

STUDENT HANDBOOK



Mr. Edward I. Dunn, Jr.
Principal
Southern High School
Home of the Dolphins

GENERAL INFORMATION

Southern High School

SHS is a comprehensive senior high school offering a standards-based curriculum serving students in grades nine through twelve and fully accredited by the Western Association of Schools and Colleges. A student who graduates from a Guam public high school is awarded the Guam Public School System Diploma. The school mascot is the Dolphin. The school colors are black, blue, and white.

Addresses/Contact Numbers

P.O. Box 8719 Agat, Guam 96928
 #1 Jose Perez Leon Guerrero Drive, Santa Rita, Guam 96915
 479-2102/2103/2117/2118

Administrators

Mr. Edward I. Dunn Jr., Principal
 Ms. Eileen VMS Quintanilla, Assistant Principal-Curriculum
 Ms. Darlene R.A. Roberto, Assistant Principal Special Programs & Student Activities
 Mr. Kin Fernandez, Assistant Principal Discipline, Attendance, & Interscholastics
 Mr. Anderson Joseph, Assistant Principal Business & Facilities

DOE VISION

PREPARE STUDENTS FOR LIFE
PROMOTE EXCELLENCE
PROVIDE SUPPORT

SHS MISSION STATEMENT

*We, the family and community of Southern High School,
 commit ourselves to high standards
 by promoting excellence and
 preparing students for lifelong learning.*

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRS)

ITEMIZED LIST

1. Use effective communication skills.
2. Show expected competencies in fine arts, physical education, world languages, and vocational programs.
3. Use available resources and technology to enhance the learning process.
4. Show basic knowledge and skills in the core subjects.
5. Work with others of different ages, cultures, and abilities.
6. Demonstrate skills for good health and wellness.
7. Apply independent and effective study skills for lifelong learning.
8. Demonstrate entry level skills in the work force or a higher education.

STATEMENT

Students at SHS are expected to show competencies in the core subjects and electives by using effective communication and independent study skills, enhancing the learning process through the use of available resources and technology, working with others of different ages, cultures and abilities, demonstrating skills for good health and wellness, and demonstrating entry level skills in the work force or higher education.

Parent/Guardian Status

Public schools are constrained by law to release information on attendance, grades, health, discipline, etc. only to those persons listed as the legal parents or court-appointed legal guardians of a student. Relatives, neighbors, and friends of the family, unless they are court-appointed legal guardians of the student, may not receive any information concerning the student.

Additionally, students will not be released to any person other than the student's legal parents, court-appointed guardians, and those persons listed on the student's Emergency Health Card.

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Parents and guardians are requested to inform the school whenever their child's custody, guardianship, or living arrangements change.

Basic Responsibility of Students:

All students are expected to:

- ❖ Bring basic supplies to class daily: (Planners, textbooks, paper, pencil pen, etc.)
- ❖ Bring specific items such as calculators, graph paper, rulers, safety equipment, PE clothes, shoes, etc.
- ❖ Be courteous, cooperative and respectful.
- ❖ Hear instructions the first time. It is your responsibility to listen!
- ❖ Avoid interrupting. Allow others to learn and the teacher to teach.
- ❖ Be prepared daily.
- ❖ Make arrangements to complete work missed during an absence on the **first** day you return to school.
- ❖ Comply with all school policies and regulations
- ❖ Comply with all classroom rules

The Duties of a Student:

At first glance it would seem that a student's only duty, as far as school is concerned, is to study hard and learn and get good grades. But we know that if a person is surrounded by hostility and confusion and concerned for his or her safety, or wondering who is saying what to friends about them, or is caught up trying to impress others with them, or is caught up trying to impress others with inappropriate clothing or outrageous behavior, then that student cannot focus fully on the duty of learning. The purpose of rules and policies is to provide students with a safe environment and consistent structure in which they can develop academically. So it is necessary that the school establish standards for the conduct of students and that the school act to discipline students when that standard is violated.

Each student has the duty to follow school rules. Students should also expect that the other students at SHS will also follow the same rules. If a student is aware of a violation, or a threat to the safety and well being of school personnel, he or she should report it so that proper action can be taken to preserve the academic environment of our school.

Student Care

The faculty, staff, and administration of SHS are dedicated to the mental, emotional, and physical well being of your child. It is our mission to help each student realize their full potential and to educate them to become responsible and caring citizens prepared for the future. We recognize that there must be a partnership between our school, the student and his or her family, and the community to accomplish our mission and your involvement is encouraged and expected.

Final Word

This handbook does not contain all the rules and policies of SHS. Some information does not change throughout the school year while others do. Parents should read this entire handbook and store it in a safe place for future reference.

Building Use and Hours:

The school day is from 7:45 a.m. to 2:45 p.m. Students are asked not to be in the buildings before 7:00 a.m. and should leave the campus at the end of the school day. Students who are in the buildings or on the campus must be under the direct supervision of a staff or faculty member. Students should make arrangements for home transportation as close to the end of the school day or activity as possible to avoid disciplinary action. A clerk is available to answer phone calls from 6:30 a.m. to 3:30 p.m.

Bell Schedules

Regular Bell Schedule

TIME	PERIOD	DURATION
7:40 AM	WARNING	
7:45 AM – 8:05 AM	HOMEROOM	20 MIN
8:05AM – 9:30 AM	1 ST PERIOD	85 MIN
9:30 AM – 9:35 AM	PASSING	5 MIN
9:35 AM – 11:00 AM	2 ND PERIOD	85 MIN
11:00AM – 11:45AM	LUNCH	45 MIN
11:45 AM	WARNING	
11:50 AM – 1:15 PM	3 RD PERIOD	85 MIN
1:15 PM – 1:20 PM	PASSING	5 MIN
1:20 PM – 2:45 PM	4 TH PERIOD	85 MIN
2:50 PM	BUSES DEPART	

Modified Bell Schedule
Due to Airconditioning Problems

TIME	PERIOD	DURATION
7:40 AM	WARNING	
7:45 AM – 8:55 AM	HR/1 ST PERIOD	70 MIN
8:55AM – 9:00 AM	PASSING	5 MIN
9:00 AM – 10:05 AM	2 ND PERIOD	65 MIN
10:05 AM – 10:55 AM	LUNCH	50 MIN
10:55 AM	WARNING	
11:00 AM – 12:05 AM	3 RD PERIOD	65 MIN
12:05 PM – 12:10 PM	PASSING	5 MIN
12:10 PM – 1:15 PM	4 TH PERIOD	65 MIN

Activity/Assembly Bell Schedules

Regular Bell Schedule

TIME	PERIOD	DURATION
7:40 AM	WARNING	
7:45 AM – 8:45 AM	1 ST PERIOD	60 MIN
8:45 AM – 8:50 AM	PASSING	5 MIN
8:55 AM – 9:50 AM	2 ND PERIOD	55 MIN
9:50 AM – 9:55 AM	PASSING	5 MIN
10:00AM – 10:55AM	3 RD PERIOD	55 MIN
10:55AM-11:50AM	LUNCH	50 MIN
11:55AM-12:50PM	4 TH PERIOD	55 MIN
12:50PM-1:00PM	PASSING	10 MIN
1:00PM – 2:45PM	ACTIVITY	105 MIN

Modified Bell Schedule

TIME	PERIOD	DURATION
7:40 AM	WARNING	
7:45 AM – 8:30 AM	1 ST PERIOD	50 MIN
8:30 AM – 8:35 AM	PASSING	5 MIN
8:35 AM – 9:20 AM	2 ND PERIOD	45 MIN
9:20 AM – 9:25 AM	PASSING	5 MIN
9:25 AM – 10:10AM	3 RD PERIOD	45 MIN
10:10AM – 10:55AM	LUNCH	45 MIN
11:00AM – 11:45AM	4 TH PERIOD	45 MIN
11:45AM – 11:55AM	PASSING	10 MIN
11:55AM – 1:15PM	ACTIVITY	80 MIN

Books and Other Classroom Materials:

Students are expected to provide their own notebooks, paper, pens and pencils. While some classes may use watercolor markers for work done in the class, **permanent markers are prohibited and will be confiscated by any staff or faculty member.**

Today's textbooks are very expensive and difficult to replace. Textbooks are loaned to the students, and the student is responsible for them. Losing the books or damaging them with obscene writing or gang symbols will require that the student pay for the book before he or she can be issued another book. Workbooks are issued in some classes. If the student loses the workbook, he or she will have to pay for the workbook before receiving another one.

Cafeteria:

The Cafeteria serves breakfast from 6:45 a.m to 7:45 a.m. The cost of breakfast is \$.50 and \$.25 for reduced breakfast. Lunch is served from 10:52 a.m. to 11:42 a.m. The cost is \$.75 and \$.35 for reduced lunch. Lunch tickets may be purchased before school in the cafeteria. Applications for free and reduced lunches can be obtained from the homeroom teacher or the Business Office.

Library

1. The Library is open from 7:15 A.M. to 3:30 P.M. daily.

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2. Students who come to the library during class time **must** have a valid corridor pass.
3. Students may use the library at lunch, before and after school as a **privilege** and will observe proper decorum at all times or the privilege can be suspended. Two books may be checked out for two weeks at a time. The overdue charge is \$.05 per day.
4. Certain reasonable fees are charged by the library for using expendable library supplies and for services not normally found at other libraries as part of on-going fund raising efforts. A list of these fees can be obtained from the librarian (Printing Black/White=\$0.10; Printing Colored \$0.25).
5. The library encourages students, especially seniors, to become library aides for credit. Aides learn library skills, routines and services. See the librarian or counselor for more information.

Lost and Found:

Any student finding a lost item is requested to bring it to the main office. Any student who has lost an item should report the loss to the office and check with the office clerks to see if the item has been turned in.

Student Identification Cards:

Students are required to carry SHS Identification Cards at all times for school and school related activities. The I.D. cards will be proof of current enrollment at S.H.S. and must be presented upon request by any school personnel at any time during school hours and activities.

School Buses:

Free bus transportation is available to all students. Students being transported are under the direct authority of the bus driver. All school rules apply while students are in the bus, at the bus stop, and at boarding areas. No student shall exit from a school bus until it has arrived at its destination (either the school grounds or at the regular bus stop). Upon exiting from a school bus in the morning, all students must remain on campus. Students violating any school rules at the bus stop or in the bus will face disciplinary action. Students tardy or absent due to late buses are excused with a late bus pass issued by the attendance office. Students are responsible for reporting immediately to class after receiving the pass.

Students Dropped/Picked up by Parents:

Please drop off and pick up students at the designated site. Please observe speed limit while on campus. The Plumeria Gate will be closed at 7:45am. Students being dropped off after this time must use the Truman Gate and proceed to the attendance office for a late walker/rider pass.

Student On-Campus Vehicle Pass & Parking:

Applications for a permit to park on campus may be obtained from the Discipline Office. A \$20.00 fee will be assessed for vehicle registration and parking pass. Upon submission of the application, the following must be presented:

- * Driver's License
- * Car Registration
- * Insurance Policy
- * Parental Authorization
- * A Recent Photograph

Upon the approval, the student will receive a parking pass. All students are to park in the area designated as the student parking lot. No student vehicles are allowed to park in the Faculty and Staff parking lot, behind the school, and in front of and behind the cafeteria. **VEHICLES WILL BE TOWED IF PARKED IN AN UNAUTHORIZED SPACE.** Vehicles should be kept locked at all times. **The school will not be held liable for any vehicles damaged, vandalized, or items stolen from any vehicle.** Students are not to remain in their vehicles after arriving on campus. Students are not allowed to go to their vehicles during instructional time unless they have administrative permission to do so (half day schedule, off campus pass, etc). **Vehicles are subject to search.** Parking privileges may be revoked if students fail to follow this policy or violate other school rules.

Lunch Pass:

No lunch passes will be issued for SY 2006-2007.

Visitors:

At no time, whatsoever, may a student bring their babies, younger siblings, younger relatives and friends from other schools on campus. Upon entry to the campus, you must present your identification and purpose to the sentry guard and your license plate number, name, and purpose will be recorded and driver's license held. The guard will then give you a visitor's pass which must be returned when signing out of the school campus. Do not forget to retrieve your driver's license after your visit and return your Visitor's Pass.

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Athletic Program:

Students are able to participate in the following sports:

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

Southern High School provides two teams, Varsity and Junior Varsity, for both volleyball and basketball, which makes it possible for a larger number of students to participate

In general, all students enrolled at Southern High School 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.

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 2 or more U's for citizenship and/or 2 or more F's for class work will not be permitted to participate in sports. Students who have been suspended will not be permitted to participate during the suspension and/or for the remainder of the season.

Following is a checklist of requirements that need to be completed before any student athlete may participate.

1) Attendance at parent/student pre-season meeting. 2) An updated physical file at school. 3) Parental permission for participation on file. 4) A signed athletic pledge form. 5) A signed hold harmless agreement on file. 6) A signed (by Athletic Director) permission to practice form. 7) At least 10 official practices before competition. 8) *A signed attendance check on competition days* and 9) **A POSITIVE ATTITUDE.**

SHS athletes represent the team and the school and any exhibition of un-sportsmanlike conduct will result in dismissal from the team. All athletes must uphold the good name of the team and the school.

Personal Messages and Telephone Use:

Pay telephones are available for student use. Students will not be allowed to leave a class to use the telephone, and students will not be called to the phone during school hours. Messages of an important nature will be delivered to students. Students are not permitted to have cellular phones and beepers during instructional hours. They will be confiscated and held in the office of an assistant principal if students are caught using them during class time (this includes texting messages, playing phone games, or reading text messages or incoming silent calls). Parent or guardians may pick-up confiscated items from the administrator. Teachers and support staff may also confiscate such items, which will be forwarded to the administration. The school will **not** be financially responsible for lost phones or pagers.

Student Clubs and Organizations

Students are highly encouraged to participate in school-sponsored clubs or organizations at SHS. Being involved with student activities contributes positively to your overall high school experience. Please see any SBA member for an updated listing. You may also create a new club or organization by following certain guidelines.

The Tuninos Chapter of the National Honor Society is an organization that you must be selected to join. The Faculty Advisory Council, appointed by the school principal, determines who meet all the criteria for membership. At SHS, you must have a 90% cumulative G.P.A. to qualify. Freshmen cannot seek membership until their sophomore year. In addition, you must have attended SHS for one semester before membership is sought, have completed 10 hours of validated community service, have held or currently hold a leadership position, and lack any discipline/attendance referrals as well as any Unsatisfactory ratings for citizenship up until the time of induction. Lastly, you must maintain an average of 4 out of 5 for your character rating by previous and current teachers and advisors.

Yearbook & Picture Taking:

The school yearbook is created by students in the Yearbook class and club. The Yearbook students conduct fund raising activities to help defray the cost of the book, however, the cost to the student is usually about \$75.00. Students who purchase the book early in the year usually receive a discount for early payment.

The Senior Class may make arrangements to have their pictures taken at a local commercial studio. Information concerning these arrangements may be obtained from the Senior Class Advisors or Senior Class Officers.

A photographer will be on campus to take all other student pictures at the beginning of the school year. The students will be given information concerning the cost of the pictures. Students are not required to

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purchase pictures. However, **all** students should have their pictures taken at this time. There is no charge for taking the pictures which will be used in the yearbook, for school records, and may be used on Student ID cards.

Caps, Gowns, and Class Rings:

Procedures for obtaining these items will be announced in the bulletin during the school year.

Diplomas:

Students are responsible to make sure that they submit the names they want to appear on their diploma by the deadline established by the school. The school will not be responsible for reprints.

Instructional Fees:

Some courses at SHS require a small fee that is used to purchase consumable materials for student use. Please refer to your child's syllabi for his/her courses and any fee policies.

Emergency Forms:

All information pertaining to your child's health and well being must be updated in the Nurse's Office every year and whenever changes are made. The information contained on this card is essential to the safety and well being of your child. If your child does not have an Emergency Health Card on file each school year, your child will be refused admittance to school. Please update the list of names of people authorized to pick up your child on the emergency form. The school will not release student's to those not recognized by their parents or guardians.

Surveys:

Throughout the school year the school participates in several federal or local surveys that are intended to provide information on the demographics of the school as well as to determine eligibility for federal or local grants or funds. The outcome and response to these surveys greatly impacts education at SHS and all participants are urged to return the surveys in a timely manner.

Keeping Up-To-Date with S.H.S.

Please check the Education Update in the Pacific Daily News every Sunday for any announcements regarding the school. There will also be a monthly newsletter to be sent home with students. Ask your child for daily updates about upcoming parent meetings and school activities. Letters from teachers and the administration will also be sent home as needed.

Concerns, Suggestions, or Questions:

Students, parents/guardians who may have a concern, suggestion, or question about a particular problem or situation at school should follow the procedure that follows. In the event there is dissatisfaction with the resolution at any level of a situation after exhausting all possibilities, the matter may be presented to the next level. Please allow sufficient time for research and examination of all alternatives and possibilities before moving on to the next step. A reminder: an appointment should be arranged with the appropriate staff member (or his/her clerk) to expedite any concerns or suggestions.

Step 1 Classroom Teacher:

All concerns and/or suggestions should begin with the classroom teacher. Teacher schedules may be obtained with the office clerks. If concerns and/or suggestions are not remedied, proceed to the next level.

Step 2 Counselor

Step 3 Assistant Principal

Step 4 Principal

Step 5 Associate Superintendent

Step 6 Superintendent

Step 7 Guam Education Policy Board

After progressing through Steps 1 through 6 in a sequential order, and if concerns and/or suggestions still exist, the Superintendent may approach the Board of Education to review the specific item or make arrangements for parents to attend a board meeting with their concern or suggestion.

CURRICULUM ISSUES

Grading and Units of Credit:

We, the family and community of Southern High School commit ourselves to high standards by promoting excellence and preparing students for lifelong learning.

At the end of each semester, teachers indicate with a grade, the level of achievement reached by each student. Semester grades go into the permanent record. Students who do not receive a satisfactory grade must retake the class at the earliest opportunity.

The grading of students is the teacher's responsibility. Teachers are considered the best qualified persons to evaluate students' work and their integrity shall be respected. Grades at Southern High School are recorded as percentages. **A student must receive a grade of 60% or above to pass a class. No credit is received for an NC (See Board Policy 411).**

No credits earned from **non-accredited correspondence courses or home-schooling** can be used to fulfill graduation requirements. The determination of academic standing is limited to only those students whose GPA's are based exclusively on credits received from accredited institutions. Consequently, students whose GPA's are based in part on credits received from non-accredited institutions have no academic scholastic standing or class ranking.

If a student over compulsory age **fails all classes**, despite intervention attempts by the school, the student may be dropped for the remainder of the semester (Board Policy 330).

Incomplete Grades

Incomplete grades for the quarter or the semester must be completed within 10 days of the following quarter or semester. A failure grade will result if the incomplete grade is not changed within the 10 days. Request for an extension must be approved from the principal.

Grade Level Designation

Freshmen enrolled during or after SY 2001-2002

CREDITS	GRADE LEVEL
0-5	9 th Grade
6-10	10 th Grade
11-15	11 th Grade
16 and over	12 th Grade

Each student's grade level is determined not by the number of years he/she has been attending high school, but by the number of credits he/she has earned. In accordance with Board Policy 351, students earn credits upon successful completion of a course with a grade of "D" or better. A semester course earns ½ credit. A passing grade on progress reports or quarter report cards does not guarantee a passing grade for that semester.

Grading Schedule

	GRADING PERIODS	PROGRESS REPORTS
1 ST SEMESTER 2 ND SEMESTER	1 ST Quarter: 08/15/06 – 09/15/06	08/29/06
	2 ND Quarter: 09/18/06 – 10/18/06	10/02/06
	3 RD Quarter: 10/19/06 – 11/28/06	11/08/06
	4 TH Quarter: 11/29/06 – 01/16/07	12/13/06
3 RD SEMESTER 4 TH SEMESTER	5 TH Quarter: 01/17/07 – 02/21/07	02/01/07
	6 TH Quarter: 02/27/07 – 03/26/07	03/09/07
	7 TH Quarter: 03/27/07 – 05/07/07	04/20/07
	8 TH Quarter: 05/08/07 – 06/08/07	05/22/07

Block Schedule

SHS operates in a 4x4 Block Schedule. The 180 day school year is divided into two blocks (Block 1 and Block 2) that are 90 days each. Each block consists of two semesters which are equivalent to four quarters of 23-24 days each. Students can take up to eight (8) classes and earn up to eight (8) credits per school year. In order to maximize learning opportunities in a 4x4 block schedule, students are required to maintain good attendance because each class period missed is equivalent to missing two days of course work. The 4 x 4 block schedule also allows SHS students the opportunity to take additional classes of interest to them or for enrichment.

Student Schedules

Students are responsible for attending the classes on their student schedules. Reasons for dropping or adding courses (schedule change requests) include:

1. Course prerequisite not met

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2. Student has already passed the course.
3. Student has a medical excuse from Physical Education
4. Student is not scheduled for a class needed for graduation.

Procedures to change schedules:

1. Students pick up schedule change request forms from their teachers, complete form with parent signature, and returns them to their teachers.
2. Teachers will submit schedule change request forms to the counseling office.
3. Requests are approved/disapproved by Assistant Principal of Curriculum.
4. Student continues attending class until directed by his/her counselor to change (Students CANNOT go to the counseling office during instructional hours during this time period as their attendance will be unexcused as skipping)

Change of Residence:

Students must attend the school within their area of residence. A student whose residence changes during the school year must notify the school and fill out a *Change of Residence Form*. If this change places the student outside the area of his/her present school, the student must then transfer to the appropriate school. The Withdrawal/Entry procedures will be followed accordingly. **ALL STUDENTS MUST REGISTER EACH YEAR AT THE SCHOOL.**

Report Cards, Progress Reports, Parent Conferences:

Report cards are issued at the end of each quarter/semester, and progress reports are issued during the third week of the quarter. Scheduled Parent Conferences are held at the end of the first and third semesters. *Parents may request meetings with teachers or counselors at anytime.*

Missing Grades

It is the student's responsibility to make sure that any missing grades in their report card are submitted by the teacher immediately.

Family School Partnership (Board Union Contract pages 28 and 29.)

The Board and the Union recognize that family-school partnerships are fundamental to successful schools and agree that communication between the schools and parents is essential.

Teachers shall provide students and families with the following information at the beginning of every school year/semester:

- Course outlines/syllabus and class rules;
- An explanation of what parents/guardians are expected to do to monitor the extent to which their children are meeting class/course requirements and to maintain communication with the school.

The Board Union Contract also requires that teachers communicate with parents on a weekly basis. A failing grade on a report card should come as no surprise to the parent if the teacher has kept them informed. There are a number of ways this can be accomplished, and a teacher may use any method they like to fulfill this requirement. Some possible methods are:

- progress reports, letters
- ask that a parent sign an assignment or score sheet
- ask that a parent sign a completed assignment or test paper
- phone the parents

When a student will be absent for an extended period of time due to illness, an off-island field trip, or suspension, the teacher should provide a written list of assignments and due dates.

At mid-quarter parents will be given a written progress report, and parent-teacher conferences are scheduled to be held after grades are posted for the first and third semesters. Teachers are encouraged to call parents regarding their child's behavior and attendance before referring the student to the administrators for disciplinary action.

Parental Involvement

Parents/Guardians are encouraged and invited to be a part of their child's education. Parents are welcome to seek information concerning their child's grades and/or classes, to act as volunteers in the classrooms, at activities, on field trips as guest speakers, and as mentors.

The school also hosts Parent and Student Orientation at the beginning of each school year for all students including incoming Ninth Graders and New Students. Academic awards ceremonies will be held each semester as well as educational workshops. Call the school for more information about your child and/or school related events.

Withdrawal and Transfer of Students:

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Students must be at least eighteen (18) years old in order to withdraw without parent permission. The parent/guardian will sign a withdrawal form prior to and not less than 24 hours before the actual date of withdrawal. This form will be sent to the student's teachers for grades, attendance, obligations, and returned to the counseling office **within 24 hours**.

The student will return all books to the counseling office and will have to pay for lost or damaged books before records are released. A **copy** of the withdrawal form, latest report card, cumulative card and shot record will be provided to the student to present to his/her next school. *Upon receipt of an official request form from the receiving school the original records will be forwarded directly to the receiving school.* (See Board Policy 339 for early granting of credits.) It is not recommended that students withdraw or transfer mid-semester due to our block schedule.

Graduation Requirements

Students who enter Southern High School choose from two Learning Paths: The two paths defined by the Department of Education are: (1) College and (2) Career. In all two paths the students will be provided with the type of curriculum that will best prepare them to go directly to work, to continue their education by attending a post-secondary technical school, a junior college, or a four-year college. The counselors will help the student to develop a four-year plan that insures all requirements for graduation are met. Students must complete all requirements, and have 24 credits in order to graduate. It is the responsibility of the student to plan a course of study for four years which will prepare the way for entrance into college, technical school or the job market. Refer to the appendix for a listing of the courses offered at S.H.S. as well as a worksheet to help you plan your four years. Some classes may not be available during SY 05-06. If you are interested in one of these classes, see your counselor.

Advanced Placement and Honors Classes:

All students should have an opportunity to pursue challenging learning opportunities. Advanced Placement and Honors courses provide such challenges in a supportive environment. The Advanced Placement program also provides the opportunity to earn college credit or its equivalent through the advanced placement testing program. At the conclusion of each advanced placement course, students are expected to take the corresponding advanced placement examination. Fees for the examination will be coordinated by Curriculum and Instruction. Students who wish to enroll in Advanced Placement and Honors courses should see their counselors for applications and procedures.

Languages Other Than English (LOTE):

All students who enter Southern High School are required to fill out a Home Language Survey. Students who enter from off-island schools may also be given a test of language proficiency to determine their placement in classes.

For those students for whom English is a second language, Southern High School offers beginning and sheltered classes that ease the student's transition into the school, and insure that the student will be able to graduate.

When needed translators will be found to help students and parents who have difficulty understanding the requirements, or filling out required forms.

Length of Attendance (BP330):

High school 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 requirements by the end of the six (6) year period.

Additionally, if a student over compulsory age (16 and up) **fails all classes**, despite intervention attempts by the school, **the student may be dropped for the remainder of the semester**.

Graduation Standards

Successful schools convey a commitment to excellence in all education programs. A formal event such as high school graduation must be viewed with the highest tenets of honor and professionalism. The public has high expectations of our school leaders to clearly articulate proper decorum to our students in any situation.

The guidelines will consist of the following:

- I. Requirements for Participation in the Graduation Ceremony.** In order to participate in the ceremony, students must:
 - A. Meet the academic requirements for graduation.
 - B. Receive and sign a copy of this handout.
 - C. Be cleared of all financial obligations to the school (textbooks, library books, uniforms).
 - D. Be in attendance at all three graduation practices. Tardiness of more than 15 minutes will count as an absence and the student may jeopardize his/her opportunity to participate in the ceremony.

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E. Adhere to the dress code and rules of conduct.

II. Dress Code

LADIES:

A. Clothing

1. Wear a collar-less light/pastel/white/off-white colored dress or blouse.
2. Dress or skirt hem must not exceed your gown's hem length.
3. Jeans, shorts, mini skirts are not allowed.
4. Hosiery must be a shade matching your skin tone or white. No other color will be acceptable.

B. Shoes

1. Plain white, off-white, or black (Seniors will decide on color for all ladies) shoes are required (there should be no ornamentation on them).
2. Short heeled pumps (1" to 2" heels) or flats are preferred.
3. Heels over 3", spike heels, open-toed shoes, sandals, zorries, or tennis shoes, will not be allowed.

C. Jewelry

1. Jewelry should be tasteful and minimal.
2. Any jewelry not allowed in school will not be permitted (symbolizing drugs or alcohol).
3. Only stud earrings no larger than a pea (5mm) will be permitted.
4. No dangling earrings or hoops, regardless of the size, will be allowed.
5. You may wear one necklace only, and it must be short enough so that it does not hang outside of the gown.

D. Hair

1. Hair must be worn off the face in a neat style.
2. Long hair should be pinned up in a French twist, bun, etc.; or a neat ponytail at the nape of the neck; or combed back off your face.
3. If you tie back your hair, do so with a thin hair band or thin ribbon in either black or a color matching your hair. No rainbow colored bands or ribbons will be permitted.
4. No hair scrunchies will be allowed.
5. Wearing your bangs down at an acceptable level will be permitted; however, see the rule governing cap placement.

GENTLEMEN:

A. Clothing

1. Wear a white long sleeve shirt, a black neck tie, and a pair of black dress slacks.
2. No colored shirts, bow ties, shorts, jeans or denim slacks will be allowed.

B. Shoes

1. Black dress shoes or loafers worn with black dress socks are required.
2. No tennis shoes, zorries, sandals, or boots will be permitted.

C. Hair

1. Hair must be worn off the face in a neat style.
2. Long hair must be worn off the face either combed back, pinned up under you cap, or in a neat pony tail at the nape of the neck. If you tie your hair, do so with a thin hair band or thin ribbon in either black or a color matching your hair. No rainbow colored bands or ribbons will be permitted.

D. Jewelry

1. It is preferred that gentlemen wear no jewelry other than their class ring and perhaps a tie bar.
2. No earrings will be permitted.

Ladies and Gentlemen:

A. Cords and Sashes

1. Cords and sashes from only SBA and recognized school organizations will be permitted.
2. Students are allowed to wear two (2) items (a single cord or sash; two sashes; two cords; or one cord and one sash).
3. Any cords or sashes worn together must be complimentary colors (at the discretion of the advisors).

B. Pins

1. Small pins from a recognized school group or community service organizations (Lions Club, Scouts) will be permitted.
2. All pins must be tasteful in nature and not too showy or flashy.
3. A maximum of six pins may be worn.
4. Pins must be worn on or at the collar of the gown beginning one inch from the zipper with ¼" between pins. No more than three on either side may be worn.

C. Caps, Tassels, and Rings

1. Bring bobby pins to secure your cap on (ladies and gentlemen).
2. Caps are to be worn as "diamonds", with the corners centered over your forehead, ears, and back.

3. All caps must be worn flat on your head so that the mortar board is parallel to the ground. Advisors and their representatives will change it for you if it is not worn properly.
4. Tassels are to be worn on the front left edge of your cap until everyone has received their diploma. Your designated senior leader will lead everyone to stand and move their tassel to the right front edge of their cap – symbolizing the certification of your diploma.
5. At the beginning of the ceremony, class rings should be worn so that the year is hidden. When you turn your ring during the ceremony, you turn it to show the year.

D. Important notes about the Dress Code

1. You are expected to comply with the dress code.
2. Advisors will check students at the dress rehearsals and just before they walk out for the opening ceremony. If you have any questions about the dress code, the time to bring it up is at the first dress rehearsal and not at the final ceremony.
3. Participation in the ceremony is a privilege not a right; Advisor's and School Administrator's decision about the dress code or any provision of the expectation are final.

III. Rules of Conduct

- A. Students are expected to follow the instructions of the advisor
- B. Students are expected to behave in an appropriate and respectful manner.
- C. A copy of the program will be on your seat. Do not sit and read the program during the ceremony. Leave the program on your seat when you stand to receive your diploma.
- D. While seated, sit properly. Don't slouch or spread your legs.
- E. Put your feet flat on the floor.
- F. Feet stomping, confetti and/or balloon throwing, yelling, whistling, cat calling, gum chewing are not appropriate behaviors.

IV. Important Notes

- A. Failure to comply with the standards for graduation will result in removal from the ceremony. **You will be removed even if you are already on the stage!**
- B. Remember that this is a serious rite of passage where your family, friends, and teachers see you move from childhood to adulthood.
- C. Let's work together to make this a memorable event for all of you. This is your chance to show your school pride.

Computer/Internet Usage on Campus

The use of any SHS Internet account must be in support of education, communication, and research. Transmission of any material in violation of any Federal or Local regulation is prohibited. This includes but is not limited to copyrighted material; threatening or obscene material; continued unwelcome contact, slander, libel, or material and software protected by trade secret and national security restrictions. Users should be aware that electronic mail is considered copyrighted material and the property of the original sender. Copyright laws prohibit use of content of email without the permission of the copyrighted holder. Inappropriate use will result in cancellation of privileges and disciplinary action.

Half-Day Schedules/Passes:

Only Seniors may apply for a half day pass if they need less than 3 credits to graduate (see your respective counselor before picking up an application) and if they have a job and reliable transportation. A parent or guardian must come in to sign the application, even if the student is 18 years old. If approved, the Assistant Principal-Attendance will issue a pass permitting a student to leave campus early, or to come to school at a later time. There is a \$5.00 fee for the first pass and \$2.00 should the pass need to be replaced. You must submit 2 I.D. pictures (1 x 1^{1/2}) along with your application. If you are under 18 years old, your application form needs to be notarized.

Students with unscheduled classes and approved passes must leave campus, unless they have received permission from an assistant principal to remain on campus either in the library or under the supervision of a teacher. Students who abuse the passes (allowing others to use the pass) will be subject to disciplinary action and their passes revoked. If your pass is revoked you will have to be signed out daily by an authorized person on your emergency card. If a student does not have a need to leave early, it is recommended that they make use of the time to take additional classes that will prepare them for work or college.

Guidance and Counseling Services:

Southern High School has full-time counselors. Students may make an appointment with the counselor for help with planning their schedules, for assistance with college and career plans and for help with school related problems. The counselors are readily available to help students cope with crises.

Parents are always welcome to talk with a counselor concerning their child.

My counselor's name is:

Transcripts:

Transcript requests will be filled according to the workload of the counseling office. During busy periods, it may take up to two weeks to process transcript requests. Prepare your transcript requests as early as possible for prompt and timely attention. Transcripts and diplomas will not be released until financial obligations are satisfied.

Type of Transcript	Fee	Processing Time (Time is dependent on Counseling Office Workload)
Official	\$3.00	48 hours or more
Unofficial	\$1.00	48 hours or more
Student Verification	\$1.00	48 hours or more
Report Card(Extra)	\$1.00	48 hours or more
Inarajan High School	\$3.00	1 week
Oceanview High School	\$3.00	1 week

Testing:

Besides the tests given by teachers for assessment of classroom learning, Guam Public Schools administer standardized tests in April/May. Results are usually received during the summer or early fall and are made available to students and parents.

Information concerning the PSAT, SAT, ACT, and ASVAB tests is available from the College and Career Counselor. Students taking AP classes are encouraged to take the AP Exams for those courses. Many colleges give college credit for these classes because of the scores received on these tests. Students who take the tests seriously are rewarded by better grades and higher scores. They also have more opportunities to take advanced classes and to qualify for scholarships and admission to the colleges of their choice.

Tutoring:

Students who need help to pass a class, or to take the SAT or other standardized tests should see their counselor. Military volunteers, other community volunteers, teachers, and students are available for specific tutoring needs.

ATTENDANCE ISSUES

There is a close relationship between academic success and school attendance. Good attendance habits learned and developed in school will be carried over into the world of work. Please remember, every school day counts. Being absent from class or from school is the most frequent reason for students failing. A student who comes to class every day, on time, with books and materials, rarely fails.

School Attendance Reminders:

1. Schedule doctor, dentist and other appointments before or after school hours, or on Saturdays or teacher workdays.
2. If you must schedule appointments during the school day, plan them so that your child does not miss the same class every time.
3. If your child must be out of school for part of the day, allow him/her to miss only that time necessary for the appointment.
4. Do not view tardiness as acceptable behavior.
5. In case of prolonged absence due to hospitalization, etc. notify the school Attendance Office as soon as possible at 479-2103/2102 and make arrangements to obtain your child's assignments.

Activities:

Activities held during the school day are considered a part of the school day, and students are expected to remain on campus. An activity day schedule will ensure that all classes will meet either before or after the activity period. See the school calendar for scheduled activity days. Additional activities sponsored by various student organizations are included in the monthly newsletter.

Off Campus Passes:

Students who must leave the campus for other reasons such as medical appointments are required to have a pass from the Attendance Office. Students under the age of 18 years will not be permitted to leave the campus unless a parent or guardian, or an individual named in advance on the student's Emergency Record

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Card **personally comes into the office and signs the student out. Letters from parents, FAX transmissions, and phone calls will not be accepted. Hence, the importance of updating all student information on emergency forms.** Adult students who sign themselves off campus without legitimate reasons will not be permitted to return to the campus for the remainder of the day and will incur unexcused absences in any classes missed as a result thereof. The Off Campus Pass may not be used simply to go off campus for lunch.

Student Absences:

In the event that a student attending Southern High School is absent, he/she is subject to the provisions stated in Board Policy 411 (refer to Board Policy 411).

The following circumstances are considered excused (extenuating) absences:

1. Illness, disease or accidents which require the student to either remain at home or be treated in a clinic or hospital for three or more consecutive days verified by a statement signed by a physician.
2. Regularly or periodically scheduled medical or dental visits.
3. Death in the *immediate* family.
4. Natural catastrophe
5. Travel with prior approval by school administrator.
6. Required court appearances.
7. Lack of available bus transportation.
8. Participation in authorized related activities such as field trips (provided the student shows documentation that he/she was present at the field trip).
9. Suspension. Absences incurred by students whenever they are suspended, do not count towards the accumulation of unexcused absences. Students who are readmitted after suspension must obtain an admit slip from the office wherein their suspension was issued before reporting to class.

Pre-Arranged Absences:

Parents or legal guardians must meet with and secure approval from the Assistant Principal of Attendance. Students with approved pre-arranged absences must inform their teachers prior to missing school to obtain make-up work. In the case of unforeseen, prolonged absences (i.e. medical or emergency situations) students or parents should contact the student's counselor to arrange for the pick-up of make-up work.

If the student will be going off island the parent or guardian **must** come to the office to sign the required forms. A pre-arranged absence form signed by all of the student's teachers should be returned to the office at least 24 hours in advance of proposed absence. (Some exceptions may be granted in cases where a 24-hour notification is impossible.)

Students will receive an excused absence if the pre-arranged absence form has been turned into the office before the absence and all teachers have signed it. Failure to turn in the pre-arranged absence form or failure to have all teachers sign the form will result in an unexcused absence.

If the above procedure is not followed and proper notification is not given, no pre-arranged absence will be granted. If the student leaves school without authorization, the absence will be handled as unexcused.

Permission for such absences will be determined on an individual basis.

Admit Slips for Excused Absences:

Homeroom teachers will give a student an excused admit to class providing that the absence meets the criteria above and the provisions in Board Policy 411. The teacher will give a student with a note from a parent, an appointment slip from a clinic, an excused admit slip, **providing the excuse meets the criteria. Admit Slips supported by an appointment slip/card or legal proceedings letters are considered extenuating absences.** The same policy applies for 18 year old students who write their own excuse notes. Parent notes will only be accepted if the absence is for only one or two days absence at any one time. If a student is absent for two days and comes with a parent note, that note is counted as two parent notes. Students are allowed **only three parent notes per semester.** Teachers will keep and file incoming notes. Students returning with a medical note due to a contagious or prolonged illness will be sent to the nurse's office with a corridor pass. The nurse's office will provide the student an admit slip and file all documents.

Unexcused Absences:

Teachers shall give a student, who cannot provide an acceptable excuse for his/her absence(s), an unexcused admit slip on the first day of their return to school. The student then has **one (1) school day** to provide an acceptable excuse for his/her absence. Failure to do so will result in the absence(s) being marked unexcused. Work missed due to an unexcused absence will not receive a grade. High school students who incur 6 or more unexcused absences in a course during any semester cannot receive credit for that course for that semester. For the purposes of this policy, three unexcused tardies within a semester from a course shall equal one unexcused absence from that course for that semester, and students who are ten (10) or more minutes tardy for a class shall be considered as absent from the class. (Board Policy 411)

Procedures for Dealing with Absences (Board Policy 330):

Students who incur a set number of absences will be referred to the office. The school shall make reasonable efforts to call parents/guardians to determine the reasons for the absences. Additionally, students who have been referred for absences may also be referred to their counselor to address the reasons contributing to their absences. **A student of non-compulsory attendance age (16 and up) that has accumulated a total of twenty-five (25) days of absence (includes excused, unexcused, unexcused tardies, and suspensions) may be dropped from school for the remainder of the academic year. Students of non-compulsory age with previous attendance problems must sign a contract regarding this policy and will be placed on an attendance monitor form for the entire school year.**

Make-up Work:

When a student is sick or absent from school because of an excused absence, that student may make up the work assigned during the period of absence. Students are responsible for obtaining make-up assignments from all of their teachers on the day they return to school. A student will be expected to have work done upon returning from a single day's absence. Work missed from an extended absence must be made up in a reasonable period of time, usually equal to the number of days missed by the student.

Truancy:

"Truant" is defined as a pupil found to be absent from school without a reasonable and bonafide excuse from a parent/guardian. Students who incur 12 or more days of unexcused absences from any class in a school year and are of compulsory age are considered "habitual truants" and shall be referred to the Family Court according to the procedures established by the Department.

Tardiness to Class:

Students tardy for reasons other than because of a late bus will not be considered excused. However, circumstances may arise when a student may have to finish a test, assignment, or project in another teacher's class or finish club/organization matters after lunch. It is up to the student's next period teacher to consider excusing the tardy. Students who are tardy are subject to the provisions stated in the Board Policy 411 that states that three unexcused tardies within a semester from a course shall equal one unexcused absence. Consequences for habitual tardiness may include: suspension, lunch detention, after school detention (transportation must be provided by parents/guardians) lunch/after school work detail, parent shadowing, attendance monitoring, etc.

Procedures Dealing With Unexcused Absences Due to Tardiness:

Students who accumulate unexcused absences as a result of excessive unexcused tardies shall be referred to the office. Teachers shall make reasonable efforts to call parents/guardians to determine the reasons. Students may be subject to the following disciplinary actions: suspension, revocation of parking privileges, attendance monitoring, mandatory parent conferences, mandatory parent shadowing, lunch/after school work detail.

Excessive Tardies

It is very important that students arrive to class on time

- 1st Offense: Teacher warns student
- 2nd Offense: Parent Notification; Referral to Counselor
- 3rd Offense: Parent Notification of BP 411 (3 tardies=1 unexcused absence)
- 4th Offense: Mandatory Parent/Teacher Conference or 1 Day Suspension
- 5th Offense: Mandatory Parent/Teacher/Administrator Conference or 2 Days Suspension

Field Trip Policies and Procedures:

Well-planned field trips can be an essential supplement to an instructional program. However, they are NOT a REQUIRED part of the curriculum. No field trips are to be taken during exam weeks, and absolutely no swimming is allowed.

Students taking part in a field trip must:

1. Have the Notice of Field Trip Form signed by all teachers at least **five** days in advance.
2. Have form signed by a parent/guardian giving permission for the trip.
3. Return signed form to the teacher leading the trip no later than **three** school days prior to the actual field trip.

A teacher may deny permission for a student to go on a field trip if:

1. The student is failing.

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2. The student has excessive absences (3 days for the quarter excused or unexcused.)
3. It is the student's third field trip for the quarter.

Off Island Field Trips:

Off-island field trips are taken by students while accompanied by one or more employees of the Guam Public School System to a point outside of Guam. Such trips must:

1. Be consistent with the policy and guidelines as approved by the Board of Education.
2. Be adequately financed from other than budgeted funds without undue hardship on students.
3. Provide sufficient supervision.
4. Purchase life insurance in the amount of at least \$5000 per student.

Students must:

1. Return all parent permission and teacher notification forms to the teacher leading the trip no later than three school days prior to the actual trip.
2. Have all proper travel documents prior to departure.
3. Make-up work that will be issued. Students should notify teachers at least three days in advance so that work may be assigned where teachers feel it is warranted.

Enrollment Verification

Parent or Guardians requesting verifications should contact the Attendance Clerk. There is a \$1 fee imposed and a 48 hour wait period, depending on the workload. The school reserves the right to include additional information on the form relevant to the student's attendance.

School Closing

If the school will be closed for threatening weather or other emergencies, local radio and TV stations will announce information concerning the closing, and reopening.

STUDENT DISCIPLINE ISSUES

All students are expected to behave in a manner reflective of good citizenship standards. Failure to maintain such standards of conduct or the commission of an act that disrupts the educational process shall result in disciplinary action. Disciplinary action may take the form of one or more of the following depending on the severity of the violation. Failure to serve any assigned consequences will result in more severe disciplinary action. An accumulation of violations in various areas may result in escalation of the disciplinary process. Each case will be judged on its own merits before any disciplinary action is taken. Any conduct requiring disciplinary action will be reviewed according to administrative discretion.

Alternative School placement.
Behavior Contract
Community Service
Disciplinary Advisory
Committee Hearing
Expulsion

Notification of legal authorities
Off campus suspension
Parent contact/conference
Parent Shadowing
Repair and/or Restitution

Removal from a Program or Activity
School campus special assignment.
School Detention
Warning

In-Loco Parentis

According to the Supreme Court, all adult faculty, staff, and administrators of the school are considered to have in-loco parentis or can take the place of the parents during school hours. Any reasonable request given to a student by any faculty, staff, or administrator must be obeyed or the student will be subject to insubordination.

The School's Jurisdiction

Students are advised that the school's jurisdiction includes the school campus: student activities held away from campus, such as fieldtrips, dances, carwashes, etc. school buses; and the bus stops. The school can apply disciplinary action whenever a violation occurs in any of these places. Additionally, the actions of

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students off campus which may impact the school environment may be subject to disciplinary action when the safety and well being of students is concerned.

Classroom Rules:

It is the teacher's responsibility to provide students with classroom rules and the consequences if the rules are broken. Please check your syllabus.

Behavioral Offenses that will result in disciplinary action:

- ❖ Violation of general classroom rules.
- ❖ Refusing to follow established attendance policies
- ❖ Leaving campus without permission
- ❖ Littering
- ❖ Loitering
- ❖ Spitting
- ❖ Smoking/Possession of any type of contraband
- ❖ Unexcused tardiness to school and classes
- ❖ Forged notes, excuses, passes, or other documents.
- ❖ **Academic dishonesty, cheating on tests, class assignments, or projects**
- ❖ Failure to serve detentions
- ❖ Possession of tobacco products or betel nut
- ❖ Violations of bus rules
- ❖ Trespassing in school buildings or on school grounds
- ❖ Refusing to obey directions of school personnel (insubordination)
- ❖ Abuse of school personnel, verbal/nonverbal
- ❖ Refusing to identify self to school personnel
- ❖ Damaging personal or school property (This includes tagging and graffiti)
- ❖ Vehicle violations (speeding on campus, parking in off-limit areas, etc.)
- ❖ Acts that endanger the safety of self or others or disrupt the educational process
- ❖ Use, possession or distribution of alcohol and/or drugs or paraphernalia
- ❖ Carrying or use of weapons or dangerous instruments, sprays, or explosive devices
- ❖ Verbal threats and/or physical abuse of school personnel and or students
- ❖ Verbal threats and/or damage to personal property of school personnel
- ❖ Physical violence to another student (fighting)
- ❖ Breaking and entering school buildings, buses, and other property.
- ❖ Violation of any federal or state statute, or local ordinance (Example: pulling fire alarm)
- ❖ Other behaviors deemed improper/unacceptable as determined by the school administration.
- ❖ Instigating a fight; face-offs or threats towards school personnel or students
- ❖ Chewing betel nut is prohibited
- ❖ Failure to cooperate during fire drills or earthquake drills
- ❖ Urinating or defecating on school grounds
- ❖ Other behaviors deemed improper/unacceptable as determined by the school administration

Corridor Passes

Students passing through the hallways at times other than those between passing time must have a valid corridor pass issued by a teacher or the office. If the student does not have a valid pass, his/her reason for being in the halls or out of class will be investigated and disciplinary action may be taken. Only one name is permitted on each pass. It is advisable that students check-in with their teacher and ask for a pass rather than proceeding to other destinations other than their specified class. Students who abuse or forge corridor passes will be disciplined accordingly. **Students are not allowed to be in the hallways the first and last 15 minutes of class.**

Skipping and Loitering: (students caught or found in the hallways with no authorization are loitering and skipping.) Disciplinary action will be taken immediately, and be referred to discipline office.

- | | |
|--------------------------|--|
| 1 st Offense: | Parent Notification; Referral to Counselor; Student warning. |
| 2 nd Offense: | Parent Notification; 2 Days lunch work detail/detention |
| 3 rd Offense: | Mandatory Parent Conference and 2 days suspension or 3 days lunch work detail/detention. |
| 4 th Offense: | 3 days suspension or 5 days lunch work detail/detention. |
| 5 th Offense: | 5 days suspension. |

Off-Limits Areas

All areas without proper adult supervision by any school faculty member or staff are designated as off limits and will result in referral to the school administrator. The off limit areas are the access ramps, stairs to the gym, stairs to faculty parking and the fields, the second floor, hallway corridors between wings, elevators, staircases, fire lane, and parking areas. The areas marked with **red lines** will be strictly enforced before the start of school and during lunch time. Students must have a corridor pass or student club/organization ID badge to be in these areas. During class time, pay phones and drink machines are off limits.

Fighting

Fighting in school or during any school activity, on or off-campus, is strictly forbidden. SHS zero tolerance policy requires students involved in a fight be suspended with a standard suspension of 10 days. **Note: In all but exceptional cases both parties will be penalized.**

Rioting:

Four or more students involved in a fight is considered a riot on school property or at school extensions (on buses, at bus stops, off-campus school activities, etc.) All students involved will be put on a 10 day suspension, and will have to appear before the Disciplinary Advisory Council (DAC). Students involved will also be referred to the Guam Police Department and may be charged and/or arrested.

Gangs

No student shall engage in any gang activity or "label Competition", to include but not limited to: wearing, using, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign or other things that are evidence of membership or affiliation in any gang; committing any act, or using any speech, either verbal or non-verbal, showing membership or affiliating in a gang, and using any speech or committing any act in furtherance of the interests of any gang or gang activity, including, but not limited to: a) soliciting others for membership, b) requesting any person to pay for protection or otherwise intimidating or threatening any person, c) committing any other illegal act or other violation of school or district rules, d) inciting other students to act with physical violence upon any other person.

Dress Code:

Grooming and Dress: The following are minimal expectations for appropriate and "modest" wear

The following are minimal expectations for dress:

- ❖ Reasonable care and neatness in regard to dress and appearance is encouraged of all students. **(Students clothing should allow reasonable movement without inappropriate exposure)**
- ❖ Hairstyles must not impair sight or prevent adults from seeing the student's eyes.
- ❖ No student shall wear sunglasses in classrooms, offices, auditorium or the library unless proper medical certification is presented. Sunglasses not medically required may be confiscated.
- ❖ Closed-toe shoes/sandals are **required** for the safety of students. Toe must not be seen.
- ❖ No hats or head coverings are permitted to be worn in any classrooms, offices, the cafeteria, library, auditorium (enclosed area).
- ❖ No student shall wear t-shirts, display tattoos, or other objects that contain offensive or obscene wordings or reference to drug, alcohol, or gang related symbols.
- ❖ Any types of clothing or accessories that may be used as a possible weapon (spiked bracelets or collars) related to a group or gang which may provoke others to violence or to be intimidated by fear of violence, is prohibited.
- ❖ No spaghetti straps, tube tops, or sheer /laced blouses that reveal undergarments or low cut blouses
- ❖ No half-shirts revealing mid-drifts, or mini skirts (no more than 4 inches from the knee), shorts that reveal the buttocks, or baggy pants revealing undergarments are prohibited.

Dress Code Violation Procedures: A Zero Tolerance Policy

A student found in violation of the dress code shall be referred to the discipline office. The following procedures will apply.

1. Students violating the dress code will be automatically suspended for 1 school day.

Leaving Campus

Students are not to leave campus at any time during the school day without permission of the Assistant Principal of Discipline/Attendance. This rule holds from the time students arrive at school until the school day ends. Students leaving the campus without proper permission will be unexcused and may face disciplinary action.

Prohibited Materials

These materials include, but are not limited to, gang related clothing, symbols, and accessories, portable communication devices, MP3, digital cameras, ipods, pal pilots, cassette recorders, radios, walkman, radios/cd players, hand-held computer games, game cards, skateboards, bicycles, roller skates, shoes with rollers, yo-yo's, stink bombs, pornographic materials, betel nut, tobacco products (cigarettes, cigars, pipes, chewing tobacco, snuff, and any other product) as well as lighters, matches and any other flame producing item. Items confiscated by school personnel will be returned only to parents or guardians. The school will not be responsible for these items if damage, loss, or theft occurs. **NO ELECTRONIC DEVICES ARE ALLOWED ON CAMPUS!** If a class project or presentation requires such items to be brought, a note from the teacher is required who will also provide safe storage during the school day.

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 personal, belonging to the school will be suspended and liable for all damages caused. Students will be subject to disciplinary actions (Refer to Board Policy 405) and referred to the Guam Police Department for appropriate action.

Public Display of Affection

Public display 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 detentions. Continuous violations will lead to further disciplinary actions.

Sexual Harassment (Board Policy 901.25)

It is the policy of the Department of Education to maintain a 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 with sexual demeaning implications, unwelcome touching, and implied or explicit threats concerning one's performance, grades, participation, etc.

The Department shall act to investigate all complaints of either formal/informal, oral or written, sexual harassment, and will discipline or take appropriate action against any student, teacher, support staff, administrator or other school personnel who is found to have violated this policy.

Any student who alleges sexual harassment and/or any type of behavior which makes his/her uncomfortable may complain directly to his/her teacher, guidance counselor, assistant principal, or principal.

Smoking

Students are prohibited from smoking any substances on campus. Students caught with cigarette or cigarettes will face the following consequences. The following shall be enforced with no warning: (Refer to Board Policy 430)

First Offense:	3 day suspension and a \$100.00 fine (Public Law 21-139)
Second Offense:	6 day suspension and a \$200.00 fine (PL 21-139)
Third offense:	9-day suspension and a \$500.00 fine (PL 21-139)
Fourth Offense:	10 day suspension and another \$500.00 fine (PL 21-139)

****Offenses above the fourth may result in a DAC hearing and possible expulsion.**

Spitting

Spitting in wastebaskets, on floors, on playing fields, and walkways is prohibited.

Stealing

Stealing is a serious offense. Anyone caught stealing may be suspended from school (refer to Board Policy 405). Students may also be referred to the Guam Police Department for appropriate action.

Threats, Verbal, Physical Abuse

Students who verbally threaten or physically assault other students, faculty/staff members will be disciplined accordingly and referred to the Guam Police Department.

Carrying or use of an item which represents a danger to students, to others, or to the school:

Carrying or use of weapons, sprays, explosive devices, or dangerous instruments as determined by school personnel is prohibited. Additionally, any item not ordinarily considered a weapon that is used in a manner such that the item presents a danger to students, others, or the school will be considered a weapon. This includes but is not limited to realistic looking toys or objects. Therefore, such use an item deemed a weapon through its use will result in charges filed against the offender with the Guam Police Department.

Vehicle Violations

Students are not permitted to drive or ride in non-school vehicles during the day without written permission from an administrator. This applies to students participating in extracurricular activities where school transportation is provided. Students are prohibited from inappropriate use of a motor vehicle during school hours and on school property. This includes: car surfing and other dangerous behavior as determined by a school administrator. Any violations will result in disciplinary action.

Disciplinary Advisory Council (DAC)

The disciplinary advisory council is composed of an administrator, two teachers, and two student representatives who determine whether or not a recommendation for an extension of a suspension period, alternative placement, or expulsion of a student with severe or repetitive disciplinary problems will be approved. Please refer to the Student Discipline Procedures Manual in the Main Office for more details.

Drug Court

Students who are caught in possession of controlled substances will be referred to the DOE School Resource Officer, a law enforcement liaison between the department and the Guam Juvenile Court System. Violators will be duly charged.

Emergency Evacuation Procedures (subject to change)

All students and teachers are required to familiarize themselves with the evacuation procedures and plan for a quick and easy evacuation. Whenever the building must be evacuated, students must follow the assigned evacuation routes, and go to the assigned holding areas where the teacher will take attendance. (Map of the building and evacuation area will be provided)

Teachers are responsible for informing the students in each of their classes of the evacuation plan and the designated meeting place. Students should be reminded that the class must stay together, and proceed to the designated meeting place for the class. Please review and inform students of Emergency Evacuation Procedures:

1. All teachers will be provided with a red/green sign. Upon leaving the room, please leave the green sign notifying sweepers that the room is clear, and that class had vacated.
2. In case of fire, bomb scare, or any other emergency evacuation, the bell will ring intermittently for about thirty (30) seconds.
3. Teachers should designate two students to close all windows, and direct all students to take personal items that are of value with them. The last person should turn off the lights and close doors (**do not lock doors**).
4. Students must walk quietly with the teacher and follow the emergency escape plan. Teachers and students must proceed to the parking lot adjacent to the football field. Classes must be **100 feet** from the building (this includes the tennis courts and parking area).
5. Teachers will take attendance on the accountability form. The accountability form must be given to staff collecting them. If the forms are not recorded, we will not clear the school until we know that every class and their students are accounted for. (**Teachers should make sure that students stay with their class and should not allow them to walk around**).
6. Teachers should be attentive to the all-clear signal and remain in the designated areas until the signal is given. Once it is given, all classes will be permitted to go to their class.

*In case an evacuation is in effect before classes start, or during lunch, students are to proceed to the designated areas for their next period class. **Please explain clearly to students.**

For example: Before 7:30 = 1st period
During Lunch = 3rd period

*Teachers with prep periods should proceed to the designated area for their next period class.

*Counselors should also proceed to their designated areas.

*Refer to evacuation plan and map.

*The football field bleachers will only be used in the event an evacuation is lengthened past thirty minutes of waiting.

* **Note:** Rain or shine, all fire alarm signals are to be followed, unless prior warning has been issued indicating that its a test or false alarm.

Bomb Threat/Scare: If the school should receive a call relative to the presence of a bomb. A "Code Yellow" will be announced over the intercom, and teachers and staff will be required to follow their bomb scare

procedures attached. Entry into the building will be prohibited for all personnel and students until clearance has been granted by the Department of Public Safety.

Bomb or Bomb Threat/Scare Procedures:

- Notify students to turn off all electronic devices, as cell phones, pagers, or radios can set off bombs.
- Tell students to obtain all personal items.
- Search classroom for questionable object.
- If a suspicious object or bomb is found, do not move or touch it, evacuate class and notify sweepers or an administrator.
- If nothing suspicious is found, place green sign on door notify sweepers that your room is clear.

In the event that an **OBJECT IS NOT FOUND** throughout the school campus, no evacuation will be necessary.

If an **OBJECT IS FOUND**, the bell will ring intermittently for 30 seconds and **EMERGENCY EVACUATION PROCEDURES** will be followed.

Earthquakes: If an earthquake occurs when students are indoors, they should take cover under a desk, table, bench, or in doorways, halls, and against inside walls. **"Stay Put" in your classrooms.** Students should not run through or near buildings. The greatest danger is from falling debris just outside doorways and close to outer walls.

If an earthquake occurs when students are outside, they should move away from buildings and utility wires. Once in the open, they should stay there until the shaking stops.

In the event the building is evacuated, students must go to the assigned holding areas where the teachers will take attendance.

Power Outages: In the event of a power outage during class time, all students and teachers will remain in their classrooms until the school administrator directs them to leave. While many classrooms have emergency lights, it is a good idea for all teachers to have a working flashlight available. If a power outage occurs during passing time, break, lunch, or before school, students should proceed to their next class or to the designated area for their next class, as directed by the administration. Attendance will be taken by the teacher.

Typhoons (Board Policy 510)

What to do Under Typhoon Condition III: The schools will remain open, and school buses will continue to operate on the usual schedule. Nothing will be done to change or disrupt the normal everyday operation of the schools. All available twelve-month employees will be used to ensure that the campus has been thoroughly cleared of all items which might become hazardous during a period of high winds.

What to do Under Typhoon Condition II, School in Session: If Condition II is declared while school is in session, the following procedures shall be observed:

Students: When the Office of the Governor announces that Condition II is in effect while school is in session, pupils who are not normally transported by school buses shall be dismissed immediately.

Transportation officials will send buses to the schools. As soon as buses arrive, the children who are normally transported by bus shall be put on board and sent home.

All school personnel, including teaching personnel, shall begin securing buildings. Windows and doors will be protected as appropriate. In schools not designated as typhoon shelters, electrical switches shall be turned off, except those which control cafeteria refrigerators and freezers. The principal, and other assigned staff members shall inspect buildings and grounds to ensure that all loose material has been removed which may be hazardous.

Classrooms and Office: Books registers, pupils' record cards, and supplies will be placed in a safe part of the building. All rooms will be readied to withstand wind and rain damage. Teachers will be responsible for securing their own room(s).

Personnel: After everything possible has been done to ensure the safety of buildings and property, school personnel not needed to operate the shelter, shall be released by the principal.

What to do Under Condition II, School Not in Session: If Condition II is announced while school is not in session, principals and **ALL** school personnel, including instructional staff, shall immediately report to their school and carry out all necessary damage precautions as specified above.

School personnel who are not needed for shelter preparation and shelter management assignments are to be dismissed upon completion of their securing duties.

What to do Under Condition I: Stay under shelter and carry out the recommendations of the Director of Civil Defense.

Typhoon Shelters: In schools designated as official typhoon shelters, principals shall act as shelter managers under the general cognizance of the district commissioners whom the Governor has appointed Civil Defense Wardens within their own municipal jurisdiction, and shall take the necessary steps to make the schools ready to accept those to be sheltered. Among other things, principals shall register and assign those to be sheltered in rooms, inform them of available services and facilities, and advise them to take reasonable efforts to safeguard school property.

What to do When Condition IV is Declared: When the threat of the typhoon has passed and the island is declared to be in Condition IV, upon instruction of the Superintendent of Education, or other competent authority, all school personnel including instructional staff, shall report to their respective schools and assist in the clean up and restoration of the facilities so instruction can resume. The directives of the principal and such other

BOARD POLICIES, SCHOOL LAWS AND REGULATIONS

(A complete copy of all Board Policies is available in the main office)

COMPULSORY SCHOOL AGE, TITLE XIII OF THE GOVGUAM CODE

“Each parent, guardian or other person having control or charge of a child between the ages of 5 and 16 must send his/her child to a public or private full-time school, during the time such schools are in session. Failure to comply with the policy will result in a referral to the court system for appropriate action.”

STUDENT RECORDS (DIRECTORY INFORMATION)

The following information will be considered directory information and will not available to anyone without parental or student consent. Any parent or student who objects to the release of such information should notify the school in writing.

Name	Date and Place of Birth
Grade Level	Major Field of Study
Degrees and Awards Received	Telephone Numbers
Most Recent School Attended	Potential Graduate
Honor Roll/Top 10	Grade Point Average
Dates of Attendance	Participation in Officially Recognized Activities
Weight/Height for members of Athletic Teams	

BOARD POLICY 330: Entrance and Attendance Ages; Registration and Removal

Part III: Length of Attendance—High School 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 in subsequent years. Permission to return to school may therefore be denied to dropout students if they would be unable to complete their graduation requirements by the end of six years.

Part IV: Removal of students of Non-Compulsory Age (16 years and up) – A student of non-compulsory attendance age who has accumulated a total of 25 days of absences may be dropped from school for the balance of that academic year. If a student over compulsory age fails all classes, despite intervention attempts by the school, the student may be dropped for the remainder of the academic year.

BOARD POLICY 339 (Early Granting of Credits)

Early granting of grades and credits in a specific course and/or the assignment of final grades for a course or the year for students departing from the school system may be granted 15 school days before the last day of school or at the discretion of the teacher concerned. Advanced notification of at least 10 school days prior to the student’s planned departure shall be made.

BOARD POLICY 405 (Suspensions)

The policy shall be observed for suspensions and expulsions of students in the public schools. All suspensions must be initiated by a school principal as an exercise of administrative authority. No out of school suspension may last longer than 20 school days. (This is an amended version. Complete policy available upon request in the main office)

BOARD POLICY 411: (Attendance and Grading)

The Board Acknowledges that academic achievement entails many components and that academic

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credentials should reflect more than just the product of quizzes, examinations, and papers. These alone do not adequately prepare students for the challenges awaiting them after graduation. An additional essential component of academic excellence is the development of good work habits necessary to successfully compete in an increasingly competitive work force. Attendance is the cornerstone for the development such good work habits. Consequently, the Board believes that the Department must place great emphasis on student attendance. For this reason, the following policy is established.

High School students who incur 6 or more unexcused absences in a course during the first or second (fall or spring) semester cannot receive a passing grade for that course for that semester. For the purposes of this policy, 3 unexcused tardies within a semester from a course shall equal one unexcused absence from that course for that semester, and students who are 10 or more minutes tardy for a class shall be considered as absent from the class.

Absences incurred for any of the following reasons are to be considered as excused absences. These types of absences **do not** apply towards the accumulation of the 6 unexcused absences per semester whereby students cannot receive a passing grade.

1. Illness of the student. However, students absent for 3 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 should be excused from school. In addition, school administrators may require written certification from a physician for any number of days of absences due to illness if a student's past attendance record show patterns of illness or reasons for the absences due to illness which the administrators find questionable.
2. Scheduled medical or dental visits.
3. Death in the immediate family. Immediate family is defined as mother, father, stepmother, stepfather guardian (legal or actual), brother, sister, stepbrother, stepsister, spouse, grandparent and child.
4. Required appearances in court or some legally related proceedings.
5. Lack of available bus transportation, provided the student relies on bus transportation to go to school.
6. Travel that has the prior approval of a school administrator.
7. Natural catastrophe or disaster.
8. Participation in authorized school related activities in compliance with administrative actions taken by the school, such as field trips, conferences called by administrators or counselors, suspensions, going home because of illness or injury, etc.

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

Students who are unable to receive a passing grade for a semester due to an accumulation of 6 or more unexcused absences shall receive "NO CREDIT" (NC) on their academic record if their academic performance for that semester would otherwise enable them to receive a passing grade. However, a notation shall be made in their record of what their passing grade would have been if they had not received NC grades. NC grades shall be recorded as earning (0) grade points on students' records for the semester in which the NC grades were obtained. Students who earned NC grades may retake and be graded for the courses in which NC grades were received during any semester after the one in which the NC was received. The grade to be recorded on a students' cumulative record for such a retaken course shall be the average of the original grade which would have been received if an NC grade had not been obtained and the grade earned from the retaken course, provided an NC grade is not again received in the retaken course.

Students whose academic performance for a semester does not enable them to receive a passing grade are to receive the failing grade indicated by their work instead of the NC grade for that semester.

Students who are under the compulsory education age (below 16 years old) are required to attend school full-time, notwithstanding their inability to receive a passing grade in any course.

BOARD POLICY 430 (Smoking)

According to Board Policy 430, the smoking of any substance is strictly prohibited on campus or off-campus during school related activities.

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