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STUDENT HANDBOOK

PRINCIPAL'S MESSAGE

Dear Students and Parents:

Welcome to **Charlotte Amalie High School**, home of the Mighty Chickenhawks. CAHS is a comprehensive high school that is fully accredited by Middle States Association/Commission on Secondary Schools. Our motto is, "To Excel Always". In our efforts to maintain high standards of excellence, we rely on the support of parents, students and the community at large. Together, we must work cooperatively to prepare our students to function at optimal levels in the global society. It is my sincere hope that your years at CAHS, as a student, parent, or supporter, will be filled with pleasant and rewarding memories.

This handbook is prepared as a guide for students and parents. It outlines expectations and policies of the school as well as the privileges and responsibilities of students as they take advantage of the many educational and developmental opportunities available at CAHS. Please read this handbook carefully, sign on the final page, and adhere to the guidelines set forth.

At CAHS, we seek daily to carry out the mission of our school, which is to educate and prepare our students to function at optimal levels in careers and to be responsible and productive global citizens of the 21st century. We educate students of varying abilities and backgrounds, and we believe all students can learn and reach high levels of achievement. Thus we strive to create a climate of success for all students and endeavor to provide numerous safety nets as we stretch our students to achieve excellence. We hope to build strong positive relationships between all stakeholders. We further believe that all students, parents, teachers, administrators, and the community at large must join in assuming responsibility for students' success.

CAHS uses the 4X4 block scheduling structure whereby students can earn up to eight credits each year and participate in more in-depth study and more active, hands-on learning. We continue to implement research based practices that contribute to student success. Last year, we embarked upon the establishment of career academies which provide more rigorous and relevant experiences for students. This year, we will focus on rigor, relevance and literacy across all content areas as we attempt to improve overall student achievement. Teachers are

expected to employ a variety of teaching strategies to keep students actively engaged in learning as they strive to meet standards established by the Department of Education and the Board of Education. Students and parents must also do their part to ensure success. Of paramount importance is regular attendance along with attributes of preparedness, a willingness to work hard, a respectful attitude, and a commitment to excel always.

CHARLOTTE AMALIE HIGH SCHOOL

Charlotte Amalie High School was organized as a junior high school in 1920. In 1930 the first twelfth grade was added. Four students were in the graduating class of 1931. The Commandant Gade School, which now houses the Day Adult Program, and the present Senate Building were structures used by Charlotte Amalie High School until it was moved to its current site in 1955. Charlotte Amalie High School is currently a comprehensive, coeducational, public school serving a diverse student body in grades 9 through 12 on the island of St. Thomas, United States Virgin Islands.

MISSION, PHILOSOPHY, & OBJECTIVES

MISSION

The mission of Charlotte Amalie High School, a comprehensive public school serving a diverse and multicultural student body, is to ensure students become responsible, productive citizens, and life-long learners, able to function at optimal levels in institutions of higher learning, in careers, and in a global society by providing a rigorous and relevant curriculum and engaging educational experiences. .

PHILOSOPHY

Charlotte Amalie High School is guided by the belief that the purpose of education is to provide students with the framework of knowledge and skills necessary to understand, function and succeed in an ever-changing, technological, global society. We believe that this can best be accomplished by focusing on the intellectual, physical, emotional, moral, cultural, and social growth of each student. We aid in the development of each student by offering an extensive selection of academic, elective, special education, and career and technical courses providing equal educational opportunities regardless of race, ethnicity, religion, gender, language, or ability.

Recognizing that students learn best in an atmosphere that is both physically and psychologically safe, we pledge to maintain a safe, secure and orderly environment, which affirms to students, parents, staff, and the community at large that the well being of our students is our highest priority.

We are committed also to developing and consistently enforcing policies and practices, which foster respect, cooperation, self-discipline and the development of a positive self-image.

We recognize the value of support services, extracurricular programs, and community involvement as we prepare students for citizenship in world communities and for success in institutions of higher learning and the world of work. Students, parents, school personnel, and the community all have roles which impact directly on achievement levels of students. We believe that only with the input and commitment of these stakeholders can students reach their full potential and truly live up to our school's motto, "To Excel Always."

OBJECTIVES

At Charlotte Amalie High School, we:

1. Gather, analyze, communicate, and use data to make sound decisions relative to curriculum, staff development, policies, programs and activities.
2. Offer instruction supported by research-based theories of how students learn, and based on best practices which increase student achievement.
3. Provide students with opportunities to develop and demonstrate skills in problem solving and in creative and critical thinking.
4. Offer varied curricula to support students' needs, interests and career choices.
5. Provide a staff development program which supports and encourages continuous professional growth and improved student achievement.
6. Provide consistently enforced policies which promote the highest academic and behavioral standards.

7. Provide or support programs which instill in students positive character traits and which cultivate habits of responsibility, industry, leadership, and a lifelong, positive attitude toward learning.
8. Promote a positive, supportive atmosphere in which parents, faculty and staff, administrators, and the community are partners in educating students.
9. Engage students in curricular, co-curricular, extra-curricular and community activities which foster good citizenship, personal fitness, sportsmanship, and the development of leadership skills.
10. Provide students with academic, social, emotional, health, and career guidance and counseling.
11. Provide students with cultural enrichment through exposure to excellence in the fine arts, sciences and humanities.

GENERAL INFORMATION

The main office is open on regular school days from 7:00 a.m. to 4:30 p.m. Summer hours are from 8:00 a.m. to 1:00 p.m. The telephone number is (340) 774-0780; Fax number: (340) 774-0838; **website: —**. The school's Facebook page is facebook.com/CharlotteAmalieHS.

BASIC STUDENT RIGHTS AND RESPONSIBILITIES

Students are entitled to **RESPECT**, from faculty, staff and fellow students; students also have the responsibility of treating others with equal respect.

Students are entitled to a **QUALITY EDUCATION**; they have the responsibility of complying with the academic and behavioral standards established by the school, its teachers, and all other staff. Students are entitled to **BASIC HUMAN RIGHTS**. Students are not to infringe on the rights of others.

BE RESPECTFUL. BE RESPONSIBLE. BE THE BEST.

SCHOOL POLICIES, RULES AND REGULATIONS

ALL HIGHLY ORGANIZED DEMOCRATIC SOCIETIES HAVE LAWS AND/OR RULES THAT ARE NECESSARY FOR THE BEST INTEREST OF THE MAJORITY. ALL STUDENTS SHOULD UNDERSTAND THAT IT IS ABSOLUTELY NECESSARY TO HAVE REGULATIONS TO PREVENT DISORDER AND CONFUSION. WE STRESS DISCIPLINE HERE AS A MEANS OF PREPARING STUDENTS FOR RESPONSIBLE CITIZENSHIP.

The following are the most important rules, regulations, and practices at Charlotte Amalie High School. They are consistent with the VI Board of Education's Student Discipline Policy. All students are expected to know, respect, and obey them. Disciplinary action will be taken against any student who displays disobedience, disrespectful behavior, defiance of authority, criminal behavior, or misconduct of any kind.

(Policies are given by topic listed alphabetically.)

ARSON (level 4 violation)

Possession of any kind of incendiary device, including lighters, matches, firecrackers, etc. will result in suspension. The willful and malicious burning of or attempt to burn or destroy school property, contents in or on the school property or personal property of others will result in a mandatory ten day suspension from school with recommendation for dismissal and/or referral to law enforcement authorities.

ASSAULT (Level 4 violation. Also see FIGHTING)

Physical assault on teachers or other staff members will result in automatic dismissal. Threatening a staff member's person or property will result in suspension for not less than ten (10) days, a possible recommendation for dismissal, and/or referral to law enforcement authorities.

ASSEMBLIES

Students must attend all duly recognized school sponsored assemblies when called. Proper attire and conduct are required. When applicable, students must sit with their respective classroom or home room teachers. At all times students must wait to be dismissed before leaving any assembly or program. **No food or drink shall be taken into the Ruth E. Thomas Auditorium.**

ATTENDANCE

Students must attend classes everyday and on time. Regular attendance is necessary for success. Under the block schedule, missing one day is tantamount to missing two days. Students will not receive course credit if absences are excessive.

Each time a student is absent, he/she must present the teacher with an official school pass (within 24 hours of returning to school). If the pass is not obtained before 8:30 am, the student may leave the note at the attendance counselor's office and pick up the pass later in the day. If the student does not submit a pass, the absence will be considered unexcused. To receive an excused pass after an absence, the student must present a letter written and signed by a parent or guardian with whom he/she resides stating the reason for the absence, the length of time the student was absent, his/her full name and home room, and telephone numbers where the parent/guardian can be contacted.

Absences shall be excused only for the following reasons: (1) personal illness, (2) bereavement, (3) family emergencies (4) observance of religious holidays, (5) medical appointments. Proof may be required.

If a student is to be absent for 2 or more consecutive days, the student or his parent/guardian must notify the attendance counselor immediately. If the student is absent for 3 or more consecutive days for reason of illness, a doctor's note is required to receive a school pass. The doctor's note must first be presented to the school nurse for her information and verification; she will then issue a nurse's pass to be taken to the attendance counselor. Parents may be required to visit the school to confirm reasons for absences of 3 days or more.

Excessive unexcused absences may result in a recommendation for dismissal from this institution.

It is the student's responsibility to make up work missed within five (5) school days upon return from an excused absence. Students are urged to form "study buddies" to help each other keep up with assignments in the event of unexpected absences.

UNEXCUSED ABSENCES WILL NEGATIVELY AFFECT OVERALL AVERAGES

EACH QUARTER. EACH UNEXCUSED ABSENCE FROM A CLASS WILL RESULT IN ONE (1) POINT SUBTRACTED FROM THE FINAL AVERAGE FOR THAT CLASS FOR THAT QUARTER.

Students have exactly five (5) minutes to get from one class to another and must move promptly from one class to the other. There is to be no sitting nor standing in the halls between class periods. Students must be in their classes by the second bell. Five (5) days of unexcused tardiness will be equivalent to one unexcused absence. Students who cut classes or have excessive excused or unexcused absences or tardiness will be referred to the grade level principal and face consequences which can include referral to a community agency, detention, suspension, or recommendation to attend another educational program setting. Forging a signature to receive a pass or altering a pass will result in suspension.

PARENTAL RESPONSIBILITY: EXCUSE FOR ABSENCE

According to the Virgin Islands Code: [17 V.I.C. § 86]

- Parents and guardians shall be held responsible for the regular and punctual attendance of children at school in clean and decent apparel.
- The absence or tardiness of children may be excused for reasons acceptable to principals or teachers. Teachers, principals, attendance officers, or other school officials may require that the reasons given as the cause for absence be substantiated by statements of a physician, dentist, nurse, or any other authoritatively informed person before the absence or tardiness is excused.

BELL SCHEDULE

Period 1	07:40 am to 08:55 am
Period 2	09:00 am to 09:45 am
Period 3	09:50 am to 11:05 am
Period 4	11:10 am to 12:25 pm
LUNCH	12:25 pm to 01:10 pm
Period 5	01:15 pm to 2:30 pm

BULLYING (level 4 violation)

No student or adult functioning in a school-related activity shall be subjected to bullying, "cultural teasing/belittling, cyber bullying, cyber stalking, harassment, hate crimes, intimidation, relational aggression or sexting. The use of data, telephone or computer software that is accessed through a computer, computer system or computer network at CAHS or any public education institution shall not be used to bully any individual.

Cyber bullying is the use of e-mail, instant messaging, chat rooms, cell phones, pagers or other forms of information technology to deliberately intimidate, harass or threaten someone. Students who engage in cyber bullying will face disciplinary action which may include suspension, expulsion and/or referral to law enforcement authorities. Bullying does overlap with discriminatory harassment if it is based upon race, color, sex, age, religion or disability. In some cases, federal stalking charges can be brought against offenders.

CAFETERIA

Students are urged to participate in the free nutritional lunch program. Students must keep the cafeteria free of litter i.e. paper bags, wrappers, napkins, containers, etc. Students are responsible for returning their trays to the kitchen area after they have disposed of leftover food in the proper container. Students who utilize the "Grab and Go" option must place their containers in appropriate receptacles. Students who do not intend to eat the school lunch should bring their own lunch from home. No student is to leave the campus for lunch.

CALENDAR

Students must read the school calendar published every week and assume responsibility for knowledge of all notices and announcements given therein. The calendar will be posted on a bulletin board outside the main office and given to every first period teacher to share with students. Parents will also receive an electronic copy of the calendar. Students must take responsibility for notices and other information provided in the calendar.

CARD GAMES

No card games or dominoes are to be played on campus. Dice are also prohibited. These items will be confiscated.

CAREER CENTER (Adopted by Rotary of St. Thomas)

The Career Center provides information on careers, colleges, scholarships, and financial aid using computers, books and brochures. Students are encouraged to use the center regularly.

CAREER PATHS

By the end of ninth grade each student must select a specific career path to follow throughout high school. During course advisement with counselors, students must then select the courses offered in their chosen path. Students may choose career paths in business, any of the career and technical education pathways, the sciences, math, music, art, the language arts, social sciences, etc. This information is provided to students and parents and is available in all guidance counselors' offices.

CHEATING

Cheating on any work assigned for a class is considered a serious offense which will result in a zero for that assignment and/or suspension.

Plagiarism shall be dealt with in a similar manner. Both offenses may result in a student's removal from the Honor Society.

CLOSED CAMPUS

CAHS HAS A CLOSED CAMPUS POLICY. THIS MEANS THAT STUDENTS ARE NOT ALLOWED TO LEAVE THE CAMPUS ONCE THEY ARRIVE ON CAMPUS UNLESS PERMITTED TO DO SO BY A SCHOOL ADMINISTRATOR. Students who have to leave the campus for any reason must have parents/legal guardians notify the school administration in writing. When parents/guardians need to pick up students during the school day they should do so in the school's main office and sign students out on the appropriate log.

STUDENTS FOUND OFF CAMPUS WITHOUT PERMISSION DURING THE SCHOOL DAY WILL FACE SUSPENSION. Students who trespass on other school campuses will also face disciplinary action.

COMMUNITY SERVICE

Students are required to complete a minimum of 25 hours of community service each year. This is volunteer service done with approval and without compensation. To have credit recorded, students must submit

to guidance counselor or grade level principal written verification of community service performed. This should include a letter on official letterhead from the recipients of the service indicating the dates and number of hours of service as well as the kinds of tasks completed. Appropriate signatures are required for verification purposes. Attempts must be made to lend assistance in a variety of ways.

Students can earn community service hours in school as well as in the community. Assisting in the cafeteria, library, or other areas of the campus, cleaning up campus grounds or other areas of the school, volunteering to assist with special programs after school, and getting approval to do so can be good opportunities for earning service credit. Even involvement in teams, clubs, and special groups that service the community outside of school hours can help students earn credit.

COUNSELORS

Each student is assigned a guidance counselor based on his or her grade level or a vocational counselor if the student is majoring in one of the trades. Every student must become familiar with his/her counselor.

Counselors are available to assist students with personal and academic concerns. They also make referrals for special services. Students must make scheduled visits to their counselors throughout the school year for record evaluation and course advisement. These are important duties that counselors perform with students individually. Failure to see counselors when scheduled for record evaluations and course advisement can jeopardize students' standing in the school and their chance to remain at the school and to graduate. Parents may also request assistance from guidance counselors on matters affecting student success.

COURSES

Students in all grades are expected to take and pass a minimum of four (4) courses each semester. These should include required courses as well as electives. Students must select courses based on their chosen career path.

REQUIRED COURSES

Effective from the 2023-24 school year, the following are required for **all students entering ninth grade (starting with the Class of 2026)** to graduate from Charlotte Amalie High School. EACH STUDENT IS RESPONSIBLE FOR MAKING SURE HE/SHE TAKES AND PASSES EVERY REQUIRED COURSE.

ENGLISH 9	ALGEBRA	BIOLOGY
ENGLISH 10	GEOMETRY	2ND SCIENCE COURSE
ENGLISH 11	3RD MATH COURSE	3RD SCIENCE COURSE
ENGLISH 12	4TH MATH COURSE	CAREER EXPLORATORY COURSE
VI HISTORY & CIVICS	US HISTORY	3RD HISTORY COURSE
*HEALTH	*PHYSICAL EDUCATION	FOREIGN LANG. I
19 Required Credits	+ 7 Electives	FOREIGN LANG. II

NOTE: Four (4) credits of JROTC may be substituted for the health and physical education requirements. STUDENTS ARE ENCOURAGED TO TAKE A MATH COURSE AND A SCIENCE COURSE EACH SEMESTER. A STUDENT WHO FAILS A REQUIRED COURSE MUST REPEAT THAT COURSE.

CURSING

Use of obscene language on campus will result in a warning or in-school disciplinary action for the first offense and suspension for three (3) to ten (10) days for subsequent offenses. Cursing or verbally abusing a teacher or other staff member will result in mandatory suspension and possible recommendation for dismissal.

DESTRUCTION OF SCHOOL PROPERTY

Students will be held responsible for the proper care of all books, supplies, instruments, furniture, equipment and facilities supplied by the Department of Education.

Students who deface the walls (or write graffiti anywhere) must clean or paint the surface after purchasing the supplies or paying for the cost of supplies to do so. Failure to comply will result in suspension until the job is completed.

Destruction of school property in any manner will result in suspension or a possible recommendation for dismissal.

DRESS CODE

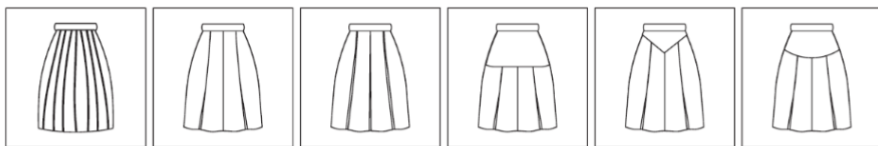
Students should come to school neatly and appropriately dressed and groomed. Any style of dress which threatens the health or safety of the individual or tends to cause a break-down in the morale or general discipline of the school is prohibited. Parents must make sure students leave home wearing the proper school uniform.

Teachers will send to the office any student whose dress or style of grooming violates the dress code or is unsafe, unsanitary, indecent, or so ridiculous as to cause comment and commotion in the classroom.

STUDENTS ARE TO BE DRESSED IN THE PROPER SCHOOL UNIFORM AT ALL TIMES.

GIRLS	Navy blue, fully pleated skirt touching the knees in front and the bend of the knee in the back. No denim or wrap skirts are permitted. No contrasting topstitching, buttons, bows or other decorations on skirts. Light blue tailored blouse or pullover blouse with collar and button-opening in the front (worn fully tucked inside skirt) No denim or tight-fitting blouses. No cap sleeves. Solid-colored white or blue socks that rise visibly above shoes and ankles (no peds). Solid black, brown or navy blue shoes (or sneakers that are solid-colored black or white). Solid navy blue tie or navy blue tie sold by CAHS for seniors only. No personal engraving/embroidery of ties is permitted. ID must be worn on collar.
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EXAMPLES OF APPROVED SKIRT STYLES



BOYS	<p>Navy blue dress pants worn on the waist with a black, brown or blue belt (NO JEANS, NO DENIM). No large pockets. No baggy or extra-long pants. Light blue tailored shirt or pullover (with collar and button opening in the front) <u>fully tucked inside pants</u>. No denim shirts. Solid-colored white, blue or black crew socks. Solid-colored black, brown, or navy blue shoes (or sneakers that are solid-colored black or white). Solid navy blue tie or navy blue ties sold by CAHS for seniors only. No personal engraving/embroidery of ties.</p>
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ONLY STUDENTS WHO ARE IN COMPLIANCE WITH THE SCHOOL'S DRESS CODE MAY ATTEND CLASSES.

Neither denim nor stone-washed jeans may be worn. Shoes and sneakers must not be red, green, yellow, purple, or any other bright color.

- ◆ T-shirts are not to be worn as part of the school uniform. Special school-approved T-shirts may be worn on special days only if prior approval is given by a principal and notice is posted in advance. Bright-colored T-shirts are not to be worn under the uniform shirt (white, light blue, and gold PE uniform shirts are acceptable).
- ◆ **No type of jacket may be worn at any time.**
- ◆ Students enrolled in Junior ROTC will wear the issued JROTC uniforms as specified, along with school ID.
- ◆ Hats, caps, head wraps and bandanas are not to be worn on campus at any time, except with special permission.
- ◆ Dark glasses are not to be worn unless they are medically prescribed (Verification must be shown).
- ◆ **Female** students may wear one small pair of earrings (1 inch in width, length or diameter), one class ring or other small ring, and a watch only. No nose rings or any other similar adornments are permitted anywhere on the body.

- ◆ **Male students may wear only one ring and a watch.**
- ◆ No **bracelets or** chains are allowed. No ornament is to be worn around the neck or ankles.

Excessive jewelry will be confiscated. Students not in compliance with the dress code will be sent to the principal or assistant principal. Parents will be contacted and students will be sent home to get into compliance. All absences for this reason are unexcused absences. Repeat violators will be suspended.

DRUGS (level 4 violation)

Students who possess or smoke cigarettes or other tobacco products on campus or at school related activities off campus/or who use or possess alcohol or illegal drugs on the school campus, will face immediate suspension and may be immediate suspension and may be considered for possible dismissal or placement in an alternative program.

There shall be no sale, distribution, possession and/or use of drugs, alcoholic beverages, or fermented spirits on school grounds or at school sponsored activities. Students who purchase drugs, alcoholic beverages, or fermented spirits from vendors immediately surrounding the school property will be suspended, and vendors will be reported to law enforcement authorities.

If a student has an odor or is impaired, and alcohol or other drug use is suspected, parents will be notified, and depending on the nature of the case, the student will be referred to an appropriate agency for testing and counseling. Such students may not return to school until there is compliance.

ELECTRONIC DEVICES

Cell phones, ipads, tablets, laptops, etc. used to enhance the educational program are allowed. Teachers however have the authority to limit time, space, and scope of use.

EMERGENCIES

In the event of a need to evacuate any part of the school, the "civil emergency" **electronic siren** will be the signal for all students and staff to follow the established evacuation plan and leave the buildings. In

the event of a bomb threat, the signal for evacuation will be **three long blasts** of an air horn. Students must follow the directives of the teacher and other persons in authority. Fire and emergency evacuation drills will be conducted during the year. All students must participate. **Students who fail to follow directions will be suspended.**

The willful and/or malicious activation of an evacuation or fire alarm system or the willful reporting of a false fire will result in a mandatory ten day suspension with consideration for a recommendation for dismissal.

Possession of any kind of incendiary device, including lighters, matches, firecrackers etc. will result in suspension. Starting or contributing in any way to a fire will also result in suspension and a recommendation for dismissal.

EMERGENCY CODES & PROCEDURES

Code RED: When an announcement is made, students are to clear the halls **immediately**, report to nearest available room and await further instructions. Close all windows and doors. **No one should leave the room for any reason** until an "all clear" or further instructions are given by the principal/designee.

Code Yellow: All students are to remain in their rooms with their teachers. Normal classroom activity continues until "all clear" or additional instructions are given.

Code Blue: If a medical condition/emergency develops, notify the school nurse and the principal/designee. Explain what the problem is, location of the victim(s) and other critical facts.

Lock down: When the announcement is made, students are to be cleared from the halls immediately, report to nearest available classroom and wait for further instructions. All doors are to be kept closed. No one should leave the room for any reason until an "all clear" or further instructions are given by principal/designee. A lock down may be necessary for reasons that do not reach the imminent danger level of a code red.

Earthquake: **If inside: drop** to the floor, take **cover** under a nearby desk or table. Cover your eyes by leaning your face against your arms. **Hold** on to the table or desk legs and maintain present location or position. Wait for further

instructions.

If outside: move quickly **away** from buildings and overhead power lines. Do not attempt to enter buildings until authorized to do so. Be alert for instructions from principal/designee.

EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in the various clubs and organizations at CAHS. Students can form other clubs with administrative approval. However, students must not loiter around campus nor engage in any after-school activity without administrative approval and adult supervision.

FIRE ALARM (See Emergencies)

FIELD TRIPS

Students may go on field trips only after receiving written parental permission, administrative approval, and verified proof of accident insurance. The teacher, coach or person in charge of the field trip must secure written permission from parents and from the administration. This should be done at least two (2) weeks in advance of the departure date; four (4) weeks for trips off island. After written approval is granted, students should notify teachers in advance, using the approved field trip forms.

FIGHTING (Assault)

Students can often avoid a physical fight by silently refusing to engage in a verbal confrontation, by walking away from the scene, by reporting to a school official any threat or likelihood of a confrontation before it actually occurs, and by seeking to resolve a problem by asking a counselor or teacher to sit with all concerned to discuss the problem. Fighting on or off the campus or on the way to or from school will result in suspension for the instigator and all others involved. Fighters may also face recommendation for dismissal.

Use of a weapon in a fight will result in ten (10) days mandatory suspension, referral to law enforcement authorities, and recommendation for dismissal.

Repeated involvement in fights will result in recommendation for dismissal.

GAMBLING (See Card Games/Dominoes)

Gambling is illegal. Students found gambling on the school campus will be suspended for a mandatory minimum of five (5) days to a maximum of ten (10) days. Students who are on-lookers or look-outs to gambling games may also face similar action. Repeat offenders will be recommended for dismissal.

GRADES/REPORT CARDS/HONOR ROLL/HONOR SOCIETY

Report cards are distributed quarterly. They are issued only to parents at the end of the first and third marking periods and to students at the end of the second and fourth marking periods. Progress reports are distributed to students in the middle of each nine week marking period.

The names of students with an average of 83 or better and satisfactory attendance and attitude ratings will be placed on the school's Honor Roll. Students with an incomplete grade, a grade lower than 70 or excessive absences will not be placed on the Honor Roll.

Students who earn a cumulative GPA of 85 or higher after at least three semesters at CAHS and who demonstrate outstanding leadership, character, service, and scholarship, are invited to join the Amalian Chapter of the National Honor Society. A special induction ceremony is held.

GRADING SYSTEM

95 - 100 = A	90 - 94 = A-	87 - 89 = B+	83 - 86 = B
80 - 82 = B-	77 - 79 = C+	73 - 76 = C	70 - 72 = C-
0 - 69 = F			

Parents should occasionally contact teachers and counselors to inquire about children's academic progress, attendance, strengths, weaknesses and areas for improvement. The use of Powerschool's Parent Portal can provide an indispensable way to remain updated.

GRADUATION EXIT PLAN

Each student entering ninth grade must complete a Graduation Exit Plan which is discussed and signed by the parent/guardian and student at the end of the first semester on a yearly basis. Each ninth grader will meet with a guidance counselor to establish career objectives leading to a high school graduation exit plan.

The counselor, student and the parent/guardian are expected to sign off on a plan by the end of the first semester. A discussion of plans should provide options, to include but not limited to: career pathways, early admissions, credit recovery and approved online opportunities. The requirement will also apply to each grade level. The plan should be revisited each year until graduation. Annual revisions should be signed off by the counselor, student and parent/guardian after each revision.

GROSS MISCONDUCT (level 4 violation)

STUDENTS SHOULD BEHAVE IN A RESPONSIBLE MANNER, OBSERVE SCHOOL RULES AND REGULATIONS AND RESPECT THE RIGHTS OF OTHER STUDENTS AND SCHOOL PERSONNEL. ANY STUDENT WHOSE CONDUCT IS GROSSLY OUTRAGEOUS OR WHO WILLFULLY OR REPEATEDLY VIOLATES SCHOOL RULES AND REGULATIONS OR VIOLATES THE RIGHTS OF OTHER STUDENTS OR SCHOOL PERSONNEL WILL BE SUSPENDED OR EXPELLED DEPENDING ON CIRCUMSTANCES. (IN ACCORDANCE WITH TITLE 17, CHAP 9, SECTION 41 OF THE VI CODE.)

HOMEROOM

Attendance to homeroom is mandatory. Students receive a grade of "satisfactory" or "unsatisfactory" based on attendance and participation. Earning a "U" or unsatisfactory for homeroom will prevent a student from being on the honor roll and from participation in extracurricular activities.

IDENTIFICATION

ID's are important for safety reasons and to identify persons who belong on the campus. **Every student must wear an ID visibly while on the school campus.** Students may be denied admission to the school campus and to classrooms for failing to wear the proper ID on shirt collar or pocket. The initial cost or replacement fee for an ID is fifteen (15) dollars. If a student does not have his/her ID on any given day he/she is to secure a temporary ID by first period from a clerk in the main office

to get into all classes. Temporary ID's each cost \$1.00. **Students can get temporary ID's, even if they do not have the money at the time; they can pay at a later date.** Students who lend their ID's to other students, wear other students' ID's, or forge temporary ID's will face disciplinary action. Students are reminded that ID's are important for safety reasons and to identify persons who belong on the campus.

IMMUNIZATION

All students are to be properly immunized. Updated immunization records must be presented to the school nurse in order to continue attendance at this school.

INCITING/DISRUPTIVE BEHAVIOR (level 4 violation)

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

INSUBORDINATION

STUDENTS SHOULD OBEY PROPER AND REASONABLE ORDERS AND INSTRUCTIONS GIVEN THEM BY ADMINISTRATORS, TEACHERS, MONITORS, SECURITY OFFICERS AND ALL OTHER AUTHORIZED PERSONNEL IN ALL SCHOOL-RELATED CIRCUMSTANCES. DISRESPECTFUL AND DISOBEDIENT BEHAVIOR WILL NOT BE TOLERATED. ANY STUDENT WHO IS PERSISTENTLY INSUBORDINATE WILL BE SUSPENDED OR RECOMMENDED FOR EXPULSION DEPENDING ON THE CIRCUMSTANCES.

INSURANCE

Insurance is available for accidents which occur at school or school sponsored activities (including all sports) or while traveling to and from school as per this policy. **All students are required to have accident insurance** to participate in a sport, physical education classes, labs, clubs, field trips etc. Insurance claim forms are available in the general office. All injuries must be reported to the school nurse as soon as possible in order to complete claim forms.

LAB FEES

Students are expected to pay a lab fee for certain courses. The purpose of these fees must be explained to students by the teacher.

LITTERING

For health reasons and as a demonstration of pride and respect for cleanliness, everyone must help to keep this campus clean and free of litter. Garbage receptacles are provided. Use them. Anyone found littering will be asked to clean up his/her mess and may be subject to disciplinary action.

LOITERING

Students are not to loiter in the halls, on the steps, or by academic areas during class periods. Students who do not have a class during a given period are to be inside the study hall area, inside the Media Center, or inside the Career Center. In the event of a teacher's absence, students are to remain inside the classroom until given instructions to leave by a chairperson, principal or designee.

LOST AND FOUND

Lost articles should be reported to a teacher or the office. Students who find articles should take them to the office where they may be identified and claimed by the owners.

LUNCH (See CAFETERIA)

MEDIA CENTER

The Media Center is a place in the school where you may find a wide range of materials, books and audio-visual equipment to help you learn. It is open from 7:30 a.m. to 4:00 p.m., Monday through Friday. Complete guidelines for the use of the Media Center are available from the center personnel. In general, students are expected to be quiet in the Media Center.

Students may check out material at the Media Center circulation desk. Materials may be renewed on or before the due date. Fines for overdue books will not exceed the retail price of the book. All students with proper ID may use the media center during study hall periods,

during lunch, and before and after school. A student may get a pass from his teacher if he/she has a specific assignment to do for that teacher during that teacher's class. While in the library, the student is to work on those library assignments for which he/she received the pass.

NURSE/HEALTH SERVICE

The health service/nurse office is open from 7:40 a.m. to 2:30 p.m. Services include: (1) scheduling students for health screening; (2) issuing clinic appointments; (3) administering first aid treatment for minor injuries; (4) referring students with health problems and other needs to health resources in the community; and (5) protecting and promoting the good health of students and staff, which includes ensuring compliance with immunization requirement. **No un-prescribed medication is administered by the school nurse.**

If a student is not feeling well, he/she should be given a note by the teacher to go to the nurse. The teacher will indicate the time the student leaves class, and the nurse will indicate the time the student arrives and leaves. Students must have a nurse's pass to re-enter class.

Serious illnesses which require frequent absences must be reported to the school nurse.

STUDENTS AND PARENTS MUST MAKE SURE STUDENTS' HEALTH AND IMMUNIZATION RECORDS ARE UPDATED AND PLACED ON FILE IN THE NURSE'S OFFICE. STUDENTS WHO DO NOT COMPLETE THIS LEGAL REQUIREMENT WILL BE SUSPENDED UNTIL THEY COMPLY.

OBSCENE LANGUAGE (See Cursing)

PARKING

There is no provision for students to park on the school campus. Students who drive to school must park off campus. **All vehicles parked in violation of this policy may be booted and/or towed at the owner's expense.**

PERSONAL SECURITY

Security of personal property is the individual responsibility of each student. The school cannot be responsible for stolen or lost articles.

Large sums of money and articles of considerable value should not be brought to school. Students must not leave their school bags and books unattended anywhere on the campus.

PHYSICAL EDUCATION/ MEDICAL EXCUSES

1. Students with medical excuses, limiting or precluding participation in P.E. classes, should submit to the school nurse written medical excuses from a parent or from a doctor if the problem requires more than one day's excuse. Prior to the class, the nurse should complete a P.E. medical excuse pass which will be presented to the P.E. teacher.
2. The P.E. medical excuse pass will indicate the student's medical status:
 - a) the nature of the medical problem
 - b) the imposed limitations on participation (if any).
 - c) whether or not the student is to be removed from P.E. class altogether. (This requires administrative approval).
 - d) the duration of the limited participation or removal.
3. Students temporarily excused from active participation (for 2 weeks or less) due to a medical problem will be expected to earn their credit and maintain their grade according to the following criteria:
 - a) continued participation on a limited activity basis if possible.
 - b) completion of all written assignments and exams as required by the teacher.
 - c) contribution to the class by fulfilling assignments such as officiating, helping with equipment, participating in non-physical activities when possible and generally assisting the P.E. program as determined by the teacher.
4. When students are medically excused from active participation on an extended basis (over two weeks) their situations will be individually analyzed and an alternative course of action will be decided upon by the principal, in conjunction with the appropriate guidance counselor, PE chairperson, and teacher.

Students with medical exemptions must have these excuses updated each semester.

POLICE INTERVIEW

An officer may interview a student in school providing he/she presents proper identification to the principal prior to the interview. The interview shall be conducted in the presence of a principal, or parent/guardian if parent or guardian desires to be present. An officer may remove a student from campus for an interview only **after parents are notified.**

PROMOTIONAL REQUIREMENTS

To be **promoted from 9th to 10th grade**, students must earn at least 6 credits and attain a cumulative grade point average (GPA) of 70 or higher.

To be **promoted to 11th grade**, students must have earned at least 12 credits and a cumulative GPA of 70 or higher.

To be **promoted to 12th grade**, students must have earned at least 18 credits and a cumulative GPA of 70 or higher.

STUDENTS MUST EARN A MINIMUM OF 26 CREDITS FOR GRADUATION. IN ADDITION, STUDENTS SHOULD TAKE AND PASS ALL REQUIRED COURSES, AND EARN A CUMULATIVE GRADE POINT AVERAGE (GPA) OF 70 OR HIGHER. STUDENTS. MUST ALSO EARN 100 HOURS OF COMMUNITY SERVICE. (See REQUIRED COURSES).

NOTE: Credits are earned by passing courses. One credit is given for each course passed each semester (approximately 18 weeks). Some courses are valued at 1/2 credit. Students are ultimately responsible for making sure requirements are met for graduation.

PTSA (Parent Teacher Student Association)

PTSA meetings are held on the third Tuesday of each month at 5:30 p.m. in the school's Ruth E. Thomas Auditorium. Other meetings for parents are called for specific purposes at other times during the year. Grade level parent meetings are held monthly.

REPORT CARDS

Report cards are distributed quarterly. They are issued only to parents at the end of the first and third marking periods and to students at the end of the second and fourth marking periods. Progress reports are given in writing to students and/or parents/guardians in the middle of each nine week marking period.

Parents should occasionally contact teachers and counselors to inquire about children's academic progress, attendance, strengths, weaknesses and areas for improvement.

RESPECT

Students and staff must demonstrate mutual respect. Students who blatantly disrespect teachers or other staff members will face disciplinary action including suspension for up to 10 days.

SCHEDULES

All students must have a minimum of four (4) classes on their daily schedules each semester.

SCHOOL BUS SAFETY

Safety is of paramount importance in the transportation of students on school buses. Students are expected to obey and cooperate with their bus drivers. Any behavior which is distracting or discourteous to the driver shall result in disciplinary action including suspension and possible revocation of bus transportation privileges.

SCHOOL HOLIDAYS

School holidays are listed each year in the official school calendar.

SEXUAL OFFENSES (level 4 violation)

At CAHS, there is no tolerance for sexual harassment or any other sexual offense.

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

on school grounds shall result in suspension for ten days and consideration of a recommendation for dismissal, and/or referral to law enforcement authorities. **Students are to leave the campus immediately after school ends unless involved in a school approved activity.**

STEALING

The act or attempted act of taking of money, property, or possession from another against his/her will, with or without the use of force, violence or fear and/or stealing government property will result in a ten day suspension, return of property and/or payment for same and/or restitution for damages and referral to law enforcement authorities.

STUDENT COUNCIL

The Student Council shall be the voice of the student body. The Council shall be comprised of 5 Executive Officers, President, Vice President, Secretary , Treasurer and Public Relations Officer, along with 2 representatives from each grade level. The Council shall meet with homeroom officers and the administration on a monthly basis.

STUDENT SEARCHES

Desks and lockers are public property and should only be secured with school-issued locks. The school administration may inspect desks and lockers when there is reasonable suspicion to believe that the contents threaten the safety, health, or welfare of students, or include stolen property or contraband. Stolen items and items which are prohibited by law, the Department of Education, or school regulations, may be confiscated and parents will be notified.

If the students are not present during the search, they shall be informed as soon as possible of the action taken.

When there is reasonable or probable cause to believe that a student might be in possession of stolen property, contraband, or articles which threaten the safety, welfare, or health of others, he/she may be requested to empty pockets, purses, bags, etc, so that the contents may be examined.

After a due process hearing, if students are found to be in violation of law or school policy, they will be subject to disciplinary measures which may include suspension and recommendation for expulsion.

Random searches are conducted periodically.

STUDY HALL

Students must report to study hall and remain within study hall, the library, or the career center when they do not have classes during the school day. Study hall must be used to read, study or prepare class work. No music or games are permitted in the study hall for personal entertainment.

SUMMER SCHOOL

A summer school program is provided for students. For information check with the principal or guidance counselors who must give recommendation to attend summer school. **Students who fail classes because of excessive unexcused absences will not be allowed to enroll in summer school.**

SUSPENSION

Anytime a student is suspended he/she must not come onto the school campus for any reason or participate in any school related activity during the suspension. Any student suspended in or out of school is entitled to a due process hearing. Upon return from suspension, the student must report directly to a principal, return suspension form signed by a parent or guardian and see his/her counselor before attending any classes. While on suspension, students may be sent to Edith Williams Alternative Academy (EWAA).

TELEPHONE INFORMATION

The phone in the office is to be used for authorized school business calls or for emergency calls only. Students who are permitted to use the office telephone should give the number to the secretary who will place the call.

TEXTBOOKS

Students are responsible for covering all textbooks issued to them, taking proper care of them, carrying them to classes every day as necessary, and returning them at the end of the course.

Students **MUST NOT** leave textbooks or book bags lying around the campus unattended. Abandoned bags will be picked up and textbooks will be returned to the appropriate departments

Uncovered texts may be confiscated by subject teachers and students will pay \$1 to retrieve them after providing a suitable cover.

Since students are responsible for all textbooks issued to them, they must pay for lost or damaged texts. No report cards, school transcripts, diplomas, or other official documents will be released if books are not paid for or returned at the end of the course.

CAHS HIGHER HEIGHTS 21ST CENTURY AFTERSCHOOL PROGRAM

In an effort to improve student performance and provide a safe, productive place for students to be afterschool, CAHS "Higher Heights" 21st Century Community Learning Center Program offers credit recovery, tutoring and enrichment activities for all students. Academic assistance is available Monday-Thursday from 3:15 - 5:00 pm. This is followed by a variety of extracurricular activities (5:00-6:00 pm). In particular, athletes are urged to take advantage of this initiative. All athletes who currently represent CAHS or hope to do so are encouraged to participate in this afterschool program.

UNIFORMS (See DRESS CODE)

UNLAWFUL ACTS

Students are to observe the law at all times. Any unlawful acts committed on campus, or at school related activities (e.g. stealing, assault, vandalism, trespassing, possession of a weapon etc.) will result in suspension and/or recommendation for expulsion and/or prosecution. Criminal acts will result in arrest and prosecution.

VERBAL ABUSE

Cursing or verbally abusing a teacher or other staff member will result in mandatory suspension and possible recommendation for dismissal. Use of obscene language on campus will result in a warning or in-school disciplinary action for the first offense and suspension for three (3) to ten (10) days for subsequent offenses.

VISITORS

All visitors must obtain passes from the school office to be on the campus at any time during the school day. (However, generally, no visitors are allowed during the lunch break.)

Only those persons with school-related business should be on campus. Outsiders and non-students without a visitor's pass will be asked to leave the campus and can be arrested by the police for trespassing or unauthorized presence on the campus. Any person, whether or not a student of CAHS, who is on the school property after hours without valid reason, and when there is no school activity in progress will be considered a trespasser.

Visitors must check-in at the security booth , then report directly to the main office where they must identify themselves, state the nature of their business and the names(s) of the person(s) they wish to see, sign the visitor's log and receive a visitor's pass which must be returned prior to departure. Visits with students must take place in the main office. Parents wishing to have conferences with teachers and counselors should do so by appointment. However, parents are welcome to visit the school at any time.

WEAPONS (level 4 violation)

Students are not to possess, handle, or transmit toy guns, firecrackers, dangerous instruments (guns, knives, razor blades, ice picks, pipes, chains, sticks, sharpened metal or wooden objects, etc.) or anything that resembles or could be considered a weapon or explosive device (including fire crackers) on the school grounds, outside the school campus, on school buses, or at school related functions.

Violations of this policy will result in mandatory suspension, mandatory recommendation for expulsion, and/or charges of criminal misconduct. Possession of weapons shall be reported to law enforcement authorities in accordance with Virgin Islands law and Board of Education policy.

The administration, faculty and staff of Charlotte Amalie High School look forward to full cooperation from students and full support from parents or guardians to make the educational experience at CAHS successful.

SCHOOL HERALDRY

Colors.....Gold and Blue
EmblemChickenhawk
MottoTo Excel Always
Mantra..... Only the Best... Go C.A.H.S.
Cheer.....Hey! You know the Story!
The Whole Wide World is Hawks Territory.

C.A.H.S. ALMA MATER

O great and noble high school. How much we owe to thee.
Our grateful hearts will always live wherever we may be.
So let us shout with all our might, and let our joyance never cease.
God grant that teachers, friends, and school may ever have His
peace.

We'll not forget the lessons our teachers taught each day.
We'll make you proud of us dear school, each pupil in his way.
We'll strive to keep your standards high and fight with all our might
To keep your light forever bright by doing what is right.

Arthur Benjamin & Hugh Smith, Class of 1934

SCHOOL MEDIA & PUBLICATIONS

School Newspaper The Reflector
Yearbook The Amalian
Literary Magazine.....Glimpses
Foreign Language Magazines..... Voces Literaria
..... Mira Regardez

ADMINISTRATION

Acting Principal Joel J. Buchanan

Assistant Principals..... Alenia Buncome-Murraine

Onika Hodge-Smith

Nneka Howard-Sibilly

Alice Marsh

DEPARTMENTS

BUSINESS EDUCATION

CAREER & TECHNICAL EDUCATION

ENGLISH

FOREIGN LANGUAGE

GUIDANCE & ATTENDANCE

FAMILY & CONSUMER SCIENCE

FINE ARTS / MUSIC EDUCATION (FAME)

INDUSTRIAL ARTS

JROTC

LIBRARY/MEDIA CENTER

MATHEMATICS

PHYSICAL EDUCATION

SCIENCE

SOCIAL STUDIES

SPECIAL EDUCATION

STUDENT SUPPORT SERVICES

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MONITORS

NOTES



No person shall be discriminated against in employment or in any educational program or activity offered by the Virgin Islands Department of Education because of race, color, creed, national origin, sex, disability or age. Complainants may write to: Legal Counsel, Department of Education, #1834 Kongens Gade, St. Thomas, U.S. Virgin Islands 00802.