

Highest Student Achievement!



Andersen Middle School Parent/ Student Handbook

SY 2012-2013

Principal: Ms. Deborah Krull

School Colors: Blue, Silver, and Black

Mascot: Dragon

Main Office Hours:	0700 – 1600
Student Hours:	
Doors Open	0735
Instructional Day	0745 – 1415
Teachers Hours:	0715 - 1445

Telephones

Office/ Attendance: 366-3880/5973

Guidance Counselor: 366-2159

District Hotline: 344-9585

This Handbook belongs to:

Name: _____

Grade: _____ Advisory Teacher _____



**Department of Defense Education Activity (DoDEA)
 Domestic Dependents Elementary and Secondary School (DDESS)
 Andersen Middle School
 Andersen Air Force Base, Guam**

Table of Contents

A

Academics

- Accreditation 1
- Grades/Grading Scale 1
- Grade Point Average Calculation for Grade 7 and 8 2
- Grade Speed/Parent Connection 2
- Homework 2
- Progress Reports 2
- Report Cards 2
- Retention Philosophy 2

Agenda 3

- Agenda Infraction Matrix 3

Athletics 4

- Sports 4
- Sports Physicals 4

Attendance 4

- What Parents Should Know 5
- Appointments or Illness 5
- Procedures 6
- Excused 6
- Unexcused Absences 6
- Family Trips 6
- Make-Up Work 6
- Release Policy 6
- Tardies 6
- Truancy 7

AVID (Advancement Via Individuals Determination) 7

B

Books, Materials and Technology

- Books on Loan 7
- Care of Books and Materials 7
- Information Center (Library) 7
- Internet Rights and Responsibilities for Students, Staff, & Volunteers 7
- Student Supplies 8

Bus Procedures see Transportation

C

Campus Safety 9

- Closed Campus 9

Clubs/Extra Curricular Activities 9

Contact (Telephone) Listing 9

D

Discipline..... 10

- Discipline Philosophy Statement 10
 - Consequences of Conduct violations and penalties 10
- Detention..... 10
- Suspension..... 10
- Expulsion 11
- Prohibited Items 12
- Student Responsibilities 12

E

Elevator 12

Emergency Procedures 12

- Civil Disturbances and Acts of Terrorism 12
- Crisis Information Webpage 12
- Earthquakes..... 13
- Emergency Evacuation 13
- Emergency School Closure..... 13
- Fire Drill Evacuation Plan 13
 - Fire Alarm Pull Switches 14
- Typhoons 14
- Makeup Days 14

Exploratory Wheel 14

G

General Standards of Access to School..... 14

Guidance Counselor 14

- Gifted Education 14
- Standardized Testing Program 14

Gum Chewing 15

H

Health Services..... 15

- Height/Weight/Vision/Hearing Screenings..... 15
- Illness..... 15
- Medication 15
 - Administrating Medication 16
 - Standing Prescription Orders 16
 - Storage of Medication..... 16
- Minor Injuries 16
- Serious injuries 16
- Shot Records..... 17

High Value Items..... 17

L

Lockers 17

- Lockers Rules and Guidelines 17
- Lost and Found 17
- Lunch Break 18
 - Lunchroom Behavior 18

M

Medication.....see Health Services

P

Parental Involvement..... 19
• Parental Complaints and Concerns..... 19
• In-Service/Staff Development Days..... 20
• Parent-Teacher Conferences..... 20
• Parent-Teacher Student Organization (PTSO) 20
• PTSO Objectives 20
• Volunteers 20
Project Child Find 21
Public Display of Affection..... 21

R

Registrar 21
• Change In Student Information 21
• Court Orders 21
• Early Withdrawal Policy Per DoDEA Policy..... 21
• Power of Attorney 22
• Registration 22
• Withdrawals and Transfers..... 22
Rights and Responsibilities 23
• Parental Responsibilities 23
• School Responsibilities 23
• Student Rights and Responsibilities 24

S

School Newsletter..... 24
School Pictures 24
Searches..... 25
Sexual Harassment/Abuse/Inappropriate Conduct..... 25
• Non-Verbal Harassment 25
• Physical Harassment..... 25
• Sexual Harassment 25
• Verbal Harassment 26
Study Trips 26
• Guidelines for Chaperones 26
Surveillance..... 27

T

Telephone Messages..... 27
• Students 27
Transportation 27
• Bicycles 27
• Bicycle Racks..... 27
• Bus Procedures..... 27
• Bus Discipline 27
• Items prohibited on the bus 28
• Student Safety on the Bus 28
• Scooters and Skateboards..... 29

• Skate Shoes 29

U

Uniform/Dress Code..... 29

- Clothing 29
- Accessories 29
- Footwear 29
- Hair 29
- Hats and Headwear 29
- Uniform Policy – DDESS-Guam..... 30

V

Visitors 31

W

Weather/Disaster Management System..... see Emergency Procedures



DODEA Guam Schools School Year Calendar 2012-2013



Wednesday, August 22 Reporting date for non-administrative educator personnel for orientation and classroom preparation and inservice

First Semester (90 Instructional Days)

Monday, August 27	Begin First Quarter and First Semester
Monday-Friday, August 27-31	<i>Pre-K Home Visits</i>
Monday-Friday, August 27-31	KN (no school) Home Visits
Friday, August 31	Professional Development – No School
Monday, September 3	Labor Day - Federal Holiday
Tuesday, September 4	PSCD and Kindergarten Start Date
Tuesday-Tuesday, Sept. 4 – 11	<i>Pre-K Home Visits</i>
Wednesday, September 12	Pre-K First Day of class
Monday, October 8	Columbus Day - Federal Holiday
Friday, October 19	Professional Development – No School
Thursday, November 1	End of First Quarter (45 days of classroom instruction)
Friday, November 2	No school for students - teacher work day
Monday, November 5	Begin second quarter
Monday, November 12	Veterans Day - Federal Holiday
Wed- Fri, November 14-16	Elementary/Middle School Parent Teacher Conferences (Kn-8) ½ day of school – No Lunch
Wed- Fri, November 14-16	Pre-Kn Full Day Parent Teacher Conferences – No School
Friday, November 16	Guam HS Parent Teacher Conferences – No School
Thursday, November 22	Thanksgiving - Federal Holiday
Friday, November 23	No School
Wednesday, December 12	Accelerated Withdrawal Date (Fall Semester)
Monday, December 24	Begin Winter Recess
Tuesday, December 25	Christmas -Federal Holiday

2013

Tuesday, January 1	New Year's Day - Federal Holiday
Monday, January 7	Instruction Resumes
Monday, January 21	Martin Luther King, Jr, Day - Federal Holiday
Thursday, January 24	End of 2 nd Quarter and 1 st Semester
Friday, January 25	No school for students - teacher work day (45 days of classroom instruction)

Second Semester - (91 Instructional Days)

Monday, January 28	Begin Third Quarter and Second Semester
Monday, February 18	Presidents' Day - Federal Holiday
Thursday, April 4	End of Third Quarter (48 days of classroom Instruction)
Friday, April 5	No school for students - teacher work day
Monday, April 8	Begin Spring Recess – No School (April 8-12)
Monday, April 15	Instruction Resumes - Begin Fourth Quarter
Wednesday, May 15	Accelerated Withdrawal Date (Spring Semester)
Monday, May 27	Memorial Day - Federal Holiday
Thursday, June 6	Last Day for Pre-K (Full Day)
Thursday, June 13	End of 4 th Quarter and 2 nd Semester (43 Days of classroom instruction) and Last day for students (1/2 day) – No Lunch
Friday, June 14	Last day for non-administrative educator personnel No school for students -teacher work day

School Year 2012-2013:	Instructional Days – 181
	Teacher Work Days – 190

ANDERSEN MIDDLE SCHOOL PERSPECTIVES

ACADEMICS

ACCREDITATION

Andersen Middle School has met the requirements established by the AdvancED Accreditation Commission and Board of Trustees and is accredited by the North Central Association Commission.

AdvancED is committed to the mission to advance excellence in education worldwide through accreditation, research and professional services. AdvancED delivers on that mission by:

- Helping schools maximize student success
- Building the capacity of schools and school systems to pursue excellence through high standards, quality assurance, and continuous improvement
- Bringing together research and resources for student, school, and system improvement
- Providing a quality seal that is meaningful and useful to students and parents as they make decisions about their education

As a part of the accreditation process, we have established a Vision Statement for Andersen Middle School through input from the students, the staff, the parents, and the community. This Vision Statement is the basis for establishing priorities which aid in decision-making and provides an effective basis for comprehensive and continuous evaluation. To advance the Department of Defense Education Activity (DoDEA) schools to new levels of excellence, a community strategic planning process has created a Strategic Plan with goals, guiding principles, strategies, and performance indicators that require educational excellence for all students.

Each staff member at Andersen Middle School has the qualifications and skills needed to contribute to the school's achievement of the Vision Statement. Administrators and teachers are certified through DoDEA and other state certification programs which ensure all educators are highly qualified and knowledgeable in their areas of expertise. DoDEA educators maintain content area recertification by taking a minimum of six semester hours of credit every six years.

The ongoing staff development program at Andersen Middle School has the objective of increasing student learning. The school is funded in a manner that meets and exceeds the standards for accreditation to maintain excellence in staff, facilities, and materials needed to meet the needs of the students.

GRADES/GRADING SCALE

Grades in DoDEA schools, from highest to lowest are: A = 90-100%; B = 80-89%; C = 70-79%; D = 60-69%; F = below 60%. Grade point averages (GPA) are calculated according to the following schedule. Andersen Middle School does not issue class rankings.

Grade Points

- A = 4
- B = 3
- C = 2
- D = 1
- F = 0

GRADE POINT AVERAGE CALCULATION FOR GRADES 7 & 8

It is the policy of DoDEA that effective school year 2004-2005, DoDEA will award high school credit for Algebra I, higher-level mathematics, and foreign language courses taken in grades seven and eight; however, DoDEA will not include the courses taken in grades seven and eight when computing the grade point average nor in class ranking for graduating seniors.

GRADE SPEED/PARENT CONNECTION

The *Parent Connection* feature of the DoDea GradeSpeed Program is a web-based parent and student portal that gives parents and students online access to grades. Students and parents receive directions on how to create accounts so they can keep track of their child's academic success.

HOMEWORK

According to the [DoDEA Homework Policy Letter \(2000.9\)](#), the development of study skills is an integral part of school educational policies. Homework is a necessary adjunct to school life, which serves different purposes according to the student's grade level. On average, students in Grade 6 will receive 5-6 hours per week and students in Grades 7-8 will receive 7-9 hours per week. Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student. Assigned homework will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts or skills.

PROGRESS REPORTS

GradeSpeed allows for parents to view their child's progress at any time throughout the year. Individual teachers may send interim progress reports at any time during a grading period before report cards are sent home with the student. Teachers will notify the parents, by a phone call or email, of any student in danger of receiving a D or F on his/her report card before the end of the grading period. Notification will be made in sufficient time for the parents to meet with the teacher to plan cooperative strategies to help the child improve his/her academic performance in that class. Parents are encouraged to contact their student's teachers if they have questions or concerns about their student's progress.

REPORT CARDS

Report cards are issued quarterly (every nine weeks); parents should expect them approximately one to two weeks after the end of each marking period.

RETENTION PHILOSOPHY

The following is an excerpt of an article, which appeared in the March 2008 issue of Educational Leadership as related to research on grade-level retention of students.

There is no educational research which indicates that retention is of value. Most educational research indicates that grade-level retention is a harmful practice when applied to many students. Research does indicate that:

- Low-achieving students do progress whether they are retained or promoted.
- At the end of the repeated grade, retained students' scores on achievement tests are somewhat lower in comparison to their counterparts who have moved to the next grade.
- There is *no evidence* that promoting "underachieving and immature" students contributes to emotional and social problems, and there is *no evidence* that repeating a grade improves these problems.

Students who are far behind academically or who have social or emotional problems need special services and individualized educational plans of management as opposed to another year in the same grade. Fortunately, DoDEA DDESS is staffed with a large number of specialists to provide specialized and individualized educational services.

In rare cases, a parent may request consideration for the retention of a student. Documentation of resource utilization and intervention must be submitted with all retention requests. A placement committee, with the Principal as the Chair, will be utilized to make recommendations to the Principal, who makes the final decision.

Efforts should focus on assuring that students who are markedly underachieving obtain the appropriate services. An individualized plan of management is essential for these students. The individual student program recognizes each student’s ability and level of achievement. AMS has a Student Success Team (SST) to work with teachers and/or parents making recommendations and suggestions for students to be more successful academically and/or behaviorally.

AGENDA

Each student receives an agenda at the beginning of the school year. The agenda ensures that communication is established and maintained between the home and the school throughout the school year. The agenda is a daily record of assignments, student work, and announcements.

- 1) **It is the student’s responsibility to accurately** record daily assignments, homework assignments and announcements for each class in the agenda.
- 2) **It is the teacher’s responsibility to** have the homework posted in a highly visible area for the students to copy into their agenda’s daily and direct students to copy the information into the agenda.
- 3) **It is the classroom teacher’s responsibility to** write a note in the Agenda if an assignment is missing or notify parents of other concerns that affect student achievement.
- 4) **It is the sponsor/parent’s responsibility to** review the agenda for assignments, notes and comments and sign it daily. Each agenda has space for sponsor/parent comments and/or questions.
- 5) The **advisory teacher** makes sure the process is followed by checking agendas for sponsor/parent and/or teacher comments, missing assignments, and sponsor/parental signatures.
- 6) **Students who remove pages from the agenda, forget to bring it to class, do not get it signed, or fail to complete any of the requirements above are subject to disciplinary action.**

Agenda Infraction Matrix

	1st Offense	2nd Offense	3rd Offense	4th Offense
Parent signature missing: three days in a row	30-minute detention	1-hour detention	Team meeting with parents and student	2-hour detention
Agenda not brought to Advisory (ie. Forgot at home)	Advisory teacher to email all teachers warning	1-hour detention	Team meeting with parents and student	2-hour detention
Agenda brought to school but not to a particular class	Verbal warning and documentation by teacher	1-hour detention	Team meeting with parents and student	2-hour detention

ATHLETICS

SPORTS

1st Quarter

Boys' Soccer
Girls' Volleyball

2nd Quarter

B/G Cross Country
Girls' Basketball

3rd Quarter

Boys' Basketball
Girls' Soccer

4th Quarter

Boys Volleyball
Girls' Softball

SPORTS PHYSICALS

Each student participating in a sport must have a sports physical signed by a physician and completed within the last year on file in the nurse's office and with the Athletic Director. Physicals are only valid for one calendar year, so they must be updated annually in order for a student to play sports.

All students wishing to participate in Andersen Middle School sports must submit the full Sports Package, which can be picked up at the front office.

ATTENDANCE POLICY



School attendance is important and in order to receive the best education, students need to Be Here! DoDEA has implemented a system-wide attendance policy for students in DoDEA schools throughout the world. This new policy is consistent with those found in many public schools throughout the United States.

School attendance issues have been identified as a serious issue for children throughout the country and military children are no exception.

DoDEA's new attendance policy provides specific guidance on attendance, absences and identifies support services for students at-risk for not fulfilling the grade or course requirements.

It's not surprising that regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers and provides opportunities for important communication between teachers and students. Regular attendance also has a cumulative effect of establishing life-long positive traits — responsibility, determination, respect for rules of society -- that are critical for developing career readiness skills, success in college and in life.

HERE ARE A FEW HIGHLIGHTS OF THE POLICY

- All students are required to attend school for 180 instructional days per school year.
- Academic penalties will not be imposed for excused absences.
- Whenever a student needs to be out for more than five days, the teacher will provide a Student Educational Monitoring Plan to lessen the impact of a student missing instruction in class.
- Excused absences can include:
 - Personal illness
 - Medical, dental, or mental health appointment
 - Serious illness in the student's immediate family

- A death in the student's immediate family or of a relative
- Religious holiday
- Emergency conditions such as fire, flood, or storm
- Unique family circumstances warranting absence and coordinated with school administration.
- College visits that cannot be scheduled on non-school days
- Reasonable amounts of time surrounding deployments and reintegration providing missed schoolwork is obtained in advance and completed upon return.

The policy establishes a balance between the need for military families to spend time together following deployment, while emphasizing the importance of education. We have and will continue to be as flexible as possible in accommodating the precious time families have together but flexibilities and accommodations have limitations, especially when they impact on student performance and attendance at school.

Procedures for monitoring daily student attendance and communicating with families are established in this policy. Academic penalties will not be imposed for excused absences. Students at-risk will be monitored by the Student Support Team and school administration to include the identification of supports and interventions.

Many families—both military and non-military—underestimate the importance of regular school attendance for young children (kindergarten and first grade) but even missing just 5% of kindergarten—that's just nine days—can be an indicator that a child will fall behind by the fifth grade.

Children take their cue from their parents when it comes to the importance of school attendance. To have a quality education experience, you need to be here.

There are times when a student needs to miss school - everyone understands that. But attendance is important. To have a quality education experience, you need to Be Here.

ATTENDANCE—WHAT PARENTS SHOULD KNOW

- Parents can team up with teachers to make sure students are in school and ready to learn.
- How parents can help:
 - Schedule medical and dental appointments outside of school hours.
 - Schedule vacations during school breaks.
 - Schedule Permanent Change of Station (PCS) moves to coincide with summer breaks or other scheduled school breaks.
 - When moving, check school calendars to be aware of important school dates (beginning/ending of school year; testing dates, breaks, etc.).
 - Make it a habit to contact their child's teachers/principals to arrange to pick up missed school work, either in advance if the absence is known, or the same day their child is absent.

APPOINTMENTS OR ILLNESS

Students will not be released from school on the basis of a telephone call. Parents must sign-out and sign-in their children when taking them to appointments and back to school. When

students are sent home because of illness, they are to be accompanied by their parent(s) or authorized guardian/personnel.

PROCEDURES

Parents are asked to call the front office (366-3880) when they know their child will be absent. Unless the parent calls the school office (366-3880) to inform the school of the student's absence, the school will contact the parent to inform the parent of the student's absence.

The sponsor must write the student's excuse in their agenda. When the student returns to school, he/she will report to the front office for a admit slip.

The principal or the principal's designee will determine whether the student's absence will be recorded as "excused" or "unexcused" based on the definitions provided below:

Definitions:

Excused Absences:

Students are excused and are allowed to make up missed work when they are absent because of illness, family emergencies (such as severe illness of an immediate family member or a death in the family), religious observances, suspension, medical appointments which cannot be arranged during non-school time, and emergency conditions such as fire, flood, or storm. Excused absences are also granted to students participating in school-sponsored activities.

Unexcused Absences:

Missing the bus, shopping, baby-sitting, hair/nail appointments, Super Bowl Monday, and oversleeping are examples of unexcused absences. Students whose absences are unexcused will not be allowed to make up work; further, appropriate disciplinary action may be imposed.

FAMILY TRIPS

Vacation travel during the school year can be detrimental to a student's class work. It is strongly recommended that Environmental Morale Leave trips occur during school breaks and vacation time. If travel while school is in session is unavoidable, sponsors are urged to meet with the principal or counselor to complete a Student Educational Monitoring Plan.

MAKE-UP WORK

Students are allowed to make up class work missed during excused absences. Specific arrangements are to be made with individual teachers upon the student's return. Students are responsible for requesting missed work from their teachers. For each excused absence, an equivalent time period will be granted for make-up assignments. Students on pre-arranged trips will also be required to make up their work.

RELEASE POLICY

Students will be released during the school day only to a parent or to the person named as the emergency contact on the Registration form. The only exceptions will be: (1) a signed note is received from the sponsor designating another adult to pick up the student or (2) a military unit has designated someone to pick up the student when parents and emergency contacts could not be reached.

TARDIES

Students who are tardy miss the teacher's introduction of the lesson, the initial instructions and/or expectations for that day. Further, tardy students also disrupt instruction for the other students in the class. After 5 tardies, excused or unexcused, the principal will have a meeting with the student and parent.

TRUANCY

Any student who is absent from school and is not under the supervision of a sponsor/parent or guardian is truant. Students who choose not to attend class will be subject to disciplinary action.

AVID (Advancement Via Individual Determination)

AVID is a college preparatory program designed for students who are in the average range but have high academic potential. This elective course places emphasis on study skills such as note taking, organizing, goal setting, and vocabulary.

BOOKS, MATERIALS AND TECHNOLOGY

BOOKS ON LOAN

The school provides students with textbooks and workbooks. Students are personally responsible for all books and supplies furnished for their use and must pay for lost or damaged books or other school property.

CARE OF BOOKS AND MATERIALS

Textbooks and equipment represent a major investment, and students are expected to safeguard them against loss or damage. When the pupil completes a course or transfers from the school, all books and equipment must be returned to Andersen Middle School. Charges for damaged or lost textbooks or equipment will be assessed according to the following schedule:

New book or equipment	Full list price
In good condition	75% of list price
In fair condition	50% of list price
In poor condition	30% of list price

A check or money order for payment for lost or damaged books, equipment, or property must be written out to the U. S. Department of Treasury. Any student who willfully cuts, defaces, or otherwise damages any property, real or personal, may be suspended from school. Sponsors will be liable for all school damages.

INFORMATION CENTER

The purpose of the Information Center is to support the entire school curriculum and to reflect the philosophy, goals and objectives of Andersen Middle School. The Information Center provides support in intellectual and physical access to information as well as providing students opportunities to expand their world by using various media and technology resources.

INTERNET RIGHTS AND RESPONSIBILITIES FOR STUDENTS, STAFF, & VOLUNTEERS

Each student and sponsor is required to sign and have on file a Computer and Internet Access Agreement prior to using any school computer.

Terms and Conditions for Computer Use at Andersen Middle School

1) Acceptable Use - Computer technology is made available at Andersen Middle School to facilitate learning and to provide learning experiences consistent with and in support of the curriculum. Use for commercial activities is not permitted. Federal regulations mandate that users protect and conserve government property and not use such property for other than authorized purposes.

2) Privileges - The use of computer technology and its associated resources is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who is

provided with access to computer technology will be part of a discussion with an Andersen Middle School faculty member pertaining to the proper use of computer technology resources. The system administrator will deem what is inappropriate use, and her/his decision is final. Also, the system administrator may deny access and/or close an account at any time as required. The administration, faculty, and staff of Andersen Middle School may request the system administrator to deny, revoke, or suspend access to computer technology for individual users.

3) Network Guidelines – The user is personally responsible for his/her actions in accessing and utilizing the school’s resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

Students are not to permit other individuals to use their passwords or accounts; each student will be held accountable for all inappropriate actions they take while using their password and access privileges.

Privacy – Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and will insure that students are using the system responsibly.

Storage capacity – Users are expected to remain within allocated disk space and to delete e-mail or other material that takes up excessive storage space.

Illegal copying – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks unless they have written permission from the Network Administrator. Students should not copy other people’s work nor intrude into other people’s files.

4) Network Etiquette - Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a) Users who send inappropriate messages, visit inappropriate sites, or download inappropriate files will be denied access.
- b) Transmission or access of material in violation of US or SOFA regulation is prohibited. This includes copyrighted, threatening, or obscene material.
- c) Users are to be polite and not be abusive in their messages to others.
- d) Users are to use appropriate language: do not swear, use vulgarities or any other inappropriate language.
- e) Users will not reveal their personal address or phone numbers to other users.
- f) Note that electronic communication is not guaranteed to be private. The system administrator has access to all mail and may provide access to administration and/or faculty as deemed appropriate.
- g) Notify an adult immediately, if by accident, you encounter materials that violate appropriate use.
- h) Users are held accountable for their actions and for the loss of privileges, if the expectations of appropriate use are violated.

STUDENT SUPPLIES

Students in DDESS-Guam schools are responsible for procuring certain supplies. School supplies are available through military exchanges on island as well as through commercial vendors. Copies of the proposed list of supplies are available in the school’s front office, on the DoDEA website or at any of the base exchanges.

CAMPUS SAFETY

CLOSED CAMPUS

Andersen Middle School is a closed campus. Students are not permitted to leave the campus for any reason during the school day unless properly checked out by a parent/guardian from the main office.

Students are encouraged to “Think Safety” while on the school grounds. Any safety hazards noted in class or outside the building should be reported to the teacher or to the Main Office. The staff makes a sincere effort to maintain a safe environment and encourages safe behavior from students.

These are some of the actions taken to eliminate hazards and injuries:

- Fire safety instruction with regularly scheduled drills
- School and/or classroom rules to eliminate dangerous behavior
- Instruction in personal health, hygiene, and safety
- Earthquake and typhoon information
- Random monitoring of public areas

CLUBS/EXTRA CURRICULAR ACTIVITIES

All students are encouraged to be actively involved in extra-curricular and co-curricular activities. Depending upon sponsors and funding, the following activities and clubs may be offered this year: cross country, volleyball, soccer, basketball, girls’ softball, chorus, National Junior Honor Society, and Student Council. Additional clubs and organizations may also be available.

There is no extra-curricular activity bus for students who participate in these activities. Parents whose child frequently rides a bus must make and/or have other arrangements for the student to be picked up from school following the activity.

In addition, due to unforeseen training, meetings, or teacher absences, an activity may be canceled without advanced notice. The sponsoring teacher will endeavor to notify students and parents of the canceled activity if time permits. If the activity is canceled at the last minute, we will notify students through the school intercom system, at the end of the instructional day.

Students who participate in school activities and organizations agree to abide by all school rules and other rules set by the teacher, coach, or sponsor (advisor). While students are encouraged to become actively involved in co-curricular and extracurricular activities, they must realize that participation in these activities is considered a privilege and not a right.

CONTACT (TELEPHONE) LISTING

AMS

Deborah Krull, Principal	366-3880/5973	deborah.krull@pac.dodea.edu
Debra Gallo, Administrative Assistant	366-5980/5973	debra.gallo@pac.dodea.edu
Melinda Forgit, Attendance Clerk	366-3880/5973	melinda.forgit@pac.dodea.edu
John Taimanglo, Registrar	366-5973	john.taimanglo@pac.dodea.edu
Norma Jao, Counselor	366-2159	norma.jao@pac.dodea.edu
Rosemary Hendry, School Psychologist	366-8623	rosemary.hendry@pac.dodea.edu
Assigned to AMS on Thursdays and Fridays		
Jeffrey Stephens, Nurse	366-2164	jeffrey.stephens@pac.dodea.edu

District Superintendent’s Office

Steven Bloom, Superintendent	344-9578
Jeff Arrington, Asst. Superintendent	344-9578
Linda Salas, Secretary	344-9578

DISCIPLINE

DISCIPLINE PHILOSOPHY STATEMENT

All discipline is based on DoDEA Regulation 2051.1. The primary objective of school discipline is to maintain a safe and orderly environment that positively affects academic achievement. The Andersen Middle School discipline policy strives to protect the rights of all students to learn as described in our handbook. The AMS staff believes that all students have the right to develop fully their intellectual, social, emotional, and ethical potentials. Discipline is designed to preserve the integrity of the classroom environment. Those who impede this process choose to receive the described consequences.

Students who participate in school activities and/or hold leadership positions in school organizations agree to abide by all school rules and other rules set by the teacher, coach, or sponsor (advisor). While students are encouraged to become actively involved in co-curricular and extracurricular activities, they must realize that participation in these activities is considered a privilege and not a right.

Students are expected to behave in the following manner:

- Show respect to others and their property, as well as the property of the U.S. Government.
- Act in a manner that creates a good learning situation.
- Display exemplary conduct at school, at school activities, and on the bus.
- Obey the established rules, regulations, and laws of the classroom, school, military installation, and community.

*** Consequences of conduct violation and penalties**

Student discipline may follow the progression of less severe punishment for the first infraction with increases in severity for each subsequent offense. However, any severe disruption or offense may result in a more immediate penalty based on the nature of the incident. The principal has the authority to take additional administrative action or modify administrative action if, in his/her opinion, it is warranted by the nature of the misconduct. Students who do not meet the behavior expectations are subject to the consequences or combination of consequences outlined in DoDEA Reg. 2051.1.

DETENTION

Detention may be assigned by the administrator or a teacher on an as-needed basis. Students will be given a form letter at least the day before the detention is to be served stating the date(s) of the detention and the reason for it. This letter must be signed by the student's parent and returned to the administrator or teacher the next school day. Students who miss an after-school detention will have it doubled. If a doubled after-school detention is missed, suspension may result. Students will be under supervision at all times in detention. If a student is assigned more than one detention on the same day, at the same time, one of them must be served the next detention day. It is the student's responsibility to coordinate this with the teacher and administrator. Students who are absent or tardy to detention or are disruptive during detention may be subject to further disciplinary action. After-school detention time begins when the student arrives in the detention classroom.

SUSPENSION

Parents will be notified of any suspension and the reason for invoking it. A letter of suspension will be sent home to the parents with the conditions of the suspension fully noted. Suspensions from 1 to 10 days require involvement of school administration, sponsor, and command officials, as necessary. All suspensions are considered excused absences.

Students serving suspension do have the privilege of making up work for credit. Teachers will be notified of the assigned suspension and will prepare assignments to be sent electronically or to be placed in the Main Office for pick-up by parents. Assignments will be graded as though the student had been in class. Tests, quizzes, and exams given during the suspension must be made up upon the student's return. The student is responsible for making arrangements with his/her teacher(s) to make up the tests.

While on suspension, students may not participate in or attend any school activity (this includes any night or weekend activity such as sports events, dances, etc.), nor will they be allowed on school grounds until they have served their suspension.

Suspended students will not be permitted to go to another school where activities with the student's school are being conducted during their suspension.

A student may appeal the disciplinary action by writing, within five days of the imposition of the discipline, to the next higher level administrator (the District Superintendent) if suspension is imposed and to the principal if the disciplinary action, short of suspension, is initiated by a teacher. The appeal must describe why the discipline is inappropriate. The appeal is a paper review, affording no party the right to present evidence or make oral arguments.

- The school need not defer the imposition of any consequence pending the appeal, particularly when the discipline is being taken to protect students or to prevent disruption of the classroom.
- The District Superintendent will issue a final decision in writing within 10 days upon reviewing any case involving suspension.

If the basis for the discipline or the consequence is reversed on appeal, all records of the offense and disciplinary action will be removed from the student's disciplinary file and notice will be sent to installation commanders and district superintendents to disregard the prior notice of suspension and to remove and destroy such prior notices.

EXPULSION (Formal Hearing)

In cases where suspension of a student is frequent and is not successful in changing his/her unacceptable behavior, or when a student engages in a serious behavior infraction, a formal hearing with a statement of charges may be held. Parents will be notified when a Discipline Committee Hearing is scheduled.

Parents will be informed in writing in sufficient detail of the alleged offense, the date and time of the hearing, the right to waive a hearing, the right to present witnesses and documentary evidence to refute allegations in order to mitigate the proposed disciplinary action, the right to be represented by counsel or another representative, and the procedures for appeal. Parents will also be given a copy of DoDEA Regulation 2051.1, Disciplinary Rules and Procedures.

After the hearing, the District Superintendent will notify the student and his/her parent or guardian of the disciplinary action to be taken. The Area Director is the appellate authority. The paper appeal to the Area Director must be made within 5 days of the imposition of discipline and must describe why the discipline is inappropriate. (Appeal information is referenced from DoDEA Manual 2051.1, Disciplinary Rules and Procedures.)

Serious or repeated misbehavior is also related to the military responsibility of ensuring proper conduct of dependents in the command. School administrators have an obligation to keep military

or civilian authorities informed of serious or repeated misbehavior when it is apparent that such actions contribute adversely to the enhancement of the military or affiliated civilian reputation.

PROHIBITED ITEMS

Drugs are prohibited.

All tobacco products, including smokeless tobacco, are prohibited in DoDEA schools. Students may not possess or use tobacco in any form at school or during school activities regardless of location. Moreover, DoD Instruction 1010.15 provides for smoke-free zones, which includes all DODEA facilities at all times. Smoking violations are subject to disciplinary actions.

STUDENT RESPONSIBILITIES

Students have the privilege to attend school and to learn. It is their right to expect respect at school, on the bus, or at school activities from other students and school employees. It is the responsibility of the school system to protect students from any form of harassment and physical or verbal abuse from other students and school employees. Students have the responsibility to follow published AMS school and classroom rules to protect the rights of others to learn. Students who are accused of violating the rules or of engaging in improper conduct will be provided with due process, which means they will be informed of the violation and will be provided with a chance to explain their position, except when their presence in school could endanger other students. Students, regardless of age, are responsible for conducting themselves in a manner that does not violate the rights of others. They share with their teachers the responsibility for developing a climate within the school that is conducive to productive learning and living. We encourage children to grow in self-control, to develop a sense of regard for fellow students, and to take pride in their school and community.

ELEVATOR

Our building is equipped with an elevator. It is only to be used by students and adults with special needs and/or in need of assistance (e.g., broken leg, wheelchair assistance). Please see an administrator for permission. We appreciate your cooperation for taking the time to talk with your children about the importance of the elevator, the purpose, who may use it, and that authorization to use it must come from an administrator.

EMERGENCY PROCEDURES

CIVIL DISTURBANCES AND ACTS OF TERRORISM

These are politically driven acts of violence. The chances of a civil disturbance or terrorist act occurring in or around the school are very low. Should a civil disturbance or act of terrorism occur at the school, the following actions will be taken:

1. The school administrator will be notified immediately
2. A school administrator will notify the Security Police or designated base command post.
3. The school will follow all established procedures and instructions. Administrators will coordinate the implementation of the Force Protection Condition (FPCON) System measures with local security officials, base commanders and the DoDEA Safety and Security Office to ensure the measures are appropriate with the measures contained in the FPCON plan. The FPCON conditions are listed in DoDEA Reg. 4700.1, Enclosure 3.

CRISIS INFORMATION WEBPAGE

DoDEA has established a Crisis Information Web page to help families, educators, and community members understand how to best meet the needs of DoDEA's students, staff, and community members in the event of a crisis.

The website provides current information for families and educators about school crisis management policies and procedures, and makes available useful resources to help children and adults cope with the stress and anxiety associated with traumatic incidents.

This webpage can be found at: <http://www.DoDEA.edu/instruction/crisis/>

EARTHQUAKES

Children will receive instructions on preparedness measures to be taken if they are in school during an earthquake. In the case of such an event, school may be dismissed following the earthquake. The Civil Engineer Squadron will determine if the school buildings are safe for re-entry. Students will be monitored in a safe area either on or off school grounds. Parents or guardians will be notified when/where to pick up children, if necessary.

EMERGENCY EVACUATION

In accordance with our antiterrorism/force protection plan, the school will be evacuated unless otherwise determined by the command and our district office. In cases where the school has to evacuate the premises due to any safety concerns, the students and staff will evacuate to designated locations away from the threat. If we have to leave the school area and/or send students home, we will make every effort to contact each sponsor. During the time of any evacuation, all students will remain with their teachers. If information is received from our district office or from the base command to send students home, the school will then release the student(s) to the parent/guardian provided proper identification has been presented. We appreciate your cooperation during times such as these. **Again, it is imperative that the school has updated contact information in case of any type of emergency.** Please send information to john.taimanglo@pac.dodea.edu and debra.gallo@pac.dodea.edu to ensure all contact numbers are updated and current.

EMERGENCY SCHOOL CLOSURE

Occasionally, it may be necessary to cancel or delay school due to inclement weather or breakdown of utilities, etc. The decision to cancel, delay, or dismiss school early at any time is made by the installation Commanding Officer in conjunction with the District Superintendent. In the event of cancellation or early closure, all available means of communications will be used to notify parents as far in advance as possible. Families are encouraged to listen to the radio and TV for updated information.

There are situations in which school may be canceled during school hours. Once again, this decision is made by the individuals stated above. Once the decision has been made to release students, staff members will alert all classrooms. Teachers and staff are responsible for attempting to contact every child's parent/guardian to notify them of the school closure. Students who ride the bus will be released to board the bus at a set time. For those students who walk, ride a bike, or are picked up, they may be released once their parent/guardian has been contacted and agree with that process. If we are unable to reach a student's parent/guardian by the time teachers are released, the teacher will bring them to the office and the office staff will assist in contacting the parent. For these emergencies **STUDENTS ARE NOT PERMITTED TO LEAVE SCHOOL GROUNDS WITHOUT THEIR PARENT/GUARDIAN BEING NOTIFIED.** As stated before, please ensure all contact numbers are updated at all times with both your child's teacher and the school office.

FIRE DRILL EVACUATION PLAN

Fire drills are conducted once each week during the first four weeks of school, and once each month thereafter. A fire evacuation plan is posted in each classroom. All students receive specific instruction and participate in the scheduled fire evacuation drills.

***Fire Alarm Pull Switches**

If a student intentionally pulls a fire alarm switch, he/she is subject to a suspension from school. The student will be reported to the AAFB Fire Department and parents will be notified immediately. Pulling of the fire alarm switches will not be tolerated.

TYPHOONS

The typhoon season (May to November) spawns many tropical storms that may affect the Andersen Air Force Base community. It is essential that parents are aware of the local Typhoon Condition of Readiness (TCOR) at all times, especially during the passage of a tropical storm or typhoon. School will be dismissed (if in session) when the Base Commander determines TCOR 2. Updated information is regularly broadcast on ATV/Naval Communication Channel and/or local radio stations.

***Make-up Days**

If school is canceled due to a typhoon, the District Superintendent's Office will determine if students and staff need to make up any missed school days. Information and school calendar changes will be distributed through email and other forms of communication.

EXPLORATORY WHEEL

Sixth grade students rotate through quarter-long wheel classes which may include art, culture, computer applications, Spanish, and Chinese. There is no determined order for the rotation, but students must have taken four classes by the end of the year.

GENERAL STANDARDS OF ACCESS TO SCHOOL FACILITIES

Requests for all school activities and events, bake sales, dances, fund-raising activities must be submitted to the Principal for approval at least 3 weeks in advance of the actual event date.

GUIDANCE COUNSELOR

This skilled professional works with teachers and administrators to assist students in acquiring the skills necessary to lead productive and fulfilling lives. Students may see the counselor for academic and personal concerns and for educational testing. The guidance counselor assists students in developing an educational program that will best suit their individual needs.

Students should be aware that once they are enrolled in a course, that course may only be dropped within 10 days of the semester. Final approval rests with the principal. Please telephone the counseling office at 366-2159 if you have concerns regarding the Guidance Program or if you would like to make an appointment with the counselor.

GIFTED EDUCATION

Andersen Middle School has no Gifted Education program; however services are offered for students who demonstrate high levels of achievement or talent and are academically motivated. The guidance counselor is the point of contact.

STANDARDIZED TESTING PROGRAM

Student performance in DODEA schools is assessed annually with appropriate standardized measuring instruments. These achievement tests are usually administered in the spring of each

year and provide information about the student's achievement level in basic skills commonly found in U.S. public school curricula. Data collected from the DODEA testing program, while not used for student grades, is used to provide information about the instructional needs of students. It is also used in comparison studies of DODEA and U.S. public school students.

GUM

Gum chewing is not allowed at AMS. Consequences include:
1st time verbal warning 2nd time 30 minute detention 3rd time 60 minute detention.

HEALTH SERVICES

HEIGHT/WEIGHT/VISION/HEARING SCREENINGS

Annual health screening of student's vision, hearing, and spine (scoliosis) will be conducted. Screening is not mandatory for all grades. Parents will be notified only if their student is screened and further medical evaluation is indicated. Parents will be contacted by both letter and telephone, with suggestions on how to proceed to be discussed at that time.

ILLNESS

For the protection of your child and others, students who are ill should stay home. If a student becomes ill during the school day, the parent or guardian will be notified to pick up the student. If a parent cannot be reached, the emergency contact person will be notified. If we are unable to reach the emergency contact, the sponsor's supervisor will be contacted. Any student with the following symptoms should ***not be*** sent to school, and ***will be sent home***:

- Fever of 100° degrees or higher
- Vomiting or severe nausea
- Suspicious skin rash
- Active head lice
- Frequent diarrhea
- Conjunctivitis (pink eye)
- Impetigo
- Ear Aches
- Other symptoms which may interfere with student's learning and classroom performance

*****Students with lice must present a doctor's statement to the School Nurse before being admitted into class.***

If your child contracts a communicable disease (mumps, measles, scarlet fever, strep throat, chicken pox, or impetigo), please immediately report it to the School Nurse at 366-2164.

DoDEA policy states that a child must be fever free (temperature less than 100° for 24 hours **WITHOUT** Tylenol or Motrin). Unfortunately, many children return to school the day after they have been sent home with 100° temps. These children are still potentially infectious and they will be sent back home. Please help us protect our learning environment from the spread of all infectious occurrences.

MEDICATION

As a general rule, the school nurse does not administer medication. However, with written parental permission and a physician's orders, the school nurse may give prescription medication. If it becomes necessary for students to receive medicine during school hours, a "Health Provider Permission for Administration" form, available in the school Health Office, is required and must

be signed by both the physician and the parent. Medication will not be given without the signed form on file. In addition to the permission form, the sponsor/parent must provide a supply of the medication in the original container, properly labeled by the pharmacy or physician, stating the name of the student, the medication, the dosage, and current date. Medicine will be locked in the nurse's office, and the student will report to the nurse when it is time to take the medication.

STUDENTS ARE NOT ALLOWED TO BRING IN THE MEDICINE. A parent/guardian must bring the above documents AND medicine to the school nurse. Students are also not allowed to carry medicine with them while in school unless it is specifically prescribed to do so by their physician.

Students are not allowed to have any over-the-counter medications, nor can over-the-counter medications be given by the school nurse. These are the guidelines from the DoDEA Health Manual on Medication Policy. For further information regarding the Andersen Middle School Medication Policy, please contact the Health Office at 366-2164.

Administering Medication

- The School Nurse may train unlicensed personnel to give medications in his or her absence. Designated unlicensed personnel must demonstrate competency in administering prescription drugs before assisting students with medication. In-service training shall include instruction in the safe administration of medication.
- Medications given at school must be documented either on an individual log or in an adopted computerized student health management system. Written documentation must include time, dose, route, and signature of the nurse or person administering the medication. Best practice includes an individual log for each medication and each dosage time.

Standing Prescription Orders

Standing prescription orders are written by a physician and apply only to students for which the order may be applicable. Individual specific standing orders should be obtained for children with long-term illnesses that require treatment at school. Standing orders must be renewed annually

Storage of Medication

Medications must be kept in a locked nurse's cabinet at school, with the exception of asthma medication and medication for students with severe reactions to bee/wasp stings. Students diagnosed with asthma and allergic to bee/wasp stings must have doctor and parental permission to carry their medication as well as a signed statement taking responsibility for the proper use of the medication. Written documentation of the administration of the medication includes time, dose, method, and the signature of the person giving the medication. Best practice includes an individual log for each medication and each dosage time.

MINOR INJURIES

Injuries requiring minor first-aid treatment such as scrapes or cuts will be managed at the school level by the school nurse or support staff.

SERIOUS INJURIES

In the case of serious injury or illness the following procedure will be followed: The sponsor and/or spouse will be contacted immediately. In the event contact with the parent is not possible, the EMERGENCY CONTACT person will be called.

PLEASE MAKE SURE YOUR EMERGENCY CONTACT INFORMATION IS CURRENT AND CORRECT. A 911 call will be initiated when the administrator or School Nurse determines the nature of the illness or injury requires emergency medical attention.

Students who suffer injuries outside of school hours are expected to be evaluated by their family health care provider. Injuries which happen during school hours will be referred to the school nurse for evaluation, medical referral, and parent notification. If a child's injury impairs his/her ability to participate in normal classroom activities, please notify the school nurse.

Students participating in AMS sports are to notify their coach immediately of an injury and have it checked by their family health care provider if significant. The coach may request medical clearance of the injury for the student to return to practice.

SHOT RECORDS

According to DoDEA Instruction 6205.1, a student may be enrolled in a DoDEA school no longer than 30 days without a valid DoDEA Certificate of Immunization. After the 30-day grace period expires, the student will not be able to attend school until proof of the necessary immunizations has been provided to the school nurse. Please check your student's immunization records to be sure that they are current with all immunizations. If your student has had immunizations during the summer months, please bring his/her record of immunizations into the AMS Health Office where the school nurse will copy it for the student health record. The original will be returned to you or your student. For questions please call the Health Office at 366-2164.

All required DoDEA immunizations are noted on the main DoDEA web sites: http://www.dodea.edu/instruction/support/pps/doc/immunization_final-08jun200612.pdf

HIGH VALUE ITEMS

High value items, including large amounts of cash, iPods, and MP3 players, should not be brought to the school. Students and parents are reminded that the school cannot be held responsible for items lost or stolen on the campus. Each student is responsible for safeguarding any items brought to the campus.

LOCKERS

Lockers are available for students and they must be kept neat at all times. No decorations are allowed on the outside of the lockers; no permanent decorations are allowed on the inside of the lockers. Students are not to share lockers or to give out their combinations. The lockers are property of the school and are subject to search with reasonable suspicion and are also subject to random searches. Students may only go to their lockers before and after school and during lunch. Note: Lockers do not guarantee security. Students are reminded not to bring items of value to school. The school is not responsible for the loss or damage of any high-value item(s).

Locker rules and guidelines

General locker rules and guidelines are as follows:

- There should be no graffiti inside or outside the lockers. There should be no writing on the lockers and no stickers on the inside or outside of the lockers. Approved flyers advertising school events are acceptable.
- Pictures may be taped to the inside of the lockers only. No obscene pictures or drawings are permitted. Please use good judgment in deciding what to display in the locker.
- Avoid slamming locker doors.
- Keep the locker area clean.
- Students are not allowed to share lockers.
- Vandalism of lockers will result in immediate suspension.

LOST AND FOUND

Students who find lost articles are asked to take them to the Main Office, where the owner can claim them. At the end of each quarter, unclaimed items are donated to a charitable organization.

LUNCH BREAK

Prestige Foods serves a nutritious and delicious hot lunch in our school cafeteria. Students may pay with **cash, cashier's check, money order or by credit card online at <http://www.lunchprepay.com/>**. Note that checks are no longer accepted. Students may also establish an account with Prestige Foods. Currently, student lunches are \$2.75 (full price), which includes milk, and adult lunches are \$4.50, which includes milk.

Parents interested in applying for free or reduced lunches may pick up an application in the school office. ***Families are required to reapply each year.*** Until students are approved for free or reduced lunches, they must either pay full price for lunches or bring a lunch from home.

The Guam School District uses a Point of Sale System (POS). Each child will receive a Personal Identification Number (PIN). The PIN will be required each time a child purchases lunch. Children will not need a PIN if they are paying cash. As with any PIN, it is very important that the student protect his/her number to ensure the security of the credited account. (If your child does not remember his/her PIN, the cafeteria clerk will ask for your child's last name.) Every time a meal is provided, a debit of \$2.75 will be taken from the dollar amount in the account. Children who are eligible for free/reduced meals will put in their pin and be charged accordingly.

When the student's lunch account is down to the equivalent of two meals remaining, the clerk will inform the student's parents with a note indicating that his/her account balance is low and money needs to be placed in the lunch account. In the event your child's account has insufficient funds to purchase lunch, Prestige Foods offers an emergency meal credit provision to provide your child lunch. This credit is limited to the equivalent of two meals. Once this limit has been exhausted, no new charges will be authorized until the unpaid balance has been remedied.

If a student forgets his/her lunch or money or they have exceeded their emergency meal allowance, parents will be called immediately to bring in money or lunch.

Prestige Foods is available to accept payments from parents between 0730 and 1000 daily in the school cafeteria. You may also send cash payments with your students in a sealed envelope for him or her to pay during their appointed lunch time. You can contact Prestige Foods directly at: 366-1655 for questions regarding your child's lunch account or to check the balance.

IAW USDA policy there shall be no foods of minimal nutritional value in competition with USDA meals during the established lunch period(s).

Students allergic to milk must have a doctor's note presented to the manager of the cafeteria in order to be provided juice with their hot lunch at no additional cost. This note will be kept on file in the cafeteria. Students will have 40 minutes for lunch.

LUNCHROOM BEHAVIOR

- Use good table manners.
- Talk softly.
- Be courteous and respectful to everyone.
- Be in your assigned lunch.

- Always walk and watch where you are going.
- Objects, including food, are never to be thrown.
- All food/drinks are consumed in the cafeteria.
- Remain seated at your table until dismissed.
- Do not share your food and do not ask for food from other students. Parents pay for/prepare what they want each student to eat for lunch.

PARENTAL INVOLVEMENT

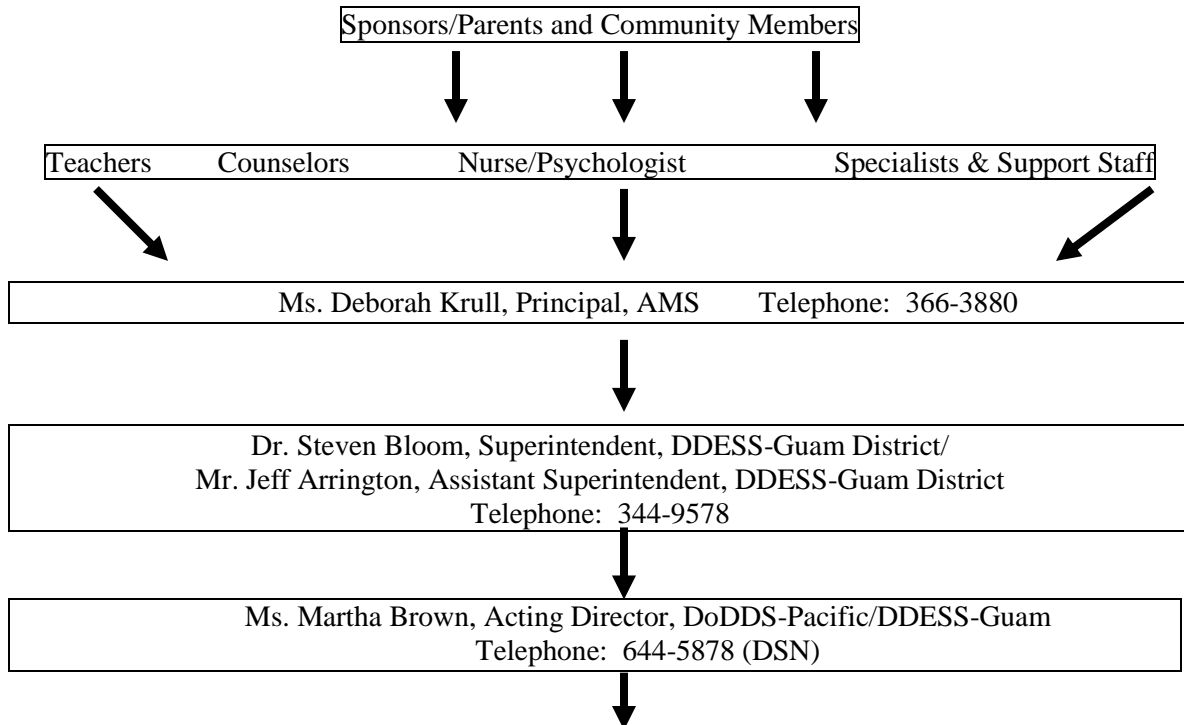
To make a student's school year profitable, parents and teachers must work together. Good home-school relations are vital. If a student is not making satisfactory progress or appears to be having difficulty with school or homework, make an appointment for a conference with the teachers and/or counselor. This may be all that is necessary to resolve the problem. Requests for conferences will receive prompt replies. Suggestions and concerns of parents will be given every consideration. Parents are welcome to visit their students' classes after having made arrangements through the school office. Parents can also contact teachers through email at: (firstname.lastname@pac.dodea.edu).

PARENTAL COMPLAINTS AND CONCERNS

The channel for the resolution of parental complaints/concerns is as follows:

1. Parents are encouraged to meet first with teachers to resolve issues.
2. If an issue cannot be resolved, the parent should then call an administrator for further advice and consultation.
3. Our counselors are an excellent resource with whom to discuss student issues. We request, though, that you direct any teacher concerns directly to an administrator.

COMMUNICATION CHAIN



IN-SERVICE/STAFF DEVELOPMENT DAYS

Teaching is a dynamic profession; therefore, teachers need to constantly receive in-service training to ensure that they are current and on the cutting edge of what is happening in the field of education. DoDEA incorporates in-service and staff development days throughout the school year. Training may be scheduled for a full day or for half a day. When training is held in the afternoon, these are considered half-days. There will be no lunch served and students will be dismissed at 10:45 a.m. When training is held for a full day, students will have no school for that day. This will give the teachers a block of time to meet and work on school improvement goals. Parents are always welcome and invited to attend these staff development/in-service training sessions. These dates are noted on the school calendar as soon as planned and throughout the year in our school newsletters. At various times throughout the year, additional staff development/in-service days may be scheduled. We will notify the parents of these dates through our school newsletter.

PARENT-TEACHER CONFERENCES

Student-led conferences are held at the end of the first grading period.

At this time, report cards are distributed to parents during the conference. Conferences to discuss concerns, questions, and student progress may be scheduled at any time during the school year. Parents are encouraged to contact their child's teacher as soon as questions arise. Requests for conferences may also be left at the school office for delivery to the teacher.

PARENT-TEACHER STUDENT ORGANIZATION (PTSO)

The Andersen Middle School PTSO, an organization of parents, teachers and students, works for a better school environment by providing both financial and volunteer support for our school programs. The PTSO sponsors a variety of activities such as book fairs, school pictures, the sale of school t-shirts and many other events.

PTSO OBJECTIVES

The Andersen Middle School PTSO is a non-profit, non-partisan, and nonsectarian organization. It cooperates with the school to support the improvement of education in ways that will not interfere with the education of students or the mission of the school and does not seek to control school policies.

Specific objectives include:

- Providing a medium for exchange of information among parents, teachers, and other interested groups.
- Encouraging and developing programs and activities which serve to enhance the quality of student education.
- Identifying and promoting opportunities for students to secure the highest advantage in their academic, physical, and social growth.
- Encouraging and maintaining a working dialogue between members, the local educational school system, the local government, and the community at-large on matters affecting the general welfare and education of students. Membership is open to all parents and legal guardians of students attending Andersen Middle School as well as school staff. Membership costs \$10.00 per family, per year.

VOLUNTEERS

Volunteers are always needed and are a part of the total school program. They assist in the classrooms, office, special subject and resource rooms, and educational support areas. If a parent is volunteering in a classroom, we ask that you please make alternative arrangements for siblings. They are not allowed in the room during the instructional day. We encourage active participation by parents in their child's education and while younger children are precious, they may be distracting to students in the classroom. We appreciate and thank you for your support.

DoDEA Policy requires that prospective and current school volunteers shall be subject to a standardized application process that includes completion of an application form and standardized background checks. Volunteer applications are available in the school office. **Please allow 5 business days for processing of all volunteer request forms.** Once a background check is completed, a volunteer approval is valid for 3 years.

PROJECT CHILD FIND

Project Child Find provides the opportunity to capitalize upon a child's abilities and minimize the impact of any learning problems. Through Project Child Find, the DODEA Schools are responsible for identifying children with physical disabilities, communication disorders, learning impairments, and emotional impairments that may prevent them from receiving an optimal education. Several Child Find evaluations are held annually. This project is derived from Public Law 94-142, enacted in 1975, requiring public school systems to locate, identify, evaluate, and provide a free, appropriate public education for school-aged students who are challenged and need special education services. If you would like more information about Project Child Find, please call the school office.

PUBLIC DISPLAY OF AFFECTION

Students must refrain from public displays of affection while at school or at school functions. Sponsors/Parents will be notified and the students involved will receive appropriate disciplinary action.

REGISTRAR

CHANGE IN STUDENT INFORMATION

If there is a change in the local home or email address, home phone number, or duty phone during the school year, please inform the school office of the change by filling out the "Change of Address/Telephone/E-mail" form. Please do so as soon as the change is made.

It is very important that an administrator/nurse be able to reach the sponsor/parent in case of emergency.

COURT ORDERS

Parents and/or guardians must supply the school with a copy of any type of court order that may affect the student (e.g., who is allowed to visit the child, who has legal custody, etc.). These orders will be maintained in the student's cumulative file. If any changes take place during the school year with the court order, the school must be notified immediately. Teachers will be notified of any restrictions that affect students in their classes.

EARLY WITHDRAWAL POLICY PER DoDEA POLICY

Students withdrawing from school within twenty school days prior to the end of a semester with orders may be given additional assignments and exams to cover the required work in each course.

With successful completion of the assigned work and exams (the **acceleration plan**), the student may earn full credit prior to the end of the semester. The earliest withdrawal dates for SY 2012-2013 are December 12, 2012 and May 15, 2013. The school registrar should be informed through the receipt of the sponsor's PCS orders. The accelerated application form and the withdrawal form are available from the registrar. After administrative approval, this form must be filled out by the parent and by each of the student's teachers.

In order to qualify for accelerated withdrawal, a student must:

- 1) Officially withdraw due to PCS orders outside of the region. Student withdrawal will occur no earlier than one school day prior to PCS travel.
- 2) Submit application for acceleration thirty (30) days prior to the student's last day.
- 3) Notify the teachers and successfully complete the acceleration plan.

The provision for permitting the early withdrawal of students was based on careful consideration of the unique circumstances found in the DoDEA system. It recognizes that due to military necessity, families are occasionally required to move prior to the end of the school year and that children should not be penalized for this. The 20-day limit provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regard to mastery of the curriculum content. This position has never been intended to apply to or be extended for the convenience of family travel, visits or other discretionary reasons. The policy, therefore, requires that students present verification of the date of their sponsor's departure, i.e., PCS or other official orders, to school officials in order to receive consideration for full academic credit. Students who withdraw prior to the 20-day limit receive a "withdrawal" grade rather than a final grade. Students who do not complete an acceleration plan will receive a grade to date.

POWER OF ATTORNEY

IF YOU PLAN TO BE OFF ISLAND, TDY, OR ON ANY OTHER TYPE OF LEAVE while your child(ren) is/are attending school, please be sure to obtain a special power of attorney to be used in case of emergency and inform the teacher and school office of the name, address and telephone number of the person taking care of your child. In addition, please notify the School Nurse, so they will know whom to contact in case of emergency. The School Registrar will keep a copy of the power of attorney in your child's cumulative file for emergency situations.

REGISTRATION

All students must be registered before the start of each new school year. In order for any student to become enrolled in Andersen Middle School, all documents must be completed prior to the student entering classes. Students transferring to this school should bring a copy of their most current report card and any information furnished by the previous school.

In accordance with the DoDEA policy, a child may not attend school unless he/she has all required immunizations. Exceptions to the policy will only be made for medical or religious reasons. All required DoDEA immunizations are noted on the main DoDEA website:

http://www.dodea.edu/instruction/support/pps/doc/immunization_final-08jun200612.pdf

Forms for enrollment are supplied in the Main Office with the exception of the following: DOD employees must supply travel orders listing dependents and a transportation agreement indicating tour time. Upon completion and clearance of all documents and immunizations, the student may begin classes. Parents should confer with the school counselor at the time of registration if their children have special learning needs. Any additional questions regarding registration should be directed to the Main Office or to the Registrar.

WITHDRAWALS AND TRANSFERS

Upon receiving final notification of your departure from the Andersen community, please inform the school office personnel (registrar) **at least two weeks** prior to your actual departure. This notification is needed to prepare your child's report card and other school records. No progress marks are given in any quarter unless the child has attended school for 20 school days during that quarter. In the final quarter, no recommendation for grade placement can be given unless the child attends school for 20 days in that quarter. With ten days prior notification, parents are welcome to pick up student records from the office on the last day of student attendance, after 2:30 p.m. The sponsor/spouse must sign for records, provide a copy of orders, and present an I.D. to receive the child's school records. It is DoDEA policy that **copies** of student records are sealed and given to parents to be **handcarried** to their next school. Parents who would like a copy of their child's records for their personal files must personally request an extra set of records to be made when filling out the withdrawal form. We cannot make personal copies without advance notice. It is a requirement to clear all debts (payment for lost or damaged books, library fines, cafeteria charges, etc.) **BEFORE** the last day of attendance.

RIGHTS & RESPONSIBILITIES

PARENTAL RESPONSIBILITIES

- See that your child is punctual and regularly attends school.
- Develop, maintain, and model for your child a respect for lawful procedures and the rights of others.
- Maintain continuous communication with the school and your child's teachers.
- Monitor your child's academic progress.
- Maintain open communication with your child about proper school attitudes and behavior.
- Investigate concerns your child brings home for better understanding and proper resolution of these concerns.
- Respect the ideas and feelings of school personnel and students.
- Promote and encourage appropriate grooming and attire.
- Provide your child with a lunch daily.

SCHOOL RESPONSIBILITIES

- Students will be provided a learning environment that is safe and encourages their best efforts.
- Students will be provided with opportunities to become actively involved in their learning.
- Students will be provided with opportunities to participate in extra-curricular activities that extend their interest and abilities, as many as teacher are able to sponsor within our budget.
- Students and parents will become essential elements in an educational School-Home Partnership.
- School-Home communications will be maintained to assure that information about school programs and activities is made available in a timely manner.
- Students, parents, teachers and the administration will be provided with collaborative opportunities to work together toward continually improving the total educational program.

STUDENT RIGHTS AND RESPONSIBILITIES

It is DoDEA policy (Ai 2051.02) that:

- a. The following rights are retained by students:
 - (1) Right to a public education of high quality, including the opportunity to participate in school activities, in accordance with Executive Order 13160 (Reference (d)), Director of Department of Defense Education Activity Memorandum (Reference (e)), DoDEA Administrative Instruction 2500.14 (Reference (f), and DoD instruction 1342.12 (Reference (g)), without regard to race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent.
 - (2) Right to expect a safe school environment that is conducive to learning and free from undue interference in the pursuit of their education, including freedom from discrimination, harassment (including sexual harassment), bullying (including cyberbullying), drugs and alcohol, and other unwanted conduct, consistent with References (d) – (g) and DoDEA Director Memorandum “Safe and Drug Free Schools” (Reference (h)).
 - (3) Rights of freedom of speech, expression of views, and assembly under Amendment I of the U.S. Constitution (Reference (i)); freedom from unwarranted search and seizure under Amendment IV of Reference (i); and due process under Amendment V of Reference (i). These rights shall be recognized, respected, and balanced with the responsibility of DoDEA schools to maintain an environment conducive to learning and free from disruption.
 - (4) Right to fair and appropriate discipline in accordance with DoDEA Regulation 2051.1 (Reference (j)).
- b. Students shall treat teachers, administrators, and other school staff with courtesy, fairness, and respect; and teachers, administrators, and other school staff shall treat students with courtesy, fairness, and respect.

SCHOOL NEWSLETTER

The Andersen Middle School’s newsletter is published every Friday throughout the school year. The school office will email the newsletter to all parents whose correct email address is on file in the school office. The School newsletter is emailed in a PDF format. Your computer will need to have the Adobe Acrobat Reader installed in order to view the newsletter. You can obtain this program (if you do not already have it installed on your system) on the internet for free. If you are unable to or have difficulty opening the newsletter, the office will print a copy for you. The purpose of our school newsletter is to inform our parents, teachers and general military support of upcoming events and activities taking place in our educational system. Please keep an accurate email address on file at the school office.

SCHOOL PICTURES

Andersen Middle School and the PTO schedule school pictures for all students within the first two months of school. Schedules, picture packages, and additional information are sent home with your child well in advance of school picture day. If you have a problem with your child's photographs, please contact the school office and a contact name and number will be provided to you. Andersen Middle School is not responsible for the quality, misplacement, or services of school pictures.

SEARCHES

The school has the authority to conduct random and periodic searches of school property and to seize contraband items belonging to students. Further, the school has the authority to search student possessions and person when there is a reasonable suspicion that the student is in possession of items prohibited by DoDEA Regulation 2051.1.

SEXUAL HARASSMENT/ABUSE/ INAPPROPRIATE CONDUCT

NON-VERBAL HARASSMENT

Non-verbal harassment includes, but is not limited to, the following:

- Looking a person up and down
- Gestures
- Sexually-oriented posters, cartoons, or pictures

PHYSICAL HARASSMENT

Physical harassment includes, but is not limited to, the following:

- Touching, patting, pinching, grabbing
- Hugging, kissing
- Cornering, blocking passage, bumping
- Rape (a felony which carries its own penalties)

SEXUAL HARASSMENT

Sexual harassment is not tolerated at Andersen Middle School. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by or directed to anyone at Andersen Middle School. Generally speaking, there are two classifications of harassment that courts have recognized. One refers to the impact of sexual harassment on the academic standing of the student. The other refers to the creation of a hostile educational environment. Students and/or parents are encouraged to talk to a counselor or administrator if such an environment exists. (This definition is referenced from *A Legal Memorandum*, September 1997, a publication of the National Association of Secondary School Principals).

The DDESS Guam District is committed to providing an educational environment where students are free from all forms of adult-to-student sexual abuse, sexual harassment and inappropriate conduct as defined in DDESS Policy Letter 05-2003 dated 15 April 2006. All DDESS employees hold positions of trust within the school and are responsible for establishing and maintaining professional distance with students. Students and/or parents may report allegations of sexual abuse, harassment and/or inappropriate conduct by a DDESS employee to school administrators and/or any other employee with whom they feel comfortable making such a report. Students and/or parents who make such complaints shall be free from any act of bias, intimidation and/or reprisal.

- Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.
- One engaging in deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment.
- Sexual harassment isn't about sex or healthy personal relationships. Sexual harassment is an expression of power by one individual over another, and it can be personally devastating to the victim and others.
- What may seem like harmless behavior to one person can be totally offensive to another. It is important to understand that this type of behavior, when unwelcome, is a form of legal discrimination

VERBAL HARASSMENT

Verbal harassment includes, but is not limited to, the following:

- Whistles
- Offensive comments
- Offensive jokes
- Terms of endearment (sweetie, babe, etc.)
- Inappropriate language

STUDY TRIPS

As a standard part of the DODEA and Andersen Middle School curriculum, field trips relating to educational goals as enrichment activities will be offered. Students are encouraged to take full advantage of these opportunities. The school usually provides transportation, but families may be asked to pay nominal admission fees and other costs. Before each trip, families will receive field trip information indicating dates, departure and expected return times, costs, and special student needs, if applicable. Each student must have a permission slip signed by a parent before going on a fieldtrip leaving the school. If a student is unable to attend the field trip, a replacement assignment will be given.

GUIDELINES FOR CHAPERONES

1. All chaperones pay their way (entrance fees, transportation, if not a DoDEA funded bus, etc.).
2. Other younger/preschool age children in the family **will not** be allowed to accompany parents on a trip..
3. Children from other classrooms **will not** be allowed to accompany their brothers/sisters on a study trip.
4. **UNDER NO CIRCUMSTANCES ARE CHAPERONES TO SMOKE OR DRINK ALCOHOLIC BEVERAGES AT ANY TIME DURING A STUDY TRIP.**
5. Chaperones are required to accompany the class to and from the trip. Following the bus in their private vehicle is not close supervision.
6. Chaperones may not transport their student or any other student to and from the study trip. Students are required to ride the bus to and from the study trip.
7. *Under no circumstances may a child be checked out from the study trip (with the exception of a bona fide emergency).* The child **MUST** return to the school and then he/she may be checked out at that time.
8. Chaperones must have an **approved** volunteer application on file prior to attending a field trip as a chaperone. **Please allow 5 business days for processing of all volunteer request forms.**

SURVEILLANCE

Andersen Middle School uses video surveillance in public locations on school property to monitor school grounds. Video surveillance is also used on school-provided transportation. Students may be disciplined based on evidence gathered through surveillance equipment.

TELEPHONE MESSAGES

STUDENTS

To limit classroom interruptions, please discuss lunch and after school plans with your dependent student before he/she leaves home in the morning. Personal messages of a routine nature should not be made during the school day. School telephones are for official business and may not be used for the transaction of personal affairs. Students are always welcome to use the phones in situations of a genuine emergency. Students are not allowed to use cellular phones while at school. Cellular phones must be turned off during school hours.

TRANSPORTATION

BICYCLES

Many students arrive and depart school through the use of bicycles. Students need to use safety precautions when riding their bikes to and from school. Students are to **walk** their bicycle on the sidewalk. They need to take extra caution when crossing the streets as well.

Bicycle Racks

The location of the bicycle rack is in front of the school, to the right of the main office doors as you face the school. Students need to place their bicycle into a slot on the rack. Students are **not** to leave their bicycle on the ground or park them in front of the exit doors. Students should not take up more than one space for their bicycle. Students are strongly encouraged to lock up their bicycles. **The school is not liable for missing or stolen bicycles.**

BUS PROCEDURES

Bus transportation is provided in accordance with DoDEA regulations. Students granted bus-riding privileges are responsible for complying with established school bus behavior standards and for conducting themselves in a safe and proper manner. School buses are an extension of the school campus. Riding a school bus is a privilege that may be suspended or even revoked if a student does not behave in a safe and proper manner. Bus discipline problems are reported to the school office. School administrators may exercise discipline consequences in addition to suspension or revocation of bus-riding privileges when appropriate. Parents will be notified of any problems that may impinge on the privilege of riding the bus before any action is taken. (Reference DoDEA Regulation 2051.1, Department of Defense Education Activity Disciplinary Rules and Procedures).

Students riding on a school bus must have completed the required paperwork at a Bus Transportation Office, one of which is located at Andersen Elementary School and the other at McCool Elementary/Middle School. The Bus Transportation Office will issue student riders a bus pass. The student will be required to show the bus pass each time he/she boards his/her assigned bus. Students will be denied access to the bus if they do not have the pass.

BUS DISCIPLINE

Bus drivers have the responsibility and authority to maintain order and to enforce safety regulations on the bus. Students who violate the student busing regulations may be subject to sanctions from the school administrator. These sanctions may include suspension of bus riding privileges for a period of a few days or up to the remainder of the school year. Every effort will be made to ensure that the consequence of a rule violation is consistent with the misbehavior of the student.

Items prohibited on the bus

The items listed below are strictly forbidden on the bus. Possession of such items may result in a suspension of bus privileges, school suspension, or expulsion:

- **Medication** of any kind for use by a student is not authorized on the school bus. Parents are personally responsible for handing the medication over to the school nurse in accordance with the requirements in the student handbook. Exceptions to this rule (i.e. inhalers for a student with asthma) must be cleared with the school nurse and the Student Transportation Office.
- **Possession/Use/Sale of Weapons** of any kind or items used in a threatening manner will not be tolerated. DoDDS Pacific-DDESS Guam observes a "zero tolerance" policy regarding students found to be in possession of a weapon.
- **Laser light pens** are extremely dangerous when used in an improper manner. Students found to have a laser light pen in their possession may be removed from the bus and dealt with accordingly by school administrators.
- **Possession/Use/Sale of Tobacco/Drugs/Controlled or Illegal Substances of any kind is a "zero tolerance" behavior.**

Student Safety on the Bus (Reference Guam District Transportation Manual)

SAFETY – Students must behave in a manner that does not create a safety hazard for themselves or others while at the bus stop or at any time on the bus.

ORDER – Students must conduct themselves in a manner that is orderly and not disruptive to the driver.

RESPECT - Students will not conduct themselves in a manner that is offensive to other students, employees of DDESS Guam, or other persons that come in contact with the school bus.

Specific bus safety conduct reminders:

- Stay off the traveled vehicle roadway at all times while waiting for the school bus.
- Wait until the school bus comes to a complete and full stop before attempting to get on or off.
- Enter or leave the bus only at the front door, except in case of an emergency or an evacuation drill when directed by the driver.
- Find your seat quickly and stay in your seat once the bus has started moving.
- Stay seated at all times.
- Keep head and arms inside the bus at all times.
- Do not eat or drink on the bus.
- Keep all aisles and exits free from obstruction.
- Do not damage the school bus or the property of others.
- Do not use profane or obscene language.
- Do not fight or engage in horseplay.
- Do not tamper with any emergency equipment/exits.
- Comply promptly with driver's instructions.

Cross the traveled roadway, if necessary, by leaving the bus in the following manner:

- Walk (***DO NOT RUN***) when crossing the roadway.
- Make certain the bus is not moving.
- When exiting the bus, go at least 10 feet to the front of the school bus (***NEVER CROSS THE ROADWAY IN BACK OF THE BUS!***), and wait for all traffic to come to a complete stop. Look both to the left and to the right and then proceed across the roadway.

SCOOTERS AND SKATEBOARDS

The use of scooters AND skateboards anywhere on campus is prohibited at all times. If a scooter or skateboard is ridden on campus it will be confiscated for the day and **MUST** be carried off campus at the end of the day. Parents may be notified. Signs are posted throughout the campus to remind the students of this policy.

SKATE SHOES

Skate shoes are strictly prohibited anywhere on campus. While these shoes, with retractable wheels may be a lot of fun, they present a serious safety concern at school. Students should not wear these types of shoes to school at any time, for any reason. Failure to follow this policy will result in a phone call to the parents to bring the student another pair of shoes, and/or the wheels being removed and kept in the main office for pickup.

UNIFORM/DRESS CODE

CLOTHING

A district-wide school uniform has been selected and has been mandatory since January of 2008. Information about the policy is available at the school. Students are expected to wear the school uniform, which is available at approved vendors on Guam: NEX, AAFES, Paul's Tailors, Gino's, and Royal Bic's. Pants must be worn at the waist and cannot be low hanging or fit tightly. Pants cannot be made of denim or jean like material. Skirts can be no shorter than 3" above the knee. Uniform shirts must be worn underneath approved sweatshirts, sweaters and jackets. Wearing hats is not allowed in school. School uniforms must be worn to the bus stop and on school grounds (the bus is considered school grounds). ***The administration has the authority to make decisions about the appropriateness of all school attire.***

ACCESSORIES

Sunglasses will not be allowed in the building. Chains, even those attached to wallets, are not allowed.

FOOTWEAR

Shoes must be worn at all times. Only closed toe shoes should be worn. Zories, thongs, slippers, and steel-toed shoes are not allowed for safety reasons. The heel of footwear should be no more than a half-inch high. We strongly recommend that tennis shoes/athletic footwear be worn at all times.

HAIR

At Andersen Middle School, a student's hair may not cover his/her eyes. In addition, hairstyles may not be outrageous or excessive.

HATS AND HEADWEAR

No caps, hats, bandannas, or other types of headgear are allowed in the building.

DoDEA-Pacific, Guam School District SCHOOL UNIFORMS FOR SY12-13

- Uniform top colors will be
 - Navy Blue, or
 - White, or
 - Black
 - Uniform bottoms will be khaki/twill/cotton-blend material.
 - Uniform bottoms (no denim or jeans), colors will be
 - Navy Blue, or
 - Beige/Tan
 - Uniform sweatshirts/sweaters/jackets (no denim or jeans), colors will be
 - Navy Blue, or
 - White, or
 - Gray
 - No logos, designs, company tags, or brand emblems are allowed to be visible on any items.
1. The items below are those that are authorized. It is required to have tops and bottoms; other components are OPTIONAL, as marked below. Guidelines for PE attire will be published by the administration of each school.
 2. The official Guam District uniform island patch is **OPTIONAL** and is **permitted only** on the left side upper chest area of the sweatshirts, sweaters, and jackets. There will be no patch on other items.



Girls' top**	Boys' top**
Button-down, collared shirt or tailored blouse	Button-down, collared shirt
Polo style shirt	Polo style shirt
Girls' bottom	Boys' bottom
Long pants	Long pants
Bermuda shorts*	Bermuda shorts*
Cargo style shorts*	Cargo style shorts*
Skirt*	*No higher than 3" above the top of the knee for middle school and high school students.
Skorts*	
Capri pants	
OPTIONAL: Sweatshirt/Sweater/Jacket Options**	
**Must be long sleeved and **Uniform top must be worn under these items	
Navy Blue, White or Gray—v-neck pullover or buttoned sweater, or	
Navy Blue, White or Gray—jacket (with or without hood), or	
Navy Blue, White or Gray—pullover sweatshirt (with or without hood), or	
Navy Blue, White or Gray—zippered sweat jacket (with or without front pockets)	
OPTIONAL: Uniform Patch	
The official Guam District uniform patch will be a representation of the island of Guam and will only be on the left side upper chest area of sweatshirts, sweaters, and jackets.	
OPTIONAL: Undershirts	
Undershirts may be any plain, solid color, must be short-sleeved and must be tucked in at the bottom.	

School spirit days will be scheduled on a recurring basis. School administrators will publish appropriate guidelines for acceptable spirit shirts which are to be worn with the required uniform bottoms. Guidelines for PE attire will be published.

DoDEA has no official relationship with the vendors listed below. The information below is provided as a courtesy only. The following information is based on information provided by the vendor and is subject to change.

- **Airman's Attic.** For more information please call 366-8217.
- **Navy Thrift Store.** For more information please call 564-1885.
- **Andersen AFB (AAFES) and Naval Base Guam (NEX).**
- **Royal Bics,** in Guam Premier Outlets. Free alterations. For more information please call 646-6500.
- **Gino's,** in Agana Shopping Center. For more information please call 477-8945.
- **Paul's Guam Inc.,** in Paul's Plaza Building, 541 South Marine Corps Drive. For more information please call 646-9134 or 649-0408.

VISITORS

All visitors must first sign in at the main office and obtain a Visitor's Pass before visiting the campus. Parents are welcome to visit the school at any time; however, it is recommended that parents first call the school in order to avoid possible class conflicts, special programs, tests, and so forth. Students wishing to bring visitors to school are required to present a written request TWO DAYS BEFORE the visit. This written request must have the approval of the principal and the signature of all the student's teachers before a Visitor's Pass will be given. The principal reserves the right to approve or disapprove any requests.