



STUDENT HANDBOOK 2024 – 2025



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Introduction

Welcome to Rams Nation

This document is intended to help students, parents and staff to understand the way our school functions by providing valuable information. It is designed to help you learn school policies, procedures, and the services that are available to our students.

This version of the Handbook was updated 9th August 2023. Please check online for the latest version, as it may be updated periodically throughout the year. Printed copies will not be issued by the school, and in the interests of environmental sustainability, please think twice before you click "Print" at home.

Our Vision

COMMITTED TO EXCELLENCE

This institution shares a vision of quality education that will equip students morally, spiritually, socially, and academically to assume their role as productive citizens.

Our Mission

The Elmore Stoutt High School values all students and believes that everyone has an equal entitlement to an appropriate high-quality education which enables them to achieve success. To make this happen, the school promotes:

- A. Life – long learning as an active, challenging, and enjoyable experience
- B. A curriculum offering all students a broad and appropriate education with opportunity for success.
- C. Effective teaching
- D. A safe, caring, disciplined, attractive and stimulating environment.
- E. Positive partnership between home and school and between the school and community

Our Values

- | | |
|--------------------------|---------------|
| Respect | Discipline |
| Integrity & Honesty | Excellence |
| Service & Responsibility | Collaboration |
| Caring & Compassion | |



SCHOOL COLOURS
NAVY BLUE – LIGHT BLUE – GOLD

SCHOOL MOTTO
“Vigilate” – Be Vigilant



Our Pledge

I am a proud member of the Elmore Stoutt High School and with God's help I will be diligent in my studies and mindful of my behaviour. I pledge to uphold the rules and standards of the school, which are designed to promote positive and productive growth in myself, the community, and the world at large, of which I am a part.

School Song

I would be true, for there are those who trust me;

I would be pure, for there are those who care

I would be strong, for there is much to suffer;

I would be brave, for there is much to dare.

I would be true, of all the foe, the friendless;

I would be giving, and forget the gift;

I would be humble, for I know my weakness;

I would look up, and laugh, and love and lift.

**Over the few years we were taught to do right,
to leave all the wrong things way out of sight.**

With teachers we can depend on and a principal so strong,

I know my Elmore Stoutt High School will keep moving on.

**And I promise that, YOU know that there are,
are those who trust me, I know that there are, are those who care.**

I would be strong, for there is much to suffer;

I would be brave, for there is much to dare.

For there is much to dare, for there is so much to dare,

for there is much to dare, for there is so much to dare

FOR THERE IS MUCH TO DARE (fade away)

Song written by: Howard Arnold Walter (1906)

Rearranged by: Surbhi Hodge and Andre Braithwaite (1994)

Recorded: (2003)

Territorial Pledge

“I pledge to my country, the Territory of the Virgin Islands,
to encourage national pride and dignity, render patriotic service,
promote justice for all, be true to God and remain dedicated to these Virgin Islands.”

Territorial Song

Out of the huts of history’s pain, our ancestors bled and died!
But with strength and will power we overcame, to restore Virgin Islands pride!
To preserve our beauty, we devised a plan to retain ownership of your precious lands!
Educating our people is the golden key, to maintain the success of this Territory!

Chorus

Oh how radiant are your daughters. And how wealthy are your sons.

Your beaches boast your beauty. And your success is second to none.

Green and brilliant are your hillsides.

They replenish our hopes and pride.

Oh Beautiful Virgin Islands! Your qualities can never be denied.

We shall protect your bountiful shores and uphold your dignity.

We shall fight to preserve your culture, your splendour and integrity.

And we shall never fail to understand how blessed we are to possess this land.

So, we shall unite standing proud and tall; let none divide us, lest we fall.

Chorus

Oh how radiant are your daughters! And how wealthy are your sons!

Your beaches boast your beauty! And your success is second to none!

Green and brilliant are your hillsides! They replenish our hopes and pride!

Oh Beautiful Virgin Islands! Your qualities can never be denied!

May God richly bless this country! May we ask three things of thee

Courage for our great leaders, that they may rule our destiny.

We ask for wisdom for our people, that we may live in harmony.

And understanding for children, so they may cherish this legacy.

Oh Beautiful Virgin Islands! Your qualities can never be denied.

Written by: Ayana S. Hull and Kareem Nelson Hull

PRINCIPAL'S MESSAGE



Welcome students, staff, and faculty to the 2024-2025 academic school year! At Elmore Stoutt High School, we are dedicated to empowering students to develop intellectually, physically, socially, and emotionally. It is a privilege to serve Elmore Stoutt High School and the wider community as the Principal of this great institution. I consider it an honour to lead a school with such a longstanding history in academics and social development.

We are fortunate to have a talented and dedicated faculty and staff, a tremendous student body, and a supportive network of parents and community members. Together, we will help ESHS grow to new heights. The faculty, staff, and administration at Elmore Stoutt High School are committed to providing high-quality education along with relevant extracurricular opportunities. Our goal is to meet the needs and interests of all the students here on campus and help them become their best selves. Our dedicated teachers will continue to provide all students with high-quality instruction tailored to meet the needs of our diverse learners. They will ensure that our students grow in confidence and develop the skills necessary for the changing century.

Using innovative techniques and engaging programs, we will instil in each student a desire for knowledge. These tools will help students meet the challenges of an ever-changing world and develop the skills to become successful citizens.

As your Principal, I challenge each and every student to take full advantage of all that is offered here at ESHS. Make your high school life successful, enjoyable, and most importantly, memorable. I truly believe that every student on this campus has the ability and the potential to accomplish great things. From the first day of school, I encourage each of you to develop, display, and hone your character traits and embrace your Rams Pride. This will lay the foundation for your future successes.

Please take some time to review our school's website (www.eshsramsmediagroup.com), which includes our Student Handbook and the revised Student Code of Conduct. These materials contain important information that will help guide you through the expectations we have for you as an ESHS student. They also provide resources for navigating campus policies and procedures successfully.

Remember, your teachers, counsellors, and administrators are here to assist you with any questions or concerns you may have. As you progress through your years at ESHS, I challenge each of you to set goals and

standards that exceed those of most high school students. Your time at ESHS is foundational to your future success, and we are confident in the positive impact each of our students will make in the world.

I look forward to the challenges of tomorrow and am excited about the future of Elmore Stouff High School. Together, we will continue to move forward and find new ways to achieve academic greatness, further instill and inspire Rams Pride and traditions, and create lasting high school memories. As we begin the school year, we expect that each of you will be instrumental in helping ESHS continue its tradition of academic excellence and social development.

Our school will be stronger with the support of its community. We believe that true partnerships with the community are essential to shaping our students' learning. We welcome parents and the wider community to join us in making this school year unforgettable. With your support, we can build on our past successes and take Elmore Stouff High School to the next level. I value your input and invite you to take advantage of opportunities to support our students' learning and experiences.

I look forward to meeting and working with you this academic year.
Welcome back and always remember... We are all a part of the same nation, RAMS NATION!

The information in this handbook is the benchmark to develop the ethos of our institution.



Mrs. Vanessa Garraway
Principal

"TOGETHER, LET'S MAKE IT HAPPEN"

History of Elmore Stoutt High School

The B.V.I High School, now renamed the Elmore Stoutt High School, was officially opened on Friday, September 27, 1968, by Mr. William Bell, Head of the British Development Division in Barbados. At the ceremony Mrs. Margaret L. Bell unveiled a plaque set in a wall at the Administrative Block, in the presence of his Honour, the Administrator and Mrs. J. S. Thompson, the Chief Minister along with his wife, Hon. and Mrs. H. Lavity Stoutt, members of the Executive and Legislative Councils, Government Officials, guests from Puerto Rico and the U. S. Virgin Islands, parents, friends, staff and pupils of the school.

This school is amalgamation of the Virgin Islands Secondary School established on May 3, 1943 and the Post Primary Department of the primary schools in the territory. The enrollment reached 783 during the first term. In accordance with Regulation seven of the Education Regulations, a High School committee was set up with effect from February 1969, for a term of two years, to carry out the following functions:

- A. To advise the Principal on any matters connected with the management, discipline and general interest of the school.
- B. To perform all such duties and exercise such powers which were vested in them by the Education Regulations.

For the first two years there was a common core of subjects according to the ability of students. The 3rd, 4th and 5th year students were arranged according to three main courses: Academic, Commercial and Technical. The subjects that were taught included Bible Knowledge, English Language, English Literature, History, Geography, Latin, Spanish, Mathematics (including New Math), Physics, Chemistry, Biology, Woodwork, Metal Work, Home Economics (including Catering), Typewriting, Shorthand, Elements of Commerce, Auto Mechanics, Electricity and Electronics. Some students worked towards GCE "A" and "O" levels, others prepared for RSA and LCC examinations, while others prepared for a local examination certificate which was taken after completing their course of study.

The staff comprised Mr. P. Carlisle Scott as Principal, 36 Academic Staff Members, one (I) Office Manager and a Secretary. From its earliest beginnings, the school had as its main goal to educate the territory's children at the secondary level. This was done reaching students from Anegada to Jost Van Dyke until the formation of secondary schools in the outer islands, after which time the students mainly came from Tortola. In 2007, the institution was renamed in honour of Mr. Elmore Stoutt whose length of service to the institution merited the honour that was bestowed on him. Mr. Stoutt became Principal of the BVI High School from 1987 and remained in the post until his retirement from the Public Service in 2005.

The Ministry of Education & Culture in September 2018 adopted the Value Education Programme.

Why teach Values Education in schools? Values build character, determine behaviour and forge identity and branding. Many of the problems that plague our schools and society are because of poor decision making. Values education should be incorporated into the curriculum to help students to:

- Develop an understanding of themselves and their relationship with others.
- Understand how to deal with conflict when they arise.
- Appreciate the differences that exist in society.
- Make good decisions
- Become better citizens

School Mascot: RAM



House Names and Colours



#1

O'NEAL



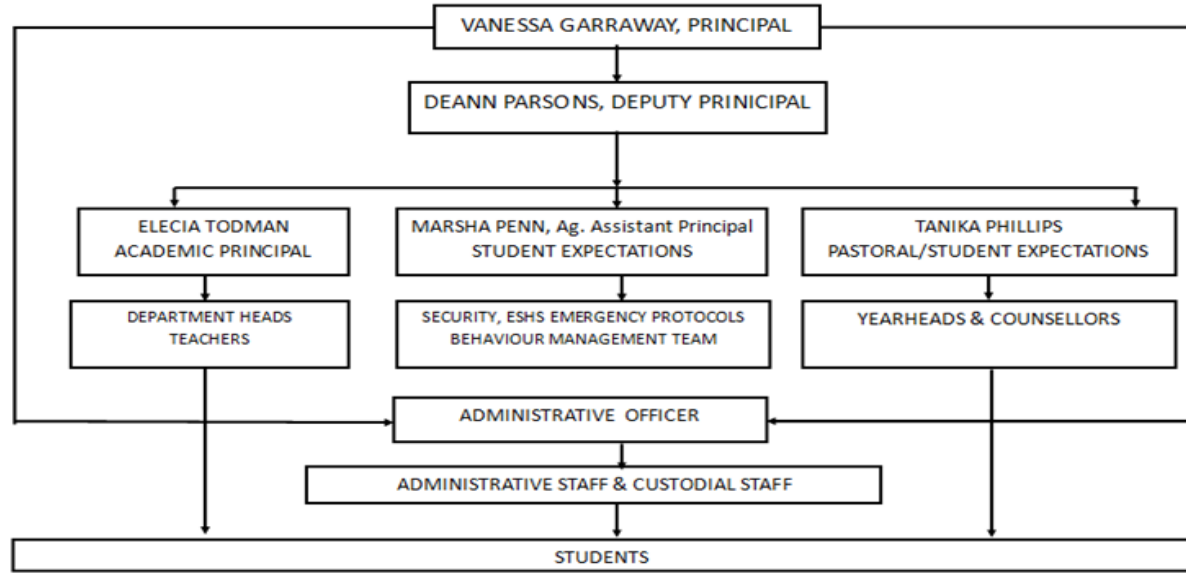
SONICS



CARLISLE



ESHS MANAGEMENT TEAM



CABINET/BEHAVIOUR MANAGEMENT TEAM

DEPARTMENT HEADS	YEAR HEADS	SCHOOL COUNSELLORS	BEHAVIOUR MANAGEMENT TEAM
Business: <i>Cerine Dasent</i>	7th Grade Zakaria Yunusah	7th Grade Jacob Edwards	Ms. Marsha Penn Ms. Tanika Phillips Jaidene Webbe K'wana Barnes Tiberchous Eristhee Monnette Smith Tiffany Brewely Orissa Lamontagne
English: <i>Hadessah Lake</i>	Johna Giffard		
Exceptional Education: <i>Shiniqua Maynard</i>	8th Grade Shanna Blaize	8th Grade Mr. Daryl	
Family & Consumer: <i>Michelle Davies</i>	Keith Frazer	Pierre - Louis	
Foreign Language: <i>Sheena Griffith</i>	9th Grade Cydreana Roberts- Nichol	9th Grade Chonda George	
Maths: <i>K-C-Ann Creque</i>	Jephet Gordon		
Music: <i>Miriam Waterman Steele</i>	10th Grade Lyn – Addis Lynch	10th Grade Kimra DeWindt	
Physical Education: <i>Jason Edwin</i>	Desmond Profit		
Science: <i>Kirsten Lettsome</i>	11th Grade Janeel Cannonier	11th Grade Amy Gordon	
Social Sciences: <i>Randolph Findlay</i>	Andre Roberts		
Technical: <i>Yessica George</i>	12th Grade Anna Sylvester	12th Grade Keriann Malone	
Visual Arts: <i>Kenya Jeffers</i>	Makeba Joseph		
Instructional Leaders: Dwayne Small Luceena Weekes Natalie Alexander			

The ESHS Cabinet Team

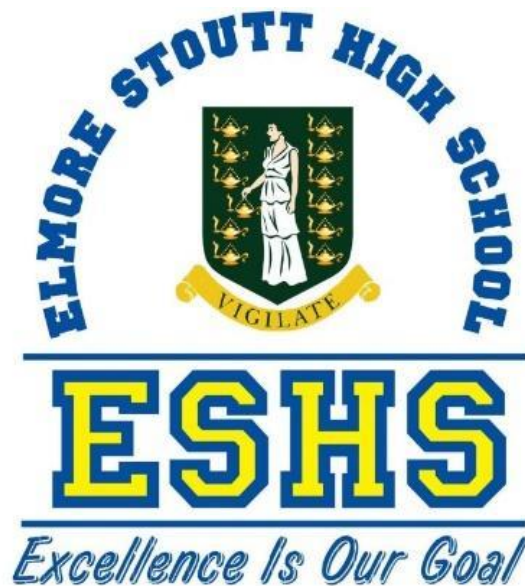
The ESHS cabinet team is made up of the principals', heads of departments, year heads, and school counsellors. They are responsible for executing the leadership duties of the school on various levels.

The ESHS Behaviour Management Team

The ESHS Behaviour Management Team is made up of teachers, security officers and the principal of student expectations. This team supports the administrative staff and cabinet with the smooth running of the institution specifically in the areas of supervision and discipline. The team was mobilised to help to maintain order and ensure smooth transitions during student movement around the campus and monitor all actions taking place during class and lunch periods making referrals for discipline where necessary.

The ESHS Emergency Protocol Team

The ESHS Emergency Protocol Team is made up of teachers, security officers and principals. This team works closely with DDM, Fire and Rescue and the BVI Red Cross to ensure that ESHS meets national standards of emergency protocol. Therefore, the team makes sure that the school buildings are equipped with the necessary signage, and equipment for any event of emergency. They also plan and facilitate professional development for teachers and schedule emergency drills for the school.





ELMORE STOUTT HIGH SCHOOL

Box 283, Road Town, Tortola, British Virgin Islands VG 1110

www.eshsramsmediagroup.com

(284) 468 - 6764 · (284) 468 – 6759 · (284) 468 - 6756

eshs@vischools.edu.vg

ESHS DIRECTORY

Name/Title	Office Extension	Cell Phone
Mrs. Vanessa Garraway Principal	6720	468 - 9218
Ms. Deann Parsons Deputy Principal	6727	499-0977
Mrs. Elecia Todman Academic Principal	6739	443 - 1519
Ms. Tanika Phillips Pastoral Principal Student Expectations	6704	441 - 1433
Ms. Marsha Penn Ag. Assistant Principal Office of Student Expectations	6724	541 - 3338
Office Staff	Office Extension	Cell
Ms. CarolAnn Simmonds	6716	
Ms. Tianna Barnes	6717	
Ms. Kimberly Malone	6717	
Ms. Rhoshelle McQueen	6764	
Ms. Eileen Hodge	6759	
Ms. Dian Benjamin	6756	
Counsellors	Office Extension	Cell
Mr. Darrel Pierre - Louis	6702	
Ms. Kimra DeWindt	6731	
Mr. Jacob Edwards	6750	
Ms. Amy Gordon	6722	
Ms. Chonda George	6758	
Ms. Keriann Malone	6728	

**ELMORE STOUTT
HIGH SCHOOL
POLICIES
AND
PROCEDURES**

A. Bell Schedule

SCHOOL WEEK

The school week runs for 5 days. Assemblies are as follows:

Mondays (every other week)	General Assembly	8: 45 – 9:00
Tuesday & Thursday	Homeroom Assembly	8: 30 – 8: 45
Wednesday (every other week)	Grade level Assembly	8: 45 – 9:00
Fridays	House Assembly	8: 45 – 9:00

SCHOOL DAY

Each school day must begin with devotions as stipulated in the Education Act (2004), it is a requirement of the education ordinance of the British Virgin Islands and it must be in keeping with Christianity. Attendance is taken in every class throughout the school day.

The graphic features the school's logo at the top center, which includes a crest with a book and a torch, surrounded by the text 'ELMORE STOUTT HIGH SCHOOL' and 'ESHS Excellence Is Our Goal'. Below the logo, the title 'ESHS BELL SCHEDULE 2024-2025' is written in a bold, black, serif font. The background of the graphic is a light blue and yellow gradient with a faint image of a school building. A table with a black border is centered on the graphic, listing the school's daily schedule.

Homeroom	8:30 am – 8:45 am
Period 1	8:50 am - 9:50 am
Period 2	9:55 am – 10:55 am
Break	10:55 am- 11:10 am
Period 3	11:15 am -12:15 pm
LUNCH	12:20 pm - 1:20 pm
Period 5	1:25 pm - 2:25 pm
Period 6	2:30 pm -3:30 pm

ESHS
Weekly Attendance Schedule
Interim Plan (Advent Term 2022-2023)

Students of Grade 7, 10-12 will attend face-to-face sessions every day, Monday through Friday. Students of Grades 8 and 9 will attend school in a hybrid fashion. On alternate weeks, students from Grade 8 and 9 will attend face-to-face sessions using the following pattern:

Week 1: Gr 8: Monday, Tuesday, Wednesday; Gr 9: Thursday, Friday
Week 2: Gr 9: Monday, Tuesday, Wednesday; Gr 8: Thursday, Friday etc.

Students and parents will be provided with a calendar to indicate the days on which they should attend face-to-face sessions. Students will attend a shift system with Junior grade levels attending in the AM session and senior students attending in the PM sessions. The bell schedule for each session is shown below:

Period	AM Sessions Grades 7,8,9	PM Sessions Grades 10,11,12
Homeroom/ Devotion	8:00 - 8:10 am	12:25 - 12:35 pm
1	8:15 - 8:55 am	12:40 - 1: 20 pm
2	9:00 - 9:40 am	1:25 - 2: 05 pm
Break	9:40 - 9:50 am	2:05 - 2:15 pm
3	9:55 – 10:35 am	2:20 – 3:00 pm
4	10:40 - 11:20 am	3: 05 - 3:45 pm
5	11:25 - 12:05 pm	3:50 - 4:30 pm

B. Academics

I. Subjects Offered

In Grades 7 to 9, the subjects offered are used to strengthen the foundation skills of the students. The core subjects offered are Mathematics, English Language, Science, and Social Science. Here are the subjects studied in each grade for juniors and the number of hours assigned weekly to each student.

Grade 7		Grade 8		Grade 9	
Subjects	No. of Hours	Subjects	No. of Hours	Subjects	No. of Hours
English Language	4	English Language	4	English Language	4
Mathematics	4	Mathematics	4	Mathematics	4
Integrated Science	4	Integrated Science	3	Integrated Science	4
Virgin Islands History & Civics	3	Virgin Islands History & Civics	3	Social Science Elective – choice of Caribbean History, Geography or Social Studies	3
Foreign Languages	3	Foreign Languages	3	Foreign Languages	3
Music, Theatre Arts, Visual Arts	2	Music, Theatre Visual Arts	2	Music, Theatre Visual Arts	2
Physical Education	2	Physical Education	2	Physical Education	1
S.T.E.A.M Innovations	3	Technical Innovations	4	Technical Innovations	4
Total hours	25	Total hours	25	Total hours	25

*** Each subject area is studied for one term.**

NB: Home Economics comprises Food and Nutrition & Clothing and Textiles.

Technical consists of Technical Drawing and Craft, Design and Technology (CDT).

- Please note that Grade 9 will be an introductory year to senior school, however the credit system begins in grades 10 – 12.

S.T.E.A.M Innovation Grade 7	Technical Innovations Grade 8	Technical Innovations Grade 9
<ul style="list-style-type: none"> • Digital Literacy • Research Skills • Logic and Reasoning • Chess • Engineering Exploration • Intro to Coding 	<ul style="list-style-type: none"> • Coding • Robotics • Auto/TD • Electronic Engineering/TG • Building & Furniture Design/TD 	<ul style="list-style-type: none"> • Coding • Technical Drawing • Electronic Engineering • Food Nutrition & Health • Fashion Design, • Robotics 1 (sphero)

II. Senior Subjects and Requirements

A credit system is attached to grades 10 to 12 and students can earn a total of 25 credits each year. Course offerings are credit based and vocation focused. To earn credits for a subject, a student must obtain a year average of at least 55%. The mandatory promotional subjects are English Language, Mathematics, Natural Science, Social Science and Industry. These account for 17 of the 25 yearly credits. Along with these, students can select 8 credits from the following subjects. The chart below outlines core or mandatory subjects and the additional subjects.

Subjects	No. of Hours weekly	No. of Credits Earned <i>after Successful Completion of Subject</i>
English Language	4	4
Mathematics	4	4
Natural Science <i>Choice of Integrated Science, Agricultural Science, Physics, Biology, Chemistry or Human and Social Biology</i>	3	3
Social Science <i>Choice of Caribbean History, Social Studies or Geography</i>	3	3
Industrial Skills * <i>Grade 10 – Tourism</i> <i>Grade 11 – Financial Services</i> <i>Grade 12 – Choice of Tourism or Financial Services</i>	1	1
Computer Skills <i>Choice of Information Technology or Electronic Document Preparation & Management (EDPM)</i>	2	2
Elective 1 <i>Choice of 2 subjects from Principles of Accounts, Principles of Business, Spanish, Sculpture, Electricity, Fiber & Decorative Crafts, Biology, Human & Social Biology, Physics, Social Studies, Painting & Mixed Medias, Physical Education, Technical Drawing, Theatre Arts, Music (Upper Bass, Voice, Bass, Lower Bass, Percussion, Woodwind, String Acoustic) or Textiles, Clothing & Textiles, English Literature, Food & Nutrition, Economics, French, Home Management, Drawing, Metal, Office Administration, Chemistry, Agricultural Science, Caribbean History, Geography, Integrated Science, or Woodwork (Building & Furniture Technology)</i>	4	4
	4	4

III. Grading Scales

Letter Grade	Percentage	Grade Point Average (GPA) Value
A+	96.00-100	4.0
A	91.00-95.99	3.7
A-	86.00-90.99	3.5
B+	81.00-85.99	3.3
B	76.00-80.99	3.0
B-	71.00-75.99	2.7
C+	66.00-70.99	2.3
C	55.00-65.99	2.0
D+	45.00-54.99	1.5
D	40.00-44.99	1.0
E	35.00-39.99	0.5
F	0-34.99	0.0

The letter grade for a pass in any subject is a C.

The GPA for the term is determined from the average of your final raw percentage scores in each subject. The GPA for the year is the average of your GPA for each term.

IV. PowerSchool

PowerSchool is internet – based software that allows parents and students to monitor their progress throughout the school year. Information to establish an account is available at the school in the Administration’s Office. The website for PowerSchool is pschool.gov.vg/public. Once you have established an account, you can access your child’s progress.

V. Promotional Requirements

A pass in a subject offered termly or yearly is a final score of 55%. To calculate the year grade in a particular subject, an average of the final grade for each of the three terms is taken. For example:

Term 1	Term 2	Term 3	Year Average	Result
60 %	48 %	57 %	$\frac{60+48+57}{3} = 55 \%$	Pass
48 %	48 %	70 %	$\frac{48+48+70}{3} = 55 \%$	Pass
47 %	48 %	65 %	$\frac{47+48+65}{3} = 53 \%$	Fail

Junior School: Grade 7 and 8

The table below shows the minimum requirement for promotion from one grade to the other in grades 7 - 8.

Grade 7	Grade 8
<ul style="list-style-type: none"> ● English Language ● Mathematics ● Integrated Science ● VI History ● Two other subjects from Spanish, Music, Physical Education or Social Studies 	<ul style="list-style-type: none"> ● English Language ● Mathematics ● Integrated Science ● VI History or Geography ● Health & Family Life Education ● Two other subjects from Spanish, Music, Art, Physical Education, and one Elective course

Senior School: Grade 9 – 12

Grade 9 will be introductory year to senior school, to be promoted to 10th grade they must pass the following:

- English Language
- Mathematics
- Integrated Science
- Social Science (Geography/History/Social Studies)
- Two other subjects from Spanish, Music, Physical Education or Elective Course

To be promoted from one grade to the other in senior school (Grades 10 – 12), a student must pass:

- English Language
- Mathematics
- Science
- Social Science
- Computer Skill
- Industry Skill (Tourism and Financial Services)
- At least one Elective

VI. Graduation Requirements: - To graduate, students will have to meet the following criteria.

1. A minimum of 60 credits acquired from Grades 10 to 12 in the following areas:

- Mathematics – 12 credits
- English Language – 12 credits
- Natural Science – 9 credits
- Social Science – 9 credits
- Industry Skills – 3 credits
- Vocation - 9 credits
- Other Subjects – 6 credits

The maximum number of credits that can be obtained is 75.

2. 80 hours of Community Service that is recorded and approved including a 500-word reflective essay.

3. A pass mark of 55% or higher on the Exit Examinations in Mathematics and English Language. These are administered twice in Grade 11 and twice in Grade 12.

VII. Credit Recovery

Credit recovery is a program that gives senior school students who have failed a course the opportunity to redo coursework and thereby earn academic credit to avoid failure. ***Students who fail a subject that is required for graduation during Grades 10-12 must retake and pass the subject before being awarded credits and a high school diploma. The highest grade a student can earn for a required subject is 55%, which is a “C” irrespective of the grade earned during the recovery period. Transfer students taking a course for the first time during the recovery period their grade is based on work submitted for the course.*** Credit Recovery is offered as an extra course during the school year and is completed after school or online. A student can recover up to 2 mandatory subjects for the school year. The number of hours required for Credit Recovery in a subject is dependent on the failing grade received and the number of credits the subject is worth. The table below shows the requirements.

No. of Credits Subject is Worth	Amount of Credit Recovery Hours Required if Grade Earned is	
	D +	D, E or F
4 (Math, English)	50	144
3 (Science, Social Science)	36	108
1 (Industry)	12	36

VIII. Dual Enrolment

Students in Grade 12 will be offered dual enrollment with the H. Lavity Stoutt Community College if they meet the following criteria:

A. Option I: Full time student at HLSCC

1. Students who have passed at least 6 CSEC courses including English and Math, with Grade 1 and 2, by Grade 11 and complete their remaining classes at ESHS while becoming full time students at HLSCC in Grade 12. Upon successful completion of the courses at HLSCC, students will receive credits from HLSCC as well.
2. To facilitate the time necessary for college classes, students will be awarded ESHS credit for Grade 12 for the CSEC courses passed by the end of Grade 11.

B. Option II: College Courses

1. Students who passed CSEC English and Mathematics will be eligible to enrol in a maximum of two courses, beginning with ENG 104 and/or MAT 108 during the school day in the fall semester. Successful completion of these courses allows the student to continue with ENG 105 and MAT 109 in the spring semester. These students will obtain HLSCC credit for passing these subjects.

2. Students who are taking these courses will be awarded with ESHS credit for Grade 12 Maths and English Courses. Students will complete the other subjects needed to meet graduation requirements at ESHS.
3. All dually enrolled students will still be expected to write the exit examinations in Grade 12. Students not meeting these requirements but who would like to be dually enrolled with the college can register at the college and complete classes outside of the school day hours. This registration requires recommendation from an ESHS counsellor or principal.

IX. Honour Roll

Students obtaining high scholastic achievements are recognized for their performances at the end of the school year.

- Principal's Honour Roll awarded to students who earn a GPA of 4.0 or above
- High Honour Roll awarded to students who earn GPA of 3.3 – 3.9
- Honour Roll awarded to students who earn GPA of 3.0 – 3.29

Territory Honours

- High Honours awarded to students who earn GPA of 3.7 – 4.0
- Honours awarded to students who earn GPA of 3.0 – 3.6

X. Student Ambassador Policy

A student ambassador is any child enrolled in Elmore Stoutt High School who has been chosen by staff to participate in activities during or outside school hours. The student's ability to participate is contingent on the following:

1. The minimum grade of a C for promotional subjects and a minimum Cumulative GPA of 2.0 is being met;
2. There are no more than two behavioural logs that are in Levels 1 to 3 of the Behavioural Infractions on file for two consecutive terms;
3. Suspensions exclude you from being a student ambassador for the term in which the school code of conduct is violated;
4. Consistent adherence to all school rules and policies;
5. Continuous absenteeism or irregular school and/or class attendance will prohibit participation in activities;

6. The student must provide a valid copy of the insurance, which must be presented in the homeroom every year.

If eligibility is met at the beginning of a season /event and the student fails to comply with any of the above stipulations during the season /event, the student will be placed on probation or disallowed to continue participation for the remainder of that season/event.

C. Submission of Work Policies

I. Project

Each project must be distributed with the following:

1. Clearly stated objectives
2. Clearly stated instructions guiding the completion of the assignment;
3. A grading rubric identifying the distribution of marks awarded;
4. Approved by the academic principal before distribution;
5. A specific due date and at least two weeks for completion are required.
6. No project should be distributed with less than 5 weeks of the end of the term

II. Late submission*

1. 5% penalty each week up to three weeks after the initial due date;
2. Should the student submit it after three weeks, the project is assessed at a maximum of 55%, based on obtained marks;
3. Projects whose grade counts for an internal grade and any external purpose, eg. School Based Assessment, will receive the penalty according to the late submission internally but will receive the actual grade earned for the external purpose.

Late Submission of Assignments (labs/classwork. practical's)

- Late assignments will receive a deduction of 5% of the maximum mark of the assignment per day up to seven days late. Papers must be marked but do not return before the week's over.
- After seven (7) days (including weekends and holidays), the assignment will not be accepted, and the student will receive a zero for that assignment.

Sample Calculation:

Jack submits an assignment marked out of 25 marks 5 days late.

1. Grade his work (without regard to the late deductions). Jack's work has been assessed at $\frac{18}{25}$.
2. Calculate his deduction: - 5 days late = 25% deduction (5% daily)
 $0.05 * 5 * 25 = 6$ (when rounded to the nearest whole number)
3. Deduct the penalty amount (Step 2) from the graded amount (Step 1) to give the score that will be recorded. $\text{Score} = \frac{18-6}{25} = \frac{12}{25}$

Note: Enter into PowerSchool with a comment stating the assignment was handed in 5 days late.

III. General Zero Policy

1. A zero is awarded if a student fails to meet the deadline as stipulated in item #2 of late submission.
2. A Zero is awarded when no work is submitted and the following is done:
 - a. The student is reminded, and a written reminder is logged in PowerSchool;
 - b. Duly notify the department head and counsellors via email;
 - c. The parents are contacted, and the conversation with the requisite date is logged in PowerSchool. A written comment is noted on the assignment in PowerSchool or as a log entry;
 - d. The academic Principal is duly informed via email.

IV. Exemption Policy

Exemption from graded work will be given for the following reasons:

1. Students have approved absences logged in PowerSchool from school during the period when academic work was taught.
2. The student was approved absent when the assessment was administered, and there is no opportunity to take the assessment before the term ends.
3. The HOD and the Academic Principal must have a discussion and approve all exemptions.
4. Parents must be called to verify absences. Excuses can be logged as comments on the assignment or log entries.
5. An email or letter supporting the absences must be sent to the school before taking the leave or directly upon the student's return.

Make-up assessments:

1. Students must be given the opportunity to make up missed assessments upon their return. Make-up assessment can be done during instruction time or directly after school. However, parents must be notified.
2. Make-up work must be completed within five school days of the absences.
3. Students who fail to attend make-up assessment sessions will receive a grade of zero. Students, parents, and the HOD must be notified of the planned make-up session, which must occur Monday through Thursday from 3:45 to 4:30.
4. A teacher can schedule students to come to school between 3:45 and 4:30 to complete missed assessments within their suspended period. Such arrangements must be approved by the Discipline Principal.

V. Homework

Homework plays a critical role in the learning process. Parents and students have the responsibility of creating an environment at home that includes regular homework and study, while the teacher assigns homework in a meaningful manner. Homework assignments are designed to reinforce and to extend the learning started in a classroom. It also serves as a tool for the teacher to assess how much learning took place. Homework may be graded or ungraded.

VI. Academic Grouping by Ability Policy

Aim/Purpose

The aim of this policy is to provide all students with instruction that addresses their diverse needs, while reducing heterogeneity of student groups and enabling students to transition seamlessly from grade to grade. The policy applies to all students enrolled in the institution from Grades 7 – 12. It promotes and supports whole – class teaching and allows for students to be grouped based on their academic ability in a particular subject. Implementation of ability grouping will be implemented in core subjects only due to limitations of timetabling and numbers of specialists within the school staff.

Grouping

Grouping of students will be based solely on the student’s performance on academic assessments in the core subjects of English Mathematica and Science (for incoming Grade 7 the policy applies only to assessment in Grade 6).

Admission/Removal

Admission or removal from a particular group will be based solely on the student's performance on academic assessment. Admission or removal can take place no earlier than October 31st and can be done thereafter up until the 2nd week of Lent term.

Process of Admission/Removal

1. Students' performance in a particular subject including the use of primary school records.
2. Consultation in which the academic performance of the student is discussed with the teacher, Department Head and the Academic Principal for the grade level. All variables that may affect the student's performance must be considered.
3. Consultation with the parent(s), teacher, Department Head and the Academic Principal for the grade level will discuss the decision of admission or removal.
4. Transition meetings between the incoming or outgoing student, parent(s), teacher, Department Head and Academic Principal for the grade level will discuss and share necessary information vital to the success of the student in the new environment.
5. Should the parent decide against removal of a student from a particular grouping, the parent will be advised of the possibilities and the school is free from any liability in the event of unfavourable academic outcome
6. All meetings with parents that end with a decision to keep their child in a particular group even after being advised otherwise must be documented for record keeping.

Extra Learning Time Policy

The aim of this policy is to provide all students with instruction that addresses their academic weakness and enables them to meet promotion criteria. The policy applies to all students enrolled in the institution from Grades 7 – 11. Furthermore, implantation of the policy will lead to a reduction in retention and allow for students to recover from a failing class and continue with their class group.

Extra learning time is substitutions of a subject with the prescribe contact hours being reassigned to a subject that will assist a student in one of the following ways:

1. Recovery of a failing grade which is hindering the student from meeting promotion requirements.
2. Enable a student in grades 7 – 9 to be granted provisional promotion based on failing grades in English, Math, or Science.

Academic Integrity

Academic integrity means that a student is honest and responsible with work he or she produces. Every student is expected to turn in their original work, while giving credit to other people's ideas.

Cheating may involve the following:

- Using the work of another person as your own (including that which is accessed over the internet).
- Providing your work to another person to use as their own.
- Plagiarism means using another person's ideas, expression or words without giving the original author credit
- Having in your possession a copy of a test to be given or having been given by a teacher.
- Using the test or notes during a test or examination.
- Talking while taking tests, quizzes or examinations.

Students will be punished for cheating with a minimum of marks deducted in the section of the assignment where cheating or plagiarism took place or a maximum of zero (0) for the assignment.

Assessment Policy during a Term

Students who are absent during the administering of an assessment

1. A written statement for the absence must be submitted to any administrative officer who will issue an excused pass or note the excused absence in PowerSchool.
2. The student has five (5) school days following the suspension period to make up the missing assignment.
3. Students whose absence is unexcused are not eligible to make up missing assignments and receive a zero grade for assignments.
4. Students absent from school due to suspension can be awarded an exemption if there is no available time to make up an assignment.

Assessment Policy Trinity Promotional Exams Only

Students absent during promotional exams:

1. No Final Exams will be administered early for any reason.
2. Absences due to unforeseen circumstances, medical emergencies or temporary illness, which may significantly impact the performance of a child, the parent must submit relevant documentation supporting the status of the child.

D.Visitors Policy and Procedures

Policy Statement

The ESHS Administration assures all visitors are warm, friendly and professional welcome to Elmore Stoutt High School, whether the purpose of their visit. The school has a legal duty of care for the **health, safety, security and well – being** of all pupils and staff. The duty of care incorporates the duty to **safeguard** all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the ESHS Administration and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the ESHS Administration recognizes that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

Policy Responsibility

The Pastoral Principal is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the site (security officers) and reception staff (front office staff) and Child Protection Officer (Guidance Counselor) as appropriate. All breaches of this procedure must be reported to the Pastoral Principal.

Aim

To safeguard all children under this school's responsibility both during school hours curriculum and out of school activities arranged by the school.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school, which is understood by all staff, administration, visitors and parents and conforms to child protection and safeguarding guidelines.

Application of Policy

The school is deemed to have control and responsibility for its pupils anywhere on the school site during normal school hours, during after school activities and on school organised (and supervised) off – site activities. The policy applies to:

- All staff employed by the school.
- All external visitors entering the school site during the school day or for after school activities (including tutors, sports coaches, and topic related visitors e.g., authors, journalists, guest speakers)
- All education officials of the school
- All parents and volunteers
- All pupils
- Other Education related personnel (Accreditation Advisors, Inspectors, Consultants) Building & Maintenance and all other independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses, safaris or in taxis.

Visitors to the School

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on an approved visitor's or contractors' list as set out below). They **must** follow the procedure below.

- Sign-in on the **Visitors' Record Book** (making note of their name, organisation, who they are visiting and car registration) at the Entrance Gate, then immediately report to reception (front office). No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, state the purpose of their visit and who has invited them. Produce formal identification upon request.
- Wear a **Visitor's Pass** (collected at reception) – the pass **must** remain visible throughout their visit.
- Escort visitors to their point of contact **OR** their point of contact will be asked to come to Reception to receive the visitor. The contact will then be responsible for the visitor while they are on site. The visitor **must not be allowed** to move about the site unaccompanied unless they are registered on the **Approved Visitor's List**.

Approved Visitors' List

The School will hold an approved visitors' list for visitors who frequently visit the school site to undertake work within the school (including contractors, supply staff and food vendors).

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception (front office) and sign in the visitor's book). A copy of the approved visitors' list will be kept at security and reception at all times.

Visitors' Departure from School

On departing the school, visitors **MUST** leave via reception and proceed to the Entrance Gate:

- Return the Identification Badge to the receptionist and proceed to the Entrance Gate.
- A member of staff should escort the visitor to the reception. At this time a security officer should be made aware that a visitor is now departing the campus.
- Enter their departure time in the Visitors' Record Book next to their arrival entry

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a Visitor's Pass will be approached politely to enquire who they are and their business on the school site. They should then be escorted to the Entrance Gate to sign-in (if they haven't done so previously), then proceed to reception to receive and sign-out the Visitor's Pass. The procedures under "Visitors to the School" above will then apply. In the event that the visitor refuses to comply, they will be asked to leave the site immediately and a Principal and the Security Officer Team informed. The Security Officer and a Principal will consider the situation and decide if it is necessary to inform the police. If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be sought.

Linked policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Security Policy
- Health and Safety Policy

- Fire Policy.

E. ESHS Field Trip Policy (daytime or overnight trip)

The following are a list of rules for all students on school trips.

- All school trips are considered an extension of the school and as such, students on these trips will be expected to follow school rules. **NO: fighting, indecent language, physical intimacy, rough housing**
- Students involved in school trips must stay at the site or accommodation arranged by the school. Exceptions to this rule will be made only by prior arrangements, with the principal, parents/guardians and sponsoring teachers.
- The staff member-in-charge on such trips has the final authority and the right to discipline any students who are in breach of these rules.
- Use of drugs or alcohol by any students on a school trip will result in those students involved being sent home at their own expense and could lead to further punitive action such as suspension from school.
- Curfew times, as set forth by the staff member – in – charge, will be adhered to by all students. While staying in hotels, students will be expected to be in their own rooms and quiet by 10:00 p.m. No students are to leave their room after this time except in the case of an emergency and they must immediately contact a chaperone. Chaperones will check rooms periodically.
- Students involved in school trips are there for specific reasons. The allocation of free time is at the discretion of the staff member-in-charge.
- When teams are staying in hotels, boys' rooms are off limits to the girls and vice versa. No non-team members are allowed in any rooms.
- Smoking/drinking of alcoholic beverages is not permitted while on school-sponsored functions.
- When travelling to and from all activities the following rules are in force:
 - The staff member – in – charge has the final authority on the aeroplane/ferry/bus Safari/taxi/car/van.
 - The use of electronic devices is at the discretion of the chaperones. If you wish to listen to music, bring a personal electronic device with headphones.
 - While in transit students are to remain seated. Noise and activities which distract the driver will not be permitted.
 - Eating on the bus/safari/taxi/car/van will only be permitted if it is agreeable

to the Driver. Students are not to throw their litter on the floor. The vehicle is to be kept neat and tidy. Students are required to clean the interior of the vehicle as requested by the sponsor.

5. In vehicles which are equipped with seat belts, they must be worn.

- j. Students are expected to attend classes right up to the time they are to leave for an event and immediately upon their return. Students who take time off school to "get ready" or "rest-up" upon returning may not be taken on future trips. Thus, any class work missed will be made-up at the teacher's discretion.

- k. **Consequences (1)** – If any of the rules mentioned above are broken by the **Student Athlete**, the disciplinary actions listed below will be enforced depending on the severity of the offence:
 1. Forfeit opportunity to participate in the next game
 2. Forfeit opportunity to participate for the remainder of the tournament or field trip activities
 3. Forfeit opportunity to participate in the Athletics programmes for the remainder of the school year or period set by the administration of the school.
 4. Serve dismissal from school
 5. Serve suspension from school
 6. Serve an expulsion from school
 7. Legal actions according to the V.I. Student Code of Conduct
 8. **In the case of intoxication in a public place, the consequence is similar to that for any other member of society. The Student Athlete will spend the night in the custody of the adult leader and sent home at the expense of the parent/guardian.**

- l. **Consequences (2)** – If any of the rules mentioned above are broken by the student, the Disciplinary actions listed below will be enforced depending on the severity of the offence:
 1. Forfeit opportunity to participate in the **next** off-campus activity
 2. Forfeit opportunity to participate for the **remainder** of the term's field trip activities
 3. Forfeit opportunity to participate in the After-School programmes for the remainder of the school year, or period set by the administration of the school

4. Serve dismissal from school
5. Serve suspension from school
6. Serve an expulsion from school
7. Legal actions according to the V.I. Student Code of Conduct.
8. **In the case of intoxication in a public place, the consequence is similar to that for any other member of society. The Student Athlete will spend the night in the custody of the adult leader and send home at the expense of the parent/guardian.**

The V.I. 2006 Student Code of Conduct has been adopted by the Staff and Cabinet of ESHS and is subject to review and change as necessary.

F. The Elmore Stoutt High School After-School Clubs/Organizations/Groups Programme Rules, Procedures & Discipline Policy

While attending an After-School Club/Organization/Group, all students are expected to comply with the already existing rules of the school, as well as, the rules of the After-School Club/Organization/Group.

RULES & PROCEDURES

The following student rules are in effect. Additional rules may be made from time to time, especially for specific parts of the buildings example labs and grounds or for specific activities:

1. Respect others (students, mentors/tutors, teachers, and staff members), yourself and the property.
2. Follow all the directions given by the teacher or group leader.
3. Stay in the assigned area.
4. You are only allowed to leave the assigned area with a mentor or staff member escort.
5. Be responsible for your own belongings and respect the property that belongs to others.
6. Keep hands, feet, inappropriate comments, and objects to yourself.
7. Walk appropriately on school property. Do not run.
8. Use respectful language at all times, using 'inside voices'.

9. In the van/bus/safari/taxi/car, sit where the driver asks you to sit.
10. In the van/bus/safari/taxi/car, remain in your seat with your seat belt fastened.
11. Permission to leave the after – school session before the scheduled time will be granted only with proper advance notification from a parent or guardian given to an after – school staff member.
12. At the end of the day, say goodbye to your group leader and wait at the Entrance Gate to be picked – up by your parents/guardian. If you are walking home stay on the sidewalk/roadside safely away from all moving vehicles.

DISCIPLINE POLICY

It must be recognized that inappropriate behaviour by the students, especially in the form of threats against other students and/or staff, does not promote a favourable learning environment, and will not be tolerated. The Elmore Stoutt High School After – School Club/Organization/Group Programme’s disciplinary policy is based on guidelines as defined under the following Section II of the 2006 Code of Conduct – Education.

PART II PARTICIPATION IN EXTRACURRICULAR OR CO-CURRICULAR ACTIVITIES:

3. (1) Subject to sub rule (2), a student may be excluded from participating in extracurricular, co- curricular activities or athletic programmes/if he fails to comply with these Rules whenever he is at his school or, where applicable, outside of his school. (2) A student who fails to comply with these Rules, or who is arrested for, charged with or found guilty of an offence under any enactment, may be excluded from participation in extracurricular, co – curricular activities and athletic programmes for a period to be determined by the Principal which shall in any event not exceed one school year. (3) Nothing in these Rules shall preclude the exercising of any existing authority by the Minister of Education.

As with any other zero – tolerance policy, there will be consequence for the following types of misconduct:

1. Failure to follow rules, procedures and discipline policy of the Elmore Stoutt High School After-School Club/Organization/Group Programme.
2. General misconduct, including loud or boisterous behaviour that tends to disturb other students, and includes running in the classroom/verandahs/walkways, minor defacement of

property, and pushing or shoving others.

3. A student's persistent refusal to follow the instructions of programme staff, programme administrators, or any school employee. This shall also include a student's refusal or failure to properly identify him or herself on request.
4. Use of obscene, vulgar, profane, disrespectful, demeaning or threatening words and/or actions or gestures directed to or in the presence of any student or school employee.
5. Mutual physical confrontations between students (fighting).
6. Possession and/or use of any tobacco or drug related item or "look alike" items – this may include cigarettes, chewing tobacco and other tobacco – related products, lighters, alcoholic substances, drug – consumption devices, and any substances suspected of being a "drug".
7. A behaviour that may result in physical or mental abuse to one's self.
8. Committing an act of indecent exposure in the presence of any other student, member of the staff, or school employee.

DISCIPLINARY ACTIONS

We will try to consistently affirm the students when their behaviour has been positive.

When undesirable behaviour occurs, the following consequences are in effect:

1. The adult will remind the student of the behaviour expected.
2. The adult can then stop the van/bus/safari/taxi/car or activity, move seats if necessary, and speak to student(s). A verbal reprimand will be given. The co-directors will be told about any problems that may have occurred during travel. If further action is necessary:
3. Another verbal reprimand will be given. The student(s) will be spoken to apart from others, **the problem will be documented**, and the student will complete a behavioural contract receiving special instructions or assignments or removal from the current activity. If further action is necessary:
4. The staff will speak with parents/guardians. If further action is necessary:
5. The staff will write up a formal incident report. If further action is necessary:
6. After three incident reports, the student(s) will be suspended.

Suspension from the Elmore Stoutt High School After-School Club/Organization/Group Programme:

- a. First Offence – 1-day suspension

- b. Second Offence – 3 days' suspension
- c. Third Offence – Parent/Staff conference to determine continued enrollment in the programme If further action is necessary:

7. Permanent withdrawal of the After-School Programme privileges – includes non-academic activities taking place during and beyond the normal after school hours (i.e. games, gym activities, computer lab, field trips, etc.)

8. Immediate notification of authorities if appropriate.

The programme staff is responsible for utilising different intervention techniques before a student is referred to the school administration. In addition, ESHS's Cabinet, on the recommendation of the programme co – directors, may vote to terminate a student (with one week's notice) when it feels that the students' presence is detrimental to the Club/Organization/Group, regardless of how many suspensions have been served. All new students will begin with a two – week probationary period. At the end of those two weeks, if a student appears to have behavioural problems detrimental to the Club/Organizations/Group or more complex than our staff can handle, the family will be given two weeks' notice and the student will be terminated.

USEFUL FOR TEACHING

GOOGLE CLASSROOM

Google Classroom is a learning platform used by educational institutes aimed to simplify creating, and distributing and grading assignments. The primary purpose of Google

Classroom is to streamline the process of sharing files between teachers and students. It is an additional source.

LERN BOOK: -

Lern book is a digital textbook relation to the Virgin Islands Curriculum. The digital textbook subscription is available from the Ministry of Education at the cost of \$ 125.

TEXTBOOKS

Teachers are given a copy of the required textbooks for the subjects being taught. It is the property of the school and should be returned at the end of the term of departure.

POWERSCHOOL

This platform the school currently uses is a web – based student information system that provides grade and attendance management for teachers, parents, administrators and students.

LESSON PLANS

Must be kept daily. Lesson plan books, lesson plan slides or electronic lesson plans must be available for inspection by the Head of Department and Academic principal on a weekly basis.

REQUISITIONS

Any item needed for class, the teacher must speak to the Head of Department for availability. The department is responsible for providing things needed for teaching. Requisitions are filled once a term. To purchase goods from personal funds with the hope of being reimbursed is a complicated process. Please avoid doing so.

USEFUL FACILITIES

TELEPHONES

The school has a comprehensive system connected to the main government complex in Road Town. Telephones are strategically located on the campus. Teachers have free access to the

phone for local calls only. The number '9' must be dialled before access can be made to the outside line.

COMPUTERS

The computer(s) in the general staff room is available for the teachers. Handle with extra care and be responsible. Teachers are not allowed to install additional programmes on the machine. The computer is the property of the government. Teachers must consider others. Limit yourself to one hour of use as another may desire to use it.

THE STAFF ROOM

Available for use by all teachers. There are two available staff rooms, room 103 in the L. Adorothy Turnbull Building and C – 100 in the new building.

THE KITCHENETTE

The kitchenette located in the Block A (the administration wing), is equipped with a microwave, refrigerator, dishes, electric kettle, and hot plate for use by all teachers. Each teacher is responsible for cleaning after use.

PHOTOCOPYING MACHINES

Photocopying machines are available for use, only through approval by the administrator. Contact the Head of Department for information on the availability of photocopying machines for use. Copying is reserved for **(test, quizzes, and graded classwork) ONLY**. Absolutely no photocopying of worksheets. If you have a large copy job or one that requires a great deal of collation (multiple page exams, etc.) please submit the **Copy Request** form along with your prepared master copy. Completed forms may be submitted in the copy request box located in the main office. When submitting requests please observe the following guidelines:

1. Please submit your copy requests at least two days prior to your requested completion date.
2. Do not submit copy requests unless they bear the signature of any administrator or head of your department.
3. Unsigned requests will be returned unprocessed.
4. Please completely fill out the **Copy Request** form. If you have any questions or

problems, please do not hesitate to contact any administrator for assistance.

THE SCHOOL LIBRARY (CURRENTLY THERE IS NO LIBRARY)

All teachers of the school should become a member of the Library. There is no fee involved. It is open Monday through Friday during break, lunch and after school. The Library hours are 8:45 a.m. to 4:30 p.m. from Monday to Thursday and to 3:15 p.m. on Friday. The resource centre is available for teacher's use individually or with students. The resource personnel are available for contact, if the space and material is required by a class. In addition, there are computers available in the library for teachers and students. Make a habit of booking the library to enhance teaching.

HEALTH SERVICES

Basic health services are provided, free, for all teachers. The teacher should contact the nurse who makes appointments. Minor checks and treatments for headaches are available. The Nurses' advice for further medical attention is also provided. A school nurse is stationed next to the Sick Bay. She deals with any emergency or injury that takes place while at school. If you become ill while at school, see the school nurse to do so. Any public health shots being administered to students are given to teachers free by the school nurse.

USEFUL INFORMATION

CO- CURRICULAR ACTIVITIES

These may vary. All teachers must be available to assist in any of the activities that involve the school.

SPORTS – Extensive sporting activities in volleyball, basketball, soft ball, and athletics take place on a yearly basis.

DEBATES – Organised by members of the English Department. The debating team meets once a week.

INTER-SCHOOL CHRISTIAN FELLOWSHIP – A non – denominational Christian based group with students as leaders and teachers as coordination

SPELLING BEE COMPETITION – Takes place annually in conjunction with the Department of Education.

DANCE GROUP – This group meets twice weekly.

GRADUATION

This consists of three major activities. Every teacher must participate in all three events.

EXIT EVENING: Third Thursday in June. Twelfth grade students make their final appearance before Graduation. They receive awards and trophies for outstanding efforts throughout their years at Elmore Stoutt High School.

VALEDICTORY SERVICE: This is a thanksgiving service for the graduates.

GRADUATION DAY: The graduates receive their diplomas

PARENT- TEACHERS ASSOCIATION:

PTA meetings are held at least one per term. Teachers should be in attendance. During the Lent term, one to one parent, teacher and students’ meetings are held. This is an opportunity to become acquainted with the parents of the students taught.

TEACHERS’ UNION:

A meeting is held termly on Mid – term break. Teachers should become actively involved.

TEACHER OF THE YEAR

This is an annual democratic selection by the teaching staff. The qualifications are set by the department of education and are usually a part of the education week activities.

EDUCATION WEEK

This is an annual celebration. It is organised by the department of education in collaboration with the ministry of education. Activities may vary throughout the week and from one year to the other.

THE STUDENT COUNCIL

The STUDENT COUNCIL is an intermediary between the staff and the students of the school. It exists to reinforce the rules and regulations of the institution. There are (14) members which make up this body:

- HEAD
- BOY
- HEAD
- GIRL
- DEPUTY

HEAD BOY
DEPUTY
HEAD GIRL
2 ELEVENTH – GRADE REPRESENTATIVES
2 TENTH – GRADE REPRESENTATIVES
2 NINTH – GRADE REPRESENTATIVES
2 EIGHTH – GRADE REPRESENTATIVES
2 SEVENTH – GRADE REPRESENTATIVES

These fourteen members hold their position for one academic year and at the start of the next school year, a new Student Council is elected. The members are selected in democratic style; that is, each member of the student body is given an opportunity to vote for the person who will best represent them. There are usually two opposing parties.

BAND

Junior Band	–	Mondays & Wednesday – 3:30 p.m.
Senior Band	–	Tuesday & Thursdays – 3:30 p.m.
Jazz Band	–	Fridays – 3:30 p.m.
Funji Band	–	Thursday – 4:30 p.m.
Drum Corp	–	Fridays – 3:30 p.m.

PASSES FOR STUDENTS

All passes must be obtained from one of the principals.

UNIFORM PASS - A student must obtain this pass from one of the assistant principals and should present to the teacher if not in full uniform.

LIBRARY PASS - For the purpose of using the library at times not scheduled by a subject teacher; a student must present a signed pass to the librarian.

EXEAT FORM - A student presents this form to the security officer at the gate when leaving the campus. The form must be obtained from the Head Principal's office, and the student must be collected by a parent.

STUDENTS DELAY FORM – This is the given to a student who was detained at once by any one of the principals so as to permit. The student enters the class that is already in progress.

- If a teacher delays a student for whatever reason, a delay pass should be given to the student to enter his/her next class by the teacher.

- **THERE ARE NO TARDY PASSES ISSUED DURING THE SCHOOL DAY.**
 - Students that are more than 5 minutes late to class are considered tardy.
 - Do not send the student to the office for a late pass, if they arrive to your class late a suitable consequence is to let them stand for double the time they were late. For example, if they arrive 5 minutes late to class they can stand for 10 minutes.
 - Example of a tardy pass:

TARDY PASS

Student _____ Grade _____

Date(s) _____ Time _____ AM
PM

Reason _____

Excused
 Unexcused

(Signature)

Form #023 - NationalSchoolForms.com - 1-800-431-1201

TARDY SLIP

Date _____ Time _____

Student _____

Reason _____

PLEASE ADMIT STUDENT TO CLASS

Excused Unexcused

Administrator's Signature

Form 196 -- www.supremeschoolsupply.com -- (800) 356-3320

ID I.D. are part of the uniform and should be worn at all times.

I.D PASS - A one day I.D pass can be purchased from one of the principals.

STUDENT REFERRALS: An official form must be used when making referrals. Referrals must

be documented. **(Guidance referral and Discipline referral)**

Suspensions: - (Refer to pages 80 – 91)

A suspension from school must be only authorised by the principal or one of the designated staff acting delegated authority. If none are available to authorise the suspension a decision should be deferred until the opportunity for authorization is available. Suspension can be from 1 to 10 days given the specific infraction.

Suspensions are considered unexcused absences; however, suspended have the privilege of making up any missed work or assignments. Upon return to the school, the student must contact his/her teachers to arrange make – up work. Students will be given a number of specific days to turn in the work. Students who missed an exam or quiz during suspension can be given the opportunity to complete it, however if time has passed, they will be exempt from the assignment. **(note: if the student refuses to complete the work, a zero will be given for the assignment).**

During the time students are suspended, they may not be present at the school or attend any school – sponsored activities. This includes weekend events that fall within the suspension period. Students who violate this prohibition from being at school or at school activities will have additional consequences. A parent conference will be requested prior to readmission. In addition, student athletes who are suspended may not participate in extracurricular activities.

STUDENTS CAN BE SUSPENDED FOR 1 – 5 days FOR; LEVEL 1 – 3 Infractions

- Pranks resulting in time being wasted, (horse playing)
- Disturbing the peace in the classroom or on the campus.
- The use of indecent language anywhere on the campus (hallways, classroom, court yard)
- Being rude and disrespectful to teachers
- Failure to respond to authority
- **Supporting negative behaviours (encouraging fighting, cyberbullying, instigation of conflicts)**
- **Any student discovered rushing to engage in a physical altercation or observed witnessing a campus conflict**
- Not attending assemblies
- Not being prepared for P.E. (Physical Education)
- Repeated cases of not being properly dressed on the school compound and not in complete uniform.

STUDENTS CAN BE SUSPENDED FOR MANDATORY TEND DAYS FOR: Level 4 – 5 infractions.

- Fighting or instigating a fight
- Having weapons on campus
- Vandalism
- Arson
- Using or dealing drugs, being in possession of drugs or drug related material
- Stealing
- Gambling

- Pranks resulting in injury
- Threatening students, teachers, or members of staff
- Other forms or punishments meted out to any student the violates the discipline, dress or classroom rules.

WHAT A STUDENT SHOULD DO IN THE FOLLOWING INSTANCES

1. **SICK:** Asks the teacher's permission to go to the Nurse's office (interim principal's office).
2. **NEED TO USE THE TELEPHONE:** Use the phone by the Staff room. Alternatively, ask the secretary for permission to use the phone in the office.
3. **NEED TO CONTACT PARENT OR GUARDIANS:** Go to the General Office and speak with the secretary.
4. **NEED TO LEAVE CAMPUS:** Go to the Principal's office to call your parents to pick you up.
5. **NEED TO SEE THE PRINCIPAL:** Go to the General Office and speak to the secretary.
6. **HAS A COMPLAINT:** Speak with the homeroom teacher, Year Head, Assistant Principal, or Principal (in that order).
7. **HAS A PERSONAL PROBLEM:** Go to the Guidance counsellor?
8. **NEED TO LEAVE THE CLASS:** The teacher must grant permission.

HOUSE

KEEPING

G. TRANSITION AND MOVEMENT

Transition and Movement around the campus

1. **Always walk on the left** when moving around in a building or on hallways/corridors.
2. Do not **stand/loiter in the hall or walkways/corridors during transition periods.**
3. Transition as **quietly as possible.** Do not disturb others engaged in work.
4. Transition time between classes is **5 minutes.** During this time, students are allowed to use the restroom and drink water.
5. Students are considered **late when they arrive 5 minutes** after the previous bell.
6. After arriving to class students will not be allowed to leave the classroom until **15 minutes** have elapsed.
7. Students found walking the halls or walkways/corridors must be in possession of a Hall or Nurse's pass.
8. Students leaving a class late after the bell should request a late pass from the teacher before leaving for the next class/session.
9. Students will not be allowed to leave the class during the **last 20 minutes of a class/period.**

CLEANLINESS

Students are expected to help to maintain the cleanliness of the campus. Garbage receptacles have been placed all around the campus and should be the only place that trash and garbage should be placed. Students found leaving trash or garbage around the campus will be charged with vandalism and subject to disciplinary action.

STUDENT ID

Student ID should be worn visibly at all times, on a lanyard around your neck or pinned on the shirt in the area opposite the crest.



ESHS UNIFORM POLICY

Grades 7 – 8

HAIR
Well-groomed without designs, natural coloured hair.

SHIRTS
Light yellow, with collar and buttons down the front. **NO polo shirts or polo type material will be permitted.**

BELT
Black leather style belt. **NO branded buckles and cloth belts.**

TROUSERS
Navy blue, no jeans. A suitable type of trouser is "Dockers". Trousers should have no design or lettering. **NO cell phone pockets**, and should not be oversized. Trousers fit the students' waist and should not be long enough to be rolled up.

SOCKS
Black or Navy or White Crew socks.

SHOES
ALL black shoes or ALL black sneakers with black laces and **NO colourful logos or soles.**

HAIR
Hair colour should be natural and hairstyles should **NOT** be elaborate. Braided hair should not pass mid-back. Hair accessories should be yellow, blue, black, or white ribbons/clips/beads. **NO weaves, wigs and headbands** (except for medical purposes).

SHIRTS
Light yellow short sleeves with collar and buttons down the front. Round collar shirts are permitted. **NO polo shirts or polo type material will be permitted.**

SKIRTS
Navy blue with knife pleats below the knee (**FRONT and BACK**) in length. **NO wrap skirt or pants.**

SOCKS
White socks without design or frills. **NO ankle socks.** White socks that can fold over covering ankles.

Grades 9 – 12

HAIR
Well-groomed without designs, natural coloured hair.

SHIRTS
Light blue, with collar and buttons down the front. **NO polo shirts or polo type material will be permitted.**

BELT
Black leather style belt. **NO branded buckles and cloth belts.**

TROUSERS
Navy blue, no jeans. A suitable type of trouser is "Dockers". Trousers should have no design or lettering. **NO cell phone pockets**, and should not be oversized. Trousers fit the students' waist and should not be long enough to be rolled up.

SOCKS
Black or Navy or White Crew socks.

NECKTIES
12th Grade navy blue neckties.

HAIR
Hair colour should be natural and hairstyles should **NOT** be elaborate. Braided hair should not pass mid-back. Hair accessories should be yellow, blue, black, or white ribbons/clips/beads. **NO weaves, wigs and headbands** (except for medical purposes).

SHIRTS
Light blue short sleeves with collar and buttons down the front. Round collar shirts are permitted. **NO polo shirts or polo type material will be permitted.**

SKIRTS
Navy blue with knife pleats below the knee (**FRONT and BACK**) in length. **NO wrap skirts or pants.**

SOCKS
White socks without design or frills. **NO ankle socks.** White socks that can fold over covering ankles.

SHOES
ALL black shoes or ALL black sneakers with black laces and **NO colourful logos or soles.**

Grades 7 – 12

ALL STUDENTS

House shirts can be worn on Fridays:

Juniors: Green, Blue, Red and Gold House shirts available from the school.

Seniors: White/Green, White/Blue, White/Red, Navy/Gold House shirts available from the school.

Students who do not adhere to the Uniform dress code during the school year, will result in their parents being contacted and student(s) will be sent home until they are in proper uniform. All absences for this reason will be deemed unexcused.

REPEAT OFFENDERS VIOLATING THE UNIFORM POLICY WILL BE SUSPENDED.

PHYSICAL EDUCATION (PE)

Boys and Girls

Juniors: Yellow PE shirt, navy blue PE short or long pants available from the school.

Seniors: Blue PE shirt, navy blue PE short or long pants available from the school.

Socks: White and no ankle socks.

Shoes: Black or white sneakers.

All students are expected to wear their PE Uniform on the designated PE days.

Designed by Kenya R. Jeffers for Elmore Stoutt High School

COSMETICS AND JEWELRY

Boys:

- A watch may be worn, earrings are **NOT** permitted in ears or on school shirts, **NO** shaved or designed eyebrows allowed.

Girls:

- Wear nails naturally without polish or design. Makeup and shaved or designed eyebrows or eye lashes are **NOT** allowed.
- A watch may be worn and one small pair of earrings in the lower lobe of the ear. Earrings may be gold, silver, white, navy blue, light blue or yellow. **NO SMART WATCHES.**

PLEASE TAKE NOTE

- School shirts are to be taken to BVI Apparel or Kenny Tees so that the school logo can be embroidered on the shirts. Students will be considered out of uniform if there is no logo on the shirt.
- Plain Black/white/grey without design undershirts may be worn under the school shirt. Shirts are to be worn neatly tucked inside pants/skirts.
- No visible tattoos or body piercings (except for that in the lower lobe for girls are allowed).
- Band-Aids or covering that shield ear-piercing that are not in compliance to school uniform policies will not be worn.
- No **HOODIES**. Only ESHS Jackets from the school will be allowed.



I. ESHS DRESS – UP DAY

DRESS CODE

Boys & Girls

1. **ESHS Uniforms – if worn on Dress-up day must be worn in its entirety!**
 - a. Must wear the correct black shoes/white shoes for P.E.
 - b. No shirts worn outside if uniform is worn
2. NO Short Pants
3. NO Extra Baggy Pants
4. NO Temporary Tattoos

GIRLS ONLY

NO Back, Belly, Breasts, Butt Showing

NO coloured hair styles (with or without extensions)

NO Long Hair Extensions

NO Nose/Tongue rings

NO Short Skirts (Neither uniform skirt /regular skirt)

NO Short Dresses (NO bodycon/fitted/clingy/tights)

NO extra high heels/stilettos/pumps

NO lace, chiffon, see – through tops/bottoms

NO thin straps, tank/halter/tube tops

NO sleeveless tops or jackets of any kind

NO acrylic nails

NO CUT – UP Jeans UNLESS dark tights are

Worn to cover the cuts in jeans.

NO leggings, jeggings or tights

NO Make – up (No exceptions – absolutely no lipstick)

NO flip flops/slippers

Boys Only

No ruffled/knotty-looking hairstyles (WELL GROOMED) No slippers with or without socks

YOU MUST WEAR

Coloured wrist band all day for entry into class!
Clothing that portrays class, style and dignity!

ADDITIONAL INFORMATION

Our new P.E. uniform is displayed below. Please note that the yellow shirts are to be worn by junior school students (Grade 7 and 8), and the blue shirts are to be worn by senior school students (Grade 9 – 12).

Additionally, students may wear the long pants option to school with the P.E. shirt and white or black sneakers on the days they are scheduled to have P.E. The following illustrates its design:



All students are required to pay for P.E. uniforms. Additionally, each student is required to pay school resource fees. This resource fee will be used to defray costs incurred for needed resources in various subject areas throughout the school year. The following outlines the required fees by grade level.

ELMORE STOUTT HIGH SCHOOL FEES & PAYMENTS 2024-2025	
PE SHIRT	\$20.00
PE SHORT PANT	\$20.00
LONG PE PANT	\$30.00
HOUSE SHIRT	\$20.00
LAB BOOK	\$12.00
ID CARD REPLACEMENT	\$10.00
APRON	\$5.00
HAIR NETS	\$2.00
<u>GRADE 7-9 ONLY</u>	
OneLern SUBSCRIPTION	\$125 (Paid to the Ministry of Education)
<u>GRADE 12 ONLY</u>	
GRADUATION FEE	\$150.00
RIGHT START	\$30



TARDINESS POLICY

TARDINESS TO CLASS

Students are allowed 5 minutes to travel from one class period to the next and should be considered tardy except in cases of delays. Delays can be **excused** or **unexcused**. An excused delay happens when a student is held back by a teacher, principal, or if returning from a school organised activity. In this case the teacher causing the delay should write the student a delay form. An **unexcused** delay happens when a child is tardy to class whether it is as a result of loitering or another unexcused reason.

1 – 3 unexcused delays will result in a	Call Home
4 – 6 delays will result in a	Parent Conference and Detention
7 or more delays can result in	Suspension of up to 10 days or community services with a referral for counselling

TARDINESS TO SCHOOL

A student who arrives at any time after the bell for the start of the first period is considered tardy to school or late. If the student has a signed note from the parent, he or she can proceed to the office of an assistant principal or year head or department head for a **“Late Pass.”** Students without valid excuses will enter through the front gate where their names will be recorded in the “Tardy Log Book”. The student will then proceed to their class. The Secretary responsible for Truancy will record and enforce the appropriate consequence as follows:

1 – 3 Tardies –	Call Home
4 – 6 Tardies –	Parent Conference & Detention/In-School Suspension
7 or more Tardies –	Referral to the Truancy Officers

The same guidelines that apply to absences and dismissals are used for tardiness (refer to Part I item B).

Note: For students eligible to ride a bus, “car trouble” will not be accepted for approval of tardiness. Oversleeping, clock failure, missed rides, etc. will NOT be accepted for approval of tardiness. Tardiness that falls in the excusable category will only be excused if the parent or guardian sends a written note with the student or telephones the office before the student arrives. All notes must indicate the date, state the reason for the tardiness, and be signed by the parent or guardian.

DETENTION PROCEDURES

Detention will be held in a designated area. Students serving detention will log in/out for verification and accountability.

EXCUSED ABSENCES

The following circumstances are recognized as excused absences:

- personal illness – maximum 5 parent notes per semester, additional days require medical documentation
- religious holidays (nationally recognized holidays – subject to verification)
- attendance at a funeral
- immigration/visa/court appearance (*need note from facility)
- personal medical or dental appointment (*need note from facility)
- absences that have been pre-approved – maximum 6 per year
- severe illness or death in the immediate family

Students may complete missed work due to excused absences for full credit if completed during the prescribed time.

UNEXCUSED ABSENCES

- All absences that do not qualify as excused are considered unexcused. This includes absences for which a written excuse was not presented within five days of the student's return and for absences due to truancy or class cuts.
- Work missed due to unexcused absences may be made up; however, the student may receive partial credit for assignments.

MAKE UP WORK

- Following an absence, it is the student's responsibility to contact his/her teachers to arrange for make-up work. Contact must be made within one school day of returning. If the teacher is absent, contact should be made upon the first day of the teacher's return.
- Students are given the same number of days to complete make-up work as the absence, not including the day of return. For instance, if a student is absent for two days, he/she has two days (not including the day of return) to complete the assignments. The teacher will establish a reasonable schedule for completing tests, labs, etc. that cannot be done independently by the student.
- Assignments made prior to the absence, including tests/quizzes scheduled for the day of return, are due upon the student's return. Students who are present for any portion of the school day are expected to turn in all assignments due on that day to receive full credit.
- Assignments missed due to pre-arranged absences are due upon the student's return unless the teacher has approved other arrangements in advance. Final exams may only be taken at the scheduled time. If it is necessary for a student to be absent during a final exam, he/she must arrange for a make-up session with the teacher.

PROCEDURES FOR TRUANCY

Bridging the Gap between the School and Truancy (Attendance Officers)

Please make reference to Section 38 – 49 of the Education Act as it relates to Compulsory School Attendance

The following outlines the protocol and procedures for handling ALL cases of truancy in schools.

1. The school reports issues of truancy and/or attendance based on an established system of reporting (See Truancy).
2. Truancy Officers investigate each case reported as required in Section 45 (c) of the Education Act which states:
 - A school attendance officer shall inquire into every suspected case of unlawful failure to attend school within his knowledge or when requested to do so by the Chief Education Officer or the principal of a school.
3. Truancy then report to the relevant principal and make recommendations as stated in Section 45 (d) of the Education Act:
 - A school attendance officer shall give
 - i. Written warning of the consequences of failure to attend school to the parent of the child who is not attending school; and
 - ii. Written notice to the parent to cause the child to attend school forthwith; and
 - iii. Report monthly or whenever necessary to the relevant principal's regarding cases of non – attendance reported to him under Section 46 (a).
4. The Principal furnishes a report with recommendations to the CEO as stated in Section 46 (a), (b) and (c) of the Education Act:
 - Every school principal of a school shall report in accordance with such regulations as may be prescribed to the school attendance officer, the names, ages and residences of all children of compulsory school age who have not attended school as required;
 - Furnish the CEO with such other information as the Chief Education Officer requires for the enforcement of compulsory school attendance; and
 - Report in accordance with section 57 to the Chief Education Officer every case of suspension and expulsion.

Procedures for Truancy (Tardiness/Attendance) to School Highlighting The Role of Truancy/Attendance Officers

1. A student who arrives at any time after the bell for the first period is considered tardy to school or late.

2. If the student has a signed note from the parent, he or she can proceed to the discipline principal's secretary for an **"excused late Pass."**
3. Students without valid excuses will come through the front gate where their names will be recorded on a tardy log by security.
4. They will then report to the Discipline Secretary who will issue them an **"unexcused tardy pass."**
5. The Discipline Secretary will log the Tardy in PowerSchool and in the Tardy Database.
6. The Discipline Secretary will use the Tardy Database to determine the number of tardies to enforce the appropriate consequences as follows:
 - I. 1 – 3 Tardies – Call Home
 - II. 4 – 6 Tardies – Parental Conference and Detention
 - III. 7 more Tardies – Notification of Truancy Officers/ Mentorship Programme
7. Please note that a Truancy Mentor will be assigned to every student who has a reported 7 or more tardies/absence in a school term.
8. The Truancy Mentor will liaise between the counsellor and the truancy officer to provide adequate mentorship for the students assigned.

The same guidelines used for tardiness applies to absences and dismissals (refer to Part I Item B). NOTE: For students eligible to ride a bus, "car trouble" will not be accepted for approval of tardiness. Oversleeping, clock failure, missed rides, etc. will NOT be accepted for approval of tardiness. Tardiness that fall in the excusable category will only be excused if the parent or guardian sends a written note with the student or telephone the office before the student arrives. All notes must state the date, reason for the tardiness, and the signature of the parent or guardian.

Detention Procedures

1. Detention will be held in a designated area.
2. Students serving detention will log in/out for verification and accountability.

Communication Protocol

Below you will find our communication protocol which is designed to promote Direct, Open, Respectful Communication

So that problems and concerns can be worked out quickly and effectively between the parties

involved. We strongly encourage students and parents to follow this protocol. In turn, our staff members pledge to be sensitive to your concerns, to maintain confidentiality and to return calls/emails within a day or two. By working together, we can continue and strengthen our commitment to **Success for ALL PARENTS & STUDENTS.**

SPEAK DIRECTLY TO THE TEACHER.

All students are encouraged to express their concerns directly to the teachers. If you as a parent, are concerned about an issue involving your child’s education, classroom experience or grade, go right to the source and contact the teacher. Staff emails are found on the school’s website. (www.eshsramsmediagroup.com) Teachers will make every effort to get back to you as quickly as possible, but it may take a day or two. Please be patient. If you do not receive a return email or call within two days, try again. After that, proceed to the next step.

2. If you have not heard from the teacher in a reasonable amount of time, contact:

COUNSELOR

If you need an update on your child’s progress (academic or behavior) in a particular classroom, contact the counselor

DEPARTMENT HEAD

If your concerns stem from a classroom practice, grade or a particular book or assignment, contact the Department Head

3. If you are dissatisfied with the response so far, you may contact one of the following administrators who will act as an intermediary when communication has failed between the student/parent and either the counselor or department head.

ASSISTANT PRINCIPAL

If you are dissatisfied with the response so far, you may contact one to the administrators who will act as an intermediary when communication has failed between the student/parent and either counselor or department head. If your concerns are regarding grade disputes, curriculum, compliance with waivers, course placement or class leveling or behavioral concerns, contact your student’s Assistant Principal.

4. **PRINCIPAL** Most problems will have been resolved by this point. If you still need to speak with someone about your situation, please contact the Principal’s Office at 284-468-9218 or 468 - 6720.

5. If your problem has not been resolved through the Principal’s office, contact the **Ministry of Education.**

ESHS SCHOOL FORMS

UNIFORM EXCUSE FORM



NAME OF STUDENT _____ DATE _____

PLEASE ALLOW MY SON/ DAUGHTER TO BE OUT OF THE CORRECT UNIFORM UNTIL _____

REASON FOR NOTICE

- Belt
- Shirt/Blouse
- Skirt/ Pants
- Shoes
- Socks

COMMENTS:

Approved Not Approved Administrator signature _____

UNIFORM EXCUSE FORM



NAME OF STUDENT _____ DATE _____

PLEASE ALLOW MY SON/ DAUGHTER TO BE OUT OF THE CORRECT UNIFORM UNTIL _____

REASON FOR NOTICE

- Belt
- Shirt/Blouse
- Skirt/ Pants
- Shoes
- Socks

COMMENTS:

Approved Not Approved Administrator signature _____

UNIFORM EXCUSE FORM



NAME OF STUDENT _____ DATE _____

PLEASE ALLOW MY SON/ DAUGHTER TO BE OUT OF THE CORRECT UNIFORM UNTIL _____

REASON FOR NOTICE

- Belt
- Shirt/Blouse
- Skirt/ Pants
- Shoes
- Socks

COMMENTS:

Approved Not Approved Administrator signature _____

ABSENCE /LATE EXCUSE FORM

MY SON/DAUGHTER WAS/WILL BE ABSENT/LATE ON/FROM TO FOR THE FOLLOWING REASON

PARENT/GUARDIAN SIGNATURE

ABSENCE /LATE EXCUSE FORM

MY SON/DAUGHTER WAS/WILL BE ABSENT/LATE ON/FROM TO FOR THE FOLLOWING REASON

PARENT/GUARDIAN SIGNATURE

ABSENCE /LATE EXCUSE FORM

MY SON/DAUGHTER WAS/WILL BE ABSENT/LATE ON/FROM TO FOR THE FOLLOWING REASON

PARENT/GUARDIAN SIGNATURE

ESHS BEHAVIOUR MODIFICATION PLAN

Statement of Purpose:

Our ESHS family which extends to our students, teachers, parents, administrators, staff and the community must work together to create and maintain an atmosphere that is safe and promotes an environment that is conducive to teaching and learning through positive reinforcement. Some examples of positive reinforcement are praise and nonverbal communication (e.g., smile, nod, and thumbs up) and tangibles such as stickers that say (great job, excellent work, or keep up the good work).

Behaviour Modification is necessary for the success of a Discipline Plan in any school. It is essential for an effective and productive learning environment. Successful Behaviour Modification strategies are a valuable asset needed to encourage responsible behaviour and to provide all students with a satisfying and successful school experience by discouraging misconduct. At ESHS we do not want discipline to be seen or viewed as punishment. Instead we want to promote a positive climate in which students are educated on good behaviour habits such as completing homework assignments and coming to class prepared and on time. Our new discipline plan will be used as a platform to change negative behaviour to positive ones.

Traditional punishment which tends to be punitive in nature is used as a form of control which interferes with the development of internal control by teaching children to focus their attention and anger towards an “unfair” authority figure rather than learning to be responsible for their own actions. This plan promotes the idea that negative behaviour patterns call for corrective disciplinary response.

As individuals we all have the ability to form relationships. As an educator it is important to form good sound relationships with our students. Studies show that success in the classroom is often attributed to good teacher-student relationships. This requires our ‘Social Emotional Behavioural Intervention’ skills to be developed in such a way that allows us to see past the disruptive behaviour in any child, and instead utilise discipline management strategies that have proven to be effective.

The following 2 charts illustrate the five (5) levels of behaviour infractions, their consequences and school personnel assigned to enforcing them.

CORRESPONDING CONSEQUENCES & PERSONNEL ASSIGNED TO HANDLE BEHAVIOURAL

NOTE: In **Phase 1** levels 1-3 offenses are lower level offenses. Consequences given are based on the number of times a particular offense is committed and follow the established Behaviour Modification Plan outlined in the Behaviour Modification Handbook. A flagrant (repeated) violation of an offense in any level moves it to the next level.

INFRACTIONS

LEVEL 1	Conference with student and other individuals as needed
LEVEL 2	Intervention, Detention, In-School Suspension
LEVEL 3	Referral to BMT (In-School Suspension, Detention, Suspension, Work duty)
LEVEL 4	Mandatory 5 – 10 Day Suspension
LEVEL 5	Mandatory 5 – 10 Day Suspension, Recommendation for Expulsion

ELMORE STOUTT HIGH SCHOOL BEHAVIOURAL AND DISCIPLINE PROTOCOL



Level of Behavioural Infractions

Level 1	Level 2	Level 3	Level 4	Level 5
<ul style="list-style-type: none"> - Attendance - Late to class - Classroom disturbance - Failure to complete graded assignments (in – school and out of school) - Unprepared for class - Chewing/Eating in classroom - Throwing things - Leaving seat without permission - Uniform Violations 	<ul style="list-style-type: none"> - Flagrant violation of Level 1 - Uniform Violation (repeated) - Loitering - Leaving classroom without permission - Defiance - Disrespecting tone (Attitude body language) 	<ul style="list-style-type: none"> - Flagrant violation of Level 2 - Bullying - Damage or destruction of School property - Disruptive behaviour (minor aggression) - Indecent Language (classroom or hallways) - Insubordination - Obscene gestures - Uniform violations (2 or more repeated violations) 	<ul style="list-style-type: none"> - Flagrant violation of Level 3 - Possession or use of Alcohol, drugs, and other substances - Breaking & Entering - Assault /Bystander Battery - Electronic Violation - Failure to accept disciplinary action - False emergency report - Fighting/physical altercation - Fire - Forgery/Theft/Plagiarism - Inappropriate Sexual behaviour - Rude & Disrespectful behaviour - Obscene Gestures (sexual nature) - Leaving School grounds 	<ul style="list-style-type: none"> - Flagrant violation of Level 4 - Gang related activity - Terroristic threats on school faculty, staff, and security - Threats (implied or acted out) and intimidation of staff - Weapons (brass knuckles with or without knives) - Gambling - Chronic Harassment - Chronic Aggressive Behaviour - Cyberbullying - Extortion
 LEVEL 1	 LEVEL 2	 LEVEL 3	 LEVEL 4	 LEVEL 5

ELMORE STOUTT HIGH SCHOOL BEHAVIOURAL AND DISCIPLINE PROTOCOL Consequences to Behavioural Infractions and person responsible



Teacher	Referral to Year Head/HOD	Referral to BMT (Behaviour Management Team)	Referral to Principal	Referral to Principal
<p>Level 1 – Conference May include but not limited to</p> <ul style="list-style-type: none"> ❖ Minimum: Verbal Warning ❖ Parental Contact ❖ Teacher/student conference ❖ Teacher/counsellor conference ❖ Teacher/student/middle manager (year head/HOD) ❖ Principal/student /parent conference <p>CONSEQUENCES: -</p> <p>Minimum:</p> <ul style="list-style-type: none"> ❖ Detention or Work Duty <p>Maximum:</p> <ul style="list-style-type: none"> ❖ In School Suspension 	<p>Level 2 – Intervention May include but not limited to</p> <ul style="list-style-type: none"> ❖ Referral to counsellor ❖ Counsellor/parent conference ❖ Teacher/parent conference ❖ Teacher/parent/student conference <p>CONSEQUENCES: -</p> <p>Minimum:</p> <ul style="list-style-type: none"> ❖ Detention or in – Suspension <p>Maximum: -</p> <ul style="list-style-type: none"> ❖ 1 – 2 days out of school suspension ❖ Restitution/Work Duty 	<p>Level 3 Suspensions 2 – 5 days: May include but not limited to</p> <p>CONSEQUENCES: -</p> <p>Minimum:</p> <ul style="list-style-type: none"> ❖ 2 – 3 days Detention ❖ 2 days in school suspension ❖ 2 days out of school suspension ❖ 3 days out of school suspension ❖ 4 days out of school suspension <p>Maximum:</p> <ul style="list-style-type: none"> ❖ 5 days out of school suspension <p>• Please note BMT reports all disciplinary matters to principal for appropriate consequences</p>	<p>Level 4 – Suspension 5 – 10 days. May include but not limited to</p> <p>CONSEQUENCES: -</p> <p>MINIMUM: -</p> <ul style="list-style-type: none"> ❖ 5 days out of school suspension <p>MAXIMUM</p> <ul style="list-style-type: none"> ❖ 10 days out of school suspension ❖ Restorative Practice ❖ 5 – 10 days in-school suspension/Work duty 	<p>Level 5 – Mandatory suspension and Academic and Socialization Agreement</p> <p>MINIMUM</p> <ul style="list-style-type: none"> ❖ 10 days out of school suspension <p>MAXIMUM</p> <ul style="list-style-type: none"> ❖ 10 days out of school suspension ❖ Work Duty (4 – 6) in lieu of 10 days' suspension with government and private partners

The Discipline Management Plan

The Discipline Management Plan is set out in 2 phases. Phase 1 addresses lower level infractions typically handled by the teacher with assistance from the HOD, Year Heads, or Behaviour Management Team. During this stage Behaviour Modification takes place.

Phase 1: Teacher Managed: - Introductory Notes:

- i) Phase one addresses infractions committed under Levels 1 – 3 of the existing Discipline Protocol.
- ii) These infractions are to be handled by the teacher who may seek the assistance of the HOD/Year head/Behaviour Management Team. Please note that these infractions for the most part are to be handled by the teacher. However, advice may be sought from the HOD/Year heads or any member of the Behaviour Management Team.
- iii) It is important to note that the role of the HOD/Year heads has changed.
- iv) To ensure that this new plan works HOD/Year heads are asked to work closely with teachers to ensure they understand and follow the procedures of the plan.
- v) HOD/Year heads will encourage teachers to use strategies outlined and monitor the effectiveness of the plan.
- vi) HOD/Year heads will make recommendations for teachers who may need additional assistance/training in this area.
- vii) HOD/Year heads will receive all referrals whether level 1 – 3 (Phase 1) or level 4 or 5 (Phase 2) and ensure all procedures are followed before referrals are given to the Discipline Principal.
- viii) During this phase teacher are expected to utilise strategies learned during our in-service Discipline Sessions as well as those learned throughout the school year.
- ix) Educators should always try to prioritise de-escalation, conflict resolution and behavioural intervention strategies, aiming to minimise the need for formal disciplinary referrals to the office whenever possible.
- x) The primary objective of a teacher regarding discipline is to:
 1. Establish strong, positive connections with students
 2. Set and communicate clear behavioural expectations
 3. Implement effective classroom management techniques

These actions collectively contribute to creating an optimal learning environment characterised by:

1. A positive classroom atmosphere
2. Conditions that promote and support effective learning

This approach emphasises proactive measures and relationship-building as the foundation for maintaining discipline, rather than relying primarily on reactive or punitive methods.

Phase 1 of the Plan:

1. When a student commits their 1st infraction under Level 1 – 3 of the Discipline Protocol the teacher should do at least two (2) of the following:
 - a. Give a verbal warning
 - b. Send a note to the parents
 - c. Call parents
 - d. Have a conference with the student after class if deemed necessary
2. The teacher must record/log this infraction and actions taken on the Discipline referral form.
3. When students commit a 2nd or 3rd infraction the same steps are followed using the Discipline referral for that student, ensuring that all relevant actions are taken and checkboxes ticked.

Note:

- (i) Every case is to be treated separately and individually for a given student and for this reason it's especially important that teachers log all infractions daily in PowerSchool.
- (ii) These log entries are done daily and consistently and will be used to determine which phase of consequence/action will apply.

For example:

If the same student commits multiple infractions in several/different classes throughout a given day/week, etc., PowerSchool log entries will be the only source from which a Discipline Principal can review this information to determine which course of action is necessary, whether to treat the infraction as Phase 1 or Phase 2.

4. Once a student commits 3 infractions or violations under Level 1 – 3 of the Discipline Protocol, ensure that the form is completely filled out indicating all appropriate actions were taken.
5. Make a copy of the form for your records and submit the form to either the HOD/Year head who will then submit it to the Discipline Principal as a formal referral. If the HOD/Year head is not available, then the referral can be made directly to the Discipline Principal.

* **Log all infractions in PowerSchool**

Note:

- (iii) Students will not be seen or dealt with by the Discipline Principal unless this form is complete indicating all appropriate actions were taken at the (Level 1 – 3 infractions). If the student committed a Level 4 or 5 infraction under Phase 2 of the plan this leads to an automatic referral to the Discipline Principal using the appropriate form (also provided in this handbook).
6. The Discipline Principal will first review the referral then review the student's discipline logs in PowerSchool in order to make a determination about the appropriate action/consequence to take.
7. The Discipline Principal reviewing the case will decide to issue 2 – 5 days of Positive Behaviour Modification Education (PBME) – which is an internal system designed and facilitated by

our Counselling Program headed by a Behaviour Modification Facilitator (BMF) to address/modify student behaviour. The Discipline Principal may also give a combination of PBME and RTI (Response to Intervention) strategies.

Note:

- (iv) Only the Discipline Principal or Counsellors can make a determination/referral for RTI. Teachers may make a recommendation.
- (v) Counsellors have created a curriculum designed to teach students strategies for behaviour change and give them the necessary tools to facilitate positive decision-making skills. This curriculum will be facilitated by the counsellors in collaboration with external Behaviour Management experts in the community.
- (vi) The Positive Behaviour Modification Education program is designed primarily for students who have committed a level 1 – 3 infractions and have not yet reached level 4 (flagrant violations of level 1 – 3). However, it is important to note that the PBME program is not limited to these infractions and may be used in combination with OSS for more serious infractions (level 4 and 5).
 - 8. Students who are given PBME days (2 – 5) as a consequence will be monitored for progress by our counsellors – particularly the relevant grade level counsellor.
 - 9. Counsellors will determine behaviour change progress and will decide in collaboration with the Discipline Principal on whether additional interventions are needed using the Response to Intervention (RTI) plan and form.
 - 10. Teachers will be notified within 24 – 48 hours of the actions taken (depending on the volume of cases) initially by the Discipline Principal giving the consequence and thereafter of the progress or additional interventions needed via a “Progress Monitoring Form” – prepared by the relevant counsellor. The student, if necessary, will continue to be monitored by the teacher and relevant counsellor.

Note:

Students who are assigned days for Positive Behaviour Modification for committing levels

1 – 3 infractions will either:

- Be exempted from classwork
- Be given make-up work, or
- Have an opportunity to do missed work

In other words, the grades of students in this category Phase 1 of the Discipline Plan will **NOT** be adversely affected.

Phase 2: Behaviour Management Team/Office of Student Expectations

Introductory Notes:

- i) Phase two addresses infractions committed under Level 4 or 5 of the existing Discipline Protocol or flagrant violation of Level (1 – 2) after unsuccessful teacher/Yearhead/HOD/counsellor intervention.
- ii) Flagrant violations of level (1 – 3) after unsuccessful teacher intervention are to be forwarded to any member of the Behaviour Management Team. Level 4 or 5 infractions are to be handled by the Office of Student Expectations Assistant Principal. The Principal who will review the referral and the student's PowerSchool log entries.

Phase 2 of the Plan:

1. When students commit a level 4 or 5 infraction of our existing Discipline Protocol the teacher should make an immediate referral (using the relevant form) to the Discipline Principal and log the incident in PowerSchool.
2. The Discipline Principal will review the referral form and then also review the student's Power School record.

Note:

- (i) If teachers are unable to log these entries in PowerSchool before the Office of Student Expectations reviews PowerSchool, the referral form will be used to determine the consequences. Therefore, the teacher must remember to give a detailed referral and may need the help of the Year Head/HOD to prevent class interruptions. The teacher may then log the entry later in the day.
3. The Assistant Principal will **ALWAYS** begin with the required 10 – day suspension (OSS) which may be cut down to between 4 – 6 days if the student and parent agree that the student will serve those 4 – 6 days doing assigned work duty outside of school at established work places. The Discipline Principal may also decide on a combination of consequences. For example, OSS and RTI strategies or OSS and PBME.
4. Students will serve the allotted 10-day suspension if they refuse to attend work/service duty.

Note:

- (ii) Students who commit a level 4 or 5 infraction and are assigned OSS – whether choosing 10 days or 4 – 6 work/service duty and the remaining 4 – 6 in PBME/Community Service in school related service projects, WILL be given class work /graded assignment missed.
- (iii) They are required to write a 2/3 pages double spaced, 12 font, times new roman – report in proper format and grammar about their work experience and behaviour (how the experience has changed them).
- (iv) This report will be written on their last day of OSS (work duty) and should be a reflection of their

negative behaviour and the lesson, if any, learned by the experience. The report should be submitted to the Office of Student Expectations upon their return to school.

- (v) If the report is NOT written and submitted, this will be treated as level 4 violations – (Failure to accept Disciplinary Action) and the appropriate action/consequence will then be given.
- 5. Students who commit a level 4 or 5 infraction and are issued a 10 - day suspension or 4 – 6 days’ work/service duty with the remaining days to be served in the Positive Behaviour Modification Education Program (PBME) – will follow the same system of monitoring outlined in Phase 1 to be handled by the Behaviour Modification Facilitator.
- 6. The counsellor will collaborate with Behaviour Modification Facilitator and will decide if consequences given were successful or if additional interventions are needed using the existing RTI plan/form.
- 7. The BMF will complete the established monitoring form for teachers/and for the record in PowerSchool. They will give teachers a copy, keep a copy and log the students’ progress in PowerSchool.

Note:

- (vi) The Discipline Principal will use the necessary form to inform the teacher of the given consequences with 24 – 48 hours indicating the stage of the process, date, time, the reviewing principal and what actions were taken. Then after the suspension/work service duty is served the BMF also completes a progress report form indicating the progress of the student, if any, and additional interventions recommended.
- (vii) Teachers are encouraged to create a Discipline Binder set up by class period in which they will place the New Discipline Handbook along with all logs/record for students and all forms: - Your Discipline Binder can be a part of your Lesson Plan Book and must include:
 - a. The Behaviour Modification Handbook
 - b. The Discipline Referral Form
 - c. Copies of all referrals returned from the Office of Student Expectations indicating actions taken.
 - d. The Progress Monitoring Form – from the BMF after action is taken (to notify the teacher of the progress and/or next steps.)
 - e. Guidance and Counselling Referral Forms
 - f. Tardy Log

OFFENSES AND CONSEQUENCES

1. ALCOHOL

Students will not possess or use any alcoholic beverages on the school property, on a school bus, or at any school event away from school.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 4 – Suspension of 5-10 days, Parent

Conference Maximum: Level 5 - Mandatory 10 days Suspension with

2. ASSAULT/BATTERY

Students will not verbally threaten, attempt to hurt and/or intimidate teachers, administrators, bus drivers, other school personnel, other students, or persons attending school-related functions, with or without the use of physical contact; and will not engage in verbal altercations and/or actions which cause such persons to be in reasonable fear of immediate bodily harm.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 4 – Suspension of 5 – 10 days

**Maximum: Level 5 – Mandatory 10-day Suspension
with Recommendation for Expulsion**

3. ATTENDANCE

**Number of Unexcused
Absences**

School Action Per Occurrence

1 – 3

Call home

4 – 6

Parent Conference/Community Service

7 or more

Referral to the Truancy Officers/Truancy Mentorship Programme

4. BREAKING AND ENTERING

Students will not enter and remain in any school building at any time without authorization or permission.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 4 – Suspension of 5 – 10 days

Maximum: Level 5 – Mandatory 10-day Suspension with Contract

5. BULLYING

Students will not threaten, attempt to hurt and/or intimidate teachers, administrators, bus drivers, other school personnel, other students, or persons attending school related functions, with or without the use of physical contact; and will not engage in verbal altercations and/or actions which cause such persons to be in reasonable fear of immediate bodily harm.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Verbal Warning/ Parent Conference

Level 3 – Suspension of 2– 5 days

Maximum: Level 4 – Suspension of 5– 10 days

6. BUS MISBEHAVIOUR

Students will not engage in behaviour that includes, but is not limited to, any behaviour that disrupts or distracts the driver, or causes a dangerous situation for the bus driver and/or students or that disrupts the orderly operation of a bus or creates a dangerous situation for vehicles operating near a bus.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 2 – Warning and Parent Conference

Level 3 – Suspension from bus for 2– 5 days

Maximum: Level 4 – Suspension from bus for 5 – 10 days

7. BYSTANDER BATTERY

Students will not become involved in a fight that he/she did not start. A student who did not start a fight but becomes involved in it will be charged with bystander battery. This offence includes, but is not limited to, hitting or kicking another student while that student is fighting another person.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 4 – Suspension of 5 – 10 days

Maximum: Level 5 – Mandatory 10-day Suspension with Contract

8. CYBER BULLYING

Students will not threaten, attempt to hurt and/or intimidate teachers, administrators, bus drivers, other school personnel, other students, by the use of an electronic or web based technology, which may cause such persons to be in reasonable fear of emotional and psychological hurt or immediate bodily harm. Electronic technology includes but is not limited to devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Verbal Warning/Parent Conference

Level 3 – Suspension of 2 – 5 days

Maximum: Level 4 – Suspension of 5 – 10 days

9. DAMAGE / DESTRUCTION OF PROPERTY

Students will not attempt or threaten to destroy, damage, vandalise, deface, or set fire to school, public or private property located at the school.

SCHOOL INITIATED CONSEQUENCES:

**Minimum: Level 4 – Suspension of 5 – 10 days and either Replace property
or Pay for damage caused**

Maximum: Level 5 – Mandatory 10 days Suspension with Contract

10. DISRUPTIVE BEHAVIOUR

Students will not engage in any behaviour that disrupts, distracts students and/or teachers, or creates a dangerous or fearful situation for students and/or staff.

Students will not engage in acts that cause or may cause disruption of the school and/or threaten the safety or well-being of students and staff of the Elmore Stoutt High School.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 2 – Warning and Parent conference, Suspension of 1 – 2 days

Maximum: Level 5 – Mandatory 10 days Suspension with Contract

11. DRESS CODE

Students will not dress inappropriately. All students are expected to dress appropriately and adhere to the dress code as stipulated in the Student's Handbook.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 1 – Conference
Level 2 – Intervention
Level 3 – In-School Suspension of 2 – 5 days

12. DRUGS, ALCOHOL AND OTHER SUBSTANCES

All substances, including but not limited to, alcohol and alcoholic beverages, marijuana, prescription drugs, over the counter drugs, look-alike drugs, inhalants, pills, tablets, capsules, synthetic substances and all other legal and illegal drugs or substances. Use of alcohol, marijuana and other drugs by minors is harmful and illegal.

A student will not possess or distribute drug related paraphernalia. Drug related paraphernalia includes but is not limited to pipes, water pipes, clips, rolling papers and other items used with or related to drug use.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 4 – Suspension of 5 – 10 days
Maximum: Level 5 – Mandatory 10-day Suspension with Contract

13. ELECTRONIC DEVICES

Students will not use any electronic device, including but not limited to, pagers, beepers, cellular phones, walkie-talkies and similar devices (**except for approved for instructional purposes**).

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 4 – Suspension of 5 – 10 days
Maximum: Level 5 – Mandatory 10-day Suspension with Contract

14. EXTORTION AND THEFT

The practice of obtaining something through force or threats. Students will not engage in extortion, robbery, burglary, be in possession of stolen property or missing property, possess and/or distribute counterfeit money, cheques, money orders or bank cards.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 4 – Suspension of 5 – 10 days

Maximum: Level 5 – Mandatory 10-day Suspension with Contract

15. FAILURE TO ACCEPT DISCIPLINARY ACTION

Students will not refuse to serve or absent themselves from detention, in-school suspension, or any other disciplinary action imposed by a teacher or school administrator.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 4 – Suspension of 5 – 10 days

Maximum: Level 5 – Mandatory 10-day Suspension with Contract

16. FALSE EMERGENCY REPORT, TERRORISTIC THREATS, GANG RELATED ACTIVITY

Students will not engage in acts that cause or may cause disruption of the school and/or threaten the safety or well-being of students and staff of the Elmore Stouff High School. Prohibited acts include but are not limited to, terroristic threats, gang-related activities, walk-outs, sit-downs, rioting, causing chaos, picketing, trespassing or inciting disturbances.

17. FIGHTING / PHYSICAL ALTERCATION

Students will not engage in fighting, hitting, kicking, shoving, pushing, biting or making physical contact with teachers, administrators, bus drivers, other school personnel, other students or persons visiting the school.

SCHOOL INITIATED CONSEQUENCES (16 & 17):

Minimum: Level 4 – Suspension of 5 – 10 days

Maximum: Level 5 – Mandatory 10-day Suspension, with recommendation for expulsion.

18. FIRE [Actual, attempting or threatening destruction, damage, vandalism or arson to school, public or private property]

Students will not attempt or threaten to destroy, damage, vandalise, deface, or set fire to school, public or private property.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 4 – Suspension of 5 – 10 days

Maximum: Level 5 – Mandatory 10-day Suspension, with
recommendation for expulsion.

19. FORGERY

Students will not provide false information. This includes but is not limited to, falsifying school records, the forging of a signature, making or providing false statements to teachers, administrators or other school personnel, cheating, bribery, or using an unauthorised computer user ID or password. **Students are prohibited from falsifying, misrepresenting, omitting or erroneously reporting information to legal authorities, teachers, administrators or other school personnel regarding instances of alleged inappropriate behaviour by a teacher, administrator, or other school personnel.**

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 4 – Suspension of 5 – 10 days

Maximum: Level 5 – Mandatory 10-day Suspension with Contract

20. GAMBLING

Students will not engage in acts of gambling. This includes but is not limited to, betting money or other items on card games, dice games, or the outcome of games or activities, and/or being in possession of gambling material or paraphernalia.

SCHOOL INITIATED CONSEQUENCES:

Minimum: 5 – 10 days

Maximum: Level 5 – Mandatory 10-day Suspension with Contract

21. GANG RELATED ACTIVITY

Students/a group of students will not threaten, intimidate, harass, make physical contact with or subject teachers, administrators, bus drivers, other school personnel, other students or persons visiting the school to any form of physical hurt, including but not limited to:

- *Assault and battery*
- Threats, taunts, intimidation through words and/or gestures
- Direct physical contact such as hitting or shoving
- *Physical violence and/or attacks*
- *Destruction of school or personal property*
- Theft of money and/or personal possessions for the purpose of bullying, harassing or intimidating

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 4 – Suspension of 5 – 10 days

Maximum: Level 5 – Mandatory 10 days Suspension with recommendation for expulsion

22. HARASSMENT

Students will not threaten, intimidate, harass, make physical contact with or subject teachers, administrators, bus drivers, other school personnel, other students or persons visiting the school to any other form of physical or emotional hurt, including but not limited to:

Verbal assaults such as unwanted teasing or name-calling Threats, taunts, intimidation through words and/or gestures. Direct physical contact such as hitting or shoving Physical violence and/or attacks. Destruction of school or personal property. Any form of electronic bullying or cyberbullying using school equipment, school networks or email systems or using personal equipment during school. Theft of money and/or personal possessions for the purpose of bullying, harassing or intimidating.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 3 – Suspension of 2 – 5 days

Maximum: Level 5 – Mandatory 10 days Suspension with Contract

23. IDENTIFICATION CARDS

Students will not be present at school or attend any school event without proper student identification. Elmore Stoutt High School students must wear ID cards visibly attached to the front of shirt or blouse at all times. Students who are not in possession of their ID card are in violation of the Student's Code of Conduct. Students must pay for replacement ID cards.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 1– Conference

Level 2- Intervention

Maximum: Level 3 – Detention/In-School Suspension for 1-3 days

24. INAPPROPRIATE SEXUAL BEHAVIOUR /INDECENT EXPOSURE

Students will not engage in inappropriate bodily contact of a sexual nature. This offence prohibits sexual contact between or among students and between or among a student and school personnel, visitors on school property or at any school function or event. This includes but is not limited to consensual sexual contact, non-consensual sexual contact, sexual assault, unwelcomed sexual advances or comments, requests for sexual favours and/or indecent exposure.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 4 – Suspension of 5 – 10 days and Parent Conference

Maximum: Level 5 – Mandatory 10-day Suspension with Contract

25. INSUBORDINATION

Students who refuse to carry out instructions given by teachers, administrators, or any other school personnel.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 3 – In-School-Suspension of 2 – 4 days

Level 4 – Suspension of 5 –10 days

Maximum: Level 5 – Mandatory 10 days Suspension with Contract

26. LOITERING

Loitering is strictly prohibited on the Elmore Stoutt High School campus. On arrival to the front of the school students must continue through security and onto the school premises. Loitering in this area is strictly prohibited. Students will not sit/stand in a “**no-stopping zone**”; this includes all areas in the vicinity of the Courthouse.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 2 – In-School Suspension of 2 – 4 days, Parent Conference

Maximum: Level 4 – Suspension of 5 – 10 days

27. OBSCENE BEHAVIOUR, GESTURES AND OR MATERIALS

Students will not engage in conduct that includes but is not limited to, cursing, using profane, vulgar, obscene words or gestures, spitting on another person; possession of obscene material/pornography, and making profane, vulgar or obscene comments or actions.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 3 – In-School Suspension of 2 – 5 days

Maximum: Level 5 – Mandatory 10- day Suspension with Contract

28. PROFANITY, CURSING, OBSCENITY AND/OR DEROGATORY LANGUAGE, RUDE AND DISRESPECTFUL BEHAVIOUR

Students will not be discourteous or use inappropriate language, behaviour or gestures including vulgar, profane language towards teachers, administrators, bus drivers, other school personnel, other students or persons attending school related functions.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 3 – In-School Suspension of 2 – 5 days

Maximum: Level 5 – Mandatory 10- day Suspension with Contract

29. REPEAT VIOLATIONS

Students will not engage in behaviour that repeatedly, chronically disrupts the educational process, the orderly operation of the school, school activities, school buses or other school operations that constitutes a violation of the **Student's Code of Conduct**. Before students can be charged with such a violation, the student must be warned of possible consequences and be referred to a school counsellor, or other appropriate resource personnel. In addition, parents/guardians must be contacted about the misbehaviour.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 3 – Suspension of 2 – 5 days

Maximum: Level 5 – Mandatory 10-day Suspension with Contract

30. RUDE AND DISRESPECTFUL BEHAVIOUR

Students will not be discourteous or use inappropriate language, behaviour or gestures including vulgar/profane language towards teachers, administrators, bus drivers, other school personnel, other students or persons attending school related functions.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 3 – Suspension of 2 – 5 days, Parent Conference

Maximum: Level 5 – Suspension 5 - 10 days

31. TERRORISTIC THREATS

Students will not engage in acts that cause or may cause disruption of the school and/or threaten the safety or well-being of students and staff of the Elmore Stoutt High School. Prohibited acts include but are not limited to, terroristic threats, gang-related activities, walk-outs, sit-downs, rioting, causing chaos, picketing, trespassing and inciting disturbances.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 4 – Suspension of 5 – 10 days

**Maximum: Level 5 – Mandatory 10- day Suspension with
recommendation for expulsion**

32. THEFT / STEALING (Actual or Attempted) see #13

Students will not engage in robbery, burglary, be in possession of stolen property or missing property, possess and/or distribute counterfeit money, cheques, money orders or bank cards.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 3 – Suspension of 2 – 5 days

Maximum: Level 5 – Mandatory 10 - day Suspension with Contract

33. THREATS AND INTIMIDATION

Students will not threaten, intimidate, harass, make physical contact with or subject teachers, administrators, bus drivers, other school personnel, other students or persons attending school related functions to any form of physical or emotional hurt, including but not limited to:

- Verbal assaults such as unwanted teasing or name-calling
- Threats, taunts, intimidation through words and/or gestures
- Direct physical contact such as hitting or shoving
- Physical violence and/or attacks
- Destruction of school or personal property
- Any form of electronic bullying or cyberbullying using school equipment, school networks, email systems or using personal equipment during school
- Theft of money and/or personal possessions for the purpose of bullying, harassing or intimidating

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 4 – Suspension of 5 – 10 days

Maximum: Level 5 – Mandatory 10 days Suspension with Contract

34. TOBACCO (cigarettes, cigars, tobacco products)

Students must never use or be in possession of tobacco or any tobacco products.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 4 – Suspension of 2 – 5 days

Maximum: Level 5 – Mandatory 10 days Suspension

35. VANDALISM AND LITTERING

Students will not attempt / threaten to destroy, damage, vandalise, deface or set fire to school, public or private property. Students will not throw or leave garbage lying on the floor/ground around the campus, this include but is not limited to classrooms, bathroom, buildings, and lunch tents

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 3 – Suspension of 2 – 5 days

Maximum: Level 5 – Mandatory 10 days Suspension

36. WEAPONS

Students will not be in possession of a weapon of any kind. This includes but is not limited to knives (of any size or type), brass knuckles, batons, guns or any dangerous instrument.

SCHOOL INITIATED CONSEQUENCES:

Minimum: Level 4 – Mandatory 5 – 10 days Suspension

Maximum: Level 5 – Mandatory 10 days Suspension with recommendation for expulsion

ESHS

VIRTUAL LEARNING

Virtual Learning - Bell Schedule

Period		Time
Homeroom		8:40 – 8:50
1		9:00 – 9:40
2		10:00 – 10:40
Jr	3	11:00 – 11:40
Sr	Lunch	11:00 -11:55
Jr	Lunch	12:00 – 12:55
Sr	4	12:00 – 12:40
5		1:00 – 1:40
6		2:00 – 2:40
Office Hours		3:00 – 4:30

CONTRACT AGREEMENT FOR DIGITAL TEXTBOOKS

Re: Digital Textbooks (eBooks)

The Ministry of Education, Culture, Youth Affairs, Fisheries and Agriculture (Ministry) will continue the use of eBooks for all Grade 7- 9 students for the 2024-2025 School Year. The aim is to introduce a multisensory approach to the information presented in textbooks. The eBooks (One Lern or Digital Textbook Subscription) include:

- written texts,
- interactive activities,
- videos,
- virtual labs,
- quizzes with immediate feedback at the end of chapters
- editing options for teachers

The subjects for whom eBooks will be available are as follows: Mathematics, English, Spanish, Science, Physical Education and Social Studies.

Usage

Students are required to have their own devices. **Acceptable devices include Chromebooks, Laptops, Macbooks, Ipad, or Samsung Tablets.** Students are required to follow the guidelines within the device user each agreement, as well as all school, classroom, and ministry policies and procedures regarding behaviour and technology use. **Please be aware that nothing on your personal devices is private.**

Government of the Virgin Islands
Ministry of Education Culture, Youth Affairs and Sports

Computer, Internet and Network
Acceptable Use Policy

Created August 2021

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The Ministry of Education, Culture, Youth Affairs, Fisheries and Agriculture is committed to ensuring that students are provided with a learning environment that integrates technology as part of their daily educational experience. The purpose of this policy is to ensure integrity in the use of technology in all public schools.

In order to provide students with 21st century learning opportunities the Ministry established a ‘Computer, Internet and Network Acceptable Use Policy’. This policy only applies to the following devices:

- Tablets
- Laptop/notebook computers
- Desktop computers

Cellular, mobile, and smartphones are NOT allowed for use in the teaching and learning process.

The policy applies to the aforementioned devices, which are privately owned, but are used to access resources that would enhance or supplement access and delivery of the Grades K-12 curricula.

Definition of User

A user is a student (registered in Grade K-12), principal, teacher or staff at any public institution in the Virgin Islands who brings a personal device to access the school’s network.

Rules for Use

ALL users are required to complete the Ministry’s User Policy (MUP) approval form prior to accessing the Government of the Virgin Islands Network.

Users who do not complete a MUP User Agreement form will not be allowed to access their school’s Wi-Fi network.

Students will NOT be allowed to use their personal device on campus while connected to their wireless service provider (CCT, Digicel, or FLOW).

Guidelines for Use of Device

- I understand that accessing the internet at school and the use of a device (personal or school issued) in class, is an earned privilege and not a right and permission to do so must first be given by a teacher.
- I understand that I do not have the right to privacy while using a device (personal or school issued) on school property.
- I understand that I cannot livestream, take pictures or video record other students, teachers, other employees or anyone else on school property without their consent.
- I am ultimately responsible for the safekeeping of my device (personal or school issued).
- I will not attempt to bypass or delete any monitoring software or privacy settings.
- I will provide my assigned school's device upon any request of a teacher so that they can check its privacy settings, monitoring software (if installed), and apps.
- I will not provide any kind of personal information about myself, a teacher or anyone else in our school including their name, address, telephone number, this includes any online forms that ask for this information without permission from my teacher, parent, or significant adult.
- I will not use my device (personal or school issued), to bully another person.
- I will not use my device (personal or school issued) at any time, in a way that can reasonably be seen by another person to be rude, mean, or disturbing
- I will notify my teacher if I am being peer pressured or cyberbullied or if I receive rude, mean, or disturbing messages from others while using a school's device, or

personal device at school.

- I will not use a device (personal or school issued) to post anything online that I would not want my teacher, parent/significant adult to see. This includes the use of profanity (bad language).
- I will not post revealing pictures of myself online via text message, email, or app using a device (personal or school issued).
- I will notify my teacher if anyone sends me a naked picture of their body, especially, including any area of their genitalia while using my device (personal or school issued).
- I will not download anything or install apps or games on a school issued device.
- I will not purposely visit websites that contain primarily adult content using my device while at school or using a school's device.
- I will not buy or order anything online using a school's device.
- If I am continually contacted by a stranger that wants me to be my friend or follow them, or who makes me feel uncomfortable, I will notify my teacher.
- If I make an honest mistake while online at school when using my device or a Ministry/school device, I will notify my teacher as soon as possible.
- I understand that this Computer, Internet and Network Acceptable Use Policy applies outside of the school when using any device that is owned by the Ministry/school.
- If I purposely break any of the conditions noted above, I will accept the consequences of the school's administration, which may include, but are not limited to, losing access to the school's Internet, Wi-Fi, network access, or device.

Disclaimers

It is the responsibility of the user of a Ministry/school device to immediately report any

connectivity and/or technical issues that may arise to the ICT unit, to avoid being held liable.

Access to technical support via the Department of Information Technology (DoIT) or ICT Unit will not be provided for your personal devices.

Responsibility for Personal Devices

Usage of a personal device is a privilege and as such there are risks involved when you bring your personal device to school:

- The Ministry of Education and your school is not responsible for theft of or damage to the device.
- It is important that parents record the device's serial number and MAC address (and keep it in a safe place) in the event it goes missing.

Partnership

Internet safety is a shared responsibility between the student, parent and school. It is important for parents to monitor their child/children's online activities and assist the school in promoting internet safety and helping to develop responsible technology users.

In partnering, we intend to develop internet safety through instructions that address:

- cyberbullying
- online decisions/actions and their offline consequences
- respect and protection of the privacy of others
- respect for copyright laws
- respect for published work

Parents are to refrain from contacting their child using this medium during school hours but should contact the child via the school office or through an administrator at the school.

Violation of Policy and Procedures

1st Offense: Device will be confiscated and placed in the office and be returned to the student at the end of the school day.

2nd Offense: Device will be confiscated and placed in the office; the parent or guardian listed

on the child's record or Computer, Internet and Network Acceptable Use Policy Agreement will be required to come to school and retrieve it.

3rd Offense: Users will lose the privilege of being allowed to have or use a personal device on school premises for 2 weeks.

Immediate and Permanent Loss of Access

Students will **IMMEDIATELY** and **PERMANENTLY** lose access if they are caught in violation of any of the following:

- Accessing websites of pornographic, sexual, illegal or otherwise considered inappropriate by the school and the Ministry of Education.
- Recording, transmitting, or posting images, video and audio of a person, or persons on campus during school activities.
- Video/audio taping and sharing to social media, public or individual students during their period of enrollment at a public institution in the V.I. is prohibited.
- Activities involving cyber-bullying or harassment of another user or group of users during his designated school calendar and time as stipulated in the Education Act is prohibited.

NOTE: Any student who is restricted in use or possession of a device will be

temporarily issued a device under strict supervision to complete assigned work and the device will be taken after work is submitted/completed.

User Agreement

PARENT

I have read and understood the above guidelines and procedures. By completing this form, I am agreeing to the terms and conditions for allowing my child to bring a personal device or use a Ministry/school issued device to school for educational purposes. Dated this __ day of _____, 20_____



Parent/Guardian's Name _____

Parent/Guardian's Signature _____

Parent/Guardian's Email _____

Parent/Guardian's Cellphone _____

User Agreement

STUDENT

I have read, understood and will abide by the above guidelines and procedures for the Computer, Internet and Network Acceptable Use Policy, and by signing this form I agree to the terms and conditions written therein, allowing me to bring a personal device or Ministry/school issued device to school for educational purposes.

Student's Name: _____

Student's Signature: _____

School: _____

Grade: _____

Computer Brand: _____ Model: _____

Serial Number: _____

MAC Address: _____ : _____ : _____ : _____

MINISTRY OF EDUCATION AND CULTURE

Student Email Permission Form

The Ministry of Education and Culture has created email accounts for all students in grades 4-12 to use with LearningHub.online, an eLearning and Test Preparation Programme. These accounts will be used at school for school related projects but may be used outside of school to enhance students' learning with their parents' permission. To gain access, a student must obtain parental permission and must return this form, signed by a parent or guardian, to the Principal of their school.

Access to email will enable students to communicate and collaborate with students and teachers in the Virgin Islands. While our intent is to make email available to further educational objectives, parents/guardians should know the student email address will have restrictions on what can be received. The Department of Information Technology (DoIT) uses very powerful filtering tools and makes every effort to block inappropriate content and will be vigilant; however, technology is constantly evolving. Therefore, it is important for students to accept responsibility for their behaviour and report any inappropriate emails to a responsible adult.

No student will be assigned an email account without parental or guardian approval. The email naming convention will be the student's **first name. last name followed by @vischools.edu.vg**; for example, **james.maduro@vischools.edu.vg**. As with any educational endeavour, we feel that a strong partnership with families is essential to a successful experience. Once the permission slip is returned, we will send a letter with instructions on how to access the account created. We are encouraging parents/guardians to be a part of the initial login process. This will allow you to participate in how your child uses this technological tool.

Please fill out and return the permission slip to your child's homeroom teacher by **September 21, 2025**

Philosophy

The Ministry of Education and Culture encourages the use of student email as an effective and efficient way to improve communication between students, teachers and administrative staff. The primary purpose of student email is to support teaching and learning. Virgin Islands schools email accounts are housed on a **Google** mail server, thereby giving students access to Google Docs (word processor, spreadsheet, and presentation software) and also allowing teachers and students to share information housed in these file areas with others.

1. Official Email Address

All students in grades 4-12 will be assigned a student VISchools.edu.vg email account. This account will be considered the student's official V.I. Schools email address until such time as the student is no longer enrolled in Virgin Islands Education system.

2. Prohibited Conduct

Student email may not be used in the following ways:

- Unlawful activities---including harassment and/or bullying

- Commercial purposes
- Personal financial gain
- False identity in email communications
- Misrepresentation of a school within the **V.I. Education System**
- Interference with **V. I. Schools'** technology operations through
 - a. electronic chain letters
 - b. unsolicited electronic communications
 - c. disruption of electronic communications

3. Access Restriction

Access to and use of student email is considered a privilege accorded at the discretion of **V. I. Education system**. The Ministry maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or Education policies have occurred.

- *First violation:* An oral and written notice will be sent to the parent and the child will lose privileges for a minimum period of 30 school days.
- *Second violation:* An oral and written notice will be sent to the parent and the child will lose privileges for a minimum period of 90 days.
- *Third violation:* An oral and written notice will be sent to the parent and the student will forfeit privileges for the remainder of their school career.

4. Security

The V. I. The Education System cannot and does not guarantee the security of electronic files located on the Google Mail system. Although Google does have a powerful content filter in place, the Ministry cannot assure that users will not be exposed to unsolicited information.

5. Privacy

The general right of privacy will be extended to the extent possible in the electronic environment. The V. I. The Education School System and all electronic users should treat electronically stored information in individuals' files as confidential and private. There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may have to examine activities, files, and electronic mail to gather sufficient information to diagnose and correct problems with system software or hardware. Users of student email are strictly prohibited from accessing files and information other than their own. The Ministry reserves the right to access the student.vischools.edu.vg Google Mail system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Please complete and return the portion below by September 30, 2025

Student Agreement:

I (print name) _____ agree to adhere to the guidelines stated above for use of my Google App. account. I also recognize that my parents/guardians have the right to login to my account at any time.

Student's signature: _____ Date: _____

Parent/Guardian:

_____ I GIVE permission for my child to be assigned an email account.

_____ I DO NOT GIVE permission for my child to be assigned an email account.

Student name: _____ Grade: _____

Parent's name (Print): _____

Parent signature: _____ Date: _____

If you have any questions or concerns, please feel free to call Mrs. P. Mathavious at the Ministry at 468- 2151.

ONLINE MORAL ETHICS

- Attendance
 - Punctuality
- Code of Conduct for Technology Use
 - Moral Ethics
 - Rights and responsibility & Parental Involvement
 - Communicating with Staff/Admin/Teachers
 - Interactions with ESHS Students
 - Online Classroom Expectations
 - eSAFE (Internet Safety)
 - Dress Code

ATTENDANCE

Why take attendance during remote learning?

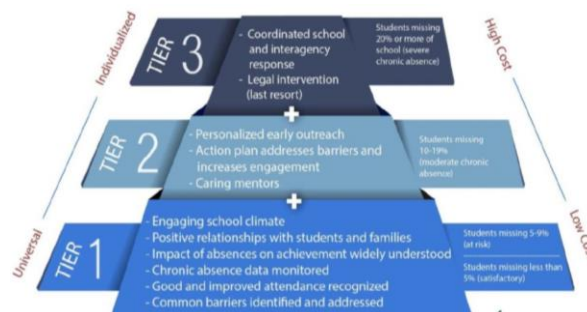
- Students need to, in these uncertain times, have the security and comfort of a regular routine with learning expectations that are as normal as possible.
- Missing school is disruptive to the learning process and can have a negative impact on academic progress.
- Just as if we were able to begin the school year with in-person instruction, we are required by Law to report student attendance. Both parents and schools must work together to ensure that learning moves forward as much as possible during remote learning times.

How do I report an absence during remote learning?

- If your child is ill, if there is an emergency, if they are having technical difficulties with a device, internet connection issue or electricity issues, please call, text or email the school.

What happens if I forget to report an absence?

- Teachers and/or other school personnel will be reaching out to you to check in:
 - 1– 3 sessions call from school,
 - 4 – 6 sessions a letter from the principal will be sent to parents as a reminder of the importance of attendance.
 - 7 sessions a scheduled parents and an administrator will meet in a conference to discuss a plan for student success. Referral to Truancy Officer.



CODE OF CONDUCT FOR TECHNOLOGY

Moral Ethics:

Every student is responsible for his own behaviour and to act in a manner that demonstrates **self-discipline** and a sense of **responsibility**.

Students are expected to:

1. Maintain a positive approach to school life and learning.
2. Abide by school's Code of Conduct and Behaviour Policies.
3. Show courtesy and respect at all times towards others;
4. Be regular in attendance and punctual;
5. Cooperate with their peers and staff;
6. Recognize that inappropriate standards of behaviour will not be tolerated.
7. Develop a sense of being a part of ESHS family, the community and caring for each other

Rights and expectations:

1. Each student has the right to learn and to be respected by others.
2. Every teacher has the right to teach without disruption.
3. Maintaining appropriate student behaviour is an essential condition for teaching and learning.
4. Behaviour is learned and teaching good behaviour is an integral part of the school curriculum.
5. Emphasis must constantly be on **self-discipline** and **responsibility**

Parental Involvement:

We recognize parental involvement as an important factor in your child's educational career. Parents are accountable for their children and their behaviour, we recognize that this has a profound effect upon their attitudes at school. Our goal is to strive for our children to demonstrate good and acceptable behaviour at all times.

They are expected to:

1. Abide by and endorse the Rules and Regulations and any other policies of the school.
2. Encourage an attitude of mutual respect for our institution and for each other.
3. Fully collaborate with school authority in the elaboration and implementation of behaviour resolution measures.
4. Please make contact with the school if there are any concerns.
5. Share discussions with teachers and the Administration concerning your child's education, welfare and behaviour and any other concerns, difficulties or anxieties.
6. Encourage your child to project a positive image of the school and their home.
7. Ensure the regular attendance (minimum 90% attendance rate) and punctuality of your child.

Interactions with ESHS students

1. All communications with other students must follow the **Code of Conduct**. Unsolicited emails, texts, IMs, DMs, PMs, Videos, or Tweets etc. that are bullying, harassing, or harmful to others are prohibited. Any of these types of communications attributable to a student will result in actions, not limited to, the student being blocked from sending emails to anyone other than ESHS staff.
2. All communications with other students, course related, discussion post, or extra-curricular, must be **polite, courteous** and **respectful**. ESHS staff reserves the right to remove students from the chat space and notify parents of your removal and serve as a first warning.

3. Students found to be repeated violators of the school's Code of Conduct for Technology Use, will result in actions, not limited to, the student having restricted access to technology platforms used by ESHS, and a notification to parents.
4. Cheating, plagiarism or other unethical academic practices will be addressed accordingly ***(and may result in a failing grade, academic probation, or expulsion for repeated violations)***.
5. Students should refrain from use of obscene, profane, threatening, or disrespectful language or images in any communications.

Communicating with Staff/Admin/Teachers:

1. Students should address all ESHS staff members with courtesy and use the appropriate title (Mr., Mrs., Ms., Sir and or Madam).
2. Students' communications should be intentionally respectful in verbal, written, or digital forms.
3. As a standard practice, students should not use excessive abbreviations, innuendos, or any other language that could be unclear.
4. Students should take the time to communicate with teachers in well thought out, complete sentences so as to promote mutual understanding of their needs.
5. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications. Doing so, may result in temporary removal from all chat spaces on Google Classroom, Webex and other platforms instructors utilise.
6. Students must use their ESHS email as the primary mode of communication with staff or students. Images or usernames with profanities are not permitted and when used will be construed as offensive.

Online Learning Classroom Expectations

Be on time

- Get a good night's rest
- Wake up early
- Eat breakfast/Hydrate
- Log on a few minutes before class
- Complete the DIN



Be prepared

- Be in a QUIET place/No distractions (no cellphones)
- Computer is charged
- Complete & submit assignments weekly
- Learn and memorize your part/Have your tools ready
- Practice, practice, practice



Be presentable

- Wear appropriate clothing
- Sit up straight
- Be in camera view



Mute yourself

- Mute yourself when your teacher or another student is talking
- Mute yourself during performances



Chat Responsibly

- Type your question in the chat box
- Raise your hand to speak
- Only kudos and applause during performances
- No SPAM or inappropriate content



Participate

- Pay attention/Stay focused
- Be an active participant
- Be an appreciative audience



Be your best self

- Be conscientious of others
- Hold high standards for yourself
- Constructive critique only
- Remember your personal & academic success goals



Don't give up

- Anything worth having will take time and effort to get
- Ask for help
- Find friends who encourage you



DRESS CODE

With Virtual school, could our kids have a dress code at home?

It is very important that our students maintain a 'disciplined student mindset' even though we are learning at home. Students should be appropriately attired during their online live classes.

Some suggestions are but not limited to the following:

- Assigned grade uniform shirt
- T-Shirt/Polo shirt in the school colours (yellow or blue)
- Shirt or blouse with sleeves that doesn't expose the upper torso

Another important point is that a comfortable workspace that will encourage their minds in the right headspace to learn needs to be created. Your work space could include your device, a desk or table, a chair, writing utensils and headphones. Then you need to eliminate distractions: that means no loud music, cell phones or TV especially during your live class sessions.

e-SAFETY GUIDELINES

In General

- S** Safety first Navigating the internet is a privilege that must be used responsibly. Even if someone isn't looking over your shoulder, follow common sense rules, and the specific rules below.
- A** Always be thoughtful when deciding what to post.
Is it true?
Will it be harmful to someone else?
Could it be harmful to you?
Is it something you'd say or do in the real world?
- F** Find a parent guardian, or teacher and report cyber bullying, or anything you've seen or heard online that makes you feel uncomfortable.
Catfishing: People aren't always who they say they are.
Predators: They are some people who deliberately want to hurt others.
- E** Explicit Content: Some content is not intended for school-aged users.
Do Not Engage: If you feel uncomfortable, remove yourself from the situation immediately
- Enjoy the web. But remember that just like in the real world, the digital world has dangerous sites with harmful content, and real people who are not all trustworthy.
Never agree to meet someone you've only met online.
Avoid questionable websites. Stick to site appropriate for your age.
Don't install programs on your computer without permission.
Don't share passwords, your address,

In Classroom

- S** Safety first Navigating the internet is a privilege that must be used responsibly. Even if someone isn't looking over your shoulder, follow common sense rules, and the specific rules below.
- A** Always be thoughtful when deciding what to post.
Is it true?
Will it be harmful to someone else or could it be harmful to you?
Is it something you'd say or do in the real world?
- F** Do not post SPAM or other inappropriate contents in Chats or Discussion Boards
Find a parent guardian, or teacher and report cyber bullying, or anything you've seen or heard online that makes you feel uncomfortable.
Always treat others with kindness and respect.
Don't take enjoyment from someone else's discomfort or pain
- E** Never share offensive or explicit content.
Do Not Engage: if you feel uncomfortable, remove yourself from the situation immediately and tell a trusted adult.
- Enjoy the web. But remember that just like in the real world, the digital world has dangerous sites with harmful content, and real people who are not all trustworthy.
During class time, only open the websites you are directed to by your teachers.
Don't share passwords, your address, the school's address, or personal
Information with people or unfamiliar sites.
Never share school links with someone who is not a student at ESHS
Avoid questionable websites. Stick to sites

HELP! HELP! HELP!

- 1. SICK:** Ask your teacher for permission to go to the Principal's Office
- 2. NEED TO USE THE PHONE:** Ask the secretary for permission to use the office phone
- 3. NEED TO CONTACT PARENT OR GUARDIAN:** Go to the general office and speak with the secretary
- 4. WANT TO LEAVE CAMPUS:** Obtain an Exeat Form from the Head Principal's office, students must be collected by their parents to leave the campus.
- 5. NEED TO SEE THE PRINCIPAL:** Speak to the Principal's secretary
- 6. LEAVING HOME LATE:** Get your parent to write a note stating your reason for being late and asking for permission into class
- 7. IF YOU HAVE A PROBLEM:** Speak to a Guidance Counsellor
- 8. NOT IN FULL UNIFORM:** Get your parents to write a note explaining why you are out of full uniform, and requesting permission for you to stay in school for the day.
- 9. FORGOT YOUR ID:** Call a parent / guardian to bring it, go back home for it or purchase an ID pass at the ID office

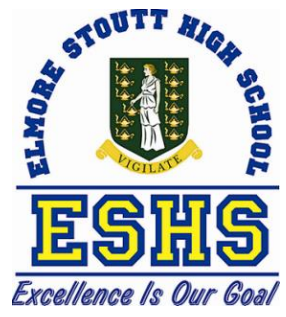


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WORDS OF WISDOM!

***MR. ELMORE STOUTT
"CAN AS MUCH AS YOU CAN, WHILE YOU CAN"***