



DDESS GUAM HIGH SCHOOL
401 Stitt Street / Agana Heights, Guam 96910
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Contract for Sponsors/Parents and Students

Dear Sponsors/Parents and Students:

The 2010-2011 *Guam High School Panthers Parent and Student Handbook*, which covers important expectations, rules, regulations, and procedures that will be implemented and strictly enforced during this school year, is posted on the GHS PantherPoint website. Please take the time to read the handbook and to complete this page, which is required to be turned in to the student's seminar teacher by **Thursday, September 16, 2010.**

"We have read and reviewed the 2010-2011 *Guam High School Panthers Parent and Student Handbook*. We are aware of and understand the expectations, rules, regulations, and procedures that will be implemented and strictly enforced at Guam High School."

Student Name Printed _____

Student Signature _____

Date _____

Sponsor/Parent Signature _____

Date _____

Seminar Teacher Name _____

Grade _____



“HOME OF THE PANTHERS”

PARENT-STUDENT HANDBOOK SY 2010-2011

GHS Websites:

[Guam High School Public Site](http://extranet.guam.pac.dodea.edu/guamhighschool/default.aspx)

<http://extranet.guam.pac.dodea.edu/guamhighschool/default.aspx>

[Guam High School PantherPoint](http://extranet.gmhs.pac.dodea.edu/default.aspx)

<http://extranet.gmhs.pac.dodea.edu/default.aspx>



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ACCREDITATION

Guam High School is fully accredited by the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and AdvancEd.

GHS VISION

Inspiring proactive achievers in a changing world

GHS MISSION

Guam High School provides all students with rigorous academic standards and technology-based learning that foster civic responsibility in a global community.

*The school community adapts to and celebrates its cultural diversity.

*All share responsibility in the mission.

*Students develop integrity, mutual respect, and accountability.

GHS GUIDING PRINCIPLES

Guiding students for life-long learning

High expectations and total accountability

Striving for success

Guam High School is guided by a **Vision** supporting continuous learning and a **Mission** emphasizing quality educational programs for a diverse student body. Three **Guiding Principles** ensure that each student at GHS is successful. Beyond demonstrating a commitment to shape our future adults, the GHS staff provides the students with an active, interesting, and safe environment in which to learn. We believe that all students have the right to develop fully their intellectual, social, emotional, and ethical potentials. Students are encouraged and expected to accept responsibility for their choices and for their future and to participate fully in the educational process.

GHS PHILOSOPHY

The Guam High School Community is committed to striving for student academic achievement through individual and collaborative work; to fostering student self-worth by emphasizing social, emotional, physical, and intellectual needs; and to developing student potential to become productive and valued members of a global society. The staff of Guam High School recognizes the intrinsic worth of every student and the right of each student to develop self-respect, self-understanding, and self-confidence. We believe that our students should have an optimum environment for developing patriotism, citizenship, and intellectual and moral values consistent with our society. We recognize the diverse nature of our society and, with respect to a wide variety of races, cultures, and religious groups; we believe that our students must have the opportunity to develop an understanding of their roles within this complex society. The staff believes that our students should have optimum opportunities to develop competency in the basic skills of reading, writing, and mathematics so that they can openly express original ideas while maintaining their integrity and respect for others. We recognize the values of creative and critical thinking as well as the benefits of independent development. We believe in developing the character qualities and the command of social skills necessary to live a self-fulfilling life that reflects responsible behavior. The staff recognizes the requirements of an ever-changing society and the need for a citizen that is capable of adapting to new and different demands.

**GENERAL SCHOOL INFORMATION
TELEPHONE DIRECTORY**

Main Office	344-7410/7411
Nurse.....	344-7372
Information Center.....	344-7362
Counselors.....	344-7246/7247/7373
Registrar.....	344-7257
Hotline for Tips.....	344-7412

DAILY SCHEDULE

GOLD DAY SCHEDULE

Homeroom.....	0730 - 0745
Period 1.....	0750 - 0910
Period 2.....	0915 - 1035
Period 3 and Lunch.....	1040 - 1235
1st Lunch.....	1040 - 1110
2nd Lunch.....	1120 - 1150
3rd Lunch.....	1200 - 1235
Period 4.....	1240 - 1400

BLUE DAY SCHEDULE

Homeroom.....	0730 - 0745
Seminar.....	0745 - 0910
Period 5.....	0915 - 1035
Period 6 and Lunch.....	1040 - 1235
1st Lunch.....	1040 - 1110
2nd Lunch.....	1120 - 1150
3rd Lunch.....	1200 - 1235
Period 7.....	1240 - 1400

7-PERIOD SCHEDULE

Homeroom.....	0730 - 0740
Period 1.....	0745 - 0825
Period 2.....	0830 - 0910
Period 3.....	0915 - 0955
Period 4.....	1000 - 1035
Period 6 and Lunch.....	1040 - 1235
Period 5.....	1240 - 1315
Period 7.....	1320 - 1400

½ DAY SCHEDULE (GOLD & BLUE)

Homeroom.....	0730 - 0745
Period 1/Seminar.....	0750 - 0825
Period 2/5.....	0830 - 0905
Period 3/6.....	0910 - 0945
Period 4/7.....	0950 - 1030

ACTIVITY SCHEDULE

Homeroom.....	0730 - 0745
Period 5.....	0750 - 0910
Period 7.....	0915 - 1035
Period 6 and Lunch.....	1040 - 1235
1st Lunch.....	1040 - 1110
2nd Lunch.....	1120 - 1150
3rd Lunch.....	1200 - 1235
Seminar/Activity.....	1240 - 1400



DODEA/DDESS GUAM SCHOOLS

SCHOOL YEAR CALENDAR 2010-2011



Wednesday, August 25

Reporting date for non administrative educator personnel for orientation and classroom preparation

FIRST SEMESTER (89 INSTRUCTIONAL DAYS)

Monday, August 30	Begin First Quarter and First Semester
Mon-Fri, Aug 30 – Sept 3	Kindergarten (no school) Home Visits
Mon-Tues, Aug 30 – Sept 7	Prekindergarten (no school) Home Visits
Monday, September 6	Labor Day - Federal Holiday – No School
Tuesday, September 7	Kindergarten 1 st day of Class
Wednesday, September 8	Pre-Kindergarten 1 st day of Class
Friday, September 17	Professional Development –No School
Monday, October 11	Columbus Day - Federal Holiday – No School
Friday, October 22	Professional Development – No School
Thursday, November 4	End of First Quarter (45 days of classroom instruction)
Friday, November 5	Teacher Work Day – No School
Monday, November 8	Begin second quarter
Thursday, November 11	Veterans Day - Federal Holiday – No School
Wed-Fri, November 17, 18, 19	Elementary/Middle School Parent Teacher Conferences (Kn-8) ½ Day of School – No Lunch
Wed-Fri, November 17, 18, 19	Pre-Kn Full-Day Parent Teacher Conferences – No School
Friday, November 19	Guam High School Parent Teacher Conferences – No School
Thursday, November 25	Thanksgiving - Federal Holiday – No School
Friday, November 26	Recess Day – No School
Wednesday, December 15	Accelerated Withdrawal Date (Fall Semester)
Monday, December 20	Begin Winter Recess
Friday, December 24	Christmas December 25 - Federal Holiday– No School
Friday, December 31	New Year's Day January 1 - Federal Holiday– No School
Monday, January 3	Instruction Resumes
Monday, January 17	Martin Luther King, Jr. Day - Federal Holiday– No School
Thursday, January 27	End of 2 nd Quarter and 1 st Semester (44 days of classroom instruction)
Friday, January 28	Teacher Work Day – No School

SECOND SEMESTER (91 INSTRUCTIONAL DAYS)

Monday, January 31 Begin Third Quarter and Second Semester

Monday, February 21	Presidents' Day - Federal Holiday- No School
Thursday, April 7	End of Third Quarter (48 days of classroom instruction)
Friday, April 8	Teacher Work Day – No School
Monday, April 11	Begin Spring Recess – No School (April 11-15)
Monday, April 18	Instruction Resumes - Begin Fourth Quarter
Wednesday, May 18	Accelerated Withdrawal Date (Spring Semester)
Monday, May 30	Memorial Day - Federal Holiday- No School
Thursday, June 16	End of 4th Quarter & 2nd Semester (43 Days of classroom instruction) Last day for students (1/2 day) No Lunch
Friday, June 17	Last day for non-administrative educator personnel Teacher Work Day – No School
School Year 2010-2011:	Instructional Days – 180 Teacher Work Days – 190

SECTION I - GENERAL INFORMATION

Books, Equipment, and On-Campus Property
Supplies
Backpacks/Book bags
Lockers
High Value Items
Field Trips
Lost and Found
Lunch
Parent/Teacher Conferences
School Dances
Telephones/Electronic Devices
Visitors

BOOKS, EQUIPMENT, AND ON-CAMPUS PROPERTY

The school furnishes textbooks to all students, and they may use school equipment as directed. Textbooks and equipment represent a major investment, so students are expected to safeguard them against loss or damage. When a student completes a course or transfers from the school, all books and equipment must be returned to Guam High 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.

SUPPLIES

DoDEA Pacific School Supply Guidelines

Parents are expected to provide the following for their children *as needed*:

All schools:

- Pens and pencils
- Rubber eraser
- Colored pencils
- Glue (sticks, bottled)
- Pocket folders
- Highlighters
- Book bag or backpack
- Spiral notebooks
- Plastic supply box
- Notebook dividers
- Bound composition book
- Gym shoes
- Notebook – 3 – ring binder
- Paints (watercolor)
- Colored markers
- Tissue (1 box, max.)
- Planners
- Paper – loose leaf

Parents are not to be expected to purchase any other items.

- **For High Schools Only:**

- Clipboards
- Scissors
- Protractor
- Compass
- Rulers
- USB Flash/Thumb Drives



BACKPACKS/BOOK BAGS

Backpacks/book bags for safety and security concerns are not permitted to block the aisle in the classrooms. Students must attend to personal backpacks/book bags.

LOCKERS

Lockers are available for students, and they must be kept neat at all times. Students are encouraged to leave backpacks/book bags in their lockers. They have five minutes between classes, which is enough time for them to use their lockers. No decorations are allowed on the inside or the outside of the lockers. Students will be issued combination locks by their seminar teacher. The locks must be returned at the end of the year. If lost, a replacement fee of \$5.00 will be charged. 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.

HIGH VALUE ITEMS

High value items, including large amounts of cash, MP3 players, iPods, and electronic games, should not be brought to 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. Students have lockers and should use them to safeguard their valuables.

FIELD TRIPS

As a standard part of the DODEA and Guam High 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. If a student is unable to attend the field trip, a replacement assignment will be given. If a student is determined by the teachers or administrators to have academic or discipline difficulties, the student will not be allowed to participate in school field trips.

LOST AND FOUND

All lost articles should be turned into the Main Office. On the last day of each month, all articles will be donated to a local charity. Students are responsible for any lost items. ***THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEMS STOLEN OR LOST.***

LUNCH

Guam High School maintains a closed-campus lunch schedule. Students have five minutes from the time they are released from class to arrive in the cafeteria. **STUDENTS WILL REMAIN IN THE CAFETERIA UNTIL THE END OF THEIR LUNCH PERIOD UNLESS THEY SIGN UP TO GO TO THE INFORMATION CENTER OR TO THE RESTROOM.** Any students wishing to leave the lunchroom must have a pass (from teacher, administrator, cafeteria supervisor, etc.) or written permission from an adult supervising the cafeteria. All areas are off-limits during lunch except the cafeteria, designated restroom, and the Information Center. No food or drink, except water, will be allowed outside of the cafeteria.

PARENT-TEACHER CONFERENCES

Parents and teachers have the welfare and development of the students as their first concern. For this reason, it is important for parents and teachers to work together to help each student. Report cards are to be picked up by the parent and student on the designated day for Parent-Teacher Conference at the end of the first marking period. At this, time, open conferences are held. Parents may see those teachers they wish, as well as those teachers who have requested a parent conference. Throughout the school year, parents may schedule conferences, as they feel necessary. Parents should call the school for appointments. Please do not call teachers during class time.

SCHOOL DANCES

Students wishing to bring a guest to school dances at which guests are authorized must obtain a required permission form from the main office for written authorization from their parents and the approval of the administration. This form must be returned to the assistant principal NLT one day before the dance. Administration reserves the right to refuse any guest.

TELEPHONES/ELECTRONIC DEVICES

Students should not be called from their class unless an emergency exists. Students need to be contacted through the Main Office. Students needing to use the telephone during the school day may use the phone on the counter in the Main Office, if they have a pass from their teacher. This telephone is not to be used for social calls. Students are not allowed to use cell phones during class. Parents should not call and/or text message a student at anytime during school hours. Electronic devices such as iPods, etc. are not permissible during the school day. Students who use cell phones/electronic devices during class will have their cell phones/electronic devices confiscated. Cell phones/electronic devices will be secured in the office until a parent picks them up.

VISITORS

Guam High School is pleased to welcome students and the public who are interested in visiting the school. Before anyone who is not affiliated with GHS is allowed to visit the school, he/she must adhere to the following procedure:

- **STUDENT:** A GHS student who wishes to invite a student from the local community who wants to visit the classrooms throughout the day must submit a written request to the principal at least two days prior to the anticipated visit. Teachers must be informed of the student visiting their class.
- **PUBLIC:** Visitors including alumni are welcomed at Guam High School; however, all visitors must sign in at the Main Office and receive a visitor's badge prior to visiting any classroom during the school day. Upon leaving GHS, the visitor will sign out and return the visitor's badge. Administration reserves the right to refuse any visitor.

SECTION II - GUIDANCE

National and System-wide Assessments

Early Graduation

Accelerated Withdrawal

Withdrawal/PCS Procedure

Classification of Students

Report Cards

Grades

Weighted Grades

Cancellation of Grade Point Average Calculation for Grades 7 & 8

Transfer Credit

Graduation Requirements

Dropping and Adding Courses

Grading

Grade Reporting

Homework

NATIONAL AND SYSTEM-WIDE ASSESSMENTS

Several nationally recognized assessments are administered during the school year. Test information will be posted and announced at school by the Guidance Department. These assessments include:

- Advanced Placement Tests (AP)
- American College Testing Program (ACT)
- Armed Services Vocational Aptitude Battery (ASVAB)
- Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT)
- SAT I (Reasoning Test)
- SAT II (Subject Tests)
- TerraNova3 (TN), grades 9-11
- United States History End of Course Exam

EARLY GRADUATION

In order for a student to graduate early, a conference must be scheduled to include the principal, the parents, and the student. At the time of the conference, which is normally at the end of the sophomore year, a letter from the parents and a letter from the student stating the reasons for an early graduation must be given to the administration. Students desiring early graduation must have at least a 2.5 grade point average.

WITHDRAWAL/PCS PROCEDURE

- 1) Students should report to the registrar's office with a set of PCS orders as soon as PCS orders are received.
- 2) On the second-to-last day of attendance, students should report to the Main Office where they will be given a clearance form, which must be completed before they will be cleared from school.
- 3) Students must carry this clearance form with their books and other issued materials and/or uniforms to the last meeting of each of their classes, during which time the teacher will clear the students and give final grades. Students must not take the clearance form to the teacher at other times, except in cases of emergency.
- 4) Clearance from the librarian, nurse, athletic director, cafeteria and the counselor may be accomplished before or after school, between classes, or during the lunch period.

- 5) Students should return all clearance forms to the Main Office at the end of the school day.
- 6) If departing students owe for books or other items, payment in the form of a check or money order payable to U.S. Department of Treasury must be presented to the school before clearance can be completed.
- 7) **Parents may pick up records between 1300 and 1530 in the Main Office no earlier than the day following the student's last day of attendance.**

NOTE: Students PCSing within 20 school days prior to the end of either semester may receive credit if the student has requested and received authorization for early departure and completes the established **Acceleration Plan**.

ACCELERATED WITHDRAWAL PLAN

Students withdrawing from school within twenty school days prior to the end of a semester 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 2010-2011 are December 15, 2010 for the first semester and May 18, 2011 for the second semester**. 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 in the registrar's office. 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 is thirty (30) days prior to the student's last day.
- 3) Notify the teachers and successfully complete the Acceleration Plan **by the due date established by the principal**.

The provision for permitting the early withdrawal of students with full Carnegie credit 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 concerning 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 and receive no credit.

CLASSIFICATION OF STUDENTS

- Grade 9 (Class of 2014): Must have completed 8th grade or have been previously enrolled in 9th grade at a former school. Students who have earned fewer than six credits are classified as 9th graders.
- Grade 10 (Class of 2013): Must have earned a minimum of 6 credits.
- Grade 11 (Class of 2012): Must have earned a minimum of 12 credits.
- Grade 12 (Class of 2011): Must have earned a minimum of 19 credits.

REPORT CARDS

Report cards are issued four times a year. At the end of the first quarter, report cards are presented to the parent and student during conferences with the teachers. For the second, third, and fourth quarters, they are posted on the Guam High School PantherPoint. Fourth quarter/semester reports are also mailed.

GRADES

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), including weighted grades students may have received from DoDEA (DoDDS or DDESS) or other school systems, are calculated according to the following schedule. Guam High School does not issue class rankings.

<u><i>Standard Scale</i></u>	<u><i>Advanced Scale (For AP Classes)</i></u>
A=4	A=5
B= 3	B=4
C= 2	C=3
D= 1	D=2
F= 0	F=0

WEIGHTED GRADES

Beginning with school year 2004-05, DoDEA implemented a practice that does not weight honors classes and does not assign a weighted grade when computing GPA on incoming transcripts from previous schools. Students who took an honors weighted course prior to SY 2004-05 are assigned the point value of the letter grade based on DoDEA's unweighted scale used in calculating the GPA. DoDEA does not change any letter grade on any transcript. AP and second year higher-level IB courses do carry a weighted grade as long as the student has also taken the respective AP or IB exam for that course.

CANCELLATION OF 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.

TRANSFER CREDIT

Transcripts of incoming high school students must indicate successful completion of the units of credit as listed above for grade level placement. If a student transfers during the school year, the grade-to-date upon leaving the former school is averaged with the grade received at this school to determine the grade for that marking period. If, however, a student enrolls at this school with fewer than 20 days left in a marking period, the school may use the transfer grade.

GRADUATION REQUIREMENTS

All students must have a minimum 2.0 cumulative GPA at the end of their senior year to graduate from a DoDEA high school.

Courses <i>(26 Credits Required for graduation)</i>	Credits
English 9, 10, 11, 12 <i>(2 years of ESL may be substituted for 2 years of English)</i>	4
Social Studies <i>(1 credit of U.S. History, 1 credit of either World Regions or World History, ½ credit of U.S. Government required, and ½ elective credit)</i>	3
Mathematics <i>(Algebra I and Geometry are required. The third math credit must have a course code of 400 or above, excluding Lab classes.)</i>	3
Science <i>(Biology and either Chemistry or Physics are required. Physics Applications in the Community and Chemistry Applications meet the credit requirement for</i>	3

<i>graduation.)</i>	
Foreign Language (<i>2 credits of the same foreign language are required.</i>)	2
Professional Technical Studies (<i>½ credit must be in computer technology</i>)	2
Physical Education	1 ½
Fine Arts (<i>Courses used to meet this credit must be related to visual arts, music, drama, dance, humanities.</i>)	1
Health Education	½
<i>Subtotal for required courses</i>	20
Electives	6
Total Credits Required for Graduation	26

DROPPING AND ADDING COURSES

Effective SY 2008-2009, upon request of the parent/sponsor of a student under 18, or for a student who is 18 with notification of the parent/sponsor, a student may drop/add a course. The request, with justification to drop/add, must be submitted in writing to the counselor within 10 days (beginning of year, beginning of semester, or within 10 days of transfer into the school.)

GRADING

As a rule, students are allowed one-day to make up work for each excused day missed. Teachers must change all “incomplete (I)” to a grade no later than **two weeks** after the end of the 9-week grading period or more than 4 weeks after the final grading period. A report card is issued at the end of each nine-week period.

For make-up work:

- Students who return to school after an excused absence will have one day for make-up work for each day of absence.
- It is the responsibility of the student to contact each teacher in order to arrange for make-up assignments, tests, etc.
- As part of the classroom management procedures, teachers should inform students of their responsibilities regarding make-up work and the school/classroom policy.
- Students who are absent as a result of school-sponsored activities will be expected to be prepared to function fully in all class activities on the day of return. This preparedness includes taking a scheduled test.

Student progress is reported to parents by several means:

- Progress Reports are issued every mid-quarter.
- A phone call is made to the parents of students who are in danger of receiving any D’s or F’s on their Progress Reports and an email message is sent.
- Teachers are expected to enter one grade per week into the standardized online grade book. Currently, the DoDEA online grade book is *Grade Speed*.
- Parents can access PantherPoint for daily updates on students’ grades.
- Teachers are encouraged to use any additional means of informing the parents about their child’s academic progress.

GRADE REPORTING

Any student who has been enrolled fewer than twenty days and who has no transfer grade at grading time should receive an “N” for “no grade.” Quarter and semester grades are expressed in letter grades:

<u>Grade</u>	=	<u>Value</u>
• A	=	90 – 100 (superior)
• B	=	80 – 89 (above average)

- C = 70 – 79 (average)
- D = 60 – 69 (below average – passing due to effort)
- F = 0 – 59 (no credit)
- I = (Incomplete)
- N = (No grade)
- P = (Passing in a pass or fail class)

HOMEWORK

At Guam High School, we believe that homework is an important part of the educational process. Homework is a necessary adjunct to school life and teachers must plan to assign academically challenging homework, which is an extension of the classroom instruction. Teachers are expected to assign homework on a regular basis in accordance with the needs and abilities of individual students and in support of the instructional objectives of the particular curricular area. Please contact the teacher if problems occur. All teachers can be reached via e-mail (firstname.lastname@pac.dodea.edu).

SECTION III - HEALTH AND SAFETY

School Cancellation and Unscheduled Dismissal
 Child Abuse/Neglect
 Project Child Find
 Health Services
 Illness and School Nurse
 Medication Guidelines
 Immunization Guidelines
 School Illness/Emergencies
 Re-admittance Criteria

SCHOOL CANCELLATION AND UNSCHEDULED DISMISSAL

The base installation commander, in coordination with the district superintendent, has the authority to close school, as necessary, in emergency conditions, or when facility deficiencies or inclement weather endangers the health and safety of students and school personnel. School staff members are responsible for students who are on school grounds or in alternative facilities until the emergency is over or students are sent home. Incidents that may require delayed opening or early closure of a school are generally classified as “urgent safety or security” problems such as severe weather, loss of AC, or civil disturbances, or classified as “emergencies” such as fire, bomb threats, or military actions.

CHILD ABUSE/NEGLECT

DoDEA Regulation 2050.9 states that a DDESS Guam employee shall promptly report any suspected child abuse or neglect to the local installation Family Advocacy Program (FAP) officer and to his/her immediate supervisor. The obligation to make such reports is an official and professional responsibility of each employee.

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.

HEALTH SERVICES

Illness and School Nurse

If your child is not well in the morning, please keep him/her at home and contact the school office regarding the absence. The school nurse, who is available during the day, takes care of minor injuries and will notify parents when students become ill or may need medical attention. If your child is ill, you need to arrange to pick your child up from school. We cannot allow sick children to ride the bus home.

Medication Guidelines

As a rule, the school nurse does not administer medication. However, with written parental permission and the physician's orders, the school nurse may give prescription medication. If it is 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, the sponsor/parent must provide a supply of the medication in the original container; the label must be legible to confirm dosing. 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. A parent/guardian must bring the above information AND medicine to the school nurse. **STUDENTS ARE NOT ALLOWED TO BRING IN THE MEDICINE.** Students are also not allowed to carry medicine with them while in school unless it is specifically prescribed to do so by their physician. No over-the-counter medications can be given by the school nurse, nor are students allowed to have over-the-counter medications in their possession. For further information regarding the Guam High School Medication Policy, please contact the Health Office at 344-7372.

Immunization Guidelines

According to DoDEA Instruction 6205.1, a student may not be enrolled in a DoDEA school longer than 10 days without valid proof of immunization. After the 10-day grace period expires, the student may be disenrolled for failure to meet DoDEA immunization requirements. 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 the record of immunizations into the GHS Health Office where the school nurse will copy it for the student's health record file.

An abbreviated list of required immunizations for high school students is as follows:

- Measles, Mumps, Rubella
- Annual TB/PPD Test
- Annual Letter of Clearance of TB reactors
- (Varicella) Chicken Pox vaccinations or a reliable date of the disease
- Two Hepatitis A vaccinations
- Three Hepatitis B vaccinations (or proof that the series has been started)
- Meningococcal Conjugate Vaccine
- Tetanus and Diphtheria Toxoids and Acellular Pertussis Vaccine (TDAP-adolescent preparation)
- Recommended Tetanus Booster required every 10 years after the last dose of DTaP

All required DoDEA immunizations are noted on the main DoDEA and Guam High School web sites:

[Department of Defense Education Activity Immunization Requirements](http://www.dodea.edu/instruction/support/pps/doc/immunization_final-08jun200612.pdf)

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

[Guam High School Public Site](http://extranet.guam.pac.dodea.edu/guamhighschool/default.aspx)

<http://extranet.guam.pac.dodea.edu/guamhighschool/default.aspx>

School Illness/Emergencies

If a student becomes ill or incurs an injury at school, he/she should request from his/her teacher permission to see the school nurse, who will decide the appropriate action. The student's hall pass should reflect the date and time released from class to the school health office. Students, who are ill, may not leave the school building without authorization. Illnesses not reported to the school nurse may not be considered an excused absence. If the school nurse is not in, students are to report to the main office. If it is determined that the student should go home, a phone call to the parent will be made from the nurse's office or the main office.

Re-admittance Criteria

The following guidelines are required for the student to return to school after an illness:

- Fever-free for 24 hours after school exclusion for temperature 100°F or greater
- No significant nausea, vomiting, or diarrhea for 24 hours
- (Varicella) Chicken Pox lesions crusted and dry, at least 5-7 days from onset
- Lice treatment initiated
- Impetigo lesions covered and under care of medical provider
- Conjunctivitis, signs of infection have cleared
- Ringworm covered, under care of medical provider
- Scabies, 8 hours after first prescribed treatment

SECTION IV - ATTENDANCE AND DISCIPLINE

Absences

Unexcused Tardiness

Actions for Unexcused Tardiness

Discipline

Areas Designated Off Limits to Students

Behavior Expectations for Students

Discipline Procedures Policy

Students' Rights and Responsibilities

Detention

Suspension

Expulsion

Appeals Process

 Appeals

 Formal Hearing

Consequences of Conduct Violations and Penalties

Public Display of Affection

DDESS-Guam Uniform Policy

Actions for Dress Code Violations

Weapons at School/Items Inappropriate at School

ABSENCES

Any student absent from school will not be allowed to attend or participate in any extra-curricular activity sponsored by the school during that same day. For example, a student must arrive by lunchtime to participate in an after school activity. Additionally, a student should arrive in the morning for an extracurricular activity that will take place during the day.

- **EXCUSED:** A note must be brought to the Main Office upon return to school. If a student returns to school, without a note, the absence will be considered, unexcused. An excused admit-slip (blue) will be

issued if a note is brought into the Main Office. Failure to bring in a note will result in the absence being carried as an UNEXCUSED absence.

- **UNEXCUSED:** Any student who is absent from school without the permission of his/her parents/sponsor or school authority is truant. School personnel will seek cooperation from parents/sponsor and assist them in correcting and preventing truancy. Makeup work is not allowed for unexcused absences. (See Table of Consequences posted on the PantherPoint for attendance violations).
- **ADVANCE:** Parents/sponsor should come to the school or provide documentation to arrange for extended advanced absences of their student(s). The Main Office will provide a Request for Excused Absence form to the student, which the parent must sign. The student must then have the form signed by each of his/her teachers. It is the student’s responsibility to obtain information about the make up work missed.

UNEXCUSED TARDINESS

An unexcused tardiness occurs when a student is not in class and ready to learn when it is time for the class to start. Students must be in class on time, seated, and ready to work. Students who are tardy first period and have a written excuse will report to the Main Office where they will sign in and be given an admit slip to class. The School Administration determines if tardiness is excused or unexcused. A student arriving late to class without an admit slip is unexcused. Tardiness is cumulative in all classes throughout the quarter. Both excused and unexcused tardiness is recorded. However, discipline consequences only apply for unexcused tardiness. Teachers will warn a student the first two times he/she is tardy. The administration will notify the parents on the third unexcused tardiness. The fourth unexcused tardiness will result in after-school detention. The chart below shows the consequences for the fifth through ninth unexcused tardiness. Students arriving on a late bus will be given an admit slip and will be excused. Students doing business with a faculty member will be given an admit slip to class and will be excused.

ACTIONS FOR UNEXCUSED TARDINESS

1st Unexcused Tardy	Teacher Warning #1
2nd Unexcused Tardy	Teacher Warning #2
3rd Unexcused Tardy	Parent Communication
4th Unexcused Tardy	1-Day Detention
5th Unexcused Tardy	2-Day Detention
6th Unexcused Tardy	1-Day Suspension
7th Unexcused Tardy	2-Day Suspension
8th Unexcused Tardy	3-Day Suspension
9th Unexcused Tardy	5-Day Suspension/Expulsion Hearing*

***After 10 days of suspension, the student will be referred to the Disciplinary Committee for expulsion proceedings.**

DISCIPLINE

The staff of Guam High School encourages students to grow in self-control, to develop a sense of regard for fellow students, and to take pride in their school and community. One of the goals of education is self-discipline, so parents, teachers, and administrators work with students to establish guidelines for acceptable behavior.

In order to guarantee the rights of all students, parents and students are required to know the expectations and share the responsibility for the maintenance of a healthy educational environment. Appropriate action will be taken by the school administration, in consultation with the parents, community resources, and military authorities, when inappropriate behavior of a student continues to disrupt the educational program. Recommendation for persistent violations may be expulsion from the school. *In all cases, the administration reserves the right to determine the severity of consequences.*

AREAS DESIGNATED AS OFF LIMITS

Student Parking Areas: Students authorized to drive to school must register with administration and must park in the designated parking areas. Loitering in any parking area before, after or during school hours is strictly forbidden. Students who do not drive to school may not go to parking areas for any reason at any time, including upon arrival at school, prior to start of classes.

Storage Containers near the Football Field: Storage containers are off limits to all students at all times unless accompanied by a school staff member.

All Other Outside Areas: Outside areas include entryways, sidewalks around the school, sports facilities, when not accompanied by a school staff member. Students who are on assignment from a teacher may move throughout school grounds, at the direction of the responsible teacher, provided coordination with the administrative office has first taken place. Students that are dropped at school may wait in the front entryway until the door has been opened.

Elevator: The elevator will only be used by students with a permanent or temporary disability that prevents use of the stairs.

Stage Area: No student shall be on the stage at anytime unless under the direct supervision of a school staff member. This includes sitting on the stage during lunch periods.

Cafeteria: Students may only enter the cafeteria during their designated lunch period and at other times when under the supervision of a school staff member.

Administrative/Business Offices: These are off limits to students unless directed to enter by office personnel.

Unsupervised Locations: All classrooms, storage rooms, mechanical rooms, band room, and all other utility rooms throughout the school are Off Limit when not part of a supervised class or instructional activity.

All Areas That Are Not Part of the School Campus: Locations such as the mini-mart, base fitness center, housing, pool, etc. are strictly off limits. Students participating in a CWE course may leave the campus to go directly and return directly to/from their assigned activity.

BEHAVIOR EXPECTATIONS FOR STUDENTS

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.

DISCIPLINE PROCEDURES - POLICY

All students are expected to abide by the classroom management plan of each of their teachers. Plans are designed to encourage appropriate behavior and to involve parents in the discipline process for routine disciplinary matters. When preventive measures by the teacher have been unsuccessful and inappropriate behavior persists, teachers will refer the student to the assistant principal for appropriate administrative action. Sponsors will be provided with copies of all suspensions from school. Teachers must first, warn the student of

inappropriate behavior and second, conduct a parent conference concerning continued misbehavior before sending a student to the office with an Office Referral, unless the behavior endangers other students.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students have the privilege to attend school and to learn. It is their right to expect respect from other students and school employees at school, on the bus, or at school activities. 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 GHS 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.

AFTER-SCHOOL DETENTION

Detention may be assigned by the administration on an as-needed basis. Sponsors will be notified at least one day before detention that detention is to be served stating the date of the detention and the reason. While on detention, the student must (1) remain seated unless given permission to move, (2) remain silent and work the entire time. 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, tardy to detention or otherwise disruptive may be subject to further disciplinary action. After-school detention begins at 2:10 and ends at 4:20.

SUSPENSION

Two Types of Suspension: In-School Suspension and Out-of-School 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.

IN-SCHOOL SUSPENSION (ISS): Students serving ISS will be able to continue schoolwork without the freedom or socializing of a normal school day. The students will bring all of their books, paper, pens, and pencils, as well as a book to read if they complete their assignments early. Students will report to the Main Office at 7:30 a.m. Failure to report on time with the appropriate materials to work on will result in an OUT-OF-SCHOOL SUSPENSION. Further, students are recommended to bring their lunch; they will not be allowed to go to the lunchroom to purchase food, nor will they be allowed to have food brought to them by other students. A staff member will do this if it is necessary. Only parents will be allowed to deliver a lunch to an ISS student. If a student assigned an IN-SCHOOL SUSPENSION does not work or violates the expectations of the ISS, his/her parents will be called to pick up the student and an OUT-OF-SCHOOL SUSPENSION will be assigned for the next day. Students will be dismissed from ISS at 2:00 p.m.

OUT-OF-SCHOOL SUSPENSION: Students serving out-of-school 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. Students may also check their

teachers' PantherPoint sites for assignments. 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 arranging with his/her teacher(s) to make up the tests.

While on suspension, students may not participate in or attend any school activity, nor will they be allowed on school grounds until they have been reinstated by administration. This includes any weekend activity such as sports events, dances, etc. Students will not be permitted to go to another school where activities with the student's school are being conducted while the student is on suspension.

A formal Discipline Committee Hearing must be held in the event that a student is suspended for more than ten days (cumulative or continuous) in one school year.

EXPULSION

In cases where suspension of a student is frequent and is not successful in changing his/her unacceptable behavior, a formal hearing with a statement of charges may be held. If a student is suspended for more than 10 cumulative or consecutive days, an expulsion hearing will be held. Parents will be notified when an expulsion hearing is scheduled.

If expulsion is proposed, 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*.

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.

APPEALS PROCESS

Appeals: If the disciplinary action does not require removal of the student from school, the appeal is resolved through a conference between the parent/sponsor/guardian and the teacher or principal. If suspension is imposed, 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. A copy of the letter of appeal is to be sent to the principal, as well. 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. No further appeal is authorized.
- 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 the student's parent/sponsor/guardian to disregard the prior notice of removal and to remove and destroy such prior notices.

Formal Hearing: If the disciplinary action is expulsion or suspension of more than 10 days (consecutive or cumulative), a formal hearing is required. After the hearing, the district superintendent will notify the student and his/her parent or guardian in writing of the findings of fact and the disciplinary action to be taken. The Area Director is the appellate authority. The appeal must be made within 5 school 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.)

CONSEQUENCES OF CONDUCT VIOLATIONS 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 an immediate penalty based on the nature of the incident. The principal and/or teacher, consistent with the powers and authority delegated to them by Guam High School, have the authority to take additional administrative action or modify administrative action if, in their opinion, it is warranted by the nature of the misconduct. Students who do not meet the behavior expectations of Guam High School are subject to disciplinary action.

DISPLAY OF AFFECTION

Holding hands is a public display of affection acceptable at GHS. The only other acceptable display of affection is a kiss on the cheek or a slight hug, which are customary greetings here on Guam.

DDESS-GUAM UNIFORM POLICY

Items listed below are the authorized uniform components for students 9th through 12th grade. It is not necessary to purchase all of the components. Parents/students may choose to purchase any optional uniform items they desire.



Students are expected to wear the **DDESS-Guam Uniform DAILY on campus during school hours and on the school bus** with these exceptions: 1. Sport uniform jerseys may be worn the day of a game by current team members. Out-of-season jerseys, etc. are NOT allowed. 2. *Got Character* shirts may be worn the second and last Friday of each month by students who have earned them. 3. When the Administration announces a *Dress-Down Day* 'appropriate' shirts (no tank-tops, etc.) that do not promote alcohol or drugs and pants, skirts, or shorts of appropriate length (no shorter than 3 inches above the knees), may be worn.

PE uniforms and PT shirts are to be worn ONLY during PE and ROTC.

Far East clothing, prom shirts, class apparel, etc. are not part of the **DDESS-Guam Uniform**. These may be worn ONLY on an official Dress-Down Day. **Parents choosing to purchase any of these items understand the items are NOT to be worn during the school day unless authorized.**

No cap, hat, bandanna, or other headgear is allowed to be worn in the building. Sunglasses will not be worn in the building, as well. Chains, even those attached to wallets, are not allowed. Pants must be worn at the waist; no sagging will be allowed. Skirts and shorts can be no shorter than 3" above the knee. Tight and/or revealing clothing is strictly prohibited.

ALL ITEMS MUST BE FREE OF EMBLEMS, DESIGNS, & NAME BRAND LOGOS!

Girls & Boys TOPS

Uniform TOPS will be either **NAVY BLUE** or **WHITE**.

Button-down, collar, tailored blouse with $\frac{3}{4}$ sleeves (girls); and button-down collar shirt with short sleeves (boys) may be worn.



Polo style shirts without logos and patches for boys and girls may be worn.

Undershirts can be worn but must be either **solid NAVY BLUE OR WHITE**. Undershirts **may not extend** beneath the bottom or outside the sleeves of the shirts.



Girls & Boys BOTTOMS

Uniform BOTTOMS will be BEIGE-COLORED KHAKI

Capri pants & skirts (girls); Skorts with full wrap-around skirts or flap (girls); Long pants & Bermuda shorts (boys & girls); Cargo style shorts (boys); length should be approximately 3 inches from the middle of the knee

Beige-colored khaki jeans and stretch-pants are not allowed.

SWEATER, HOODIE & JACKET: Optional Items

Uniform sweaters & jackets are NAVY BLUE. The sweatshirt/hoodie with kangaroo pockets is GRAY. These items are optional and may be worn with

or without official patch.

The uniform patch is a representation of the Island of Guam and may only be on the jacket, sweater, and sweatshirt (hoodie). There will be no patch on the shirts.

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** is open Mon. and Wed. from 9 a.m. to 1 p.m. Also, open the first Fri. of the month. For more information, please call 366-6247.
- **Navy Thrift Store** is open Mon. and Fri. from 9 a.m. to 1 p.m. Wed. 12-5 and also open the first Sat. of the month. For more information, please call 564-1885.
- **Andersen AFB (AAFES) and Naval Base Guam (NEX).**
- **Royal Bic’s**, in Guam Premier Outlets. They provide 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.



ACTIONS FOR DRESS CODE VIOLATION

(For Cumulative Violations during the School Year.)

1st Violation	2-Days Detention
2nd Violation	1-Day ISS. Notify sponsor/parent/guardian. Parent conference.
3rd Violation	2-Day Suspension. Notify sponsor/parent/guardian.

WEAPONS AT SCHOOL/ITEMS INAPPROPRIATE AT SCHOOL

Possession or use of a weapon, on the person, on school property, or at any school-sponsored activity, by any student, will result in immediate suspension, notification of local military commands and security police, and initiation of expulsion procedures. The school staff, students, parents and community members should know that appropriate disciplinary action would be taken against any violators. Guam High School is in support of the district policy on “Zero Tolerance for Weapons.” This policy states: It is essential that our schools and buses be free of weapons. To this end, a policy of Zero Tolerance for Weapons (ZTW) is in place. This means that students are not allowed to possess the following at school:

- **Weapons that could frighten or jeopardize the safety of individuals**
- **Objects that resemble weapons (replicas)**
- **Other objects not resembling weapons, but that could be used as weapons**

SECTION V - STUDENT ACTIVITIES/SPORTS

After-School Activities
Student Activities
Far East Activities

AFTER-SCHOOL ACTIVITIES

There is a variety of after-school activities at Guam High School. They range from sports, clubs, tutoring, and detention. Only students involved in after-school activities may stay after school. They must be within the line of sight of a sponsor (coach or teacher) at all times. Students staying after school without a (coach or teacher) are not authorized. Students staying after school without a sponsor face disciplinary action. All students must ride the activity bus home or secure other authorized transportation. Parents must pick up students NLT 4:30 pm as the main office closes at that time. Students may not remain on campus after 4:30 awaiting transportation. It is the responsibility of parents and students to coordinate correct pick-up times.

STUDENT ACTIVITIES

All students are encouraged to be actively involved in extra-curricular and co-curricular activities. The following activities and clubs may be offered this year: cross country, football, volleyball, cheerleading, baseball, soccer, basketball, wrestling, tennis, golf, paddling, track and field, drama, Color Guard, Rifle and Drill Teams, instrumental music, choir, Model United Nations, National Honor Society, Junior Science Humanities Symposium, MADD (music, arts, dance, and drama), journalism, Student Council, and yearbook. Additional clubs and organizations may also be available if funding and sponsors are obtainable.

All students representing Guam High School in all extra-curricular activities, including clubs, athletics and Far East (DDESS/IAAG) will follow the school-wide guidelines below:

- Initial eligibility for each season will be determined by a review of the previous quarter report card. A student will be ineligible if he/she has an “F” grade or less than a 2.0 grade point average for that quarter.
- Students enrolled in the first quarter of the 9th grade will automatically be eligible for first quarter sports.
- Students will retain eligibility based on a weekly grade check.
- If a student has more than one F in his/her classes during the weekly grade check, the student will be put on one-week probation.
- While on probation, the student may attend practice at the coach’s discretion, but may not participate in competitions or fundraisers. The student will be declared ineligible and may be removed from the club or team at the coaches’ discretion if the probation extends beyond three consecutive weeks.

- “Ineligible” means no involvement (participation, practice, traveling with the team, club or group, etc.). The student will not be allowed to try out for extra-curricular activities until the next report card is issued and eligibility can again be determined.
- If a student is absent on the day of an extra-curricular activity, the student will not participate in that activity on that day or on a weekend day if the absence is on a Friday.
- To be eligible for athletic competition throughout the entire school year, a student must not reach his/her nineteenth birthday prior to the first day of the August of the new school year.
- A current sports physical exam, parent permission form, and notarized Medical Power of Attorney are required for those participating in athletics (including team managers). No practice or participation is allowed until these forms are on record for with the athletic director. Additionally, copies of the current sports physical exam and parent permission form should be on record with the school nurse.
- Once competitions have begun, an athlete is not allowed to quit one sport within a season and move into another sport the same season.
- Total abstention from alcohol, tobacco, and drug use will be strictly enforced. If a student involved in any extra-curricular activity is caught using any of these during the season, he/she will be dropped from the team, will forfeit the right to letter in the sport or activity, and will be subject to disciplinary action according to the Parent-Student Handbook.
- If an athlete is suspended from school for any reason, he/she will be ineligible to participate in sports for the remainder of the season and/or for the year depending on the infraction.

FAR EAST ACTIVITIES

Far East activities provide students the opportunity to represent Guam High School in an international setting. Students serve as ambassadors for Guam High School, the military, the United States, and the island of Guam. Students must project the exemplary behavior that Guam High School expects in such participation.

To be considered for participation, students must be in good standing both academically and behaviorally. They must meet eligibility requirements for Far East events set forth in this manual under the category **Student Activities**, as well as receive clearance from their teachers indicating adequate academic progress. Students must follow the Code of Conduct for Far East activities or risk immediate removal from the activity and revocation of any future Far East participation.

Note: Fees are involved in Far East Activities.

SECTION VI - TRANSPORTATION

Student Drivers
 Bus Transportation
 Bus Passes
 Bus Discipline
 Items Prohibited on Buses
 Student Safety on the Bus (Reference Guam District Transportation Manual)
 Specific Bus Safety Conduct Reminders

STUDENT DRIVERS

Students may only park in the area designated for student parking. In order for a student to drive and park in the Guam High School parking lot, he/she must fill out a parking permit application and have it signed by the sponsor. The application must be submitted to the main office along with a copy of current vehicle registration, insurance, and driver's license. Student drivers are not allowed to transport other students without letters on file

from both the drivers and passengers' parents. Once the complete application package receives approval from the administration, the student will obtain a parking sticker and must secure the sticker to the vehicle windshield. Student parking spaces are limited; priority will be given to seniors during the first week of school. Students transporting unauthorized passengers face disciplinary action.

BUS TRANSPORTATION

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. Riding school buses 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 handled through the school office. School administrators may exercise discipline in addition to suspension or revocation of riding privileges when appropriate. The time students spend going to and from school is an extension of their school day. School buses are an extension of the school campus. 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.)

BUS PASSES

Students riding to the school on a bus must have completed required paperwork required by Student Transportation, which has two offices, one at Andersen Elementary School and the other at McCool Elementary and Middle School. The Student Transportation Office will assign a "Bus Pass" to the student riders. This pass will be required to enter any DoDEA Guam bus designated for transportation of Guam High School students to and from school. The pass will also be necessary to admit the students into class if their bus is late to the school. **It is very important for the students to acquire a "Bus Pass" and have it in their possession at all times while they are at school or school activities where transportation might be required.** The students will be required to show the "Bus Pass" each time they board the bus. Students will be denied access to the bus if they do not have the pass. Students are only authorized to ride their assigned bus. **Alternate bus riding is not authorized.**

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 for a rule violation is consistent with the misbehavior of the student. Bus discipline penalties and infractions may be found in **Appendix A.**

ITEMS PROHIBITED ON 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.** See Table of Consequences posted on the PantherPoint.

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.

In addition to the Student Busing Regulations, students will be expected to follow the rules governing student behavior for Guam High School, which are in the Table of Consequences posted on the PantherPoint.

APPENDIX A
CONSEQUENCES FOR BUS INFRACTIONS

School Bus Infractions and Recommended Consequences Reference DoDEA Manual 205 1.1, "Disciplinary Rules and Procedures"		BUS RIDING PRIVILEGES SUSPENDED FOR:				
		WARNING	5 SCHOOL DAYS	20 SCHOOL DAYS	30 SCHOOL DAYS	REMAINDER OF YEAR
1 UNSAFE BEHAVIOR						
a	Fighting, pushing, shoving, tripping, or similar behaviors	1	2		3	4
b	Use or possession of unacceptable items. (The school bus is an extension of the school/campus.)	1	2	3		4
c	Failure to have bus pass in possession	1	2	3		4
d	Pushing while boarding or leaving the bus	1	2	3		4
e	Getting on or off bus while bus is in motion		1		2	3
f	Not properly seated	1	2	3	4	5
g	Making excessive noise or playing electronic equipment without using earphones	1	2	3	4	5
h	Putting objects out of bus windows or hanging out of window		1		2	3
i	Engaging in horseplay	1	2	3	4	5
j	Obstructing aisles, steps or seats	1	2	3	4	5
2 INAPPROPRIATE BEHAVIOR						
a	Failure to remain properly clothed	1	2		3	4
b	Public displays of affection	1	2			
c	Eating, drinking, or littering on bus	1	2		3	4
d	Using abusive/ profane language and/ or gestures	1	2		3	4
e	Spitting		1	2	3	4
f	Harassing or interfering with other students	1	2		3	4
g	Failure to comply with bus driver's or monitor's instruction	1	2	3	4	5
h	Disrespect, distraction, or interference with driver	1	2	3	4	5

3 DESTRUCTIVE BEHAVIOR						
a	Damaging private property (requires payment of damages)		1		2	3
b	Sitting in driver's seat or tampering with bus controls		1			2
c	Opening or trying to open bus door		1			2
d	Throwing or shooting objects inside or out of the bus	1	2	3	4	5
4 PROHIBITED BEHAVIOR						
a	Tampering with bus controls or emergency equipment			1		2

1. All rule infractions are cumulative. A series of minor infractions may result in serious consequences.
2. All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions, or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct instance.
3. Older students are expected to behave more maturely and thoughtfully than younger students; therefore, they will be held more responsible for the consequences of their conduct.
4. Possession of weapons or prohibited items, as described by this regulation (DoDEA Reg. 2051.1) or other military regulations, controlled substances, alcohol, or other serious incidents will be reported on Form 4795 and may result in removal or expulsion from school in addition to the loss of bus privileges.

APPENDIX B

DODEA GUAM SECONDARY SCHOOLS TABLE OF CONSEQUENCES

Middle School (6-8) and High School (9-12)

SY 2010-2011

ACTION/BEHAVIOR	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Alcohol: possessing, using, distributing, or the attempted possession; use or distribution of alcoholic beverages.	5-Day Suspension, Informal Conference, Counseling Referral, Notification of Military Police. Notify sponsor/parent/guardian.	6-Day Suspension, Formal Expulsion Hearing, Notification of Military Police, Notify sponsor/parent/guardian.	-----
Assault (Physical) of a Staff Member	11-Day Suspension, Formal Expulsion Hearing, Notification of Military Police, Notify sponsor/parent/guardian. Refer for anger management.	-----	-----
Assault (Physical) of a Student, Inflicting Serious Harm to Others	11-Day Suspension, Formal Expulsion Hearing, Notification of Military Police, Notify sponsor/parent/guardian. Refer for anger management.	-----	-----
Assault, Sexual (To include groping, fondling).	11-Day Suspension, Formal Expulsion Hearing, Notification of Military Police. Notify sponsor/parent/guardian.	-----	-----
Bombs: Engaging in or attempting to engage in, acts of arson, making a threat to bomb, burn or destroy in any manner a school building or school property, or intentionally making a false report of a bomb threat or fire (e.g. making a terrorist or bomb threat, pulling a fire alarm, including explosive material, hoax explosive device, chemical bomb, poison gas, grenade, rocket or other incendiary device, etc.).	11-Day Suspension, Formal Expulsion Hearing, Notification of Military Police, Notify sponsor/parent/guardian.	-----	-----
Bullying (including cyber bullying) another, or a group (e.g., engaging in physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: jokes, comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person).	11-Day Suspension, Formal Expulsion Hearing, Notification of Military Police, Notify sponsor/parent/guardian.		
Bus Behavior Infractions (See Consequences for Bus Infractions)	-----	-----	-----
Cheating (To include copying papers (i.e. forging), copying test/quiz answers, talking during tests/exams, sharing test questions and answers, etc.) and plagiarizing the work of others.	2-Day Detention, Teacher gives No Credit on assignment. Notify sponsor/parent/guardian.)	1-Day ISS, Teacher gives No Credit on assignment. Notify sponsor/parent/guardian.)	1-Day Suspension, Teacher gives No Credit on assignment. Notify sponsor/parent/guardian.)

ACTION/BEHAVIOR	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Computer-Misuse – (Personal email/ entry into chat rooms/ giving out password or using another person’s password downloading materials without permission, etc). See previous description.	2-Day Detention, Administration notifies IT for 3 day Loss of Technology Privileges See previous.	1-Day ISS, Administration notifies IT for 5 days Loss of Technology Privileges. See previous.	3-Day Suspension, Administration notifies IT for 10 days Loss of Technology Privileges. See previous.
Discrimination, (negative behavior, comments, jokes, or slurs related to race, national origin, sexual orientation, gender, religion disability, personal characteristics, or associates of targeted person, etc).	2-Day Suspension, Counseling Referral	3-Day Suspension, Counseling Referral	6-Day Suspension, Expulsion Hearing
Disrespect to an adult in authority.	2-Day Detention	1-Day Suspension, In- House Counseling Referral for Behavior Management	2-Day Suspension, In-House Counseling Referral for Behavior Management
Disruptive Behavior in Classroom/Hallways/Campus.	Teacher Counseling	2-Day Detention	1-Day In School Suspension (ISS)
Dress Code Violations.	2-Day Detention, Parent is notified, dress is corrected	1-day ISS, notify sponsor/parent/guardian.) Parent Conference	2-Day Suspension notify sponsor/parent/guardian.)
Drugs/ Possession/ Sale/ Paraphernalia/ Suspicion of Use (to include illegal drugs or any abuse or misuse of legal substances such as nonprescription drugs, medicine prescribed for another person, sniffing glue, inhalants, etc.)	1-5 Day Suspension, Notification of Military Police, Notify sponsor/parent/guardian.	6-10 Day Suspension, Formal Expulsion Hearing, Notification of Military Police, Notify sponsor/parent/guardian.	-----
Eating/Drinking in Unauthorized Locations	2-Day Detention Notify sponsor/parent/guardian.)	1-Day In School Suspension (ISS) Notify sponsor/parent/guardian.)	1-Day Suspension Notify sponsor/parent/guardian.)
Extortion	3- Day Suspension, notify sponsor/parent/guardian.) Restitution	3-Day Suspension, notify sponsor/parent/guardian.) Restitution	5-Day Suspension, Formal Expulsion Hearing, Notification of Military Police, Notify sponsor/parent/guardian.
False Fire Alarm, making a false bomb or terrorist threat or pulling a fire alarm.	11- Day Suspension, Formal Expulsion Hearing, Notification of Military Police, Notify sponsor/parent/guardian.		-----
Fighting (mutual combat) or otherwise engaging in conduct that endangers the well-being of a student or others).	3-Day Suspension, Counseling, notify sponsor/parent/guardian.)	5-Day Suspension, notify sponsor/parent/guardian.)	7-Day Suspension Formal Expulsion Hearing, Notification of Military Police, Notify sponsor/parent/guardian.
Fights, Contributing to/ Spreading Rumors/Watching a Fight, etc	1-Day Suspension	2-Day Suspension Counseling Referral	3-Day Suspension
Forgery of Signatures or Initials	1-Day Suspension Counseling Referral	2-Day Suspension Counseling Referral	3-Day Suspension Counseling Referral
Gambling (in any form)	2-Day Detention Notify sponsor/parent/guardian.)	1-Day Suspension Notify sponsor/parent/guardian.)	2-Day Suspension Notify sponsor/parent/guardian.)
Gang Behavior (hand signals, symbols, colors, language, any color bandanna, etc.).	5-Day Suspension, Administration notifies Command and Military Police, notify sponsor/parent/guardian.)	6-Day Suspension, Formal Expulsion Hearing, Notification of Military Police, Notify sponsor/parent/guardian.	-----
Gum Chewing	Warning	1 Day Detention	2 Day Detention
Harassment/Peer Abuse (Ex: bullying, repetitive teasing, pinching, biting, insults, cornering, blocking, taunting, libel or slander, email bullying or harassment, etc)	3-Day Suspension, Counseling Referral	5-Day Suspension, Counseling Referral	7-Day Suspension, Formal Expulsion Hearing, Notify sponsor/parent/guardian.

ACTION/BEHAVIOR	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Unauthorized Passengers/Reckless Driving at/near GHS Campus, etc.	Loss of parking privileges for 5 days	Loss of parking privileges for 10 days	Loss of parking privileges for 20 days, notification of Military Police
Insubordination, Flagrant / Vulgarity Toward Staff Member(s) (Ex: failure to comply with staff's directive, use of vulgar language toward staff member, etc)	3- Day Suspension. Notify sponsor/parent/guardian.	5-Day Suspension. Notify sponsor/parent/guardian.	7-Day Suspension, Formal Expulsion Hearing, Notify sponsor/parent/guardian.
Lying	2-Day Detention. Notify sponsor/parent/guardian.	1-Day Suspension Parent-Teacher Conference	2-Day Suspension. Notify sponsor/parent/guardian.
Littering on Campus, etc	2-Day Detention Clean Up	1-Day ISS Clean Up	1-Day Suspension, Clean Up
Nuisance Items: (toys, walkman, CD player, PSP, i-Pod, MP3 player, Pager, Phones, DVD player, etc.) Students may have in book bag, but NOT for use during school day. Cell phones must be turned off during the day. Students must use telephone in the office.	2-Day Detention, Confiscate, Notify sponsor/parent/guardian. Parent picks up item.	1-Day ISS, Confiscate, Notify sponsor/parent/guardian. Parent picks up item.	1-Day Suspension Confiscate, Notify sponsor/parent/guardian. Parent picks up item.
Plagiarism	1-Day Suspension, no credit on assignment. Notify sponsor/parent/guardian.	2-Day Suspension, no credit on assignment. Notify sponsor/parent/guardian.	3-Day Suspension, no credit on assignment. Notify sponsor/parent/guardian.
Prohibited Items: Laser pens/pointers.	1-Day Suspension Confiscate, Parent picks up item	2-Day Suspension Confiscate, Parent picks up item	3-Day Suspension, Confiscate, Parent picks up item
Pornography in any form (to include text or images)	2-Day Suspension, Notification of Military Police, Counseling Referral	5-Day Suspension, Notification of Military Police, Counseling Referral	7-Day Suspension. Formal Expulsion Hearing, Notification of Military Police, Notify sponsor/parent/guardian.
Possessing (Knowingly) Stolen Items over \$20.00 Items under \$20.00 will have lesser consequences.	3- Day Suspension, Restitution, Counseling Referral, Notification of Military Police	5- Day Suspension, Restitution, Counseling Referral, Notification of Military Police	6-Day Suspension, Restitution, Formal Expulsion Hearing, Notification of Military Police, Notify sponsor/parent/guardian.
Profanity/Vulgarity, (Habitual) , etc	2-Day Detention, Counseling Referral	1-Day ISS	1-Day Suspension
Public Display of Affection, etc.	1-Day Detention	2-Day Detention Parent Conference Counseling Referral	1-Day Suspension
Scuffling/Play Fighting/, etc...	2-Day Detention	1-Day ISS	1-Day Suspension
Skipping Class	2- Day Detention	1-Day ISS	1-Day Suspension
Smoking/Possession of Tobacco Products/Beetle nut, etc...	2 -Day Suspension, Referral to Nurse for Smoking Cessation Class	3-Day Suspension, Referral to Nurse	6-Day Suspension, Formal Expulsion Hearing, Notify sponsor/parent/guardian. Administration notifies Command.
Spitting, Throwing Food/Leaving trays or mess on cafeteria tables or floor	1-Day Detention. Notify sponsor/parent/guardian.	2-day detention. Notify sponsor/parent/guardian.	1-Day ISS. Notify sponsor/parent/guardian.
Tardy (Student is considered tardy any time after the tardy bell rings.	Refer to Appendix C, Tardy Policy of the Handbook	-----	-----
Theft of Items over \$20.00, attempting to steal or wrongfully appropriate or receive stolen school, government, or private property. Items under \$20.00 will have lesser consequences.	3-Day Suspension, Restitution, Counseling Referral, Notification of Military Police	5- Day Suspension, Restitution, Counseling Referral, Notification of Military Police	6-Day Suspension, Restitution, Formal Expulsion Hearing, Notification of Military Police, Notify sponsor/parent/guardian.
Threat of Physical Violence to a Staff Member or Student.	3-Day Suspension, Counseling Referral, Notify sponsor/parent/guardian. Notification of Military Police	5-Day Suspension, Notify sponsor/parent/guardian. Notification of Military Police	7-Day Suspension, Formal Expulsion Hearing, Notification of Military Police, Notify sponsor/parent/guardian.
Tuancy (student leaves campus /fails to sign-out/leaves campus without school authorization).	2-Day Detention. Notify sponsor/parent/guardian.	1-Day ISS. Notify sponsor/parent/guardian.	2-Day Suspension. Notify sponsor/parent/guardian.

ACTION/BEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Unauthorized Areas on Campus (Presence in) (Ex: elevators, behind building, parking lot, posted areas, etc)	1-Day Detention. Notify sponsor/parent/guardian.	2-Day Detention. Notify sponsor/parent/guardian.	1-Day Suspension. Notify sponsor/parent/guardian.
Unauthorized Areas not on Campus (Presence in) (Ex- Helicopter Pad, Mini-Mart, housing, etc.)	1-Day Suspension Parent Conference	2-Day Suspension Parent Conference	3-Day Suspension, Notification of Parent
Unauthorized Equipment (Skateboards, Scooters, Wheeled Shoes, etc.)	2-Day Detention. Item confiscated. Notify sponsor/parent/guardian. Parents must pick up item.	1-Day In School Suspension (ISS). Item confiscated. Notify sponsor/parent/guardian. Parents must pick up item.	1-Day Suspension Item confiscated. Notify sponsor/parent/guardian. Parents must pick up item.
Vandalism-to include graffiti- (Destruction of Government or Personal Property, to include destruction of "contractor's properties and materials," etc...	5-Day Suspension, Restitution and Clean up, Parent Conference, Notification of Military Police.	6-Day Suspension, Restitution and Clean up, Formal Expulsion Hearing, Notification of Military Police, Notify sponsor/parent/guardian.	-----
Weapons – (Possession of Inherently Dangerous Items) Possession/Sale/Distribution of look alike (replica) guns, throwing stars, any flailing instrument, ammunition, swords, knives, razors, box cutters, slingshots, nun chucks, disc with 2 or more pointed blades, fighting chains, heavy studded or chain belts, missiles, explosives, mace, pepper spray or any other similar propellant, baseball bat, laser pointer, letter opener, or any other object that is made to, or used in a concealed, displayed or brandished in a manner to either inflict or threaten to inflict serious bodily injury or instill fear etc.	11-Day Suspension, Formal Expulsion Hearing, Notification of Military Police, Notify sponsor/parent/guardian. Expulsion for up to one semester per regulation.	-----	-----
Weapons - (inherently dangerous) (Fire Arms) - possession of firearm, knives over 2 inch blade, replica guns, razors, box cutters, numchucks, throwing stars, chains, studded belts, mace, pepper spray or similar propellant, sling shots, brass/metal knuckles, throwing stars, any flailing instrument such as a fighting chain, chain belts, or objects designed to project a missile, explosives, or any other object or instrument that is made to, or used in a manner to, either inflict or threaten to inflict serious bodily injury or instill fear to others (e.g., baseball bats, laser pointers, letter openers, etc.) This includes any explosive devices or weapons including explosive, incendiary, poison gas, bomb, grenade or rocket.— no reasonable use to pupil at school or school activity. PODI (one year).	Formal Expulsion Hearing, Notification of Military Police, Notify sponsor/parent/guardian. Expulsion for one Calendar Year for firearms.		

APPENDIX C

STUDENT PARKING PROCEDURES

Vehicle Registration for School Year _____

Student's Name _____ **Grade** _____

Make _____ **Model** _____ **Color** _____ **Year** _____ **License Plate #** _____

Driving to and from Guam High School is a privilege and not a right. To register your vehicle, you need to bring in the paperwork required. All the following rules must be followed in order to maintain your driving privileges.

1. Vehicles must be registered through an administrator. Students who do not register their vehicles risk the chance of having their vehicle towed.
2. Speed limits must be obeyed.
3. Seatbelts must be worn at all times.
4. Parking is only allowed in the student parking lot.
5. No loud music of any kind is allowed while driving on the campus or while parked in the student parking lot.
6. Guam High School is a closed campus. During school hours, students are not allowed to go to the parking area. This includes during the lunch periods. Once a student has arrived on the school campus in the morning, his/her vehicle must be left until school is out. **NO EXCEPTIONS!**
7. Guam High School assumes no responsibility for theft of the vehicle or its contents. Vehicles should be locked at all times.
8. No additional students will be allowed to ride to school or leave with the driver (exception - immediate family i.e. brothers or sisters if listed on this application). Cousins or distant relatives are not allowed to ride with the driver. Drivers and riders must have the same sponsor. The only other exception is when a parent gives written authorization to allow his/her child to ride in another student's car, in which case the driver's parent must also give written authorization for the driver to transport the other student. The written authorization must be given to an administrator to be kept on file.
9. Students found breaking these rules or any other rules listed in the student handbook will lose their driving privileges and risk the chance of disciplinary action.

I, _____, have read and understood the above statement.

(Student's Name-Printed)

I have agreed to all the above terms. I understand the penalties if I choose to ignore them.

(Student's Signature)

(Date)

I, _____, have reviewed all the above rules.

(Parent's Name)

I am giving my child permission to drive to and from school. I also have additional children listed below that are my dependents and I am allowing them to be driven to and from school.

NAME

GRADE

Parent's Signature _____ **Date** _____

Office Use Only

DRIVER'S LICENSE _____ GUAM REGISTRATION _____ INSURANCE _____
BASE DECAL: AAFB or NAVY _____ DATE REGISTERED _____ DATE REVOKED _____
Approving Administrator _____ **Parking Decal#** _____

APPENDIX E

SPORTS PHYSICAL

AUGUST 2001

H.12.3

APPLICATION TO PARTICIPATE IN INTERSCHOLASTIC ATHLETICS

STUDENT'S NAME (LAST, FIRST, MI)		SCHOOL DDESS Guam High School	GRADE
DATE OF BIRTH	HOME PHONE	SPONSOR'S DUTY PHONE	
STUDENT'S APPLICATION I AGREE TO NOTIFY MY SPORTS COACH OF ANY CHANGES IN MY HEALTH STATUS, TO INCLUDE ANY MEDICATIONS I MAY TAKE OR STOP TAKING. THIS APPLICATION TO PARTICIPATE IN ATHLETICS AT THE ABOVE SCHOOL IS MADE WITH THE UNDERSTANDING THEI HAVE NEVER RECEIVED ANY MONEY FOR PARTICIPATION IN ATHLETIC EVENTS AND THAT I HAVE NEVER COMPETED UNDER AN ASSUMED NAME. AFTER I HAVE REPRESENTED MY SCHOOL IN ANY SPORT, I PROMISE NOT TO COMPETE IN ANY OUTSIDE ATHLETIC CONTEST IN THIS SPORT UNTIL AFTER THE SCHOOL SEASON HAS BEEN COMPLETED.			KEEP IN SCHOOL FILE
DATE	SIGNATURE OF STUDENT		
PARENT OR GUARDIAN PERMISSION I HEREBY GIVE MY CONSENT FOR THE ABOVE STUDENT TO HAVE A MEDICAL EXAMINATION (SPORTS PHYSICAL) PERFORMED BY LOCAL U.S. MILITARY HOSPITAL/CLINIC PERSONNEL, TO ENGATGE IN INTERSCHOLASTIC ATHLETICS AT THE ABOVE SCHOOL IN THE APPROVED SPORT(S) CHECKED BELOW, AND TO ACCOMPANY THE TEAM AS A MEMBER ON ITS SCHEDULE TRIPS.			
DATE:	PRINTED NAME OF SPONSOR OR GUARDIAN:	SIGNATURE OF SPONSOR OR GUARDIAN:	

MEDICAL CERTIFICATE TO BE COMPLETED BY EXAMINING PHYSICIAN

YES NO

General health is satisfactory?	<input type="checkbox"/>		<input type="checkbox"/>
Is visual correction required for competition? Glasses / Contacts	<input type="checkbox"/>		<input type="checkbox"/>
Visual Acuity: right /left Tested with/with out correction	<input type="checkbox"/>		<input type="checkbox"/>
Is there a bridge or false teeth?	<input type="checkbox"/>		<input type="checkbox"/>
Are immunizations current? If no, list immunizations received.	<input type="checkbox"/>		<input type="checkbox"/>
Are there health problems that should be evaluated or treated before participating in competitive sports? Explain:	<input type="checkbox"/>		<input type="checkbox"/>
Is applicant's blood pressure normal? BP / Pulse	<input type="checkbox"/>		<input type="checkbox"/>
Are there medical conditions that may affect participation? (asthma, diabetes) Please advise:	<input type="checkbox"/>		<input type="checkbox"/>
Are there medications that may be required for participation? If so please complete medication form.	<input type="checkbox"/>		<input type="checkbox"/>
	Basketball		Track and Field
	Baseball	Gymnastics	Wrestling
	Cross Country	Paddling	Volleyball
	Cheerleading	Soccer	Other:
	Field Hockey	Swimming	
	Football	Tennis	

I have examined _____ and find him/her to be physically able to compete in the supervised athletic activities checked above. This certificate is valid for one year from date indicated below.

Date:	PRINTED NAME OF EXAMINING PHYSICIAN:	SIGNATURE OF EXAMINING PHYSICIAN:
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