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Cover designed by: Nathan Taitano

**School Year 2007-2008
Regular Bell Schedule**

Warning Bell	07:40	
1 st Period/HR	07:45-08:45 AM	60 mins.
2 nd Period	08:50-09:45 AM	55 mins.
BREAK	09:45-09:55 AM	10 mins.
3 rd Period	10:00-10:55 AM	55 mins.
4 th Period	11:00-11:55 AM	55 mins.
LUNCH	11:55-12:45 PM	50 mins.
5 th Period	12:50-01:45 PM	55 mins.
6 th Period	01:50-02:45 PM	55 mins.

PAA Bell Schedule-Wednesdays (Effective 2nd Qtr)

Warning Bell	07:40	
1 st Period/HR	07:45-08:35 AM	50 mins.
2 nd Period	08:40-09:25 AM	45 mins.
BREAK	09:25-09:35 AM	10 mins.
PAA	09:40-10:35 AM	55 mins.
3 rd Period	10:40-11:25 AM	45 mins.
4 th Period	11:30-12:15 PM	45 mins.
Lunch	12:15-01:05 PM	50 mins.
6 th Period	02:00-02:45 PM	45 mins.

Contact Information

Street Address: 298 Washington Drive, Mangilao, Guam 96923
Mailing Address: P.O. Box 24147 GMF, Barrigada, Guam 96921
Telephone: 734-2911~3
Fax: 734-0745
E-mail: gwmsguam@yahoo.com (pls. indicate on subject who to deliver to)
Website: <http://www.gdoe.net/gwhs>

Basic Responsibilities of Students

All students are expected to:

- Wear the GWHS uniform daily (Gino's authorized vendor)**
- Mandatory closed toe shoes**
- Adhere to the transparent bag and no plastic bottle policy**
- Come prepared to school**
- Complete assignments and earn passing grades**
- Be in good attendance**
- Come to learn and avoid any type of disruptive behavior**
- Comply with the No violence, drugs, alcohol laws/policies.**
- DRUG FREE, NO VIOLENCE!**
- Respect school officials and others**

"Our purpose is to provide each student with the skills and knowledge they need to make wise decisions and be good productive citizens in our community."

George Washington High School
“Home of the Mighty Gecko Warriors”

George Washington High School (GWHS) – “Home of the Gecko Warriors” is a four-year public high school accredited by the Western Association of Schools and Colleges. Our two main feeder schools are Agueda I. Johnston Middle School and Luis P. Untalan Middle School.

GWHS ESLR's
(Expected School-Wide Learning Results)

Our Students will be:

- ✓ ⌈ G – Goal Oriented Individuals
- ✓ ⌈ E – Effective Communicators
- ✓ ⌈ C – Critical Thinkers
- ✓ ⌈ K – Keen on Technology
- ✓ ⌈ O – Outstanding Community Members
- ✓ ⌈ S – Self-directed learners who value education

Guam Public School System Vision Statement

“Our educational community prepares all students for life, promotes excellence, and provides support.”

George Washington High School Mission Statement

“Our purpose is to provide our students with the skills and knowledge they need to make wise decisions and be good productive citizens in our community.”

GWHS School Song

I.

Far above the wide Pacific with its waves of blue,
Stands our noble Alma Mater, ever bold and true.

CHORUS

Lift her chorus speed it onward, praise on every tongue.
Hail to thee, our Alma Mater,
Hail, George Washington

II.

Far above the noisy humming, of the busy town,
Reared against the arch of Heaven,
Looks she proudly down.

“Our purpose is to provide each student with the skills and knowledge they need to make wise decisions and be good productive citizens in our community.”

PARENTAL RIGHTS

Board Policy 830

GWHS promotes open and positive communication between school and home. Parents are encouraged to be strong partners in their children's education. They are urged to bring up concerns to appropriate school personnel. Parents/guardians who feel that they have legitimate grievances may go through the appeals process in accordance to Board Policy 830. In each of the following, the parent will have to proceed to the next step.

- Step I: Discussion with the School Personnel involved
- Step II: Joint meeting with a School Administrator
- Step III: Appeal to Director of Education/Superintendent
- Step IV: Appeal to Board

On Educational Records

Parents have the following rights regarding the educational records of students. Parents are guaranteed by the Family Educational Rights and Privacy Act (FERPA). These rights transfer to students when they reach 18 years of age. Please refer to Board Policy 825 for details regarding these rights.

Right to Inspect and Review

Parents have the right to inspect and review a student's educational records within 45 days of when the school/department receives a request for access. You can exercise this right by contacting the school to make an appointment to inspect the records, which consists of the following:

1. Academic Records (inclusive of special education record), usually maintained by guidance counselors.
2. Health Records: usually maintained by the school nurse.
3. Discipline Records: usually maintained by a school administrator.
4. Emergency Cards: usually maintained by the school nurse.

Right to Request to Change

The right to request to change any part of the records which believed to be inaccurate, misleading, or in violation of a student's privacy rights, including, a right to hearing if the original request to change the records is denied. To make such request, submit a written statement to the school principal which clearly identifies the part of the record that you want changed and explain why it is inaccurate or misleading.

Right to Control

The right to control who can see or have a copy of the confidential (see Directory information) parts of the records, except for those persons or agencies who are allowed by FERPA or Board Policy 825 to see or have a copy of them without your permission; examples of these persons or agencies include:

1. School officials who have a legitimate educational interest in the records. The included persons who are employed by/under contract with the department to an administrative or supervisory position. They have legitimate educational interest if they need to see the records to do their job.
2. Schools in which the student has enrolled. Original educational records will be sent to any school which indicates in writing on an official letterhead that the student has enrolled there.

NOTE: Parents and students do not have the right to obtain or carry original educational records, regardless of the circumstances.

On Directory Information

The following information is not considered confidential.

- Residence
- Participation in officially recognized activities and sports
- Weights and heights of members of athletic teams
- Degrees and awards granted

The school will, however, treat it as confidential if you provide the school with a written request to treat it as such.

Release of information: Please note that only individuals listed in our school data base will be authorized. It is the responsibility of the legal parent(s)/guardian(s) to update their child's records.

Student information as well as students will not be released to anyone other than the individuals listed and agencies authorized to obtain such information.

CURRICULUM

Updating demographic information

It is the responsibility of the parents/guardians to update the information for your child. Please do not assume that the changes are made, please check with our curriculum department to ensure that the correct information is provided. Those with court order documents should file these documents immediately. GWHS will not honor verbal notification, we must have the written and legal documents.

Late Registration

A student over the compulsory attendance age may not register for school after the second week of the first and second semesters of the school year unless he or she is a transferee from another school and has been in attendance during the school year. These restrictions shall not apply to students whose absences from school are determined to be excusable as defined in the Department of Education's Student Discipline Procedure Manual.

Withdrawals-Transfers

The student is to notify his/her counselor when he/she plans to withdraw to transfer to another school district. To be valid, the withdrawal/transfer form must be signed by the parent/guardian at least three (3) school days prior to the date of withdrawal. A student's withdrawal sheet is sufficient for readmission into another school. The receiving school will request for the official transcript and record from the releasing school.

Length of Attendance

In accordance with board policy, students shall be given six (6) continuous calendar years to complete their graduation requirements, commencing from their first day in 9th grade. Students who do not complete their graduation requirements by the end of this period may be denied entrance to school in subsequent years.

Permission to return to school may therefore be denied to dropout students if they would be unable to complete their graduation requirement by the end of the six-year period. (Amended 10/10/85)

Division of Vocational & Rehabilitation and Special Education Services

GWHS provides services for students with special needs, please see our CRTs or call 734-2918.

GWHS DVR representative: Linda Calvo-

GWHS Consulting Resource Teachers (CRTs): Terry Cruz, Carol,

Guidance and Counseling Services

GWHS has full-time counselors. It is highly recommended for students to make appointments with their counselors at least once every semester for assistance with planning their schedules, college and career plans and for help with school-related problems. The counselors are readily available to help students cope with a crisis. Parents are always welcome to talk with a counselor concerning their child. It is the responsibility of the students and parents to keep track and know what their status is.

Curricular Paths at George Washington High School

There are currently two types of curricular paths in operation at GW. Students will adhere to one type depending upon the year during which they entered high school as a freshman.

Current George Washington Curricular Paths (Pertains only to students who entered GW as freshmen during SY 2001-2002 or later)

Students entering as freshmen during School Year 2001-2002 must choose from our curricular program designed to prepare students' career or higher education choices and needs. According to Board Policy, college preparatory and career preparatory are the two main path choices. Like ALPS, each path provides the type of curriculum that best prepares students for their future plans.

College Prep

There are two options which focus on preparing students for college study.

- **Option A:** Two years of a foreign language and two credits of any elective.
- **Option B:** Three site based courses may be chosen and determined by the student's prep focus area choice.

Career Prep

2.0 credits of site based courses, which compliment the career prep focus area choice of the student, may be taken.

CAREER PREP FOCUS AREAS
AUTOMOTIVE
BUSINESS
CONSUMER/FAMILY
VISUAL COMMUNICATION
COMPUTER SCIENCE
FINE ARTS
MARKETING
MILITARY SCIENCE
ALLIED HEALTH

Students may decide to switch paths at any point until their senior year. Students must, however, fulfill all graduation requirements for the new path selected. Hence, all are encouraged to decide on a path and stick with it to gain focus and facilitate a timely graduation from high school.

Graduation Requirements

For purposes of enrollment and graduation, high school is defined as grades 9, 10, 11, 12. Meeting graduation requirements is considered a primary goal for proper placement. To be eligible for graduation, students must be able to meet all graduation requirements as to units of credits and subjects set forth by the Board Policy 351.2. Each student must successfully complete the following credit requirements for their respective graduation class which is based on their freshman entry date.

<i>Freshman Entry Date</i>	<i>Total credits required for graduation</i>
SY 2001-2002 to present	24

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Each credit towards graduation is representative of an appropriate course/subject taken by the student under his/her respective educational path. Courses taken from Guam Public Schools and/or from approved/accredited private schools will earn equivalent credits.

Graduation Requirements for each Educational Path:

<i>Courses</i>	<i>College Prep</i>	<i>Career Prep</i>
Language Arts	4	4
Social Studies*	4	3
Math**	4	3
Science***	4	3
Health	1	1
Physical Education	1	1
Chamorro	1	1
Fine Arts	1	1
Total Core Requirements	20	17
Career Prep Courses	0	4-6
Selected Site-Based Courses	4 (Option A or B)	1-3
Total Credits Required	24	24

*Social Studies Requirements

Students must complete the following:

- 1 Credit – History of Guam
 - 1 Credit – World Studies (World History or World Geography)
 - 1 Credit – Citizenship Studies (American Government or Civics) or U.S. History
- NOTE: College Prep students must take U. S. History and American Government

**Math Requirements

Students must complete the following:

- 1 Credit – Algebra II or Geometry (Algebra I is a prerequisite for the these courses)
- NOTE: Career Prep students may substitute Applied Math I for Algebra II or Geometry

***Science Requirements

Students must complete the following:

- 1 Credit – Life Science (Biology)
- 1 Credit – Physical Science (Chemistry or Physics)

Grade Level Requirements

Freshmen must successfully complete the following credits to be classified according to grade level requirements:

- 0 – 5.5 earned credits to be classified as a 9th grader. (Freshman)
- 6 – 11.5 earned credits to be classified as a 10th grader. (Sophomore)
- 12 – 17.5 earned credits to be classified as an 11th grader. (Junior)
- 18 or more earned credits to be classified as a 12th grader. (Senior)

Graduation Status & Credit Check

Graduation Status Reports will be given to juniors and seniors at the end of each semester. Other students and parents who wish to have this report may request it from the assistant principal for curriculum or any counselor. It shows what courses are required for graduation

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in a student's selected path, what courses have been completed, and which ones still need to be taken. All concerns regarding graduation status and credits earned should be directed to the counseling office, assistant principal for curriculum, or the principal.

Grading System

The grading of students is the teacher's responsibility. The grade given is the teacher's evaluation of student progress and achievement. Students are responsible for meeting the course requirements of each class with the teacher's guidance. In the event a student or parent wishes to appeal a grade, the respective student and parent should contact the assigned teacher to schedule a three-way conference to discuss academic/grade concerns.

Explanation of Grades

Each student receives an academic grade and a citizenship grade. The following is an explanation of percentage grade equivalence:

<i>Percentage Grade</i>	<i>Description</i>	<i>Credits earned per year</i>
90 – 100 (A)	Excellent	1
80 – 89 (B)	Above Average	1
70 – 79 (C)	Average	1
60 – 69 (D)	Passing	1
59 – 0 (F)	Failing	0

Legend: WD = Withdrawal

NC = No credit (Board Policy 411)

NG = No grade (Awaiting transfer grade to average with or not available)

U = Unsatisfactory

S = Satisfactory

- A percentage grade accompanies the No Credit if it is a passing semester grade of 60% or better. If the student failed the semester, the failure grade will be reported.
- A failing grade does not earn any credit, therefore, the failed course must be retaken or an alternative course taken, if acceptable.
- Students under GPSS Honors/AP courses earn an additional 10% for passing semester grades.
- Transcripts from other schools/school districts will be evaluated according to Board Policy to determine granting of credit.

Cumulative Grade Point Average (GPA)

Class ranking is based on cumulative GPA which is calculated after the official semester grades are processed.

Progress Reports

Teachers are required to provide mid-quarter academic progress reports. These are issued every fifth week of each grading period. Parents/guardians are strongly advised to monitor progress reports and contact teachers and administrators regarding questions and concerns.

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Report Cards

Approximately one and one half weeks after the end of each quarter, students will receive computerized report cards. The report cards will show the following important information: academic grades, citizenship, total absences, and total credits earned. 4th quarter report cards will be available for pick-up during summer. Tip: Parents/Guardians should make it a point to contact teachers regarding their child's progress and are advised not to wait for report cards. Students should keep track of their academic progress by communicating with their teachers.

Parent-Teacher Conferences (PTC)

This year's Parent-Teacher Conferences are scheduled for November 1 & April 8 to allow parents and teachers the opportunity to discuss student grades and progress.

ATTENDANCE

School Attendance Area

Students shall attend the school in the attendance area in which their parent or guardian lives. GWHS services the following attendance areas: Mangilao, Pagat Mangilao, Chalan Pago, Ordot, Sinajana, Agana Heights, Agana Springs, Mongmong, Toto, Maite, NAS (Tiyán), Barrigada, Radio Barrigada, Barrigada Heights, and the upper portions of Latte Heights. The high enrollment of students within the GWHS attendance area does not allow for out of district enrollment.

Attendance Procedures

- After each tardy bell, teachers will take attendance using computerized scan forms. Students who are late within 10 minutes after the tardy bell will be marked tardy. Students who come in ten minutes or more will be considered absent unless valid certification/excuse is provided to the receiving teachers. Those students who are not present in class will be marked absent and will only be excused upon receipt of proper certification/excuse.
- The marks on the scan forms will be used by the Student Support Office to monitor school attendance. Therefore, it is imperative that students bring excused letters/certification upon return to school. Attendance clearance will be based on admit slips submitted by 6th period teachers.
- The attendance office and teachers will work together to communicate school attendance data and concerns to parents through letters sent home via students and/or phone calls. Parents may inquire about student's attendance status through a Student Support Office Assistant Principal.

Attendance Referrals BP 330

School personnel may refer students to the Student Support Office regarding the following concerns:

- *3 or more unexcused/unaccounted for absences
- *Skipping or suspected skipping
- *25 days absences for those 16 years old & above (refer to Board Policy 330)
- *Excessive tardiness

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Tardiness to Class

Students who are tardy due to a late bus will be issued Late Bus Admit Slips by the Student Support clerk and must report immediately to class. Students with late bus passes are considered excused. Students who are tardy for any other reason should report directly to their classes. It is left to the discretion of teachers to excuse or not excuse tardy students.

Three (3) instances of unexcused absences tardiness will be considered one unexcused absence. Eleven unexcused absences during a semester will result in No Credit (NC) for that course. Students who are 10 minutes late may be required to assist in campus clean up and may be referred for truancy or placed on a monitor plan.

No Credit Policy (Board Policy 411)

Students who incur eleven (11) or more unexcused absences in a course during a semester will not earn credit for that course, that semester. Students who are more than ten (10) minutes tardy for class shall be considered absent from the class.

Students who earn a passing grade but have 11 or more unexcused absences will receive No Credit (NC). However, a notation shall be made in their academic records of what their passing grades would have been if they had not received No Credit (N70%). No credit grades shall be recorded as earning 0 credit points on student records until the class has been retaken.

After a student has successfully retaken the course, the grade recorded on the student's cumulative record shall be the average of the original NC grade and the current grade earned from the retaken course, provided an NC grade is not again received. Students with eleven (11) or more unexcused absences who fail any course during any semester shall receive the failing grade on their academic record.

Students who are under the compulsory education age (below 16 years old are required by law to attend school full-time, notwithstanding their inability to receive any credit in any course. (Students receiving NC must still continue to report to their scheduled class or risk being referred for skipping and or to the truant officer)

Special Note to Parents:

One of the most prevalent causes of student failure in school is excessive absence. Guam law, School Board Policy and our school procedures all emphasize the importance of regular school attendance. When you and your child are experiencing problems regarding attendance, please seek our assistance. We will do our best to keep you informed of unexcused/unexplained absences. In order to do a thorough job of monitoring, we need parent support. Always take time to look over report cards and progress reports. Talk to your children about what's happening at school, what they're studying, etc. Call us if you suspect there are problems.

Excused Absences

Absences incurred for any of the following reasons are to be considered excused absences upon proper documentation. These absences listed do not apply towards the accumulation of the eleven (11) unexcused absences per semester which would prohibit a student from receiving a passing grade.

- Illness disease or accident of the student
- Regularly or periodically scheduled medical or dental visits

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- Death in the immediate family provided that all absences incurred for this reason have the approval of a school administrator. Immediate family is defined as: mother, father, stepmother, stepfather, guardian (legal or actual), brother, sister, stepbrother, stepsister, spouse, grandparent, and child
- Required appearances at court or other legally related proceedings
- Natural catastrophe or disaster
- Travel which had the prior approval of a school administrator (10 days max)
- Lack of available bus transportation, provided the student relied on the bus transportation to school (verification of late bus will be made to DPW), not for individual student missing the bus!
- Participation in authorized related activities, such as field trips, or compliance with administrative actions taken by the school, such as conferences called by administrators/counselors, suspensions, going home due to illness/injury

The school administrator shall have the final authority to decide whether an absence is considered as excused within the limits contained in Board Policy 411.

Admission to School After an Absence

A student returning from an absence shall report to his/her homeroom teacher and turn in appropriate certification/excuses. The document turned in must contain the following information to be considered: date of letter, name of student, periods/dates of absence, reason for such an absence, signature of parent/guardian, physician, or designee of agency, and home or agency's phone number.

A student may submit an excuse note from parents that will cover one or two days of absence for up to six times only in a semester. After the sixth note has been submitted, any further absences will be marked unexcused unless a doctor's certification is presented.

Students who are absent for three or more consecutive days due to illness are required to present written certification from a physician attesting to the nature of the illness and the duration for which the student would be excused from school. Students who are unable to provide a legitimate excuse by the second day of his/her return to school will be marked unexcused for the days missed. Absences involving special circumstances should be brought to the principal for review. Note: weekends and holidays are not considered to break the consecutive days)(Example: absent Friday, Monday, Tuesday; this is considered consecutive.

On Suspension/Return from other Agencies

Students who are readmitted after suspension must obtain admit slips from the Student Support Office before reporting to class. Students who are returning from Department of Youth Affairs (DYA) or Planned Alternative Center for Education (PACE) must obtain admit slips from the Student Support Office. They must report to SSO before 7:30 and no later, SSO will not entertain anyone needing clearance after 7:30 a.m.

Board Policy 330

Students over the compulsory attendance age (16 y. o. & above) who have accumulated a total of 25 days of absence from any class may be dropped from school for the remainder of the academic year (Board Policy 330). These twenty-five (25) days include both excused and

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unexcused absences excluding school-related and school administered activities such as field trips, conferences, testing, and suspensions. Academics are also factors for dismissal.

Pre-Arranged Absences

Pre-arranged absences due to funerals, illness, or off-island travel can be made through the Student Support administrator with proper documents by parents/guardians. Approval is required prior to absences. In case of lengthy absences, students must make arrangements with their teachers to obtain long-term assignments. Official pre-arranged absence forms are available at the Student Support Office. Note that requests may be denied due to poor attendance or academic records.

Upon return, the student must secure an admit slip from the Student Support Office before proceeding to class. They must report to SSO before 7:30 and no later!

Make-Up Assignments

Students will be given make-up/advanced assignments should the absences be determined as excused. Prior notification makes for better planning. Arrangements will be made according to the teachers, it is the responsibility of the students and parents to follow-up, make the arrangements, and pick-up and submit assignments on a timely basis. We are not obligated or responsible to contact the student or parents or follow-up.

Truancy

A TRUANT is defined as a student who has been absent for 4 days without any legitimate excuse. A HABITUAL TRUANT is a student who has been referred for truancy for three or more times. The Student Support administrators shall refer the student to an Attendance Officer and shall request the filing of a court petition as required by Guam law.

Half-day Schedule

Only seniors needing less than 6 credits to graduate are eligible for less than full day schedules. Half-day passes are issued by the Assistant Principal of Curriculum at a cost of \$3.00. Parents must come in to sign applications for half-day passes. Half-day students must show their passes to school aides assigned to the main gate before leaving the campus. Students abusing their half-day schedule will be subject to disciplinary action. They may be required to take six (6) classes and remain on campus all day. Half-day schedules are prepared to cluster classes without time gaps. Students must be picked-up or leave immediately after completing their last class, they have a 5 minute grace period no later. Students must be dropped or arrive 5 minutes prior to their first scheduled class and no earlier. Students who are requesting for half-day must provide their own transportation and follow pick-up/drop-off schedule. No student will be allowed to remain on campus as a volunteer.

Students must have their Half-Day I.D. with them at all times, failure to do so may result in disciplinary actions. Those violating this policy will be placed into a full school schedule.

Off Campus Lunch Passes

Off campus lunch passes will not be issued. Students must remain on campus during break and lunch. Those claiming to have to leave for an appointment will leave for the remainder of the school day and must submit proof of their appointment. Students under the age of 18 years old must be signed-out by their legal parents/guardians.

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Student vehicles are subject to be searched. Students 18 years old and above attempting to take other students off campus without proper authorization can or will be withdrawn immediately and a report will be filed with GPD.

GCC Cross-enrollment

Students enrolled in a GCC/GW course must obtain a GCC ID from GCC and they must report only during their scheduled class time. Students will not be allowed to cross without their GCC ID, make sure you have your ID with you everyday or risk disciplinary action from GCC and GWHS. Students are responsible to get to their classes on time and apply all school rules and policies. Students found in violation of any set rules will be placed into courses that do not involve cross-enrollment for the remainder of their high school years.

Students will not be allowed to leave GWHS to GCC during lunch or for lunch.

DISCIPLINE

Information, Policies, and Procedures

The programs in our school encourage self-discipline and responsibility and with very little assistance most students achieve this goal. For the small percentage of students who need additional help in developing self-control, GPSS had adopted policies which the personnel and students in each school must follow.

All GWHS school personnel have the duty and responsibility to maintain a school climate that is conducive to learning. Reasonable physical force (last resort) may be used by school personnel to protect themselves or student from possible injury or in an extraordinary case of breach of discipline, to restrain a disruptive student.

A teacher or other school official may refer a student to the Student Support Office when the seriousness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable or detrimental to the other students or the offender. (Prior interventions and notification made to students/parents by the teacher are required unless the behavior is of urgency and seriousness.

School Uniform/Grooming and Attire BP 401/300

MANDATORY UNIFORMS: Student attire and personal grooming are primarily the responsibility of the student and the parents. Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness. Please do not send your child to school without their authorized uniform. No notes, no excuses, no exceptions!

Parents are advised to purchase the package of 5 sets to save money. Those needing assistance can visit the authorized company and inquire uniform assistance. This is courtesy of the company and not GPSS/GWHS. (Case by case basis and eligibility assessment). GWHS also has received donated uniform which may be loaned out on emergency basis and is on a case by case basis. (this needs the school administrators approval and sizes are not guaranteed to be available) Students who receive the loan must return them the next

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working day cleaned and it the same condition. Students and Parents should not assume this will be available, GWHS is not obligated to provide this service. Students must come prepared!

Students who do not comply with appropriate grooming and attire may be sent home to improve grooming and/or change inappropriate attire. Other Adverse actions to be applied.

Students whose personal attire distracts the attention of other students or teachers from schoolwork, or can be hazardous to themselves or others in the course of school activities, shall be required to make necessary alterations as the principal or designee may judge necessary to maintain social standards appropriate for a proper learning atmosphere.

Examples of inappropriate clothing may include but are not limited to:

- Full hoods or clothing that cover the uniform entirely
- Unauthorized alterations, painting, printing, decorating, etc of their school uniform
- Clothing which shows obscene words or pictures, or sexually suggestive statements, or drug & alcohol illustrations. (even if it is under the uniform)
- Hats, hair covering or hair curlers, and sunglasses worn in classrooms or offices.
- Clothing related to juvenile gang-related activities: gang colors, gang bandannas, and other gang paraphernalia.
- Garments where the entire leg thigh is exposed, such as micro-minis or short shorts. (Students must follow the set length for uniforms)
- Transparent or overly revealing clothing, such as spaghetti strap blouses or dresses.

*Note: students who are pregnant must comply with the uniform policy. Students claiming allergies to the material must make arrangements with the authorized GWHS uniform vendor to place a special order prior to the 1st day of school and provide them with a doctor's letter specifying the material he/she can wear. Athletes can wear only their jersey/team top on game day and must wear the GWHS bottoms.

***Students who violate this policy will not be allowed to participate during activity day(s) and will be place in detention hall with work detail or be sent home for that activity day.**

***FOR THE SAFETY OF ALL STUDENTS, CLOSED TOE SHOES MUST BE WORN AT ALL TIMES! (OPEN TOE ARE NOT ALLOWED!)**

Campus Security

GWHS has established the following procedures to maintain order and safety on campus.

- **Student Drop-off/Pick-up Point**

Students should inform their parents or legal guardians that the drop-off/pick-up point is at the back student parking area (behind the cafeteria). Entrance is through the cafeteria gate and exit is through the Staff Development gate. Entrance into the faculty parking lot is for faculty/staff only. Please adhere to these rules in order to facilitate flow of traffic especially during peak hours. Students cannot be dropped off prior to the school opening time or picked up past the end of the day time. Your child may be charged with trespassing if found on campus during closed time. *If the gate is open this does not mean you are allowed to enter, please refer to the bell schedule. Do not drop your child during non-operational. To avoid any issue please pick-up and drop-off on time.

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- **Student Walk-through Gate**

Students will remain in the designated holding area until a clear is given to cross. Failure to comply will result in disciplinary action.

- **Student Cross-Walk**

The school has provided a designated drop-off and pick-up area for students. Those walking home must wait for the clearance of release. Students are to use the cross walks provided to them and should not cross anywhere else for safety reasons. GWHS/GPSS will not be responsible for students who walk home or get picked-up/dropped off outside our campus to include students and parents who do not comply with the traffic safety procedures of the school.

- **Off-Limits Areas**

All second floor, E wing, D wing(backside), B wing (backside), Temporary buildings, F wing, behind G wing-past nurses office, staircases are off limits to students before school, during break, and after dismissal. Students claiming to have to report to their teachers must present a written note from their teacher and remain in the class with their teachers at all times. Those claiming to go to the library must remain in the library at all times.

- **Before School Restrictions**

Students are not allowed to be on campus prior to the opening time of school. Students found on campus may be charged with trespassing. Parents/Guardians will be held liable and responsible for any injuries minor to serious, GWHS is not responsible for any incidences that occur during non-school hours.

- **After School Restrictions**

All students must exit the school 15 minutes after the 6th period bell unless involved in a directly supervised, sanctioned, school activity, or involved in a 7th period. Examples of sanctioned school activities include: school clubs, sports, work detail, tutoring from a faculty member, and the like. Students who do not leave campus according to this rule will be subject to disciplinary action. Students waiting for transportation beyond 15 minutes after the close of the school day must remain in the designated area (outside the Student Support Office) unless involved in a directly supervised activity.

*Parents must pick-up their child on time, failure to do so may result in adverse actions.

- **Visitors On-Campus**

All visitors are required to check-in at the main gate and must exchange their valid ID for our official visitor's I.D. and then proceed to the main office to sign in the Visitors logbook which is located in the main office on the counter near the Principal's secretary. Both the visitor and the person to be visited are responsible for appropriate school administration if a guest will be observing classes, attending a meeting, or is a speaker, etc. The school reserves the right to deny visitors who do not have any school-related/business concerns, entry to school. Visitor's are not allowed to have any type of contact with our students or staff without receiving proper clearance for their visit. (No I.D. may result in denial to enter our campus)

- **Wheels**

Skateboards, scooters, roller blades, and the like are not permitted on campus at any time. Bicycles must be left at the bike stand near the main gate. Items are subject to confiscation or disposal.

- **Student Lockers**

Lockers are available throughout the school campus. Students may select any locker, however, only one locker per student. Lockers are to be used for their books and must provide their own locks. All padlocks must be combination locks. After the lockers are selected, locker number and combination must be registered at the Business Office. Unregistered locks on lockers will be cut and removed. Lockers are the property of GWHS and are subject to search without warning. Students are held responsible for the contents of their lockers. It is, therefore, crucial to keep combinations private from fellow students. Subject to searches without notice.

Lost and Found

Students are strongly advised not to leave their belongings unattended. Students who have lost any items or have found lost items should inquire about or turn in items at the Student Support Office (Discipline/Attendance office)

Confiscated Items

All items confiscated will be issued a receipt by the SSO. Only the legal parent/guardian will be allowed to pick-up the item(s). Items must be claimed within one (1) week from the date it was confiscated, failure to do so will result in the disposal of the item(s). A valid I.D. is required and you will be asked to sign for the release of these items. *Refusing to sign for the release of the item will result in the item being denied for release*

Special Note:

Personal electronic items such as paggers, cell phones, walkmans, to include boom boxes, mp3, cameras, laptops, etc. as well as guitars and ukeleles are not allowed on campus. Any emergency contact of students may be made through the main office or the pay phones available to the students. The administration will not entertain complaints regarding theft or damage to these types of personal items. To protect your personal property, we highly recommend that such items remain at home. If a class project or presentation requires such items to be brought from home, teachers must submit a memo of request to the school administrator and provide copies to the student(s) needing such arrangements. The teacher will be responsible for such items and arrangements.

Other banned items

Bags that are non-transparent are not allowed and are subject to be confiscated. Only mesh and clear plastic bags are allowed. All students must comply, subject to adverse action. Students must remove all valuables and important items before turning in bags being confiscated. GWHS is not responsible for items left in these bags, we do not take inventory. See confiscation protocol.

No plastic bottles are allowed!

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Prohibited Conduct BP 405

GWHS seeks the support of all students maintaining a safe and positive learning environment. The following list has been established to make students aware of prohibited conduct on campus. Any students found guilty of any of the following offenses are subject to disciplinary action. Appropriate disciplinary actions which range from conference to suspension or expulsion will depend on the severity of the offense. When the offense is also contrary to Guam law, referral will be made to GPD and may result in the removal of a student from the school campus with or without immediate parent notification or permission. *Subject to add-on *

Prohibited Conduct List

- Creating disturbance on campus
- Use of obscene or disparaging language
- Failure to report to assigned classroom or activity
- Extortion (taking something by force or threat)
- Assault and battery
- Possession/Suspicion, sale of, or being under the influences of intoxications or illegal drugs or alcohol
- Willful destruction or damage to property
- Possession/Suspicion or use of weapons or explosives, including firecrackers or California Seals
- Arson or attempted arson
- Making of bomb threat or reporting a false fire alarm
- Urging or forcing others to break school rules
- Fighting or instigating / participating in a fight.
- Inappropriate physical contact on school campus
- Stealing or attempting to steal personal or school property
- Disrespectful language to others
- Touching another person's private parts
- Outright refusal to obey a school staff / official
- Obscene gestures
- Swearing or obscene language with abusive intent
- Tardiness
- Skipping class
- Forgery
- Leaving campus without permission/attempting to take others off campus without permission
- Smoking or possession of cigarette, tobacco, matches, or lighters
- Littering
- Failure to identify self
- Unruly and/or unsafe behavior on the school bus or at the bus stop
- Unauthorized use of radios, tape decks, electronic devices, toys/game equipment, and all others
- Illegal entry and trespassing, and entering off-limit areas
- Spitting in corridors, on walls, or buildings
- Chewing gum, tobacco products, and betel nut

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- Violation of the George Washington Library and Classroom Internet Access Acceptable User Policy etc.

Student Suspension/Expulsion

Board Policy 405 shall be observed for suspensions and expulsions of students in the public schools. Officials should use the least amount of discipline necessary under the circumstances to correct a student and to protect the school's educational environment.

- **Definitions**

For the purpose of this policy, the word "parent" shall mean the immediate parent or the person in immediate parental relationship to the student, provided that person is of legal adult age. Proper documents must be provided by the parent for file. "Council" shall be the Student Discipline Advisory Council for each school.

- **Confidentiality**

All proceedings and records of proceedings, under this policy shall be confidential. If disciplinary action is taken, a record shall be filed in the student's cumulative folder and subjected to the same access restrictions applicable to any other material in the folder. Council member, when necessary for official duties, shall have access to this material on the same basis as members of a school administration.

- **Applicability of Sanctions**

GPSS shall not accept a pupil who has been suspended by any private or public school until such time as the suspension is lifted by the school which instituted such suspension. GPSS shall not accept a student who has been expelled from another school, the public or private, for the balance of the school year.

- **Alternative Education**

An alternative education shall be provided for a student of compulsory attendance age who has been expelled or suspended for more than 10 school days or for serious offenses that may need the student to be placed in a restrictive environment for his/her and others safety. This service shall be the responsibility of, and coordinated by, the principal if the school from which the student has suspended. The Director of the Guam Public School System to provide alternative education for students over the compulsory attendance age in consideration of the welfare of the student, parent(s), and community.

DAC: Disciplinary Advisory Council hearing may be sought.

- **Jurisdiction**

Students are subject to suspension or expulsion for the misconduct committed:

- ✓ At any time or place on the school campus.
- ✓ At any school activity, wherever located.
- ✓ Off-Campus at anytime if the misconduct is school related.
- ✓ At school bus stops or on school buses.
- ✓ In any circumstance establishing that the student's continued presence in school constitutes a threat to others (e.g., a student who is charged with murder outside of school).

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- **Suspension**

All suspensions decisions imposed by the Principal, or the Council as appropriate, are final, except that the Superintendent may revoke any suspension if this will be in the best interest of the school or the pupil. If one (1) of the conditions to the length of suspension involves a parental conference, the student will not be readmitted to school until the parent or guardian has appeared at the school for the conference.

Grounds for Suspensions (subject to add-ons/amendments w/o notice)

A principal of any school may suspend a student when in the principal's judgment it is necessary for the welfare of the school or the pupil concerned. Specific grounds for suspensions are:

- Continued willful disobedience
- Open or persistent defiance of school authorities
- Habitual profanity or vulgarity
- Obscene gestures or wearing of clothing with obscene words, pictures or drawings
- Behavior which may cause the student's continued presence in school to be offensive to the welfare of the school
- Conduct which constitutes a violation of the Guam Code Annotated
- Conduct which endangers the health or safety of others
- Making threats of violence against others
- Possession of weapons or explosives
- Possession of alcohol or other intoxicating drugs
- Intoxication
- Academic dishonesty
- Violation of the George Washington High School Internet Access Acceptable User Policy
- Refusal to follow school uniform/dress code policy/bag/plastic bottle policy

Suspensions Exceeding 10 Days

When the principal anticipates that the gravity of present allegations against a pupil, or a pupil's prior disciplinary record indicated that a suspension exceeding 10 days is justified, the principal shall initiate a Disciplinary Advisory Council hearing before the School Council.

Expulsions

Principals have the authority to seek the expulsion of students by initiating a formal hearing. The principal may suspend a student pending action by the Council on the principal's expulsion recommendation. The Council, after the hearing, shall make written findings, an interim decision, and a recommendation to the Director of Education. Final action shall be taken by the director.

Grounds for expulsion are the same as those listed for suspensions. In addition, **any student who has been suspended three (3) times in one (1) school year may be automatically considered for expulsion at the fourth suspension.** This means that a hearing before the Council may be implemented for any student at the fourth suspension regardless of whether the earlier suspensions required hearings, and regardless of whether the fourth offense alone would only result in a suspension of 10 days or less.

If at the fourth suspension, a suspension exceeding 10 day's is sought, the Council may determine the length of the fourth suspension at the same meeting which its recommendation concerning expulsion is considered. A student cannot attend school or take part in any school function, or be on school property during the duration of a suspension or expulsion unless authorized by a school administrator.

Board Policies in Consideration of the Health and Safety of Students

➤ **Dangerous Weapons - Board Policy 425**

Any student found possessing an instrument, which the administration determines to be a deadly weapon, shall be suspended immediately and a complete investigation shall be conducted. If it is determined that possession of the instrument is illegal under the laws of Guam, or if the student threatens or attacks another person with it on campus, at a school related activity, the student shall be referred to the Guam Police Department and dealt with accordingly. The student may be expelled if it is determined that he/she had criminal use or the intended uses of the item as a weapon.

➤ **Smoking and Possession of Tobacco Products- Board Policy 430**

Smoking and possession of tobacco products with in the school campus are totally banned in the best interest of students and school personnel. Both actions are strictly prohibited at all times on school property, in front of the school campus, on school buses, at school bus stations, and at school activities, both on and off campus.

Disciplinary action to be enforced for student violations of this policy is as follows:

First Offense: 3 days suspension + see chart

Second Offense: 6 days suspension + see chart

Third Offense: 9 days suspension + see chart

Fourth Offense: suspension up to 10 days and referral to

Disciplinary Advisory Council for consideration of further disciplinary action.

➤ ***Administrators can amend the chart if needed***

Students shall be suspended immediately upon determination by the administration that they are using, in possession of, or are distributing, suspected illegal drugs, fighting, etc..In addition, they shall be referred to the Guam Police Department. (Mandatory DAC)

In any crisis situation, the School Health Counselor shall supply intervention and first aid with the assistance of the counseling staff and/or other trained personnel.

➤ **18 YEAR OLD AND ABOVE**

Will be treated as an adult and may be immediately be withdrawn from the GWHS/GPSS. The school may file charges with GPD especially if the student has provided a minor student with illegal item(s), fighting, etc. Contributing to the delinquency of a minor will not be tolerated.

Sexual harassment (BP 901.25)

It is the policy of Guam Public School System to maintain learning and working environment that is free from sexual harassment. Sexual harassment may include, but is not limited to the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person, with sexual demeaning implications, unwelcome touching, and implied or explicit threats concerning one's performance, grades, participation, etc.

The Guam Public School System shall act to investigate all sexual harassment complaints, formal/informational, oral or written, and to discipline or take appropriate action against any student, teacher, support staff, administrator or other school personnel who is found to have violated policy.

ANY STUDENT WHO ALLEGES SEXUAL HARASSMENT MAY COMPLFAIN DIRECTLY TO HIS/HER TEACHER, GAUIDANCE COUNSELOR, ASSISTANT PRINCIPAL, OR PRINCIPAL.

Public Display of Affection

Public of affection is not acceptable once it reaches the point of embarrassing others. Hugging, kissing, and caressing are not acceptable. Any inappropriate displays of affection may lead to disciplinary action.

Misuse and/or Destruction of Government Property

Any pupil who willfully cuts, defaces, marks with gang symbols or other forms of graffiti, or otherwise injures, in any way, any property, real or persona, belonging to the school will be suspended and liable for all the damages caused. Students will be subject to disciplinary action and will be referred to the Guam Police Department for appropriate action.

Search and Seizure

If there is a reason to suspect that a person is in possession of anything illegal, his/her possessions, lockers, and body may be searched. Students are forbidden to possess and/or use any substance and/or instrument on the school campus that is generally considered dangerous to the health and safety of self or others.

Blanket searches will be implemented and randomly/frequently executed without reason. It is required for all schools to conduct school searches once a month. All vehicles entering/leaving the campus are subject to be searched. *Parent notification in not necessarily needed especially for situations of urgency. Searches are conducted by trained personnel only.

Student Vehicle Registration

Students are not permitted to drive/park motor vehicles on campus unless they have a valid George Washington High School parking decal visibly and permanently displayed on the front windshield of the vehicle. A second decal may be issued upon the approval of the Student Support Assistant Principal.

To receive a parking decal, eligible students must show proof of vehicle insurance coverage, possess a valid driver's license, complete the appropriate application form, and pay a \$10.00 application fee. Vehicle registration form(s) may be picked up at the Student Support Office.

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Students must provide the original along with copies of each required documents. The SSO will not process if copies are not accompanied with the original documents.

Campus Parking

All vehicles parked on campus must be registered with the Student Support Office. Student's using vehicles to drive to and from school must secure an application with the Student Support Office. Violations of campus policies/conditions shall constitute cause for disciplinary action or revocation of parking privileges. Vehicles parked on campus are subject to search by school officials. Students will be held accountable for the contents of their vehicles parked on campus. Students must park in designated areas. Failure to comply may result in your vehicle being towed the owner's expense. (limited space available, first come first serve)

Students who park outside the gate are not to park in areas designated as a "no parking zone". Your car will be towed at the owner's expense, notification is not needed!

School Passes

➤ **Corridor Pass**

Teachers who give a student permission to leave the classroom must issue that student a corridor pass showing name, destination, and time. (written in pen) All teachers are accountable for the whereabouts of their students. There may not be multiple student names on one pass. Any student caught outside the classroom without a pass during class hours will be subject to disciplinary action. **ONLY OFFICIAL AUTHORIZED PASSES WILL BE ACKNOWLEDGED.**

➤ **Off-Campus Pass**

Generally, no student will be permitted to leave the school premises from the start to the end of the school hours. However, a student may be granted permission to leave campus if a parent or guardian is present to authorize the pass and transport the student off-campus. *ABSOLUTELY no fax or phone arrangements will be made. 100% I.D. verification is needed! No Exception/Acceptions.

A student issued an off-campus pass must present an excuse note from his/her parent or guardian to his/her teachers (whose classes were missed) upon his or her return to school. **THE OFF-CAMPUS PASS IS NOT TO BE USED AS AN EXCUSE NOTE!**

*Students 18 years of age and above may sign out without parents present. Although those claiming the need to leave during lunch/break time need to get a clearance from the school administrator and must provide proof of appointment to the Student Support for clearance upon return. Off-campus passes are issued by the Student Support Office.

Request for school documents

If you are requesting for any type of school document or school verification you must clear any outstanding obligation(s).

School Fees

There are various fees; please see our Business Office for the types of fees. Effective August 2007 GWHS will implement charges for school verifications and other documents.

George Washington High School Internet Access Acceptable User Policy

Educational Purpose

George Washington High School's Internet system, GWHS Library and Classroom internet access, has a limited educational purpose. Activities that are acceptable on GWHS Library and Classroom internet access include classroom activities, career development, and high-quality personal research. You may not use GWHS Library and Classroom internet access for entertainment purposes (, except for those periods of time that the school has designated as "open access".) GWHS Library and Classroom internet access is not a public access service or a public forum. George Washington High School has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in George Washington High School's disciplinary code and the law in your use of GWHS Library and Classroom internet access. You may not use for commercial purposes. This means you may not offer, provide, or purchase products or services through GWHS Library and Classroom internet access. You may use the system to communicate with elected representatives and to express your opinion on political issues, but not for political lobbying.

Student Internet Access

The Web is a global database system providing access to information from around the world. Students may have access to Internet Web information resources through their classroom, library, or school computer lab.

E-mail is an electronic mail system, which allows students to communicate one-to-one with people throughout the world. Elementary students may have e-mail access only under their teacher's direct supervision using a classroom account. Elementary students may be provided with individual e-mail accounts under special circumstances, at the request of their teacher and with the approval of their parent. Secondary students may obtain an individual e-mail account with the approval of their parent. You and your parent must sign an Account Agreement to be granted an individual e-mail account on GWHS Library and Classroom internet access. This Agreement must be renewed on an annual basis. Your parent can withdraw their approval at any time. Students may not establish web e-mail accounts through the GWHS Library and Classroom internet access.

If approved by your principal, you may create a personal web page on GWHS Library and Classroom internet access. All material placed on your web page must be pre-approved. Material placed on your web page must relate to your school and career preparation activities.

Unacceptable Uses

The following uses of GWHS Library and Classroom internet access are considered unacceptable:

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- a. **Personal Safety and Personal Privacy** You will not post personal contact information about yourself. Personal contact information includes your address, telephone, school address, work address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
- b. **Illegal Activities** You will not attempt to gain unauthorized access to GWHS Library and Classroom internet access or to any other computer system through GWHS Library and Classroom internet access or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will not use GWHS Library and Classroom internet access to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.
- c. **System Security** You are responsible for your individual account and must take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access. You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if you download software.
- d. **Inappropriate Language** Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause damage or a danger of disruption. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending messages, you must stop. You will not knowingly or recklessly post false or defamatory information about a person or organization.
- e. **Respect for Privacy** You will not repost a message that was sent to you privately without permission of the person who sent you the message. You will not post private information, including personal contact information, about another person.
- f. **Respecting Resource Limits:** You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal

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computer. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota. You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development.

- g. **Plagiarism** You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- h. **Copyright** You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. If you have questions, ask a teacher.
- i. **Inappropriate Access to Material** You will not use GWHS Library and Classroom internet access to access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved. If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this Policy. Your parents should instruct you if there is additional material that they think, it would be inappropriate for you to access. The district fully expects that you will follow your parents' instructions in this matter.

Disciplinary Actions

The GWHS Library and Classroom internet access is a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

You should expect only limited privacy in the contents of your personal files or record of Web research activities on the GWHS Library and Classroom internet access. Routine maintenance and monitoring of GWHS Library and Classroom internet access may lead to discovery that you have violated this Policy, the George Washington High School disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the George Washington High School disciplinary code or the law. Your principal has the right to eliminate any expectation of privacy by providing notice to the students. Your parents have the right to request to see the contents of your e-mail files.

The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through GWHS Library and Classroom internet access. In the event there is a claim that you have violated this Policy or George Washington High School disciplinary code in your use of the GWHS Library and

Classroom internet access, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator [or will be provided with notice and opportunity to be heard in the manner set forth in the George Washington High School disciplinary code].

Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse.

Reference:

Responsible Netizen: Center for Advanced Technology in Education

College of Education, 5412 University of Oregon, Eugene, Oregon 97405

Nancy Willard, Project Director

LIBRARY

Library Policies and Procedures

- The Library is open for student use 15 minutes before the start of the school day, during break and for 15 minutes after school dismissal.
- Students may come to the library during class on passes issued by the teacher. Each student coming to the library during class must have a pass. Students must return passes to issuing teachers before the end of the period.
- Students are expected to follow school rules while in the library.
- Students should have a library-related purpose for coming to the library. For example, reading a magazine or using the computer to type a class paper is a library-related purpose; meeting friends for gossip or a game of cards is not a library-related purpose.

Circulation

- Each student is issued one library card that is valid until the student graduates. There is a \$1.00 fee for replacing lost library cards.
- Library cards must be used to borrow library materials.
- All items checked out are the responsibility of the card holder.
- Inform the library if a library card is lost or stolen, books borrowed under the lost or stolen card are the responsibility of the card holder unless the library is notified of the lost card.
- Books may be borrowed for two weeks. Two books may be borrowed at a time. A fine of \$0.10 per day is charged for overdue books. The fee for lost books is the cost of the book plus a \$1.00 processing fee.
- Videos may be borrowed overnight. One video can be borrowed at a time. The fee for overdue videos is \$1.00 per day. The fee for a lost video is the cost of the video plus a \$1.00 processing fee.

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- Magazines are to be used in the library only, they cannot be checked out.

Library Services

- Copy machines: Black and White copies are 10 cents per page. Color copies are 25 cents per page.
- Binding machines: The library will assist in binding materials. The library does not provide binding supplies.
- Typewriters/computers: Students may use the library computers and typewriters for homework or schoolwork. Outside disks are not allowed. Students wishing to store information on disk must keep the disk in the library. Students abusing the computers or typewriters will be referred for disciplinary action.
- The Macintosh computers are reserved for CD-ROM and graphics. Outside disks are not allowed. Each hard copy costs 10 cents each.
- Internet Service: Availability is on "first come," first serve, basis upon sign up or notification. Each hard copy costs 10 cents each.
- AV equipment: The library does not loan AV equipment out to students.

STUDENT SUPPORT SERVICES

Breakfast / Lunch Programs

GWHS provides hot breakfast and lunch meals for students at the school cafeteria. Breakfast tickets are sold for 50 cents and lunch tickets are sold for 75 cents. Those eligible for reduced lunch will receive breakfast for 25 cents and lunch for 35 cents. Tickets can be purchased at the Business / Ticket window from 6:45 a.m.- 7:15 a.m. and up to 15 minutes before the end of lunch. Reduced lunch applications are available at the Business Office.

Guidance Counseling

Any student who needs to see his/her counselor (for other than an emergency situation) must sign up in the counseling office in the morning before first period or, if time permits, during break. Counselors will send for students in the order that they have signed up. Students may not be able to see their counselor without the appropriate call out slip, except in emergency situations. This policy is designed to prevent students missing class while waiting to see a counselor who is busy with someone else. Counselors will call students, as they become available.

Student Health Center

The Student Health Center is open daily during school hours and is designed to give immediate care for minor illnesses, school injuries, and counseling of health problems.

Territorial Board of Education Policy #421 allows School Health Counselors (SHC's) or Licensed Practical Nurses (LPN's) to administer medication to its students in accordance with medication protocols approved by both the Department of Public Health & Social Services and the Department of Education provided that Parents/Guardians have submitted written consent. This form has been developed to comply with Board Policy #421 to enable Parents/Guardians to provide such consent which is valid only for the school year in which it is given. Required Parent/Guardian signatures below will serve as verification that you have read and fully understand that intent of this form in relation to Board Policy #421. The provision of medication to students under the conditions of this policy is subject to the availability of supplies. As a result of this policy, students are prohibited from bringing non-prescription drugs to school under any circumstances.

Each protocol specially states a maximum number of doses to be administered for a given medical condition. When a student reaches the maximum dose allowed a medical referral to a physician will be given to the student. The student will not be given any additional medication beyond the maximum dose allowed for that protocol unless it is recommended by a physician for that particular medical conditions that the protocols address are:

1. cough
2. menstrual
3. earache
4. toothache
5. wound care
6. sore throat
7. headache
8. fever
9. burn(s)

*Emergency cards need to be updated each school year, as it is valid only for the current school year. It is the responsibility of the Parents/Guardians to update their child's data. We highly encourage you to do so in case of an emergency.

A student who becomes ill while at school must obtain a pass from his/her teacher to the SCH office. The school health counselor will determine what action is necessary and proper for each individual's care. The student may be sent home, to the hospital or back to class.

Sprains, fractures, minor cuts and abrasions resulting from weekend and/or after school hours (accidents) must be treated at home or at the hospital. The school health counselor is not responsible for giving medical referrals (unless necessary).

Students who have been sent home or to the hospital or who stayed at home due to illness or injuries must bring to school a letter of excuse from a parent, guardian, or attending physician indicating the kind of illness/injury and treatment done.

All students must have a valid documentation of having received all required immunizations as a condition of school attendance. Students who do not have a valid documentation of having received minimal required immunizations shall be denied entrance to school. Students discovered to be in non-compliance with these minimal requirements after admission shall be immediately denied further school attendance.

Students inside the SHC office must apply to the rules and regulations prescribed by the nurse. Failure to comply with the rules will lead to a referral to the Assistant Principal of Student Support

Outside food

Students may bring their own lunch to school, parents are encouraged to provide nutritional meals for their child. Food delivery from outside vendors are not allowed (such as pizza deliveries, etc.). Parents may deliver food to their child but it must be only for their child/children. All items must be cleared through the main office.

Clubs and Organizations

All students are encouraged to pursue personal interests and become involved in school by joining any of the following clubs and organizations. Information regarding membership and meetings will be announced via bulletins.

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Academic Challenge Bowl	Generation Change
Baseball Club	Girl's Volleyball Club
Boy's Volleyball Club	GW J.R.O.T.C.
Chamoru Club	Marine Mania
Close-Up	Math Club
Class of 2008 (Senior Class Council)	Micronesian Student Organization
Class of 2009 (Junior Class Council)	National Forensic League
Class of 2010 (Sophomore Class Council)	National Honor Society
Class of 2011 (Freshman Class Council)	Nihon Bunka Kai (Japanese Culture Club)
Cross Country Club	Running Club
DECA	Spanish Club
Drama Club	Student Body Association (SBA)
Football Club	Teens for Tomorrow
French Club	Tourism and Hospitality Club
Future Educators of Guam (FEG)	United Filipino Students Association
Game Club	Victory Chapel Bible Club
Gecko Warrior Cheerleaders	Yearbook Club

Information on each organization may be obtained from the respective club advisors.

Note: More clubs may be established for this coming school year and may not be currently listed.

Athletic Program

George Washington High School provides two teams: (1) Varsity and (2) Junior Varsity, for both volleyball and basketball, which makes it possible for a larger number of students to participate. Students are able to participate in the following sports:

Tennis (male/female)	Soccer (male/female)	Basketball (male/female)
Track & Field (male/female)	Softball (female only)	Wrestling (co-ed)
Volleyball (male/female)	Baseball (male only)	Golf (male/female)
Cross Country (male/female)	Football (co-ed)	Cheerleading (co-ed)
Rugby (male/female)	Paddling (male/female/co-ed)	

In general, all students enrolled at GWHS are eligible to participate in interscholastic sports if they are under 19 years of age on the first of September of the current school year, meet the school's eligibility requirements, and have parental approval. *subject for amendments*

To be eligible, a student must meet the physical requirements as judged by a physician's physical examination, be an active participant and in regular attendance, and have a 70% average which is verified each quarter. Any student who receives a U for citizenship and/or a grade of F will not be permitted to participate during the suspension and/or for the remainder of the season.

The following is a checklist of requirements that need to be completed before any student athlete may participate:

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1. A parent/student pre-season meeting with the coach
2. An annual sports physical filed with the athletic director at school.
3. Parental permission for participation on file with the athletic director at school
4. A GPA verification (70% or Better & No F's or U's). Only quarter grades will be used, not semester grades in determining eligibility
5. At least 10 official practices before competition
6. A signed attendance check on competition day
7. A positive attitude and good sportsmanship

EMERGENCY EVACUATION PROCEDURES

Fire drills, bomb scares, and other emergency drills require the total evacuation of all areas of the school campus. The following pages show the evacuation route from all wings. All students, teachers, and staff members will proceed out of their classrooms, offices, and other work areas to assemble in the baseball field during emergency evacuations. No one is permitted to remain in any other part of the campus without the approval and authorization from the principal or emergency personnel.

All students, faculty, and staff members in the following areas will evacuate their classrooms, work areas, and proceed to the baseball field using the following routes: (If the baseball field is determined to be unsuitable, the football field will be alternate gathering location.)

A-WING Exit classrooms and proceed out towards the front of the A-Wing parking lot. Continue to proceed towards the baseball field and enter through the center field gate.

B-WING (front) (B100 through B103, B109 & B110 guidance office, library, STW Center, main office)
Exit classrooms, offices, and the library and proceed towards the parking lot in front of the main office. Proceed towards the baseball field and enter through the right field gate.

B-WING (rear) (B104 through B114, B202 through B210)
Exit classrooms and proceed to the rear of B-Wing, turn right on the coral-topped road and proceed to the area behind G-Wing. Continue to proceed around the rear of the gym and towards the baseball field and enter the gate closest to the 3rd base dugout.

C-WING (Lower classrooms C104-C107, C109-C112)
(Upper classrooms C204-C207, C209-C213)
Exit classrooms and proceed toward the end of the hallway closest to the gym, turn right and proceed to the baseball field, enter through the gate closest to the 1st base.

(Lower classrooms C100-C103)
(Upper classrooms C200-C203)
Exit classroom, turn left, and proceed out to the front of C-Wing. Upper classrooms should exit and descend the staircase, enter the field through the right field gate.

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D-WING Exit classrooms and proceed to the rear of D-Wing, turn right on the coral-topped road and proceed to the area behind G-Wing. Continue to proceed around the rear of the gym and towards the baseball field and enter the gate closest to the 3rd base dugout.

E-WING Exit classrooms and proceed down towards E104. Proceed to the coral road and the areas directly behind G-Wing and around the gym to the baseball field. Enter the field at the gate closest to the third base dugout.

DOE Maintenance personnel will exit the shop and gather at the upper portion of the student parking lot with the cafeteria staff.

F-WING Exit classrooms, proceed towards the walkway perpendicular to C-Wing and proceed out towards the baseball field. Enter the field through the gate closest to the 1st base dugout.

G-WING Exit classrooms or Gym and proceed towards the parking lot in front of the gym. Enter the baseball field through left field gate.

CAFETERIA All students and teachers will exit out the front of the cafeteria and turn left between Café 200 and B-Wing. Proceed behind B-Wing and D-Wing on the coral-topped road to the area directly behind G-Wing and the Gym. Continue toward the baseball field and enter through the gate closest to the 3rd base dugout.

Cafeteria personnel will exit the rear of the cafeteria and to the upper portion of the student parking

Emergency Bells

Repeating Short Bells



Fire Alarm

The entire class should quickly, quietly, and calmly evacuate the school buildings and report to the baseball field.

Single Continuous Bell



Earthquake Drill

Stay in your classroom. All students must position their heads under a desk or table. Remain indoors until you are instructed to evacuate.

Three Short Bells



Dangerous Situation

Seek shelter indoors immediately. Doors should be locked until an all-clear bell rings.

THIS WILL NOT BE PRACTICED/DRILLED

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