notified.

## Lockers

Lockers are available to all students for a fee of \$10 for the entire year on a first-come, first-served basis. Lockers can be purchased during the first month of the school year. Students are advised to bring their own lock and not to bring or store large sums of money and other valuables to school. Lockers will be assigned to students by a staff member. Lockers are the property of St. Croix Educational Complex High School and may be searched at any time without notice to the student. **Sharing of lockers is strongly discouraged.** The administration reserves the right to search any locker, with or without permission from the student to whom the locker is assigned. Every effort will be made to notify the student of our intent to search

their locker. If the situation warrants, a lock may be cut off to afford access to the contents of any locker.

### **Hall/Bathroom passes**

If a student is not in his/her assigned class, he/she must carry a pass issued by an authorized staff member and must show it upon request. Any student found wandering the campus without a pass will be redirected back to their class and will be expected to remain there for the duration of the class period. Student can also be issued detention if found far away from their classroom without a pass.

### **Lost and Found**

There is a lost and found area in the Main Office where students can look for textbooks or other items that have been misplaced. Ask any of the office staff for permission to search the lost and found area.

Although textbooks may be in this area, check with your teacher or the respective department chairperson if you have misplaced a textbook.

### **Students Driving**

Vehicles are to be parked in the appropriate designated area. Student vehicles will be parked in the student parking area during school hours and while attending other activities and practices. At the end of the day, student drivers may leave before buses leave the bus circle. School zone speed limits must be obeyed. Student drivers in violation of agreed to procedures will have their driving rights suspended for an appropriate length of time. Habitual tardiness may also result in suspension of driving privileges. We are not liable for any damages that may occur to any vehicle while on campus.

### **Student Arrival and Departure from School**

- If you arrive early, you are expected to remain on campus at all times.

- If you arrive to school late, report to the Attendance counselor to retrieve a pass.
- If you are absent from school, you must bring a note to the Attendance Counselor. Authorized notes should come from your parent/guardian or doctor stating reason for absence before proceeding to class. All notes must include a phone number for verification purposes.
- A written parental request must be made if a student is to leave school early. The parental request must include a phone number where a parent or guardian can be reached in the event verification is necessary. An office staff member must verify and sign the note before permission can be granted to leave campus. Appointments with doctors and dentists should be arranged after school hours if possible.
- Occasionally school will be called off due to inclement weather. An announcement will be made by VIDE through different media outlets.

### **Student Assemblies**

Assembly schedules will be announced as the need arises. Report to a seat in the auditorium (with your class) quickly and quietly, and maintain good behavior during the program. Teachers should remain in the auditorium with their class, unless instructed otherwise.

### **Hallway Expectations**

At the end of each class period, students must not loiter in the hallways. **YOU MUST MOVE QUICKLY AND ORDERLY TO THE NEXT CLASS.** There is a three-minute period between classes and all students must report to all classes on time. To create and maintain order in the corridors daily, students are asked to observe the following corridor regulations:

- Keep the noise level to a minimum.
- Move quickly through the hallways.
- Walk in one direction on the opposite side of the hallways

- Assist in maintaining cleanliness in the corridors as well as in the classrooms.
- Trash cans are available along the corridors, throughout the school ground, and in each room. Throw your disposables and other trash in them. **DO YOUR BEST TO HELP KEEP THE CAMPUS CLEAN AND QUIET.**

## ACADEMICS

### General Information

#### **Daily Class Schedule (Block Schedule)**

The schedule that is used here at SCECHS is known as the four by four block schedule. It provides each student the opportunity to take four 90-minute periods of instruction. The courses are taught during an eighteen (18) week semester. Each student can earn a total of eight credits per year.

#### **Grading System**

Students require a grade of 70% or above in order to pass a class. A student who receive grades between 60 and 69 are eligible for the summer credit recovery (summer school) program. If a student receives a grade lower than a 60 in a class, the student has to take the class over in a subsequent year.

Numerical	Letter Grade	Quality Points
<b>98-100</b>	A+	4.0
<b>94-97</b>	A	4.0
<b>90-93</b>	A-	3.75
<b>87-89</b>	B+	3.5
<b>84-86</b>	B	3.0
<b>80-83</b>	B-	2.75
<b>77-79</b>	C+	2.5

<b>74-76</b>	C	2.0
<b>70-73</b>	C-	1.75
<b>0-69</b>	F	0

### Grading Scales

#### **1st Semester**

1st Marking Period	40%
Mid-Term Exam	10%
2nd Marking Period	40%
Final Exam	10%

#### **2<sup>nd</sup> Semester**

3 <sup>rd</sup> Marking Period	40%
Mid-Term Exam	10%
4 <sup>th</sup> Marking Period	40%
Final Exam	10%

### Graduation Requirements

Twenty-six (26) credits are required for graduation in the following areas, with a cumulative average of at least 70%. Credit requirements are subject to change and are established by the V.I. Board of Education.

<b>English*</b>	4 courses	4 credits
<b>Science</b> (must include Physical Science and Biology 1)	3 courses	3 credits
<b>Mathematics</b>	4 courses	4 credit
<b>Social Studies</b> (V.I History to include Caribbean History, U.S. History/Civics, World History)	<b>3 courses</b>	<b>3 credits</b>
<b>Physical Education &amp; Health</b> (one credit of PE & one credit of Health)	2 courses	2 credits
<b>Foreign Language</b> (two years of the same language)	2 courses	2 credits
<b>Communications</b>	1 course	1 credit
<b>Digital Literacy</b>	1 course	1 credit
<b>Fine Arts or Career Cluster</b>	1 course	1 credit
<b>Community Service</b>	100 hours	

<b>Total</b>	21 required 5 elective	26 credits
--------------	------------------------------	------------

NOTE: Community service must be done at a non-profit agency. Students CANNOT be paid for the Community Service Hours

### **Grade Level Designations/ Promotional Standards**

Grade 9: Freshman	0-5 credits earned
Grade 10: Sophomore	6-11 credits earned
Grade 11: Junior	12-17 credits earned
Grade 12: Senior	18 + credits earned

### **Honor Roll**

The Honor Roll is published each marking period according to the following criteria:

Principal's Honor Roll: 94% average and no grade lower than an 90%.

Honor Roll: 84% average and no grade lower than an 80%.

### **Graduation Exit Plan**

The Graduation Exit Plan is an adaptable road map that helps students and parents explore college and career opportunities based on their interest and goals. Individual collaboration with counselor through conferencing allows for a partnership in guiding students through their high school years.

Each student entering (9) ninth grade, must complete a Graduation Exit Plan. This plan will be discussed and signed by parent/legal

guardian and student at the end of the first semester on a yearly basis. Each ninth grader will meet with a guidance counselor to establish career objectives leading to a high school graduation exit plan. The counselor, student and the parent/guardian are expected to sign off on a plan by the end of the first semester.

### **Final Examinations**

Based on the block schedule, two times yearly, students are expected to take exams based on work covered within that period (final examination each semester). It is important that students are present in school to take these exams. If for some reason you miss an exam, you must present a note to your counselor or an administrator for a signature before a make-up exam can be given or scheduled. Notes will be verified with parent/guardian.

## **Monitoring Student Progress**

### **Progress Report**

To keep parents informed on an on-going basis, teachers will regularly send home progress reports. The teachers will regularly conference with students to monitor progress and assess pacing and engagement. Progress reports and report cards will be issued on a quarterly basis in accordance with the district/local education agency requirements.

### **Report Card Distribution**

Report cards are issued twice each semester: after the midterms and after final exams. They are simple to read and contain very important information such as: your attendance for each class, grade point average (G.P.A.): for the marking period, the semester, and cumulative; teacher's comments, potential credits, and actual credits earned. Your guidance counselor can answer any questions you may have about your report card.

At times, we may allow you to take home the report card. It is very important that you review it with your parents. Parents may be asked to come into school to pick up your report card during an open house

or during the regular school day. It is important for them to attend these activities, in order to stay abreast of your academic performance (or lack thereof).

## **PowerSchool**

PowerSchool is the platform used to improve parent engagement and student accountability with easy, instant access to real-time student performance from the parent or student portal. PowerSchool is used to help educators and students realize their full potential. From the front office to the classroom to the home, PowerSchool helps the school efficiently manage instruction, learning, grading, attendance, assessment, analytics, state reporting, special education, student registration are among some of the features provided by the platform. PowerSchool logins are granted by schools and districts. Each school will verify your identity before giving you an account to help protect student data and privacy. Contact the school's registrar for access information and instructions. From there, you can log in to your school respective portal.

## **Student Responsibilities**

The St. Croix Educational Complex High School values each student and recognizes that they are an integral part of the school's community. Students play a vital role in the health, safety, and welfare of our community. As a result, students have responsibilities just as administrators, faculty, and staff to ensure a safe and healthy environment suitable for academic, athletic, and social success. Students' responsibilities during the school year include but not limited to the following:

- Attend all classes daily and be punctual in attendance.
- Go to classes with appropriate working materials (textbooks, pens, pencil, notebooks, physical education uniforms, etc.) and complete all assignments.
- Be respectful to all individuals and your environment.
- Refrain from profane or inflammatory words or statements. (Profanity is not permitted on the campus).



- Conduct yourselves in a courteous and reasonable manner.
- Carry yourselves neat at all times.
- Do not use or sell alcohol and drugs on campus.
- Be responsible for your own schoolwork.
- Abide by the rules and regulations of the school.
- Respect the rights of everyone around you.
- Respect the religious beliefs of others.
- Refrain from publishing negative and obscene materials through social media.
- Refrain from bullying or sexual harassment.
- Do not bring illegal items, or objects to school.
- Respect and refrain from destroying other’s property.
- Do not deface or destroy school property.
- Request makeup assignments from teachers upon return to school and complete this work within the specified length of time.
- Work cooperatively with all school personnel.
- Request assistance from school staff if needed.
- Participate in all class discussions and activities and ask questions for clarification.
- Participate in extra-curricular activities.
- Use the guidance department services for educational and personal improvement.
- Personal grooming, eating, drinking, or profanity is not permitted in class.

## **Educational Programs**

### **Magnet Program**

The St. Croix Educational Complex Mathematics and Science Magnet Program strives to serve the Virgin Islands as a model for academic excellence by providing a rigorous academic program. Our four year honors curriculum, emphasizing math and science provides an academically challenging environment in

which each student’s educational opportunities are maximized. We believe that careers in math and science are an essential component of the 21st century.

### **Advanced Placement Program**

Students in 10<sup>th</sup> through 12th grade are given the opportunity to enroll in year-long, 2 credit, college-level English, Calculus, U.S. History, Biology, and Psychology Advanced Placement courses. Participants in these challenging courses can earn college credit, based on their final exam performance. Students can be recommended to take AP classes by their teachers and school counselor.

### **Early Admission to the University of the Virgin Islands (UVI)**

The Early Admissions Program enables students to spend their senior year at a participating university and simultaneously fulfill high school graduation requirements while earning college credits.

Qualifying requirements for Early Admissions candidates are: a) juniors that are determined eligible for this program must be nominated by their school counselor; b) minimum scores of 520 in Math and 560 in Evidence Based Reading and Writing) after nomination, eligible students must be interviewed by the UVI Early Admissions Committee. If you are interested in participating in this program, see your counselor.

### **Dual Enrollment Program**

A “dual credit program” is a program that allows high school students to enroll in college-level courses offered by a postsecondary institution that may be academic or career technical and simultaneously to earn credit toward high school graduation. The University of the Virgin Islands (UVI) identified courses that can be applied toward the student's high school diploma.

## WHO IS ELIGIBLE?

11th and 12th grade students enrolled in any U.S. Virgin Islands high school. Have an 80% or higher cumulative grade point average. Have the ability to show academic readiness through performance on a standardized test such as SAT, ACT. Have the ability to show social maturity, responsibility and college readiness attitude.

A candidate for dual credit has to be enrolled in a minimum of one three credit hour course during the Fall, Spring and Summer semesters.

## HOW CAN A HIGH SCHOOL STUDENT ENROLL IN THE DUAL CREDIT PROGRAM?

1. Submit a Dual Credit Application Form for High School Students (signed by student, parent/guardian, counselor, and principal).
2. Submit an Information Release Form for High School Students (signed by student so that the UVI grades can be released to the high school).
3. Submit a High School Permission Form, which lists desired courses and must be signed by the student, the high school counselor or the high school principal. This serves as a registration form as well. The High School Permission Form must be submitted preceding each semester the student wants to take dual credit courses
4. Important note to parents: High school students enrolled in dual credit courses are treated like any other college student. The student, and not the parent or guardian, must sign the appropriate forms, resolve concerns with course instructors, access his or her own grades, etc. All fees are due before classes begin.

## BENEFITS TO BEING A DUAL CREDIT PARTICIPANT

1. Tuition and books are covered by the Department of Education.

2. Students can take up to six college credits and also get two high school credits per semester.

### **CTEC Programs**

Career and Technical courses can be taken at CTEC. A limited number of spaces are available to SCECHS students at CTEC. A student may start classes in 9<sup>th</sup> grade depending on the program. The CTEC offers 2 to 4 year programs.

### **JROTC Program**

The Junior Reserve Officers' Training Corps is a federal program sponsored by the United States Armed Forces in high schools across the United States and territories. Using a military style of teaching, the mission of the JROTC program at the St. Croix Educational Complex High School is “To motivate young people to become better citizens.” Throughout the program, the Leadership Education curriculum is presented by way of five different categories of instruction. Those categories are:

- Leadership
- Citizenship
- Personal Growth and Responsibility
- Public Service and Career Exploration
- General Military Subjects

### **Benefits of JROTC**

- 3-in-1 Elective: Get credit for PE (physical fitness) & health (nutrition & wellness)
- JROTC Scholarships: From \$1,500 - \$6,000
- Free complete set of JROTC uniforms
- Free set of PE uniforms
- Community service hours
- Advanced College Placement in any college JROTC program after 3-4 years.
- JROTC Grad Certificate: Your passport to military enlistment, advance in rank & pay

- SAT/ACT: JROTC will pay for cadets to take the SAT & ACT.
- Free JROTC graduation stole

## **JAG VI**

Jobs for America's Graduates (JAG) mission is to keep young people in school through graduation and provide them with work-based learning experiences that will lead to career advancement opportunities or enrollment in a post-secondary institution that leads to a rewarding career. The program targets high school juniors and seniors providing an array of counseling employability skills development, career association, job development, and job placement services that will result in either a quality job leading to a career after graduation and or enrollment in a postsecondary education training program.

## **Intervention Programs**

### **Credit Recovery (Summer School Program)**

The purpose of the Credit Recovery Program is to assist high school students who did not meet course/grade (70%) requirements but receive a grade of 60% or higher in meeting promotion and graduation requirements. The procedures for placement are as follows:

- Students may petition for Credit Recovery if they did not meet course requirements and earned a grade of 60% or higher.
- Students who petition for Credit Recovery coursework must complete the petition form and have approval from all of the following: Subject Area, Counselor, and Parent.
- Students are limited to 1-2 Credit Recovery courses per semester and must complete all course work before the ending of the semester.

## **Tutoring Programs**

Lunch time tutorial services are offered through the Math Honors Society, AVID and the Science Honors Society.

## **Special Education Program**

### **Resource Rooms**

The primary responsibility of the resource room teacher is to address learning disability of students who have been staffed by the Department of Special Services. 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.

### **Acellus**

Acellus courses are interactive, self-contained educational program that carefully guide the student through each lesson. The interactive features of Acellus are used to identify “gaps” in the students’ knowledge and understanding of specific concepts. Acellus provides specific video instruction for each concept in each course.

### **504 Services**

A 504 is a blueprint for how the school will support a student with a disability and remove barriers to learning. The goal is to give the student equal access at school.

The St. Croix Educational Complex High School provides assistance for 504 students under Section 504 of the U. S. Rehabilitation Act of 1973.

## **Assessments**

### **Standardized Tests**

Our Student Services Department coordinates student participation in most of the nationally recognized standardized achievement exams that are administered/supervised every year:

### **Preliminary Scholastic Assessment Test (PSAT)**

All college-bound 10th and 11th graders are strongly advised to take this exam as well as 9th grade Magnet students. This test is given

once in October. The 10th and 11th grade counselor conduct registration. The fees will be made available at the time registration is announced and are non-refundable. Scholarships and other academic recognition may result from above-average performance.

### **Scholastic Assessment Test (SAT)**

This national assessment is the dominant placement exam for college admissions. College-bound students are urged to take this exam several times a year beginning no later than their eleventh grade year. The fee, available at the time of registration must be submitted electronically or via mail. Registration deadlines are posted in the Guidance area. Forms and fee waivers (for 12th graders) are also available from your counselor. See your school counselor for specific details.

### **American College Test (ACT)**

Colleges also recognize this achievement test for admission. Since some students perform better on this exam, it is recommended that college bound 12th graders take this exam at least once. Athletes attempting to meet Clearinghouse eligibility may benefit from repetitive testing. Registration forms are available from the 12th grade counselor and must be completed two weeks before the exam. The fee will be made available at the time of registration along with a fee waiver, if available.

### **Armed Services Vocational Aptitude Test (ASVAB)**

The ASVAB is the most widely used multiple aptitude test battery in the world, developed and maintained by the U.S. Department of Defense. Over half of all high schools nationwide participate in ASVAB testing. Completion of this battery is a requirement for joining the armed forces, however students that complete this exam are in no way obligated to enlist in the military. Minimum scores are required for entrance to various programs of the armed forces.

The ASVAB, administered by the V. I. National Guard in conjunction with the Student Services Department is administered twice at the Complex: once in the fall, and once in the spring. Seniors

are encouraged to take the exam in the fall (usually October), while juniors are encouraged to take the exam during the spring semester.

### **Smarter Balanced Assessment**

It is an online standardized achievement testing system for 11<sup>th</sup> grade. Smarter Balanced will assess students' mastery of the Common Core English Language Arts/Literacy and Mathematics. It is linked to an operational definition of college content-readiness. Smarter Balanced assessment is designed to ensure that students are college and career ready.

It is important that students are present in school to take these exams. If for some reason you miss an exam, you must present a note to your counselor or an administrator for a signature before a makeup exam can be given or scheduled. The authenticity of any excuse is left up to the discretion of an administrator and such notes will have to be verified with the parent or guardian.

## **Courses**

### **English Department**

English 9  
English 10  
English 11  
English 12  
Speech  
Creative Writing  
Journalism  
Drama

### **Fine Arts Department**

Beginning Choir  
Beginning Band  
Advanced Band  
Ceramics  
Advanced Art  
Basic Art



Graphic Art  
Photography I

**Foreign Language Department**

Spanish I  
Spanish II

**Mathematics Department**

Algebra I  
Honors Algebra I  
Algebra II  
Honors Algebra II  
Geometry  
Honors Geometry  
Trigonometry  
Honors Trigonometry  
Pre-Calculus  
Calculus  
AP Calculus  
Integrated & Applied Mathematics  
Computer Science  
Webpage Designs

**Physical Education Department**

Health  
Physical Education I  
Physical Education II  
Weightlifting  
Tennis  
Basketball  
Modern Dance

**Science Department**

Physical Science  
Physical Science Honors  
Biology I  
Honors Biology I

Biology II  
Honors Biology II  
AP Biology  
Chemistry  
Honors Chemistry  
Forensic Science  
Physics

**Social Studies Department**  
Virgin Islands/Caribbean History  
Economics  
U.S. History  
AP U.S. History  
World History  
Psychology  
AP Psychology  
Civics

**JROTC –Junior Reserved Officers’ Training Corps**  
**AVID-Advancement Via Individual Determination**  
**JAG- Jobs for Americas Graduates**

*\*\*Courses are subject to change*

## STUDENT SERVICES

### Guidance Counselor

It is extremely important for you to get to know your school counselor. They are available to help you achieve your highest potential personally and educationally, as well as assist you with your college/career issues. There is an open door policy. Appointments are encouraged for specific concerns which might require more time. School counselors follow their students from grades 9 through 12 and can be found in the Student Services Suite in the rear of the main office.

## **Recommendations**

Brag Sheets and a Recommendation Request Form must be completed and turned in to your counselor before your recommendations for college admissions can be generated. Your counselor has forms and more information on this process.

## **Students' Schedule**

A schedule of the student's classes is issued to each student at the beginning of the school year. Each child should make an effort to familiarize themselves with their schedule. It is suggested that the schedule be copied in a notebook in case the original copy is lost and to avoid having to wait to see the school counselor for a replacement.

## **Course Selection**

After mid-term exams in the Spring semester, students will consult with their counselor for the purpose of pre-registration for the upcoming year. This will enable students to make careful selections of the courses desired for the following school year. Parents should also assist in the selection process. Students who fail to pre-register will be scheduled by their counselor.

Counselors, parents, and you take great care in the selection of courses; therefore, it is expected that very few course changes will be needed after classes begin. Changes to your schedule will only be made if: a) you are registered for a class for which you have already earned the credit; b) you wish to take an upper-level course instead of an elective; and c) if you have been re-enrolled in a class with the same teacher you had previously (space and personnel permitting). Any requests for adding/dropping a course must be made to your counselor. If your request is approved, you will be asked to report to one of our Systems Analysts (or their designee) to retrieve your adjusted schedule.

## **Parent Teacher Conference**

If your parent wishes to meet with any of your teachers, a conference can be scheduled during that teacher's preparation

period. Be reminded however, that instruction should not be interrupted for this purpose. It is your responsibility to find out when your teachers are free in order to facilitate this process. If you cannot obtain the information, seek the assistance of your guidance counselor.

### **Office Telephone Usage**

Students should check with their respective counselor to use the telephone if and when the need arises. Permission to use the telephone will only be allowed if the call is being made to the student's parent or guardian.

The telephones in the main office are for the conducting of school business by employees only. Parents may need to call the school to get a message to their child(ren). Be prepared to leave a message, and the office staff will make every effort to deliver it promptly.

### **Transcripts**

Transcript Request Forms, available in the Registrar's Office, must be completed and returned to the Registrar two weeks in advance of the deadline dates along with a self-addressed stamped envelope. It usually takes no more than two days for the transcript to be processed and mailed to the respective institution. The first five transcripts will be provided free of charge to seniors. A fee of \$1.00 will be charged for each transcript request after the fifth one is issued. The cost for each transcript request increases to \$3.00 upon graduation.

### **Registrar's Office**

The SCEC registrar maintains all student records. These records include, but are not limited to, cumulative folder, transfer information, transcripts, student verification form and recordings of community services hours. The registrar's office located in the Main Office Building.

### **Senior Portfolio** (optional)

Seniors are encouraged to complete a portfolio. The portfolio will serve as preparation for any post-secondary outcome. See your

guidance counselor for the checklist for graduation as early as your sophomore year. The following items must be included in the portfolio:

- ACT Scores
- SASVAB scores
- SAT Scores
- College Acceptance letters
- Reports Cards/Transcript
- Financial Aid Awards Copy
- Letter of Recommendations (3)
- College Applications Copies
- Community Service Hours
- Immunization Record
- Autobiography
- Resume

### **Honors Graduates**

- All honor graduates will be determined at the end of the spring semester of the senior year.
- All honor graduates must attend four calendar years of high school.
- The valedictorian will be recognized based on having the highest cumulative GPA as it appears on the high school transcript, calculated using the Virgin Island Board of Education uniform grading policy and computed by the district student data system PowerSchool.
- The salutatorian will be recognized based on having the second highest cumulative GPA as it appears on the high school transcript, calculated using the Virgin Islands public high school system, with the last two years being consecutive and in the same school.
- Valedictorians and salutatorians must have attended and completed three years in the Virgin Islands public high school system, with the last two years being consecutive and in the same school.

- Eligible students must have successfully completed at least two (2) Advanced Placement courses or at least (4) Honors courses during high school.
- In the event of a tie, where more than one student has the same GPA, co-valedictorians and or co-salutatorians will be named.
- Based on all of the above, the student with the highest grade point average will be awarded the valedictorian honor. The student with the second highest grade point average will be awarded the salutatorian honor.
- Only valedictorians and salutatorian will make graduation speeches. Other parts of the ceremony will be determined by the Principal.
- In addition to the valedictorian and salutatorian, honor graduates will be recognized at graduation. Honor graduates must have a 3.00 or higher cumulative GPA as it appears on the high school transcript as calculated using the state uniform grading policy of the Virgin Islands Board of Education.

### **Scholarships and Financial Aids**

Scholarships are awarded to students through an application and selection process. The awarded money never has to be paid back. Financial aid is a different matter. Some of the money is free for students to use to pay for college, while student loans, which are frequently lumped in with the financial aid package that colleges distribute, must be paid back after graduation. Students are encouraged to apply for as many scholarships as possible and complete the FAFSA by or before the deadline. See your counselor for additional information.

### **Immunization**

All seniors must present proof of immunization to the school nurse to receive clearance for graduation based on the VIBOE policy.

## **Community Service Hours**

All seniors are required to complete 100 hours of community service hours by the end of their four years in high school. Students are encouraged to start accumulating community service hours beginning in the ninth grade.

## **Library Services**

Library services provide students and staff with access to extensive information for research, literature, and technology resources. Our staff, which consists of one full-time Librarian, is committed to ensuring quality information services and instruction. Through this instruction, students become confident and competent learners and researchers, enabling them to select and manage the information available.

The library is open for students to do homework, work on research, and read for enjoyment. A library is a place of quiet study, therefore; students must observe the following:

1. Be properly attired in school uniform and wearing school ID.
2. Refrain from eating food, drinking beverages, and chewing gum.
3. Enter by signing in and by showing ID.
4. Start immediately on assignments or reading.
5. Treat the materials with care so that others may be able to use them.
6. Seek the librarians' help in locating materials and other resources.

# **STUDENT LIFE AND ACTIVITIES**

## **Student Government / Student Council**

The student council serves as an organization that provides each SCEC student a voice in the school's decision making process. Students communicate their interests and opinions directly to their grade level class officer and to the officers of the Student Council.

## **Class Officers**

Upon entering SCECHS, students will be collectively referred to as being members of the Class of \_\_, according to the last 2 digits of their graduation year. The freshman year is usually the one where we ask the students to focus on their academics and to keep the extra-curricular activities to a minimum, at least until they become familiar with the rigorous schedule of a high school student.

Eventually, students will be asked to select the representatives which will represent the interests of their class as a whole. Usually by the end of October in their sophomore (10th grade) year, elections for class officers are held. The positions students vie for are Class: President, Vice-President, Secretary, Treasurer, Parliamentarian and Historian. These are positions of great responsibility, as these representatives usually enjoy a close working relationship with the school administration and their counselor to coordinate whatever activities the class will host or participate in throughout their stay at the Complex. All bona-fide sophomores will be allowed to vote in the election (students who have been verified to have a minimum of six credits).

To qualify as a candidate for any of these positions, a student must have earned a GPA of no less than 83%, passed at least seven of the eight classes they attempted in their freshman year, and have no disciplinary incidents on record (suspensions). Further information can be obtained from your counselor.

## ***Academic Achievement Organizations (see pg. 38 SCEC)***

National Art Honor Society

National English Honor Society

National Mathematics Honor Society

National Science Honor Society

National Honor Society



## Clubs

Book Club  
Close-Up  
Drama Club  
Interact Club  
Poetry Club  
Travel Club  
Ladies of Distinction  
Men of Vision and Purpose(MVP)  
Moot Court Club

## Sports

It is a privilege and an honor to represent the St. Croix Educational High School. Membership on any team or organization appearing in public carries with it responsibility of building and maintaining a good image for SCEC. The following eligibility rules must be followed by students and coach.

1. The member shall be a student at SCEC
2. The member shall have at least 75% or a 2.3 GPA in the marking period in which he/she tries out for the team.
3. Participants who compete in Interscholastic Sports must have a 75% average or a 2.3 GPA. The department chairperson will submit each team roster to the school registrar for the purpose of determining grade average eligibility.
4. Participants must be covered by adequate and appropriate insurance, in case of injury (See Athletic Insurance page 19).
5. Student must have a complete physical examination by a family physician before taking part in any athletic events.
6. 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 competitions. All eligibility requirements will be forwarded by the department chair to the principal/designee for final approval.

7. Student shall be put on probation for the remainder of the season if suspended. If probation is violated, the student will sit out the remainder of the season.

### **Fine Arts**

The Fine Arts Department promotes the visual and musical arts by fostering creative and critical thinking, artistic expression, effective communication, cultural awareness, and community engagement. Additionally, students are empowered by instilling a sense of culture, pride, and lifelong learning. Students must successfully complete elective credits to meet graduation requirements as prescribed by the Board of Education. (See courses page 50)

### **Athletics**

Each year students have an opportunity to participate in a number of athletic teams and events. Sports are organized at the varsity and junior varsity levels. The following sports are offered at SCECHS. Tryouts are held each season.

Cheerleading	Tennis
Basketball	Soccer
Softball	Baseball
Volleyball	Football
Cross country	Track and field
Bowling	Golf
Lacrosse	Swimming

**NCAA Eligibility Reference Guide** (See page 62)

## **HEALTH AND SAFETY**

### **Emergency Drills**

#### **Student Responsibilities**

A special location card is posted in every room. Follow the teacher's instructions for the safe and orderly evacuation of the

building. The fire alarms are for emergency use only. Anyone who violates the appropriate use will be subject disciplinary action.

During the evacuation, you and your peers are to follow the correct exit route and keep the conversations to a minimum. Pay careful attention to directions from teachers, staff, or emergency personnel. **NOTE: Cell phone use is prohibited by all persons during fire drill, bomb threats, etc., as they may detonate explosive devices.**

### **General Procedures**

1. Everyone must evacuate the building immediately upon the sounding of the alarm or the announcement that there is an emergency/drill in progress.  
The only personnel allowed in the building are administrators and school monitors to verify that the building has been completely evacuated. Any student found in the building after the signal to vacate the premises has sounded will be subjected to a disciplinary hearing and will be suspended.
2. A constant alarm tone broadcasted over the intercom is the signal for the fire drill, bomb threat or any emergency requiring evacuation from the building.
3. An “all-clear” verification must be obtained before anyone will be allowed to return to the building. Check with the monitor and /or administrator assigned to the area for further verification.

Only emergency vehicles will be permitted to enter/exit the school grounds during a drill or an actual emergency. Students are not allowed to leave campus during such events.

### **Crisis Code**



**Code Red is a fire or smoke related emergency**



**Code Orange is instruction to Evacuate**



**Code Purple is a Bomb threat or Suspicious Package**



**Code Blue is a Medical Emergency**



**Code Yellow is an Internal Physical Plant Emergency**



**Code Black is a Personal Physical Threat**



**Code Brown is an External Emergency**

**Emergency School Closing**

Radio announcements will be broadcasted. Listen to any local station for specific information.

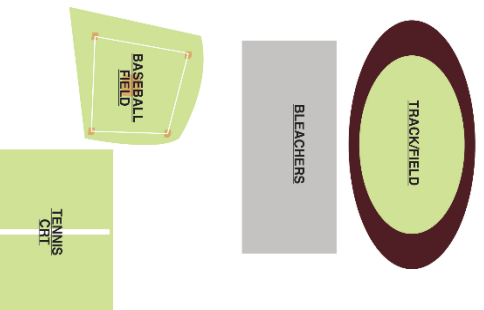
## Frederiksted Health Clinic

It's a community health clinic which services the community and is open to the student population. A fee is associated with most medical services rendered. A release form must be signed by parent/guardian in order to receive services.

## Dispensing Medication

Students and/or parents may register medication schedules and/or needs with the nurse. The student will report to the nurse where the medication will be dispensed. **NOTE: Medication can only be dispensed through the school nurse.**

# St. Croix Educational Complex Highschool EST 1995



DESIGNED BY: Mr. S. Smith



## APPENDICES

# NCAA ELIGIBILITY CENTER QUICK REFERENCE GUIDE



## Divisions I and II Initial-Eligibility Requirements

### Core Courses

- **NCAA Divisions I and II require 16 core courses.** See the charts below.
- **Beginning August 1, 2016, NCAA Division I will require 10 core courses** to be completed **prior to the seventh semester** (seven of the 10 must be a combination of English, math or natural or physical science that meet the distribution requirements below). These 10 courses become "locked in" at the start of the seventh semester and cannot be retaken for grade improvement.
  - *Beginning August 1, 2016, it will be possible for a Division I college-bound student-athlete to still receive athletics aid and the ability to practice with the team if he or she fails to meet the 10 course requirement, but would not be able to compete.*

### Test Scores

- **Division I** uses a sliding scale to match test scores and core grade-point averages (GPA). The sliding scale for those requirements is shown on Page No. 2 of this sheet.
- **Division II** requires a minimum SAT score of 820 or an ACT sum score of 68.
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a **sum** of the following four sections: English, mathematics, reading and science.
- **When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency.**  
**Test scores that appear on transcripts will not be used.**



**Sliding Scale A**  
*Use for Division I prior to August 1, 2016*

**NCAA DIVISION I SLIDING SCALE**

<b>Core GPA</b>	<b>SAT</b> Verbal and Math ONLY	<b>ACT Sum</b>
3.550 & above	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	59
2.700	730	60
2.675	740-750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840-850	70
2.425	860	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	80
2.125	960	81
2.100	970	82
2.075	980	83
2.050	990	84
2.025	1000	85
2.000	1010	86

**Sliding Scale B**  
**Use for Division I beginning August 1, 2016**  
**NCAA DIVISION I SLIDING SCALE**

<b>Core GPA</b>	<b>SAT</b> <b>Verbal and Math ONLY</b>	<b>ACT Sum</b>
3.550	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	60
2.700	740	61
2.675	750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840	70
2.425	850	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.299	910	76
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	81
2.125	970	82
2.100	980	83
2.075	990	84
2.050	1000	85
2.025	1010	86
2.000	1020	86

## Grade-Point Average

- **Be sure** to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)). Only courses that appear on your school's List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- **Division I** students enrolling full time **before August 1, 2016**, should use Sliding Scale A to determine eligibility to receive athletics aid, practice and competition during the first year.
- **Division I** GPA required to receive athletics aid and practice on or after August 1, 2016, is 2.000-2.299 (corresponding test-score requirements are listed on Sliding Scale B on Page No. 2 of this sheet).
- **Division I** GPA required to be eligible for competition on or after August 1, 2016, is 2.300 (corresponding test-score requirements are listed on Sliding Scale B on Page No. 2 of this sheet).
- **The Division II** core GPA requirement is a minimum of 2.000.
- Remember, the NCAA GPA is calculated using NCAA core courses only.

### **DIVISION I** **16 Core Courses**

- 4 years of English.
- 3 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

### **DIVISION II** **16 Core Courses**

- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 3 years of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

## Goal Setting

**“A goal is something you want to achieve”**

Goal setting means identifying what you want, making a plan to achieve it, and setting a time limit for each of the steps.

**1. Identify your goal.**

Make your goal a realistic-one. You have an excellent chance of achieving it, although it may be hard.

**2. Set a deadline.**

Choose a reasonable timeline for achieving your goal. Differentiate between long term and short term goals.

**3. Make it manageable.**

Divide your goal into a series of steps that you need to complete. Give each step a timeline and completion date. All the steps should be completed by the deadline you established for your goal.

**4. Stay on track.**

When you successfully complete each step within its timeline you know you are on track to achieve your goal.

**5. Reward yourself.**

Congratulate yourself on achieving your goal. Give yourself some time to enjoy what you have achieved

## Study Skills

**Successful study skills can become a habit when you follow these guidelines:**

In the classroom, you should:

1. Concentrate on your teacher's presentation.
2. Listen for main ideas and key words. Note those that deal with the 5 W's and an H: Who? What? Where? When? How?
3. Take Brief, accurate, and structured notes.
4. Listen more than you write.
5. Keep a positive attitude to learning.

To reinforce your comprehension of the material:

1. Identify the learning style that works best for you. Do you learn better by reading, by listening, or by doing? Adapt the way you work to your learning style.
2. Review what you learn in class every day.
3. Transcribe your notes and add information that you did not have time to take down in class. Organize your notes in different ways: by headings, point-form outlines, and mapping. Number and date your pages.
4. Use a dictionary to define words or concepts that are not clear to you. Apply your knowledge to new situations.

To improve your concentration:

1. Maintain a healthy diet and get enough rest.
2. Avoid interruptions and distractions.
3. Have a fixed place to do your homework that is well lit and uncluttered.
4. Plan your homework and studying so that you will know exactly what to do.

## Test Taking Skills

Take some of the stress out of preparing for and taking exams by using the following guidelines:

### PREPARATION:

1. Find out from your teacher what type of test you will be writing (T/F/, multiple choice, essay) as well as the material you are supposed to know.
2. Use your agenda to set up a study schedule. Make sure it includes a review of all the material you need to know.
3. Vary your study methods to match your learning style. For example, you could read, write out brief notes or form a study group.
4. Make up questions you think may be on the test and try to answer them.
5. Get enough rest, wear comfortable clothes and eat a good breakfast.
6. Bring all the materials you will need: calculator, pens, pencils, etc.

### WRITING THE EXAM:

1. Verify that you have all the pages of the test. Put your name on all the material you will be turning in.
2. Read the instructions carefully.
3. Look over the entire exam. Estimate the time you have to answer each question.
4. Read the questions several times and be sure you understand them. Look for key words such as discuss, compare, list, etc.
5. Answer the easiest questions first. This will boost your confidence.
6. Proofread and check your answers.
7. Verify that you have answered all the required questions and that your name is on all the materials to be handed in.

Tip: Studying more often for shorter periods is more effective than one long cramming session.

## Student Leadership

**“Teamwork can be summed up in five short words. . . We believe in each other.” - Anonymous**

Leadership is the **ability to motivate yourself** and others to accomplish a common goal through a **united effort**. Although there can only be one President, Prime Minister, or team captain, there are many others who lead by example. You are all the **leaders of your own lives**. Leadership develops through your **involvement** with family, school, and community.

### Leadership Qualities

A good student leader always:

- |  |                      |
|--|----------------------|
| ▪ stays on top of his/her schoolwork.              | Is responsible       |
| ▪ has a positive attitude                          | Conveys optimism     |
| ▪ turns obstacles into challenges.                 | Thinks strategically |
| ▪ simplifies even the most complicated tasks.      | Is clear             |
| ▪ sets personal and task priorities                | Is organized         |
| ▪ encourages people to participate                 | Motivates            |
| ▪ takes a project through to its conclusion        | Is diligent          |
| ▪ relies on the support of others.                 | Delegates            |
| ▪ acknowledges the accomplishments of team members | Encourages           |
| ▪ earns the support of the team                    | Is trustworthy       |

**LEADERSHIP = PARTICIPATION + RESPONSIBILITY + STRATEGY**

## Leadership Development

### **Who is the most respected leader in your community?**

List three of that person's achievements. Which character traits contributed to them?

### **Why were the heads of committees for major school events chosen for those jobs?**

What character traits did they need to perform their duties well? List ways in which you could develop those traits in your daily life.

### **What is the most rewarding activity in which you have taken part?**

Why was it rewarding? Did you work with others? What was their role? List the character traits that were important for your success in this activity.

### **Develop your leadership abilities.**

Participate in activities that promote these positive traits and qualities.

### **Remember:**

Leadership starts with involvement! Involve yourself with your family, your school, and your community!



**Six Writing Traits Essay Rubric**

	<b>6 Exemplary</b>	<b>5 Strong</b>	<b>4 Proficient</b>	<b>3 Developing</b>	<b>2 Emerging</b>	<b>1 Beginning</b>
<b>Ideas &amp; Content (I)</b> <i>Thesis main theme supporting details</i>	Exceptionally clear, focused, engaging with relevant, strong supporting detail	Clear, focused, interesting ideas with appropriate detail	Evident main idea with some support which may be general or limited	Main idea may be cloudy because supporting detail is too general or even off-topic	Purpose and main idea may be unclear and cluttered by irrelevant detail	Lacks central idea; development is minimal or non-existent
<b>Organization(O)</b> <i>structure introduction conclusion</i>	Effectively organized in logical and creative manner Creative and engaging intro and conclusion	Strong order and structure Inviting intro and satisfying closure	Organization is appropriate, but conventional Attempt at introduction and conclusion	Attempts at organization; may be a "list" of events Beginning and ending not developed	Lack of structure; disorganized and hard to follow Missing or weak intro and conclusion	Lack of coherence; confusing No identifiable introduction or conclusion
<b>Voice (V)</b> <i>personality sense of audience</i>	Expressive, engaging, sincere Strong sense of audience Shows emotion: humor, honesty, suspense or life	Appropriate to audience and purpose Writer behind the words comes through	Evident commitment to topic Inconsistent or dull personality	Voice may be inappropriate or non-existent Writing may seem mechanical	Writing tends to be flat or stiff Little or no hint of writer behind words	Writing is lifeless No hint of the writer
<b>Word Choice(WC)</b> <i>precision effectiveness imagery</i>	Precise, carefully chosen Strong, fresh, vivid images	Descriptive, broad range of words Word choice energizes writing	Language is functional and appropriate Descriptions may be overdone at times	Words may be correct but mundane No attempt at deliberate choice	Monotonous, often repetitious, sometimes inappropriate	Limited range of words Some vocabulary misused
<b>Sentence Fluency (SF)</b> <i>rhythm, flow variety</i>	High degree of craftsmanship Effective variation in sentence patterns	Easy flow and rhythm Good variety in length and structure	Generally in control Lack variety in length and structure	Some awkward constructions Many similar patterns and beginnings	Often choppy Monotonous sentence patterns Frequent run-on sentences	Difficult to follow or read aloud Disjointed, confusing, rambling
<b>Conventions (C)</b> <i>age appropriate, spelling, caps, punctuation, grammar</i>	Exceptionally strong control of standard conventions of writing	Strong control of conventions; errors are few and minor	Control of most writing conventions; occasional errors with high risks	Limited control of conventions; frequent errors do not interfere with understanding	Frequent significant errors may impede readability	Numerous errors distract the reader and make the text difficult to read

**THE STAR SPANGLED BANNER**

Written by Francis Scott Key

Oh, say can you see, by the dawn's early light

What so proudly we hail at the twilight's last gleaming

Whose broad stripes and bright stars, through the perilous fight  
O'er the ramparts we watched were so gallantly streaming

And the rocket's red glare, the bombs bursting in air  
Gave proof through the night that our flag was still there

Oh say does that Star-Spangled banner yet wave  
O'er the land of the free and the home of the brave.

**THE VIRGIN ISLANDS MARCH**

Composed by Sam Williams

Music by Alton Augustus Adam, Sr.

All hail the Virgin Islands

Em'ralds of the sea

Where beaches bright with coral sand

And trade winds bless our native land.

All hail the Virgin Islands, bathed in waters blue

We give our loyalty full to thee

And pledge allegiance forever true.

God bless our Virgin Islands

Humbly now we pray,

Where all mankind can join today

In friendly warmth of work and play.

God bless our Virgin Islands, beautiful and tall

Beneath a sunny sky, Hilltops high,

Hold out a welcome for one and all

## **LIFT EVERY VOICE AND SING**

Written by James Weldon Johnson

Music by John Rosamond Johnson

Lift every voice and sing  
Till earth and heaven ring  
Ring with the harmonies of liberty;  
Let our rejoicing rise  
High as the list'ning skies  
Let it resound - loud as the rolling sea  
Sing a song full of the faith that the dark past has taught us  
Sing a song full of the hope that the present has brought us,  
Facing the rising sun of a new day begun  
Let us rejoice till victory is won.

Stony the road we trod  
Bitter the chastening rod  
Felt in the days when hope unborn had died  
Yet with a steady beat have not our weary feet  
Come to the place for which our fathers sighed  
We have come over a way that the tears have been watered  
We have come, treading our path thro' the blood of the slaughtered  
Out of the gloomy past, till now we stand at last,  
Where the white gleam of our bright star is cast.

God of our weary years  
God of our silent tears  
Thou who has brought us thus far on the way  
Thou who has by thy might, led us into the light  
Keep us forever in the path, we pray  
Lest our feet stray from the places our God, where we meet thee  
Lest our hearts drunk with the wine of the world we forget thee  
Shadowed beneath thy hand, may we forever stand;  
True to our God, true to our native land

# SCHOOL ALMA MATER

## Legacy

### “Complex”

By Tian Davis and Nicole F. Thomas

Our mother and our father;  
You Stand here tall.  
Guiding us, nurturing us one and all  
There's a secret in this building  
That fills our heart each day  
And though we know not everything;  
We'll learn somehow each day

Complex; Complex, your beauty you have shown me  
Complex; Complex, your beauty will shine through me  
Home away from home,  
Comforting and warm,  
SCEC, Complex our home

Our presence, reflects your might  
And the knowledge you bring,  
Keeps us all in sight.  
Our hearts are like baskets filled with hope,  
Cause the love you give will never leave our souls.

Complex; Complex, your beauty you have shown me.  
Complex; Complex, your beauty will shine through me.  
Home away from home,  
Comforting and warm,  
SCEC, Complex our home.

## **Note to Parents/ Legal Guardians**

Your continued cooperation is necessary if the best interests of the students are to be served. Take some time to review the contents of this handbook with your child/children. You are encouraged to consult with the teachers or administration at any time where the interest of your child is concerned. Do not hesitate to call the school for an appointment or walk in if necessary. You are always welcome.

## **Student Pledge**

We, the students of the St. Croix Educational Complex, proudly pledge to uphold the rules and regulations of our school, to respect each other and to establish an environment that is academically stable.

We pledge to oppose negativity within our school and carry ourselves in a confident and honorable manner.

We will develop successful roles in our school's community so that we can achieve our goals to build a better future.