

2019-2020

JANE E. TUITT

ELEMENTARY SCHOOL HANDBOOK



J.E.T.S. SOARING TO
EXCELLENCE

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PURPOSE

The purpose of this handbook is to share the policies, expectations and procedures of the school, as well as some of the established policies of the Department of Education and the Board of Education. It is a guide for parents. Through our cooperative efforts, we can achieve academic excellence and enhance the social development of our children as we work cooperatively.

Shared information arms us with the necessary knowledge to make informed decisions, thus we are making the contents of this handbook available to all of our parents and guardians. This year we hope to forge a relationship that will truly support the educational growth of every student enrolled in the Jane E. Tuitt Elementary School.

Therefore, we encourage each parent/guardian to READ THIS HANDBOOK CAREFULLY and discuss the contents with your child/children as often as is necessary to ensure compliance and a successful educational experience at this school.

Jane E. Tuitt Elementary School

Phone: (340) 774-0520

VISION

At Jane E Tuitt Elementary school, we strive to sustain a learning community where students are consistently challenged and engaged in a pursuit of academic and social excellence in an environment that is safe, and which respectfully nurtures the whole child.

MISSION

Our school faculty will foster a climate that ensures each child is a lifelong learner who has twenty-first century skills. We will accomplish this by implementing high quality academic and social programs that support the diverse needs of each student. Through ongoing professional development and data analysis we will continue to refine our techniques. By maintaining the

common core standards, participating in collaborative planning, and inviting family involvement, we will Soar to Excellence.

MOTTO

“Building a better world one student at a time”

ACADEMIC THEME

“Soaring to Excellence!”

Admissions Policy

Decisions on admission of students to Jane E. Tuitt Elementary School are made through the Office of Public School registration. This office is under the auspices of the Office of the Insular Superintendent, once located in the Curriculum Center, yet temporarily housed at the Tutu Park Mall. You will be expected to complete the “Student Enrollment Form” and provide all required data regarding each student to be enrolled in school.

An annual on-site orientation is also required. You are reminded to regularly update the various telephone numbers, addresses and contact persons listed in the school’s records to ensure timely notification in the event of an emergency.

Attendance

Every student is expected to attend school daily and be on time. When students are absent from school, they should bring a note from home explaining why the student was absent and identifying the day(s) missed from school. The note should be turned into the school’s main office where student records can be updated with appropriate documentation. Documents should be signed by parents/guardians with other notes on formal organizational stationery.

Students returning to school without a written note will be referred to the **Guidance Counselor**. The counselor will contact parents / guardians by phone for an explanation concerning consistent student absenteeism. This should be followed the next day by a written note.

Students who arrive late to school must be sent with a note from parents/guardians documenting the reason for the tardiness. A pass will be issued by the office allowing the student to be admitted to class. Teachers are not expected to admit students who do not have a pass.

Teachers are expected to report excessive tardiness and absences to the guidance counselor and administrator. A conference will be scheduled to discuss this situation and to seek remedies to curtail the same. Additional measures will be instituted, if the situation continues after the first phone call or administrative conference, to include referral to the district's truancy officer. These measures may also include but are not limited to notifying Pupil Personnel or the Department of Human Services. Please keep in mind that in schools there are mandatory reporters, while it is the responsibility of a social worker to investigate the matter further and bring some resolution to the situation.

It is the school's desire to work closely with every student and respective family to ensure that students learn and can demonstrate mastery of the various skills and concepts presented daily. Therefore, the time allotted for learning ought to be respected, and reasons for students' lack of engagement in learning documented daily. Families must work along with the school to ensure that children arrive at school on time and attend school regularly. If there are specific concerns that must be considered, joint conferences with administration, teacher, and counselor will be held to ensure a suitable resolution.

Care of Property

Students will be issued chromebooks and other books that are the joint property of the Department of Education and the school. Given certain protocols, students will be permitted to take both home. See the details in the **VIDE EQUIPMENT USE AGREEMENT FORM**. Parents are asked to kindly monitor and encourage children to exercise care and respect for the school's property and that of their teachers and peers (classmates and friends). Parents will be responsible for all payments due if materials and or equipment become lost, stolen, or damaged and it is determined that your child is responsible.

Book Bags

All students are required to have book bags in which to carry their text books and other necessary tools for learning. Book bags, like other school supplies, should be properly labeled with the child's name, address, parent's/guardian's name and telephone numbers for emergency notification.

In addition, it is recommended that this information be written in the back of your child's notebooks, and other belongings as well. This will assist in the event of an emergency.

Strive to examine the contents of your child's bag each day. Homework folders are required, and often provided, for all students. Projects, notes and other important events are missed often because students receive the notes, tuck them in their bags, and forget to share them

with parents. Peruse the contents of the book bags and folders regularly to avoid the occurrence of missed notes, poor submission of homework, and failed attempts at communication, to include the storing of items that should be brought to school.

Medical Appointments

It is strongly requested that all medical appointments be made during after school hours, except, of course, in cases of emergency. If you find it necessary to schedule appointments during the school hours, the student must present a doctor's note to the office.

Students with skin rashes and other contagious conditions are required to remain at home until a doctor has determined that they can return to school. These students will be required to present a doctor's note to the nurse, which indicates the doctor's findings with regards to the students' ability to return to school, along with the date of that return.

Please exercise judgment and seek professional medical assistance when it comes to your child's health. Healthy students are more attentive in class.

It is recommended that you refrain from sending students to school when they are unable to remain attentive in class due to early stages or signs of illness. Immediate care will help speed up the recovery process. It will also reduce the likelihood of your child passing something on to others in the classroom, thus causing many more students to be absent as well. It is recommended, for example, that students be fever-free, without medication, for a full 24 hours.

Kindly refrain from sending students to school with injuries that occurred at home to have those injuries examined and/or treated by the school nurse **unless a medical note from a physician requests that this be done.**

Please take the necessary steps to begin the healing process as quickly as possible by seeking immediate, appropriate medical assistance for injuries that occur during after school hours, or at home.

Immunization records must be updated annually, preferably with clinical clearance. If necessary, a reminder will be given by the school nurse when your child's school records need to be updated. Please make every effort to comply. For more information on this matter, please speak to your private physician or public health official.

Students who require medication during the school day are requested to bring all medications to the school nurse with doctor's instructions. In addition, a letter must be submitted granting

the nurse permission to administer the medication. The school nurse should be notified of any possible side effects that may be caused by the medication. It is also important that you share the time(s) the medication was last given (to the child) to maintain the dosing requirement.

Discipline

Discipline at the Jane E. Tuitt Elementary School, is to be considered an aspect of guidance and not simply a form of punishment. The purpose of discipline is to promote genuine respect for authority, one's peers, and self, and to develop self-discipline, therefore providing for a school environment that is conducive to teaching and learning.

Courtesy, good manners, respect for authority and the personal property of others along with obedience are expected behaviors for students and teachers at the school. It is also expected that parents, guardians and other visitors will demonstrate the same courtesies when conducting business with any member of the faculty, staff, volunteers or administration.

All staff members have the authority to take disciplinary action, as allowed by the Department of Education and the Board of Education, against any student who is in violation of school policy. These include but are not restricted to: disturbances of class, failure to perform the assigned classroom tasks, violation of the dress code, defiance of authority, use of profanity or obscene gestures, possession of weapons, drugs and other illegal items, fighting and other types of disruptive behaviors.

Students are given alternative forms of responses when they demonstrate the inability to exhibit appropriate behaviors daily. Corporal punishment is not condoned at this school. The primary ways discipline is handled are through PBIS practices i.e., by providing positive feedback, establishing clear expectations, having clear simple rules to follow, redirecting students when necessary, and having parental support when infractions occur.

Parent conferences are scheduled when students have been reported to the office for misconduct on more than three occasions and they appear unable or unwilling to submit to the rules and regulations of the school. The counselor will notify parents of scheduled conferences and student(s) must be accompanied by the parent, guardians, or an agreed upon representative, at the time specified. Conflicts (with scheduled times) should be indicated immediately.

Suspension and Expulsion

Suspension and/or expulsion of a student will result if the following infractions occur:

1. Students possess, distribute, or use illegal drugs, alcohol and/or tobacco on school premises.
2. Students possess weapons or anything that can cause bodily harm. This includes rocks, bottles, eggs or other dangerous objects.
3. Assault on any member of the faculty, staff, student body, volunteers or administration.
4. Damage to the property of any employee of the school.
5. Bringing flammable materials to school, starting fires, or calling in bomb threats.
6. Blatant disrespect to any member of our faculty, staff or administration.
7. Fighting, regardless of who is at fault, will not be tolerated. Fighting on or off the premises, on the way to or from school, may result in suspension for up to ten (10) days, for the instigator, and others involved.
8. Failure to measure up to the expected code of behavior, consistently, despite the use of intervention strategies.

Dress Code

Students attending Jane E. Tuitt Elementary School are expected to adhere to the dress code. You are encouraged to monitor what your child is wearing to school daily. Unless permission has been granted, students are expected to be properly dressed in the specified uniform daily. In the case of scheduled 'dress up days,' the uniform policy (in concept) applies. Children are allowed to wear dress clothing on the day of their government acknowledged birthdate. As mentioned prior, clothing should still fall within school guidelines for dress.

Our **school's uniform** colors are green and yellow.

Boys:

Dark green long pants

Black/brown belt

Yellow (not gold) shirt w/collar

Dark colored dress socks – worn with shoes

Dark colored, or white, socks are to be worn with sneakers.

Shirts are to be neatly tucked into pants daily.

Kindergarten boys (only) wear short pants.

Girls:

Dark green, fully-pleated skirt to the knee, with or without suspenders

Jumper style top is optional and acceptable for girls in K-2nd grade. Pants worn under the skirts are encouraged and must be shorter than the skirt and of a dark color.

Yellow (not gold) blouse with a collar, polo or button-front

Blouse must be tucked into skirt daily.

Our **physical education** uniform consists of:

Green short pants

Yellow tee shirts

Socks and sneakers

Gym shirts and shorts with the school's logo are available at the school.

Kindergarten and first grade students may wear gym clothes to school. Students in the other grades are expected to wear the gym shorts under their skirts or long pants. Only shirts with the logo for Tuitt School or the **gold** Virgin Islands physical education tee shirts may be worn.

Girls and boys are not permitted to wear necklaces to school, but one wrist watch and/or bracelet may be worn. Girl's earrings may be dime-sized. **Boys are not permitted to wear earrings.**

Students **are not** permitted to wear the following:

- Nail Polish,
- Make-up,
- Excessive jewelry, and
- Paraphernalia that separates the student body into gangs, or possesses offensive, illegal, or other potentially disruptive influences.

Students wearing or possessing these items will have them removed and stored until an adult representative comes to retrieve them.

These guidelines are enacted in conjunction with the approved policies of the Virgin Islands Board of Education and the Department of Education.



Girl approved styles and colors.





**Jane E. Tuitt
Elementary School**

J.E.T.S. does not require families to purchase uniform items from a particular vendor. However, uniform pieces must closely resemble or match the items displayed in the pamphlet.

Girls MUST wear:

- ☐ Canary yellow buttoned down or canary yellow polo shirt
- ☐ A hunter green pleated skirt. Skirt must have pleats all the way around and must be knee length. **NO skorts, no different colored stitches, no bows, no scallops/frills.**
- ☐ Shoes must be black or brown
- ☐ Sneakers must be all black or all white
- ☐ Socks must be black, white, or brown

Boys MUST wear:

- ☐ Canary yellow buttoned down or canary yellow polo shirt
- ☐ A hunter green LONG pants
- ☐ Shoes must be black or brown
- ☐ Sneakers must be all black or all white
- ☐ Socks must be black, white, or brown

Note: Face masks must be worn daily.

PE Uniforms can be purchased from the school's office. Pants and shirt are sold separately. \$10 each.

A visual, as above, can be placed. Remove price at base and prior 'Note'.

The following should assist you in monitoring your child's personal appearance upon leaving and returning from school daily.

1. All students are to attend school, properly dressed and groomed daily. Hair must be neat, clean and combed. No extreme hair styles are permitted to include hair colorings, excessive weaves and the like.
2. Boys with long hair must wear it neatly braided or coifed at all times.
3. All students are to dress appropriately for physical education class at all times. Use of same constitutes a portion of student's participation.
4. If there is an emergency which prevents a student from being in full uniform, a note from the child's parent / guardian is required prior to a pass being issued for the student to be admitted to class for the day. The principal will be responsible for issuing this pass.
5. Students are expected to dress in uniform on field trips, unless otherwise indicated in writing.

6. Parents of students in violation of the dress code will be called to bring a change of clothing (uniform). The student(s) will remain in the office until the uniform arrives.

School Fees

As the cost of education continues to increase, we strive to continue to provide a free and appropriate education; however, some costs do exist. Some student fees include, but are not limited to:

- School Accident Insurance
- Parent Engagement Association Dues
- Technology Fees
- Lab Fees
- Field Trip Fees
- Physical Education uniforms
- School Pictures
- Lost/Damaged Book fees

Fees are required for the completion of on-site registration prior to student entry into class. The payment of fees makes it possible for children to fully participate in all scheduled school activities and ensures that the child's report card and other school documents are received at distributions times without delay.

Insurance is issued to all students who have paid for this service. Students are required to have some form of insurance each year. All insurance fees must be paid annually at registration to ensure your child's ability to participate in field trips and similar learning activities held on and off the school's premises.

If you wish to utilize your own insurance policy on your child's behalf, you may do so. Please bring the necessary documentation to the office. A copy shall be made and your child's status will be noted as insured (information shared with the district office for approval of all field trips).

Fees for lost or damaged books or equipment should be paid in a timely manner to ensure that you receive your child's report card (and other school documents) at distribution times without delay.

Fundraising

Funds are raised throughout the school year to purchase materials and supplies that are necessary for the instructional and social development programs of our school. Notice of these

events will be published in the monthly calendar, or through parent letters. Parents ought to take measures to remain abreast of school events through calendars and other special announcements. Everyone is encouraged to support and volunteer their time, when possible, to make these events successful.

Academic Matters

All students are expected to perform to the best of his/her abilities daily. Assignments are given to challenge some and provide extra practice for others. Students are encouraged to work hard, ask questions when they are uncertain, and participate in class discussions.

Teachers determine which assignments will be graded and recorded.

Grading Policy

There are no more D's as a grade on the report cards. Therefore, students whose grades are noted as below a seventy-percent (70%) are recorded as an **F**. Please monitor the quality of work submitted by your child. Encourage them to work at their best and strive to keep grades above the seventy-five percentage (%) range. This suggests that your child is beginning to move towards mastery of concepts and earning grades above the *bare* minimum. It will also support his/her ability to be promoted at the end of the year.

Academic Reports

Progress Reports are distributed the middle of every marking period. They are intended to keep parents / guardians aware of how their child is performing in class. These reports also provide an opportunity for students to get additional help at home and elsewhere, with the assistance of the teacher, to improve his/her academic performance before the end of the marking period. Parents are encouraged to engage members of the school immediately when there are concerns. Further, all are provided access to the PowerSchool Parent Portal for regular access to student attendance and scores.

Report Cards are distributed at the end of each marking period. Kindly discuss these reports with your child/children and establish strategies for improvement. When closer monitoring, supervision, and assistance are required, do not hesitate to visit and share your concerns with the teacher, counselor or administrator. Invest the time, effort and assistance from the first to the final marking period in order to ensure achievement of the desired results – student success and promotion. Retention is considered only when varied mitigating factors reveal that this may be what is needed to have students perform his/her best work.

Homework

All students, regardless of grade level, are assigned homework. This is considered reinforcement and an integral part of the day's lessons. Failure to complete homework will result in poor grades. It will also create a gap in the learning process. Therefore, we are requesting that you monitor your child's completion of these assignments. Make an appointment and discuss any concerns with the teacher. Keeping informed will help your child get ahead. Visit classroom teachers and take note of teachers' preparation periods, a time when meetings can best be held.

Please note that you are required to review and sign homework assignments as an indication that the assignment was completed and reviewed.

Academic Recognition

Students who make the Honor Roll are recognized annually on Awards Day. Students who maintain an academic average of eighty-five (85%) will be recommended for recognition on Awards Day.

You will be notified of your child's nomination for an award and the dress code that will be utilized for this special event.

Promotional Considerations

Promotion, on the primary level (first through third grade) occurs when a student's overall average is a seventy percent (70%) or higher overall, and seventy percent (70%) or higher in **Reading, Language Arts, and Mathematics**; however, as students move to the fourth and fifth grades, **a 70 or above is required in all promotional subjects.**

Retention and Other Placement Decisions

Recommendations for the student's initial school placement are made primarily by the principal and counselor in consultation with the child study team. Because each child is a treasured investment, some students may require special considerations as it relates to placement decisions. Feel free to come in and share your concerns. We are here to ensure that your child's goal is achieved.

After the compilation of student work, assessments and the like, the teacher makes the primary recommendation for promotion and retention, in consultation with the child study team.

Students who are not performing as well as expected receive specific placement recommendations and intervention. Parents will be notified and a conference scheduled to discuss these recommendations.

Retention forms are prepared when a student has failed to demonstrate sufficient competence in the promotional subjects. Poor attendance weighs heavily in this consideration. These forms require the signature of teachers, parents and administrators. A parent's refusal to sign does not negate the actions being considered or recommended for your child.

If a student is recommended for retention in the grade, and that student's final average indicates that the minimum promotional average has been achieved, then the signed/unsigned form(s) will be destroyed. Child Study Team Meetings are critical in making such decisions.

The stronger a child's educational foundation, the better equipped he/she will be able to face academic challenges ahead.

The academic and social success of every student depends on the cooperation and communication established and maintained throughout the school year. Some students will require special services to assist them in achieving and maintaining success daily.

The Department of Education, under the Office of Special Education, provides additional services that can positively impact student learning. These services include but are not limited to student placement in special programs or Response to Intervention (RTI) which assists the teacher in monitoring the instruction being provided and making the necessary adjustments to ensure success.

Conferences are scheduled and vital areas discussed prior to any student being referred for testing or placed in these programs. Parental approval **must** be received for additional services from special education.

Working together, students can accomplish any goal. A strong, positive school-home collaboration ensures the success of all children.

Library

The library is an integral and essential part of our school's instructional program. The following regulations are to be followed:

1. Students wishing to use the library during class periods and lunch recess are to obtain a pass from their teacher(s) for whom the research is required as part of an assignment. This pass must be presented to and initialed by the librarian.
2. No group work or discussion should take place in the library without permission of the librarian.
3. Reference materials must not be removed from the library without the consent of the librarian. All other materials must be signed out in the proper manner.

4. Students may check out books from the library for one week, renewable for another week.
5. Students are to be accountable and responsible for all books and materials they sign out.
6. Students will pay a daily fine for each book that is kept past the due date.
7. Students with outstanding balances will not be permitted to borrow/remove books from the library.

Electronic Devices

Electronic devices such as radios, game systems, cell phones and all other devices not required for the completion of assignments, or requested by the teacher, are not permitted in school. Lost or stolen electronic devices are not the responsibility of the school.

School Hours

School begins with the opening of the gates at 7:15 a.m. each day. Students should not be sent to school prior to this time as there will be no adult supervision provided before that time. Breakfast is served from 7:15 a.m. to 8:00 a.m. At 8:15 a.m., classes officially begin. Morning assembly typically begins at 7:45 a.m. daily and provides opportunity for celebrations, announcements and reminders. Upon arrival, students are expected to assemble in designated areas by class/grade level. **Mornings are reserved for gatherings and preparation for the commencement of study, not play.**

Dismissal is at 3:05 p.m. Parents must make arrangements for daily pick up. All children should be picked up before 3:30 p.m. Students scheduled to walk home alone or with others should be so indicated in school documents. Students who are not picked up on time frequently will be referred for a parental meeting to establish better accommodations.

School closings and other urgent matters will be announced via the VIDE website (www.vide.vi), Facebook and other mediums in collaboration with the department.

Leaving the Campus

Once students arrive on the campus they are not allowed to leave (prior to the day's end) unless picked up by an adult. Students who leave before the end of the school day must be given parental permission, or officially signed out.

School Lunch

All students are entitled to participate in the federally funded and locally subsidized school lunch program. With the exception of allergies and other specified medical restrictions, students are expected to eat the meal. A medical note must be presented to the school nurse for school health records. This information must also be shared with the teacher and kitchen

manager to effectively avoid any mishaps in this area. Please remind your child of the restrictions daily in order to help him/her make good choices with the meals.

Students who do not participate in the lunch program may bring their own lunch to school and sit in the cafeteria.

Students bringing their own meals must have a balanced meal to eat daily. Snacks may **NOT** be substituted to serve as a balanced meal.

All students participating in the school lunch program are prohibited from bringing snacks into the cafeteria during lunch time. This violates one of the federal guidelines for participation in the school lunch program. Furthermore, snack times are discouraged within classes, but provided in case of the extended learning day.

Extra-Curricular Activities

Students participating in non-intervention school activities taking place during and after school are expected to:

1. Maintain a passing average (seventy percent (70%) or higher).
2. Demonstrate appropriate behavior.
3. Respect and obey all adults.
4. Positively represent Jane E. Tuitt Elementary School in speech and actions.
5. Possess current school insurance.

Failure to comply will result in disapproval of participation in the events/activities.

Visitors and Visitations

Communication between school and home is very important in the educational process. We encourage families to come in and monitor the social and academic development of children. However, we need this to happen in a manner that is productive for both teacher and parent/guardian.

Everyone is required to stop at the office or guard shack to obtain a pass before going to a classroom. An appointment is strongly recommended (during teacher preparation periods) to maximize the time spent discussing your child's progress. If you make an appointment and are unable to keep it, you are encouraged to call and leave a message for the teacher.

Court Orders

If there are court orders limiting or restricting contact by a specified person, i.e. documentation must be provided to the school counselor and principal. In an effort to comply, keep student records current. All required school personnel will be apprised of the order.

Parent Engagement Association

The Parent Engagement Association (PEA) is comprised of parents, students, members of the faculty, staff and the school's administrators. The primary goal of this organization is to build a closer working relationship between the school and the home.

You are invited and encouraged to attend scheduled meetings on the 3rd Wednesday of the Month. Please refer to the monthly calendar and notices for meeting times and locations.

The Jane E. Tuitt Elementary School family includes all members of the faculty and staff, as well as, the parents / guardians, and other supportive stakeholders. Together we can collaborate to ensure a safe, productive, and rewarding educational experience for all students enrolled in the school. Working together, our school can and will become the number one learning facility in the St. Thomas-St. John district.

School's History

The Jane E. Tuitt Elementary School is located in the historical district of Savan on the island of St. Thomas, USVI. The school was opened in 1959 and served the community for 49 years, first, as an elementary school serving students from kindergarten through sixth grade. Later, the school was named to honor Miss Jane E. Tuitt in recognition of her many years of service in the field of education. However, in September 2009, the school became and remained the only public, primary school in the territory until 2019 where it provided service to 4th and 5th grade students with the closing of the Leonard Dober Elementary School. With a population increase, fifth grade was lost for a few years and recovered once again in the school year 2024 - 2025.

Alma Mater

Proudly sweep white clouds o'er Jane E. Tuitt
Borne swiftly by western winds
While the notes of students' parting glee
Easily echo amid the Savan Hills

Chorus

Alma Mater, Jane E. Tuitt dear
Our aim is excelsior and yet higher
We promise you and we'll work too
Until we meet again

Oh, teachers dear we thank you much
And parents for your loving care
We travel on the road as such
Because of your hard toil and earnest prayer

Chorus

Our golden days have just begun
Our parting time is coming soon
And though we reluctantly move on
How delightful has been our student boon

Virgin Island's Child

*I am a Virgin Islands child
I am a jewel! However,
I cannot sparkle unless I am polished!
God, the maker of all solvents,
Created the greatest solvent
Of all . . . Care*

*Care . . . can move mountains
Care . . . motivates my willingness to learn
Care . . . expresses Love!*

*Larry Sewer
1981*

School Prayer

Our Father, we thy children
Come before you this morning
With humble hearts.

We thank you for thy mercies,
And we pray that God will so help us
That those about us today
May be a little happier, and a little better
By your influence.

We ask thy guidance in all our duties
And the pleasures of the day
And thy blessings when the day is done
For Christ's sake.

Amen