



ROWSC STUDENT HANDBOOK

...building skills, expanding horizons



Welcome to the Raphael O. Wheatley Skill Center (ROWSC), a premier Post-Secondary Career and Technical Education Institute (CTE) in the United States Virgin Islands. We are thrilled that you have chosen to be a part of our unique and dedicated educational community. At ROWSC, we are committed to helping students launch successful lifelong careers. If you have any questions about our programs and services, or need further assistance, please do not hesitate to reach out. We look forward to supporting you on your educational journey.

This student handbook is designed to answer any questions you may have about our courses, policies, procedures, requirements, contact information, and more. It is important for students to familiarize themselves with the specific Do's and Don'ts outlined in the handbook and adhere to them throughout their time at ROWSC. Use this handbook as your reference guide for all matters and concerns related to ROWSC.

It's essential for students to familiarize themselves with the information and guidelines provided to ensure a smooth and successful academic journey. Completing and returning the form on the last page is crucial for acknowledging receipt of the handbook and confirming your understanding of its contents.

“ | A NOTE FROM THE PRINCIPAL |

Dear Future, ROWSC Graduates,

On behalf of the staff, instructors, and myself, Principal Dr. Mario Francis, I extend a warm welcome to you to the Raphael O. Wheatley Skill Center (ROWSC). As you embark on your journey with us, we are committed to providing you with an exceptional post-secondary career and technical education experience.

By completing your chosen program, you will not only gain qualifications for employment in your field but also acquire the essential skills needed to pursue further education or even start your own venture as an entrepreneur.

Your commitment to your studies, coupled with a strong work ethic and determination, along with your aspirations for a better quality of life, form the foundation for your success at ROWSC.

Should you require any assistance or guidance along the way, please don't hesitate to reach out. Whether through a visit to my office, a phone call, or an email. The entire ROWSC community and I are here to support you and ensure that your experience here is both enlightening and rewarding.

Congratulations on taking this important step towards your future. We look forward to celebrating your achievements and witnessing your growth throughout your time at ROWSC.

Warm regards,

Mario Francis, Ph. D
Mario Francis, Ph. D



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HISTORY

Established in February 1977 as the St. Thomas Skill Center, it marked a pivotal moment as the first public adult facility dedicated to vocational-technical education in the territory. This pioneering initiative laid the foundation for empowering individuals with the skills and knowledge necessary to thrive in various career paths.

The renaming of the center to the “Raphael O. Wheatley Skill Center” on June 15, 1977, through Legislative Act No. 3993, was a fitting tribute to Raphael O. Wheatley. His remarkable 35 years of service with the Virgin Islands Department of Education, along with his visionary efforts, played a pivotal role in the establishment and advancement of vocational-technical education in the USVI territory.

Wheatley's dedication and pioneering spirit continues to inspire generations of students and educators alike at the Raphael O. Wheatley Skill Center, where his legacy lives on through the pursuit of excellence in career & technical education and the empowerment of individuals to achieve their full potential in a fully accredited institute.

MISSION STATEMENT

Our mission at the Raphael O. Wheatley Skill Center is to provide a unique and rigorous post-secondary career and technical education. We strive to prepare students with marketable skills and knowledge, enabling them to:

- *Successfully enter the workforce and compete in the dynamic global job market*
- *Pursue higher education opportunities*
- *Cultivate a passion for lifelong learning*
- *Become productive and engaged citizens contributing positively to society*

VISION STATEMENT

Our vision is to become a premier CTE College of the Virgin Islands that provides opportunities to perspective learners to pursue certification/licensure in the various career pathways, which promotes a seamless transition to the workforce, armed forces or higher education.

PROGRAMS AND COURSES OFFERED

Raphael O. Wheatley Skill Center, Post-Secondary Career and Technical Education Accredited Institute offers an array of career pathway courses aligned with the U.S. Department of Education's 16 Career Clusters. These courses lead to the attainment of industry recognized credentials and certifications. Additionally, Soft Skills and Entrepreneurship are embedded into the course curriculum.

The ROWSC offers one and two-year programs in the following career clusters:

.....**HEALTH SCIENCE CAREER CLUSTER**

| **Allied Health Pathway offers the following courses:**

- Clinical Medical Assistant (CMA)
- Medical Administrative Assistant & Billing & Coding Specialist (MAA/B&C)
- Patient Care Technician (PCT)
- Phlebotomy Technician
- Emergency Medical Technician (EMT)

| **Health Sciences Pathway offers the following courses:**

- Nursing Assistant, leading to Certification (CNA)
- Practical Nursing leading to Licensing (LPN)

.....**HUMAN SERVICES CAREER CLUSTER**

| **Cosmetology Pathway offers the following courses:**

- Hair Braiding
- Nail Technician
- Esthetician
- Barbering
- Medical Massage Therapy

.....**ARCHITECTURE & CONSTRUCTION CAREER CLUSTER**

| **Trades Pathway offers the following courses:**

- Heating Ventilating Air Conditioning & Refrigeration (HVAC/R)
- Electrical
- Carpentry
- Plumbing

.....**INFORMATION TECHNOLOGY CAREER CLUSTER**

| **Information Technology Pathway offers:**

- Computer Applications

.....**HOSPITALITY & TOURISM CAREER CLUSTER**

| **Hospitality and Tourism Pathway offers:**

- Culinary Arts

.....**TRANSPORTATION, DISTRIBUTION & LOGISTICS CAREER CLUSTER**

| **Automotive Repair Pathway offers:**

- Automotive Body Repair & Auto Mechanic Repair

Our instructors are highly experienced, skilled, licensed, and/or certified professionals in their respective fields. To ensure personalized attention and effective learning, we maintain small class sizes with a maximum of 20 students per class. Classes are offered during both daytime and evening hours to accommodate diverse schedules.

A key aspect of our educational approach is providing hands-on training during the lab component of each course, allowing students to gain practical experience and develop applicable skills. While some courses may not be offered every school year or semester due to enrollment factors, we strive to provide a comprehensive range of options to meet the needs of our students.

Upon successful completion of a course, graduates earn Continuing Education Credits (CEUs) and receive a Certificate of Completion from the Raphael O. Wheatley Skill Center, endorsed by the Virgin Islands Department of Education. Additionally, students become eligible to take certification and/or licensing exams in their respective fields, enabling them to obtain state or nationally recognized licenses and certifications."



| CONTACT INFORMATION |

Physical Address: 68A Lindbergh Bay, St. Thomas, VI 00801

Mailing Address: P.O. Box 9337, St. Thomas, USVI, 00801

Website:

Phone: 340-774-0100, ext. 8605

Office Hours: 8:00 am - 3:30 pm *DAY TIME*

5:30 pm - 9:00 pm *EVENING*

Principal: Dr. Mario Francis

mario.francis@vide.vi | 340-774-0100, ext. 8601

Student Success Specialist: VACANT

Registrar: Ilesha Rabsatt-Costanzo

NA | 340-774-0100, ext. 8601

Admin. Asst: Ms. Kishma Abbott

kishma.abbott@vide.vi | 340-774-0100, ext. 8600

Cosmetology Dept. Chair/Instructor: Earlyn Edwards

earlyn.edwards@vide.vi | 340-774-0100

ADMISSION, REGISTRATION, ENROLLMENT]

Each student must meet all the following requirements:

1. Be 17 years of age or older
2. Obtained a High School Diploma, GED or any other secondary credential from an accredited institute of learning. A copy of any of the aforementioned credentials must be submitted as proof.
- 2a. **Dual enrollment:** Students in current pursuit of a General Education Diploma (GED) or accredited on-line high school diploma who meet the age requirement may participate in our dual enrollment program, which allows a student to take a Post-Secondary Career Technical Education (CTE) course while pursuing their GED.

¹Student must provide in writing their current enrollment status each semester on the institution's letter heads.

²Student will not be conferred with a post-secondary credential unless they have evidence of successful completion of a secondary program of study.

3. Complete a ROWSC Career and Technical Education Institute enrollment application. Some programs applications, such as Emergency Medical Technician (EMT) and Licensed Practical Nurse (LPN) require more detailed application with additional requirements.
4. Complete a Health Certificate (where applicable)
5. Provide a copy of a valid ID with a recent picture
(passport, driver's license, etc.)
6. Provide a copy of your Immunization Record Card. All students must be immunized and provide a current copy of their immunization(s) record indicating you have received TB, Hep series, Tetanus, & MMR. Some programs mandate a general health form and physical exam. These are required because of the nature of the programs.

Other health forms may be required.

7. Pay a non-refundable \$50.00 registration fee each semester.
8. Pay tuition in the form of cash, business check or money order made out to:

Department of Education Raphael O. Wheatley Skill Center

NOTE: No personal checks will be accepted

Once enrolled the ROWSC will administer and require you to:

- Take the Wide Range Achievement Test (WRAT) in Math Computation and Reading Comprehension
- Take an Emotional Intelligence Self-Assessment and Battery
- Complete a Soft Skill Assessment
- Complete two (2), three (3) hour Soft Skills seminars (prerequisite for graduation)

OTHER REQUIREMENTS|

All students are required to:

- Have basic computer literacy skills
- Possess and bring to class, (where applicable) own electronic devices
i.e.: laptop, iPad, Chrome Book, etc. (A CELL PHONE IS NOT ACCEPTABLE.)
- Purchase the required course textbook/eBook
- Purchase and wear the required course uniform to class daily
(See Appendix A, located at the back of this book, for required uniforms for each program)

TUITION|

- Tuition currently ranges from \$400 to \$600 per semester depending on the COURSE. (Refer to the ROWSC website or course catalog for exact tuition costs.)
- Textbooks, supplies/equipment, graduation fees and certification/licensing costs are not included as part of the tuition.
- Tuition must be paid in full prior to attending your first day of class.
- All required documentation and payments must be received to be officially matriculated into any course.

SCHOLARSHIPS/FINANCIAL ASSISTANCE|

Students referred by the Department of Labor, Department of Human Services, Vocational Rehabilitation, Veterans Affairs, Board of Education, VI Community Foundation or any other agency **MUST PROVIDE** official documentation from the referring agency.

Every class requires a textbook(s), workbook, and course related material/supplies. The cost of these items varies by class. Depending on the class, students may have the option of purchasing their textbooks through a third party for example, Amazon, or through the school. Currently, classes such as Carpentry, Electrical Technician, Plumbing and HVAC/R, which offer a nationally recognized credential from the National Center for Construction Education Research (*NCCER*), require the purchase of an Electronic Book On-line (*eBook*). Your instructor will explain the process for purchasing the eBook. A credit or debit card will be required.

UNIFORM REQUIREMENTS|

Students must wear the appropriate required uniform, with the school patch affixed to it, as established for each course. Students are required, at all times, to wear their school ID, while on campus. Students must come to school neatly and appropriately dressed and groomed.

See Appendix A at the back of this handbook, for detailed information on the required uniform for each course.

WITHDRAWAL/DROP COURSE POLICY|

Students who wish to withdraw from a course must complete a “Withdrawal Form,” (See Appendix B). The completed form must be submitted to the registrar, with a copy of the student’s registration receipt, and within the stipulated time frame in order to receive a full or partial tuition refund. The withdrawal date will be the date used to compute the refund.

Refunds are issued as follows:

- *During the first week of class attendance 100% refund*
- *During the second week of class attendance 50% refund*

After the second week of attendance in class, tuition is non-refundable.

Should a student desire to be reinstated after withdrawing from a course, he/she must complete a new application and pay all applicable tuition and fees.



ATTENDANCE

All courses are structured around completing a required number of contact hours, essential for earning Continuing Education Units (CEU). These CEU's are pivotal for both transcript documentation and eligibility to undertake state or national certification exams. Therefore, consistent attendance and punctuality are fundamental requirements for all students.

Failure to adhere to the attendance and punctuality standards may have severe consequences, including:

- ¹ *Disqualification from taking the certification or licensing exam associated with the course.*
- ² *Necessity to retake the course, incurring additional tuition, registration, and potentially textbook fees.*
- ³ *Risk of involuntary separation from the program due to excessive absences or tardiness.*

We urge all students to prioritize attendance and punctuality, as these factors significantly impact their ability to succeed in the program and achieve their certification goals.

Absences from classes will only be considered excused with valid reasons.

Excused absences are granted for the following reasons:

- ¹ *Personal/child illness*
- ² *Bereavement*
- ³ *Family emergencies*
- ⁴ *Jury duty*
- ⁵ *Medical appointments*
- ⁶ *Military*

To substantiate the reason for an absence, documentation in the form of an official letter or note on company/institution letterhead from a physician, dentist, court officer, military commander, or another authoritative figure is required. Handwritten notes from other sources will not be accepted.

Each student is permitted a maximum of three (3) unexcused absences before being placed on academic or performance probation. Upon reaching a third unexcused absence, students may be called into a conference with the instructor and principal to discuss their attendance issues and may be issued an attendance warning (*See Appendix C*). A fourth unexcused absence may result in the student being placed on academic or performance probation (*See Appendix D*), which could lead to involuntary separation from the program if improvement is not noted.

It is imperative for students to provide timely documentation for excused absences to avoid any adverse consequences on their academic standing.

Students are responsible for informing the instructor directly of any absence, of which a valid proof of absence must be submitted upon returning to class. If necessary, it is the student's responsibility to request any make-up work from the instructor or a classmate. Students are encouraged to form "study buddies" to

help each other keep up with assignments in the event of absences. Assignments must be completed based on the instructor's guidelines.

Unexcused absences will have a detrimental effect on overall grade averages each marking period quarter. For every three (3) unexcused absences from a class, one (1%) percent will be subtracted from the final average.

Additionally, students will receive a grade of zero (0) for any graded assignments given on the day(s) of the unexcused absence(s).

In cases where students are absent from class without notifying their course instructor for three or more consecutive days, it will be assumed that they have dropped out of the course. To avoid this assumption, it is imperative that students maintain constant communication with their instructor when absent.

When absent, students must:

¹ *Notify their course instructor as soon as possible regarding the absence.*

² *Maintain constant communication with the instructor throughout the absence period.*

³ *Complete all required assignments promptly, if feasible.*

⁴ *Provide an estimated date of return and update the instructor accordingly.*

⁵ *Upon return, provide the required documentation, if applicable.*

By adhering to these guidelines, students can ensure that their absence is properly communicated and documented, minimizing any misunderstandings regarding their enrollment status in the course.

COURSE SYLLABUS|

The syllabus is given to students at the beginning of each program. It is an overview of the course, and what will be expected of you. Generally, it will include course goals, policies, rules, regulations, required textbook, perhaps a schedule of assignments. It is a valuable tool, full of information that you will need to refer to throughout the entire semester. Students are responsible for reading, understanding, and adhering to the requirements of the course syllabus.

CLASSWORK, EXAMS QUIZZES & HOMEWORK ASSIGNMENTS|

In each course, students are required to complete various types of assessments such as classwork, homework, exams, and quizzes. The expectation is that students will read, study, and achieve a passing score of at least 75% on these assessments. For detailed information about the weight of each assessment type, the required passing grade, and other assessment-related information, refer to the instructor's course syllabus.

MINIMUM PASSING GRADE|

Students are expected to pass their course with a minimum grade requirement of 70%. This includes successful completion of the required externship hours. Some courses require a higher minimum passing grade. *(CHECK YOUR COURSE'S CLASS SYLLABUS FOR MORE INFORMATION.)*

GRADES/REPORT CARDS|

Grade reports are distributed quarterly and are issued at the mid-point and at the end of each semester. There are two marking periods per semester and two semesters in each school year.

Learners can expect their grade report form ready to be picked up in person, emailed or mailed, based on the learners' requested method, within 10 days of the end of the marking period/semester.

GRADE EQUIVALENTS|

97 – 100	A+	87 – 89	B+	77 – 79	C+	0 – 69	F
93 – 96	A	83 – 86	B	73 – 76	C		
90 – 92	A-	80 – 82	B-	70 – 72	C-		

POWERSCHOOL WEIGHTED GRADING SYSTEM|

CATEGORY	DESCRIPTION	WEIGHT	MINIMUM # OF GRADES
Test	to include: evaluations and exams	35%	4
Classwork	to include: class participation	20%	4
Project	to include: written reports, portfolios, and labs	20%	4
Quiz	to include: Pop Quizzes	15%	4
Homework	to include: Asynchronous Learning assignments	10%	4
Total		100%	20

ACADEMIC/PERFORMANCE PROBATION|

A student can be placed on Academic/Performance Probation as the result of poor academic and/or behavioral performance during the marking period or semester. Academic probation can result from failing grades, or excessive tardy/absences. Performance probation can result from consistent uncorrected

behavioral issues, such as those outlined in the *Student Code of Conduct* section. Academic/Performance Probation is a specified period of time in which students must improve their academic/performance standing by meeting or making evident progress toward ROWSC academic and/or performance criteria (See Appendix D). Failure to do so, may result in involuntary separation from the program. Steady and consistent academic and/or behavioral performance decline during the specified period, will result in immediate dismissal prior to the end of the specified period (See Appendix E).

NOTE: Tuition, registration, textbook, and any other costs are non-refundable. Depending on the degree of the academic and/or behavioral performance, student may or may not be eligible to return to the ROWSC the following semester. However, if dismissed, there is an appeal process where you can apply to request reinstatement in a subsequent semester. (See Appendix F)

ASYNCHRONOUS LEARNING|

"Asynchronous learning allows students the flexibility to learn and do homework assignments on their own time or within a certain timeframe."

There will be times throughout a semester, for various reasons such as inclement weather, power outages, extended (with approval) student absence, an absent course instructor, etc., where students will engage in this type of learning. In situations such as this, the course instructor will provide assignments for the student to complete by a predetermined date and time. These assignments are usually, but not always, done on line, or can be in the form of a project, research, completing a reading assignment and/or taking a quiz/test, etc.

Students earn contact hours during time spent on Asynchronous learning. Those hours are calculated based on the time the class meets. *For example, if a class meets from 6 - 8:30 pm, that totals 2 ½ contact hours spent on Asynchronous learning for which the student will receive credit.* Asynchronous learning assignments must be completed by the predetermined deadline set by the instructor in order to receive full credit for the assignment and receive the maximum contact hours.

FIELD TRIPS|

Some instructors will take and/or require students to attend and participate in field trips related to the course. While on field trips, students are required to wear their ROWSC uniform for their designated program. They must represent the skill center in a positive manner by being professional, courteous and respectful at all times.

Your instructor will provide additional detailed information about field trips.

EXTERNSHIPS/CLINICALS

Currently, all courses, except for one (Computer Applications), require students to successfully complete an externship or clinical. An externship or clinical is a valuable, short-term (usually unpaid) professional learning experience where students gain supervised, hands-on experience in their chosen field within a work environment. This experience counts as work or job experience and provides insights into the career path students are planning to pursue.

Successful completion means:

- *Completing a minimum of the course's required externship or clinical hours.*
- *Earning a passing grade from the externship evaluation supervisor*
- *Your instructor will provide you with more details as to the course's externship requirements.*

GRADUATION REQUIREMENTS

Students must successfully complete all the mandatory courses for their selected program of study and all externship hours with a 2.0 GPA or better in order to graduate. Students must also successfully complete one numeracy and one literacy course (2.0 GPA or better) and complete two (2) three (3) hour Soft Skill Seminars.

Having met the graduation requirements, students will earn an official certificate of completion from ROWSC with the Virgin Islands Department of Education seal and the commissioner of education's signature affixed.

While meeting the requirements for graduation is necessary, participation in commencement exercises is not guaranteed. Students must earn the right to participate in the ceremony.

Misconduct, poor attitudes and disposition, as well as other consistent negative behavior, will be grounds for being banned from participating in the graduation ceremony.

There is a graduation fee of \$150.00 with is due upon registration for your second semester with the completion of the graduation application (*See Appendix G*).

ACADEMIC HONORS & REWARDS

At graduation the Valedictorian, who gives a speech at the graduation ceremony, is the student with the highest-grade point average of the graduating class. The Salutatorian, who also gives a speech at the graduation ceremony, is the student with the second highest grade point average of the graduating class. Both are honored and receive awards for their academic achievements. Also honored are the students in each course with the highest-grade point average.

CERTIFICATE OF COMPLETION|

Students who successfully complete their course, earn a Certificate of Completion endorsed by the Virgin Islands Department of Education. Students must pass their course by earning a cumulative grade point average (GPA) of 70% or higher. Students must also fulfill the required hours of attendance (contact hours) and successfully complete their course's required hours of externship.

CONTINUING EDUCATION UNITS (CEU's)|

"A Continuing Education Unit (CEU) is a measure used in accredited continuing education programs, particularly those required in a licensed profession. A CEU is not an academic credit; however it is a nationally recognized method in quantifying the time spent in the "Classroom."

Each course has a determined amount of CEU's, based on the number of contact hours. One (1) CEU equals ten (10) contact hours of learner interaction with the content of the learning activity, including classroom instructions, self-paced instruction, and pre/post assignments, and/or other activities in support of a learning outcome.

To calculate CEU's, the course's total number of contact hours is divided by ten (10) to obtain the total number of CEU's earned after successful completion of the course. For example, 360 contact hours divided by 10 equals 36 CEU's.

EVALUATION OF COURSES|

At the end of every program, students will be required to complete an anonymous course evaluation and feedback survey. This information will be used to assess the effectiveness of the course as well as identify opportunities to improve the learning experience here at ROWSC. Additionally, students are encouraged to provide feedback to Instructors and the Principal at any time throughout the course, so they can be successful and achieve envisioned learning outcomes and career pathway goals (*See Appendix H*).

EMPLOYABILITY READINESS (SOFT SKILLS)|

ROWSC provides employability workshops and counseling support to include job search, job readiness, interviewing, resume preparation and workplace behavior training sessions to support its students attaining, retaining, and advancing in their chosen career pathway.

STUDENT RELEASE OF INFORMATION

Under the Family Educational Rights and Privacy Act (*FERPA*), students can grant the ROWSC the authority to release limited or unlimited educational information to one or more people, agencies, businesses, or organizations. Students must complete and submit a “Request to Release Information” form. Once signed and submitted, this release form allows ROWSC officials to provide the designated information requested to the listed parties. It does not allow the listed parties to act on behalf of the student, but merely to receive designated information. Upon completion of the form, the information requested will be sent to the requested party within a period of 7 to 14 days. The student may revoke the release form at any time by submitting a written request to the Registrar’s Office (*See Appendix I*).

TRANSCRIPTS

To request a copy (or copies) of an official transcript, the student must complete the Request for Transcript application (*See Appendix J*). It is available online, in the appendix of this student handbook, or at the ROWSC Registrar’s office.

There is a cost of \$10.00 per transcript.

- *Transcripts are not issued to students who have outstanding tuition, textbook, and any other fees.*
- *Any transcripts being requested directly from ROWSC to send to a college, university, school or institute, requires them to send a signed “Consent to Release Personal Information” form to ROWSC signed by the requesting student. Upon receipt of the form the transcript will be sent directly to them.*
- *Students are required to present a government issued photo identification to pick up a transcript.*



STUDENTS' RIGHTS & RESPONSIBILITIES

Students are entitled to a quality education. In order to achieve this, students have the responsibility to comply with the academic and behavioral standards established by the school, its instructors, and all other staff. They must come to school on time, prepared with required tools, and ready to learn. Students are expected to be present, engaged and complete all required assignments, tests, and quizzes by the required due date.

For teaching and learning to occur, students must be respectful, appreciative and accepting of individual differences and behave responsibly toward others. At the Raphael O. Wheatley Skill Center, we seek to provide students a safe and healthy learning environment.

All students, teachers, school staff, and administrators, as well as all who enter our campus, must treat each other with equitable dignity and respect. Students are entitled to all basic human rights and are expected not to infringe upon the rights of others.

SCHOOL POLICIES, RULES, & REGULATIONS

Laws, policies, and rules are necessary to regulate society and help us to live safely and in peace and harmony. This is important and required to maintain order and prevent misconduct.

Anyone who commits any of the included, but not limited to infractions below, may be involuntarily separated from the program, based on the outcome of "Due Process." *ROWSC due process, depending on the violation, is as follows,*

Step 1: Discussion with Instructor and/or Principal

Step 2: Written Warning of impending further action if no improvement

Step 3: Academic or Performance Probation

Step 4: Involuntary separation from the program with invitation to return in subsequent semesters depending on the offense.

Any criminal offenses or activities will be reported to the appropriate Law Enforcement Agency whose consequences will take precedence over the Virgin Islands Department of Education governance.

The following are the rules and regulations of Raphael O. Wheatley Skill Center. All students are expected to know and follow them. These are designed to ensure a peaceful and safe environment conducive to learning.

ANTI-DISCRIMINATION

All acts of prejudice and discrimination based upon age, gender, race, disability, religion, sexual orientation, and national origin are prohibited and will not be

tolerated under any circumstance by staff or students. Should you experience this, report it immediately to your course instructor and/or principal.

ARSON|

The willful and malicious burning of, or attempt to burn or destroy school property, contents in or on the school property or the personal property of others will result in an automatic dismissal and reported to the appropriate law enforcement authorities.

ASSAULT|

Physical assault on an instructor, staff member, or classmate will result in immediate involuntary separation from the program and reporting to the appropriate law enforcement authorities.

Verbal assault, threats, or destruction of school or personal property belonging to classmates, instructors, or other staff members may result in suspension for no less than ten (10) days, along with full restitution for the value of the property. Additionally, such actions may lead to automatic involuntary separation from the program and reporting to the appropriate law enforcement authorities."

CHEATING/PLAGIARISM|

Cheating on tests or quizzes whether virtual or in class, is considered a serious offense, which will result in a grade of zero. On high stakes tests, those that lead toward earning a credential, cheating will lead toward forfeiting that certification or licensing. Plagiarism shall be dealt with in a similar manner. Both offenses may result in dismissal. Instructors may assess your work for authenticity of work – checking your documents against websites and your texts.

COVID - 19|

If you were exposed to someone who has COVID and/or test positive for COVID and are showing signs such as uncontrollable persistent coughing, fever, headache, and body aches, advise your instructor immediately of your intended absence. Ask your instructor for course work (asynchronous learning assignment) to be completed while you are absent. Please make sure you test negative for COVID prior to your return.

CYBER BULLYING|

Cyber bullying is the use of social media in any form, *i.e.: e-mail, text messaging, chat rooms, etc.*, and 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 with mandatory counseling, involuntary separation from the program and referral to law enforcement authorities.

DRUGS & ALCOHOL|

Despite the legalization of marijuana, it is inappropriate and unacceptable to come on the campus and sit in class reeking of it. The odor can be offensive to some students and staff and may even pose health issues. Perpetrators will be asked and expected to comply with leaving the campus to change their clothes, especially if the odor is overbearing and offensive to staff and students.

Furthermore, there shall be no possession, sale, distribution, or use of illegal drugs, alcoholic beverages, or fermented spirits on school grounds or at school-sponsored activities.

If a student consistently reeks of alcohol or marijuana, or appears to be impaired by any substance, they may be referred to an appropriate agency for counseling. Such students may not be allowed to return to school until compliance is achieved."

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 walls or write graffiti anywhere will be responsible for the total cost of property restoration. Failure to comply will result in involuntary separation from the program until the restoration is completed and may also result in criminal charges of vandalism being filed against the individual(s).

Destruction of school property in any manner will result involuntary separation from the program. Students must pay for all destruction of school property with a money order or bank draft made out to Raphael O. Wheatley Skill Center.

FIRE ALARM|

The activation of an evacuation or fire alarm system for any reason other than reporting a real fire or serious emergency, is not only strictly prohibited, but is against the law, and may result in being prosecuted by the law to the fullest extent. The willful and/or malicious activation of these systems or the willful false reporting of a fire will result in dismissal from the program and the official filing of a report with the law enforcement authority.

GAMBLING

Gambling in any form is strictly prohibited. Student(s) found gambling on the school campus is allowed due process with a consideration of involuntary separation from the program.

INCITING/DISRUPTIVE BEHAVIOR

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 a due process hearing with consideration of an involuntary separation from the program.

INSUBORDINATION

Students are required to adhere to proper and reasonable orders and instructions given to them by any administrator, instructor, monitors, security officers, and all other authorized personnel in all school-related circumstances. Disrespectful and non-compliant conduct will not be tolerated. Students are expected to uphold standards of respect and cooperation in all interactions with school staff and personnel.

Any student who is persistently insubordinate will be subject to a due process hearing with consideration for involuntary separation from the program.

INVOLUNTARY SEPARATION FROM PROGRAM (Dismissal)

Involuntary separation from the program may occur due to various reasons related to insubordination, misconduct, repeated use of obscene language, excessive tardiness or absence, repeated breach of dress code, and other related matters. Such actions are considered serious violations of the school's code of conduct and may result in dismissal from the program.

1. *Insubordination:* Failure to comply with directives from instructors, administrators, or other school staff may lead to disciplinary action, up to and including dismissal from the program.
2. *Misconduct:* Any behavior deemed inappropriate or disruptive to the learning environment, such as physical or verbal altercations, vandalism, or theft, can result in immediate separation from the program.
3. *Use of Obscene Language:* The use of vulgar or offensive language, whether directed at peers, staff, or in general conversation, is not tolerated and may lead to dismissal.
4. *Excessive Tardiness or Absence:* Chronic lateness or unexcused absences

demonstrate a lack of commitment to the educational program and may result in dismissal, particularly if it significantly impacts academic progress.

- 5. Breach of Dress Code:** *Failure to adhere to the school's dress code policy, which typically includes guidelines for appropriate attire, grooming standards, and uniform requirements, may result in disciplinary action, including dismissal from the program.*
- 6. Other Related Matters:** *Other behaviors or actions that undermine the safety, well-being, or integrity of the school community may also warrant separation from the program. This could include drug or alcohol use on campus, possession of weapons, bullying, or any form of harassment.*

Students are expected to uphold the values of respect, responsibility, and accountability to maintain a positive learning environment for all.

INVOLUNTARY SEPARATION FROM PROGRAM PROCESS|

- 1. Initial Counseling Session:** *When a student's performance or behavior becomes a concern, the instructor typically schedules a counseling session with the student. During this meeting, the instructor discusses the areas of concern, offers guidance and support, and outlines expectations for improvement.*
- 2. Meeting with Principal and Instructor:** *If the issues persist after the initial counseling session, the student may be required to meet with both the principal and the instructor. This meeting provides an opportunity for a more comprehensive discussion of the concerns, potential consequences, and strategies for improvement.*
- 3. Additional Counseling and Warning:** *Following the meeting with the principal and instructor, the student may receive additional counseling sessions focused on addressing the specific deficiencies or challenges. During these sessions, the student is warned about the potential consequences if improvement is not demonstrated within a specified timeframe.*
- 4. Placement on Academic/Performance Probation:** *If the student fails to demonstrate significant improvement despite counseling and warnings, they may be placed on academic or performance probation. This status serves as a formal notification that the student's performance is below expectations and that further action may be taken if improvement is not achieved.*
- 5. Exit Meeting:** *If the student's performance does not improve during the probationary period, they are invited to an exit meeting. This meeting serves as a formal recapitulation of the counseling and warning process, as well as the terms of the academic or performance probation. During the exit meeting, the student is informed of the decision to dismiss them from*

the program and provided with an exit document outlining the reasons for dismissal and any relevant policies or procedures (See Appendix E).

Overall, this process provides multiple opportunities for the student to address deficiencies or challenges with the support of instructors, administrators, and counselor(s). However, if improvement is not demonstrated despite these interventions, dismissal from the program may be necessary to maintain the integrity and standards of the educational institution.

MISCONDUCT AND DISCIPLINE|

Students should conduct themselves in a responsible and respectful manner, observe all campus rules and regulations, and respect the rights of other students and all school personnel.

Although very infrequent, unfortunately, there have and will be occasions where students have displayed woefully inappropriate behavior and used obscene language. Disrespectful behavior towards ROWSC staff, students, or anyone while on campus is unacceptable and will not be tolerated under any circumstances.

Any person engaged in misconduct can be subject to a range of penalties, from a minimum of requesting you to immediately remove yourself from the premises, (an immediate discussion with the principal will determine how long that will be) due process with consideration of involuntary separation from the program. Penalties vary within this range, and reflect the severity of the violation, amount of evidence and a history of past disciplinary problems.

When a student's conduct on campus violates state or federal law, the Principal/ Supervisor may contact the local law enforcement agency for appropriate action. Therefore, in addition to disciplinary action under this policy, the student may be subject to criminal prosecution because of his or her misconduct.

SEXUAL OFFENSES|

There is zero tolerance for sexual harassment or any other sexual offense. Any willful and/or deliberate act committed with the intention of promoting sexual favors or a lewd or lascivious acts; any unsolicited sexual proposal or offensive touching of another person; any act of indecent exposure; or having sexual intercourse on campus shall result in due process with consideration for involuntary separation from the program and a referral to law enforcement authorities.

SMOKE FREE QUIET CAMPUS|

The ROWSC is a smoke free campus. Therefore, smoking of cigars, cigarettes, marijuana, vape pens, or any other tobacco products, on campus or at off-campus

school related activities, is strictly prohibited.

The ROWSC provides a peaceful and quiet working environment for staff, students and visitors. Therefore, while on campus, sound levels of cell phones, vehicle radios/stereo systems, and the like, must be at levels where only the listener can hear it.

STEALING|

The act or attempted act of taking money, property, or a possession from another against his/her will, with or without the use of force, violence, or fear and/or stealing of government property will result in due process with consideration for involuntary separation from the program. The student will be required to return the property and/or pay for the same and/or restitution for damages and possible referral to law enforcement authorities if the victim decides to press charges.

TRESPASSING|

Only individuals with school-related business should be on campus. Any individuals, that includes students of the ROWSC, who are on the school property after hours and when there is no school activity in progress, without permission or a valid reason, will be considered a trespasser.

WEAPONS|

Students are not to possess, handle, or transmit firearms, dangerous weapons or instruments, such as: guns, knives, razor blades, ice picks, metal knuckle rings, pipes, chains, sticks, sharpened metal, wooden objects, etc. Anything that resembles or could be considered a weapon or explosive device on the school grounds, outside the school campus, or at school related functions is strictly prohibited.

Violations of this policy will result in due process with consideration for separation from program, 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's policy.

MEDICAL EMERGENCIES|

In the event a student, staff or visitor has any type of medical emergency; please immediately contact the nearest instructor or the principal's office for assistance. Major emergencies will be referred to the Schneider Regional Medical Center. Minor cuts, bruises, etc. that do not require going to the hospital can be handled by any Nursing/ Allied Health instructor, or any other certified first aid personnel.

EMERGENCY / FIRE EVACUATION|

Emergency procedures are essential for the safety and well-being of all. It is imperative that directives and evacuation procedures be strictly followed at all times. Not doing so can seriously endanger the lives of students, staff, and others in the community.

In the event of an emergency and there is a need to evacuate any part of the school, the bullhorn siren will signal all students and staff to follow the established evacuation plan and leave the building. In the event of a bomb threat, the signal for evacuation will be three (3) long blasts of an air horn. Students must follow the directives of the instructor and other persons in authority. Fire and emergency evacuation drills will be conducted during the year. All staff, students and visitors are required to participate, listen, and follow all directives. *(See appendix K)*

EMERGENCY CODES & PROCEDURES|

CODE RED FIRE: Contain the fire by closing doors; activate fire alarm / evacuation signal, evacuate to designated area, Follow standard fire evacuation procedures. *(See Appendix K)*

CODE ORANGE WEAPON ON CAMPUS/ACTIVE SHOOTER: When an announcement is made, students are to clear the halls immediately. Report to the nearest available room and await further instructions. Close and secure all windows and doors.

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

CODE BLUE MEDICAL EMERGENCY: If a medical condition/emergency develops, notify the instructor and the principal/designee. Explain what the problem is, location of the victim(s), and other critical facts.

CODE PURPLE EARTHQUAKE: If inside, drop to the floor, take cover under the nearest 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 the principal or designee.

LOCK DOWN: When the announcement is made, students are to be cleared from the halls immediately. Students will move to the nearest available classroom and wait for further instructions. Cell phones/electronics should be turned off. No one should leave the room for any reason until an “all clear” or further instructions are given by the principal/designee. A lock down may be necessary for reasons that do not reach the imminent danger level of a code **ORANGE**.

“ *miscellaneous* ”

CHILDREN ON CAMPUS|

Currently, ROWSC does not have the sustainability to offer childcare service. Due to the safety issue, it poses, as well as being a distraction and disruption, students cannot bring their children to school. Therefore, please make alternate arrangements. If you are unable to do so, please notify your instructor immediately and ask if there is any make-up work you need to complete while absent.

ELECTRONIC DEVICES| CELL PHONES

Students are not allowed to utilize any electronic devices while in class or during any type of testing unless it has been integrated in the lesson by the instructor. Cell phones are to be either turned off, put on vibrate and placed in a bag or pocket. Please refrain from answering phones during class time unless it is urgent or an absolute emergency.

Students may record classroom lectures only with the permission of the respective instructor.

VISITORS|

All visitors must obtain passes from the security office to be on the campus at any time. Visitors must check-in at the security office where they must identify themselves, state the nature of their business and the name(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 their departure.

Visitor's wishing to speak to a student while class is in session, must wait until the monitor contacts the instructor and obtains his/her permission for students to receive the visitor. The administration strongly discourages students from having visitors coming to the campus while class is in session unless it is an emergency. Visits disrupt the class and students miss instructional time.

Persons wishing to have conferences with teachers should do so by appointment. Teachers are not to be interrupted during instructional time unless it is an emergency.



administration & faculty

ADMINISTRATION|

Principal.....	Dr. Mario Francis
Student Success Specialist.....	Barrington Baron
Administrative Officer [DAY].....	Kishma Abbott
Registrar.....	VACANT
Accountant.....	Christopher Siegrist
Monitor.....	Syreetta Jennings
Custodian.....	Janice Bedminster

FACULTY|

.....TRANSPORTATION, DISTRIBUTION AND LOGISTICS CAREER CLUSTER

Auto Mechanic and Auto Body Instructor.....	Charles Jones
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.....HUMAN SERVICES CAREER CLUSTER

Cosmetology/Department Coordinator.....	Earlyn Edwards
Barbering & Hair Braiding [DAY].....	Annica Charleswell-Thompson
Hair-Braiding [EVENING].....	Dejané Cameron
Medical Massage Therapy.....	Latoya Crawford
Nail Technology.....	Pamela Jurgen
Esthetician.....	Eleanor Francis

.....HEALTH SCIENCE CAREER CLUSTER

Certified Medical Assistant (CMA) [DAY] Department Coordinator.....	Nikiha Mercer
Medical Administrative Assistant / Billing & Coding (MAA/B&C).....	Nikiha Mercer
Certified Nursing Assistant (CNA)	VACANT
Phlebotomy.....	Michelle Gordon-Thomas
Certified Medical Assistant (CMA) [EVENING].....	Violet Gordon
Patient Care Technician (PCT).....	Stacy Scotland
License Practical Nurse (LPN) Department Coordinator.....	Clarice Comissioning
Emergency Medical Technician (EMT).....	Emmett Petersen

.....ARCHITECTURE & CONSTRUCTION CAREER CLUSTER

Carpentry.....	Cecil Thomas/Anthony Felix
Heating, Ventilation, Air Conditioning/Refrigeration.....	VACANT
Plumbing.....	Harold Gilbert
Electrical Technician Department Coordinator.....	Ambi Blyden

.....HOSPITABLY & TOURISM CAREER CLUSTER

Culinary Arts.....	VACANT
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