



# Student /Parent HANDBOOK

≡ D Y N A M I T E ≡

RAY'S





The Virgin Islands  
**DAILY NEWS**  
 A Pulitzer Prize-Winning Newspaper  
 ST. CROIX ST. JOHN ST. THOMAS TORTOLA

Readers Voted

**Ivanna  
 Eudora  
 Kean High**

**Best Public High School**  
 of the Virgin Islands on St. Thomas 2018-2019



**PRINCIPAL'S MESSAGE**

Dear Students and Parents:

Welcome to Ivanna Eudora Kean High School (IEKHS), home of the Dynamite Rays. IEKHS is a comprehensive high school that is fully accredited by Middle States Association/Commission on Secondary Schools. Our motto is, "Strive for Success". We anticipate success for all our students. This will be easily attained with cooperative working relationships with all stakeholders, students, parents, staff and the community. It is my sincere hope that your years at IEKHS, as a student, parent, or supporter, will be rewarding as we join together in assuming responsibility for students' success.

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 valuable educational opportunities available at IEKHS. Please read this handbook carefully as it serves as a reference and purposeful guide.

At IEKHS, we seek daily to carry out the mission of our school, which is to emphasize varied curricula choices, and teaching methodologies in order to prepare all students to be life-long learners, entering schools of higher learning and the global market. At IEKHS, we commit to educating all students.

We understand that students have varying abilities and backgrounds. Our response is to provide opportunities for all students to learn and reach high levels of achievement. Thus, we strive to create a climate of success for all students and endeavor to provide the necessary supports and valuable 21st century learning experiences as we stretch our students to succeed.

At IEKHS, we will continue to implement research based practices that contribute to student success. We have embraced the need for the rigor, relevance and literacy across all content areas as we attempt to improve overall student achievement. Teachers are prepared 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. Students, we need you to do your part: **Attend school regularly; be prepared, work hard, respect self and others.** These are the essentials to demonstrate your commitment to success.

### **Ivanna Eudora Kean High School**

In 1971, The Nazareth Bay Secondary School opened its doors with both junior high and senior high school students. With the construction of Bertha C. Boschulte Junior High School, Nazareth Bay School became a Senior High School with the first graduation being held in 1973. Bill No.. 6322; Act No. 3656 was passed in 1975 to rename the school "Ivanna Eudora Kean High School" in honor of Miss Ivanna Eudora Kean, who served the Virgin Islands for 52 years as an educator. IEKHS 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**

Our mission is to emphasize varied curricula choices, and teaching methodologies in order to prepare all students to be life-long learners, entering schools of higher learning and the global market.

#### **PHILISOPHY**

- The Ivanna Eudora Kean High School enables students to gain successful and continual knowledge in an ever changing pluralistic society through programs that develop a positive self-image, consideration of others, and the will to improve our community, our families and ourselves.
- In order to fulfill this Philosophy, we believe:

- That this school has a shared responsibility for the social behavior, intellectual growth, and the personal development of individual students;
- That this school has a responsibility for developing an appreciation for the arts and cultural heritage;
- That the students should be taught to accept responsibilities toward their own community and the community of nations
- That this school should facilitate each student becoming what he/she is capable of becoming
- That a mastery of basic skills is essential;
- That the professional staff should pursue continued educational development.
- That the school should facilitate cooperation between professional staff, the students, the parents, and the entire community.

We are also committed 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 directly impact the 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, "**Strive for Success.**"

## CORE VALUES

**Rigorous and Relevant Curriculum:** Through Research-Based Activities and Technological integration to include online learning.

**Elevating Student Achievement:** Through Literacy, Numeracy, Scientific & Technological Skills.

**Professional Development Activities:** Through Capacity Building. **Results-Oriented:** Through Data, Everywhere for ALL of us to see!

**Educational Attainment:** Through College & Career Readiness for ALL Students.

**Shared Vision:** Through Positive School Culture and Climate

**Engaging Programs:** Through Sports, JROTC, Marching Band & Hydroponics

**Nurturing Environment:** Through Positive Behavior Intervention or Through Development of the Whole Child.

**Teamwork:** Through Collaboration and Common Planning



## GENERAL INFORMATION

The main office is open on regular school days from 7:00 a.m. to 4:30 p.m.

**Telephone:** (340) 775-6380

**Website:** [www.IEKHSrays.com](http://www.IEKHSrays.com).



## 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. DEMONSTRATE SUCCESS.***







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## **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 necessary to have regulations to prevent disorder and confusion. At this institution of learning, we emphasize structure and stress discipline as a means of preparing our students for responsible citizenship.*

The following are the most important rules, regulations, and practices at Ivanna Eudora Kean 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.

(These rules, regulations, and practices are given by topic listed alphabetically.)

## **ARSON**

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 (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 homeroom teachers. At all times, students must wait to be dismissed before leaving any assembly or program.

## **ATTENDANCE**

*Students must attend classes every day and be 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 7:40 a.m., 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 and the student will receive a zero for any graded assignment given. 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 referral to an outside agency or in a recommendation for dismissal from this institution.**

**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.

Please also note that absenteeism affects your ability to participate in **Summer School**. Students with eight (8) or more unexcused absences will not be allowed to enroll in Summer School.

### PARENTAL RESPONSIBILITY: EXCUSE FOR ABSENCE

According to 14 Virgin Islands Code §82-89 and §1941:

- 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.

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 groups" to help each other keep up with assignments in the event of unexpected absences. ***Unexcused absences will negatively affect overall averages each quarter.***

## BELL SCHEDULE

<b>Period 1</b>	07:40 – 08:55am (75 min)
<b>Period 2</b>	09:00 – 09:45 am (45 min)
<b>Period 3</b>	09:50 – 11:05 am (75 min)
<b>Period 4</b>	11:10 – 12:25 am (75 min)
<b>Lunch</b>	12:25 – 01:10 pm (45 min)
<b>Period 5</b>	01:15 – 02:30 pm (75 min)



## BULLYING

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 IEKHS 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.

## CAFETERIA

Students are urged to participate in the free nutritional lunch program. To gain access, students must be in **FULL** school uniform. 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 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 sent to each teacher electronically to share with students at the beginning of each week. 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

Card games or dominoes are **NOT** to be played on campus. Dice are also prohibited. These items will be confiscated and consequences will be imparted to students that are in violation of this rule.

## 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

*IEKHS 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 arrive to pick up students during the school day, they must stop by the gates and make contact with the monitor. The monitor will then inform the main office. Parents/guardian will then go to the 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. Students need **100 hours of service** by end of their senior year in order to participate in the graduation ceremony.

To receive recorded credit, students must submit written verification of the community service performed to the guidance counselor. This should include a letter on the official letterhead from the recipients of the service indicating the dates and number of hours of service, as well as the duties completed. Appropriate signatures are required for verification purposes. Attempts must be made to lend assistance in a variety of ways. To be validated for credit as community service, all community service projects be completed during a student's non-instructional time and that no compensation be awarded.

1. Community service hours **MAY NOT** be performed for a student's family member or a for-profit organization, except for hospitals and/or veterinary clinics. Non-profit organizations are organizations that do not receive profits, or revenue, for the services that they provide.
2. Fundraising, except for non-profit charities, do not count for community service.
3. Services rendered for any kind of disciplinary action do not count for community service.

## **COUNSELORS**

Each student is assigned a guidance counselor based on his or her grade level. Every student must become familiar with his/her counselor. Counselors are available to assist students with academic as well as personal 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 graduate on time. Parents may also request assistance from guidance counselors on matters affecting student success.

**COURSES**

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

**NOTE:**

- Two (2) credits of JROTC may be substituted for the health and physical education requirements.
- Students with two years of Advanced Placement English (Language and Literature) will be exempt from Speech/Communications.
- Student that are below grade level in Reading will be assigned to a Remedial Reading Course.
- Students that test at proficiency levels on placemat tests will be except from Developmental Reading and Writing.
- Students are encouraged to take an additional Math and Science course each semester.
- A student who fails a required course must repeat that course.

**REQUIRED COURSES**

Effective from the 2024-25 school year, the following courses are required for **all students entering ninth grade** to graduate from Ivanna Eudora Kean High School. **EACH STUDENT IS RESPONSIBLE FOR MAKING SURE HE/SHE TAKES AND PASSES EVERY REQUIRED COURSE .**

**MINIMUM CREDIT REQUIREMENTS****English (4 Credits)**

- English 9, 10, 11, 12 (AP Courses included)

**Mathematics (4 Credits)**

- Algebra 1, Geometry, Financial Literacy, 4th Math (AP Courses Included)

**Science (3 Credits)**

- Biology 1, 2nd & 3rd Science Course (AP Courses Included)

**History (3 Credits)**

- VI History & Civics, U.S. History & World History

**Career Technical (1 Credit)**

- May include Agriculture, Hotel and tourism Training, Business, Family Science, Art, etc.

**Health (1 Credit)**

- JROTC may be substituted.

**Physical Education (1 Credit)**

- JROTC may be substituted.

**Foreign Language (2 Credits)**

- Spanish, French, or other Language (2 credits in the same language are required)

**Electives (7 Credits)**

## 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.

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

## 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, is deemed a distraction 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.***

***ONLY STUDENTS WHO ARE IN COMPLIANCE WITH THE SCHOOL'S DRESS CODE MAY ATTEND CLASSES.***

- ◆ 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 (plain white, plain light pink, and PE uniform shirts are acceptable).

**SKIRTS:** Maroon plaid, fully pleated skirt touching the knees in front and the bend of the knee in the back. No wrap skirts are permitted. No contrasting top stitching, buttons, bows or other decorations on skirts.



**PANTS:** Maroon dress pants with loops must be worn with a black or dark brown belt. (No large pockets. No baggy, or extra-long pants). No leggings or tight fitting pants.

**SHIRTS / BLOUSES:** All students must wear a light pink button down collar shirt, or polo shirt with collar and button-opening in the front. Students may also wear a long sleeve oxford style light pink shirt. No tight-fitting blouses. No cap sleeves. Once on Ivanna Eudora Kean High School campus, your shirts should remain fully tucked inside your pants or skirts.



**TIES and ID's:** Solid maroon tie for seniors only. ID's must be worn on the collar at all times!

**SOCKS AND SHOES:** Shoes shall be black or dark colored and closed. **No** open toe shoes, Slippers or crocs allowed. Footwear should not be neon or bright colored and should be appropriate and safe for navigating different surfaces. **ONLY** solid-colored white, maroon or black crew socks (with Pants).

**JEWELRY:** Jewelry is limited to one (1) watch, (1) pair of earrings no larger than a quarter and one (1) bracelet.

**JACKETS:** Only School issued jackets are allowed, on rainy days. The principal reserves the right to give consent to wear jackets on campus weather permitting.

### **PROHIBITIONS:**

- Hats, caps, bandanas, beanies, visors, hoodies, and sunglasses shall NOT be worn during the school instructional day or related events. Any headwear worn must have a religious or medical function and be approved in advance by administration.
- Clothing or accessories that advertise or depict alcohol, drugs, nudity, tobacco products, gang membership, obscene language, or graphics; or that may constitute or promote fear, violence, illegal activities are Prohibited.
- All inappropriate or distracting tattoos must be always covered while in the school building or at school events.

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.***

***\*Student clothing, hairstyles, physical/cosmetic enhancements should not cause distractions to the school environment and functions. Disciplinary actions and/or consequences may include the following: removal of the item(s) causing the distraction, in-school suspension, parental meeting and/or out-of-school suspension.***

## **DRUGS**

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 immediately suspended 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 sprits on school grounds or at school sponsored activities. Students who purchase drugs, alcoholic beverages, or fermented sprits 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

Students are NOT to display, possess or wear electronic devices on the school campus. Electronic devices that are played or displayed on the school campus will be confiscated and returned at the end of the semester. Ivanna Eudora Kean High School shall not be held responsible for any such items that are confiscated. Failure to comply with a directive to surrender the device will result in immediate suspension. **(Cell phones, iPods, iPads, tablets, laptops, etc.)**

## EMERGENCIES

In the event of a need to evacuate any part of the school, the “civil emergency” **electronic siren or air horn** 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: (Lock down)

When a CODE RED announcement is made: All students, faculty and staff are to clear the halls ***immediately***, report to nearest available room. Assist those needing special assistance. Close all windows and lock all doors. Turn out all lights. Do not be visible to anyone outside. Remain absolutely quiet and do not respond to any voice commands outside the room. **No one should leave the room for any reason** until an “all clear” or further instructions are given by the principal/designee.

### Code Yellow: (Lock down)

All students are to remain in their rooms with their teachers. Normal classroom activity continue. Students and staff must remain in this mode until an “all clear” is announced by principal designee.

### Code Blue: (Medical Emergency)

If a medical condition/emergency develops, notify the school nurse and the principal/designee immediately. Notify staff trained in CPR/First Aid if nurse is not available. Explain what the problem is, location of the victim(s) and be specific about other critical facts.

### Evacuation (Tsunami/ Fire)



When the announcement is made or alarm sounds. Remind students, faculty, staff and visitors to remain calm and follow all your instructions. Take the closes and safest way out as posted. Take roll book for student accounting. Assist those needing special assistance. Close but do no lock doors as you leave. Feel close doors with the rear of your hand (**do not** open if doors are hot!) Go to designated assembly area **Field, Tsunami Safe Zone**). Check for injuries and report injuries immediately. Take and submit attendance. Wait for further instructions.

### 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. Assist those needing special assistance. Wait for further instructions.  
**If outside:** move quickly away from buildings and overhead power lines. Lay flat, facing down and wait for shocks to subside. **Do not** attempt to enter buildings until authorized to do so. **Do not** light fires or touch fallen wires. Be alert for instructions from principal/designee.

## EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in the various clubs and organizations at IEKHS. 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.

Students that participate in extracurricular activities are expected to comply with all school rules. Students with repeated disciplinary infractions and suspensions will not be allowed to continue participation in extra curricular activities.

## 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. Students MUST be in school's uniform. Special uniforms must be approved by the principal. 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

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.

## FIGHTING (cont.)

Repeated involvement in fights will result in recommendation for dismissal.

Students that participate in extracurricular activities are expected to comply with all school rules. Students with repeated disciplinary infractions and suspensions **will not be allowed** to continue participation in extra curricular activities.

## GAMBLING

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/ 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 given in writing to students in the middle of each ten 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 88 or higher after at least three consecutive semesters at IEKHS and who demonstrate outstanding leadership, character, service, and scholarship, are invited to join the Nazareth Bay Chapter of the National Honor Society. A special induction ceremony is held.

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**GRADING SYSTEM**

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

Parents should occasionally contact teachers and counselors by phone or email to inquire about children's academic progress, attendance, strengths, weaknesses and areas for improvement. Meetings should be scheduled during preparation periods so that teachers are able provide adequate time for discussing students' progress.

### **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**

Students should behave in a responsible manner, observe school rules and regulations and respect the rights of other students and school personnel. Any students 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/ FLEX BLOCK

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

## HONOR ROLL /HONOR SOCIETY

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 88 or higher after at least three consecutive semesters at IEKHS and who demonstrate outstanding leadership, character, service and scholarship are invited to join the Nazareth Bay Chapter of the National Honor Society. A special induction ceremony is held.

## IDENTIFICATION

ID's are important for safety and security reasons and to identify persons who belong on the campus. ***Every student must wear an ID visibly while on the school campus.*** Students **WILL BE** denied admission to the school campus and to classrooms for failing to **wear the proper ID on shirt collar.** 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 \$2.00. ID's not obtained during the first period of the day will result in a \$3.00 fee. **Temporary ID's not paid for immediately will become a part of the student's obligation to the school.**

**Please note that defaced ID's must be replaced immediately.** Additionally, students who lend 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 and security reasons and to identify who belongs on the campus.

## IMMUNIZATION

Prior to the beginning of the school year, all students are to be properly immunized in order to be admitted. Updated immunization records must be presented to the school nurse in order to continue attendance at this school. Schedules **will not** be given to students not in compliance.

## IN-SCHOOL SUSPENSION

Students may be assigned to In-School Suspension for infractions that are lower than Level 4. This is based on the discretion of the principal. When assigned to In-School Suspension, student are responsible for completing all assignments and/or assigned work detail. Refusal to complete In-School Suspension or disruption in while participating In-School Suspension will result in Out of School Suspension.

## 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 suspension for ten days and consideration of recommendation for dismissal.

## INSUBORDINATION

**Students must obey and reasonable orders and instructions provided by school staff to include administrators, teachers, paraprofessionals, counselors, monitors, security officers, support staff, school volunteers and all other authorized personnel in all school-related circumstances.** Disrespectful behavior will not be tolerated. Any student who is persistently insubordinate will be suspended or recommended for expulsion depending on the circumstances.  
claim forms.

## 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 school accident insurance** to participate in the JROTC or music program, in sport activities, 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.

If personal insurance is being utilized, a copy must be provided after the orientation meeting in order to receive students' schedules. Please remember this is for students that will not be enrolled in the extracurricular activities as identified above.

## LAB FEES

Students are expected to pay a lab fee for certain courses. The purpose of these fees will be outlined and explained 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 caught littering will be subjected to school-wide campus clean up. Failure to comply will lead to further disciplinary action.

## LOITERING

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

## 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)

## MARRIAGE OR LIVING TOGETHER

Students who are married or living with boyfriends and girlfriends should find an alternative educational program for completion of high school.

## 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 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 Media Center, the student is to work on those library assignments for which he/she received the pass.

## NURSE/HEALTH SERVICE

The health service office is located in adjacent to the cafeteria and is open from 7:50 a.m. to 2:50 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.**



## NURSE/HEALTH SERVICE

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 will not receive a schedule unless they have submitted or updated immunization records. The necessary religious exceptions must be provided if students are unable to meet this requirement.

## OBSCENE LANGUAGE (See Cursing) PARKING

Limited parking is provided for students on the side of the campus adjacent to the Digna Wheatley Gymnasium. **In order to park in the student designated area on campus, students must have a parking decal. Any students reaching to school after the first bell will not be allowed to park on campus.** Once parked, students are not allowed to leave until the end of the school day. Additionally, for the safety of all persons on campus, students need to walk with all their supplies out of their cars for the day (cars are not to be used as lockers). **All vehicles parked in violation of this policy will be booted and/or towed at the owner's expense.** Parking for staff, parents and other guests are on the side by the main office. Parking passes must be obtained from the main office. Please come and fill out appropriate forms.

Student Parking Fee: \$75 per school year.

General Public Parking Fee: \$300 per calendar year or \$175 for 6 months.

\* Please note that additional fees will be imposed during the St. John Festivities.

## PERSONAL SECURITY

Security of personal property is the individual responsibility of each student. The school will not 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). P.E. class altogether. (This requires administrative approval).
  - c) whether or not the student is to be removed from
  - 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 9<sup>th</sup> to 10<sup>th</sup> grade, students must earn at least 6 credits and attain a cumulative grade point average (GPA) of 70 or higher. To be promoted to 11<sup>th</sup> grade, students must have earned at least 12 credits and a cumulative GPA of 70 or higher. To be promoted to 12<sup>th</sup> 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 of 70 or higher. (See REQUIRED COURSES, pg. 15).**

**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 and 1 and a 1/2 credit. **Students** are ultimately responsible for making sure requirements are met for graduation. **NOTE:** Changes to grade levels are not made in the middle of the school year. If a student earns credits after Semester 1 and obtains enough credits to move to another grade level, this will not be done until the following school year.

## PTSA (Parent Teacher Student Association)

PTSA meetings are held monthly. Dues are \$10.00 per family. Some joint meetings are held as well as grade level meetings.

## 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 ten 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, parents 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. Disrespect to school officials from parents or persons representing a student before or during meetings will lead to meeting cancelation and or removal from campus.

## SCHEDULES

Schedules are distributed to students after orientation sessions and after meeting all obligations. All students must have a minimum of four (4) classes on their daily schedules each semester. Dual enrollment students will be exempted from this requirement.

## SCHOOL BUS SAFETY

Safety is of paramount importance in the transportation of students on school buses. Students must be in FULL uniform and electronic devices must not be utilized. Students are expected to obey and cooperate with 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

*At IEKHS, 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 suspicion 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 be inside the study hall when they do not have classes during the school day. Study hall must be used to read, study or complete class work and/or assigned work. No music, games or electronic devices such as cellphones are permitted in the study hall for personal entertainment.

## SUMMER SCHOOL

A summer school program may be provided for students; depending on availability of funding. For information check with the principal or guidance counselors who must give recommendation to attend summer school. **Students who fail classes because of cutting will not be allowed to enroll in summer school.** In addition to Credit Recovery, a Bridge Program is offered for incoming 9th Grade students.

## 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 given additional assignments and duties. Some students may be sent to Edith Williams Alternative Academy (EWAA).

## TARDINESS

Students have exactly five (5) minutes to get from one class to another and must move promptly from one class to the other. Five (5) days of unexcused tardiness will be equivalent to one unexcused absence. Students who have excessive tardiness will be referred to the grade level principal and face consequences which can parental meetings, referral to a community agency, detention, suspension, or recommendation to attend another educational program setting.

## TEENAGE PREGNANCY

The school nurse is to maintain a record of all confirmed cases of pregnancy. Students' ability to attend school will be determined by such students' physician, whose responsibility is to notify the school nurse in writing.

Approval of uniform to be worn to school must confirmed by the school nurse in conjunction with the administration. By law, the school has a responsibility to report names of all prospective teenage mothers to the Department of Human Services.

## **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. 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.

## **TRANSPORTATION**

The ferry and buses available for students are services provided by the Department of Education to support students as they embark on their educational journey. Please adhere to rules and regulations as outlined by these companies as well as those of the school. Students that reside on St. John may retrieve boat passes from Health Services.

## **TUTORIAL/AFTERSCHOOL PROGRAM**

In an effort to improve student performance, afterschool programs may be available. Please check with the school's office.

## **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 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 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 departure. Individuals not 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. (However, generally, no visitors are allowed during the lunch break.)

**NOTE:** 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 IEKHS, 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.*

## WEAPONS

Students are not to possess, handle, or transmit or use 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 Ivanna Eudora Kean High School look forward to full cooperation from students and full support from parents or guardians to make the educational experience at IEKHS purposeful as well as successful.*

## SCHOOL HERALDRY

Colors.....Maroon and Gold  
 Mascot..... Ray  
 Motto..... Strive for Success

## I.E.K.H.S. ALMA MATER

Written By: JoSandra Jones James

### Chorus:

Eudora Kean on the move .....We Strive for Success.  
 Eudora Kean on the move .... To make us the best  
 We'll always love you.... For you are our school.  
 Eudora Kean on the move

### Verse I

You taught us history, psychology,  
 And how to know what's right from wrong.  
 You taught us how to read and really be free,  
 And now we sing a brand new song.  
 (Chorus)

### Verse II

We love to cheer your name at every game,  
 For we are the champion school  
 And when we gather here throughout the year,  
 We try to follow every rule.  
 (Chorus)

### Verse III

And we graduate and pass through your gate,  
 We'll keep you in our minds and our hearts.  
 Although we will go far, we'll still be near,  
 You're too dear for us to ever depart.  
 (Chorus)

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 be addressed to: Legal Counsel, Department of Education, #1834 Kongens Gade, St. Thomas, VI 00802

