



**L.P. UNTALAN MIDDLE SCHOOL
STUDENT & PARENT
HANDBOOK
SY 19-20**

This student handbook belongs to: _____

Grade: _____ Team: _____

LUIS P. UNTALAN MIDDLE SCHOOL ADMINISTRATION

PRINCIPAL		
Agnes A. Guerrero		
ASSISTANT PRINCIPALS		
Beth N. Perez <i>Curriculum & Instruction</i>	Gaylene Cruz <i>Special Programs</i>	Roberto J. Sanchez <i>Student Support</i>
ADMINISTRATIVE OFFICER		
Jeanette Superales <i>Business Office</i>		

WELCOME TO L. P. UNTALAN MIDDLE SCHOOL

The administrators, faculty, and staff of Luis P. Untalan Middle School (LPUMS) welcome you. You are entering a school that provides a strong academic program along with faculty, staff, and support personnel who are interested in developing the ability and talent of young students.

This planner was developed as a quick reference regarding essential rules and regulations that guide the operations and services provided at LPUMS. Additional information can be found on the school's website at <http://www.gdoe.net/ums/> which you are highly encouraged to visit.

MISSION STATEMENT

The Luis. P. Untalan Middle School community will empower students with the Knowledge that will enable them to be Competent, Productive, and Responsible Citizens in our society.

SCHOOL-WIDE LEARNER OUTCOMES (SLOs)

World Class Citizens
Information Users
Life-Long Learners
Decision Makers
Critical Thinkers
Academic Achievers
Technology Users
Solution Seekers

THE DEPARTMENT OF EDUCATION MISSION STATEMENT

Our Educational community Prepares all students for Life, Promotes Excellence, and Provides Support.

THE DEPARTMENT OF EDUCATION VISION STATEMENT

Every Student: Responsible, Respectful, and Ready for Life. The overall mission of the faculty, staff, and personnel of LPUMS is to help students establish a vision of success and to provide the means of achieving it. Creating an environment in which successes are celebrated and failures are viewed as opportunities for growth is essential to our mission. The uniqueness of each student requires all personnel at LPUMS to provide diverse programs, to understand student needs, to be sensitive to cognitive, social and emotional stages of development, and to respect the individuality of each student. Our mission is grounded in our core belief that effective educational practices and the process of educating students are essential to providing you with the best education possible.

L.P. UNTALAN MIDDLE SCHOOL

SY 19-20

BELL SCHEDULE

Black Days	Orange Days	Start Time	End Time	Minutes
Breakfast	Breakfast	7:30	8:20	
WARNING BELL	WARNING BELL	8:25	8:30	
1st period (HB)	Advise (HB)	8:30	8:35	5
1st period	Advise	8:35	9:45	70
2nd period	5th period	9:50	11:00	70
6th grade Lunch-Excel period for 7th & 8th graders		11:05	12:00	55
7th & 8th grade Lunch-Excel period for 6th graders		12:05	1:00	55
3rd period	6th	1:05	2:15	70
4th period	7th	2:20	3:30	70
Dismissal 3:30				

GENERAL INFORMATION

Campus Hours

- Campus opens at 7:30 a.m. to 4:00 p.m.
- Students who are car riders and walkers are not allowed on campus before 7:30 a.m.
- If a bus enters the campus prior to 7:30 a.m. the bus drivers are not allowed to disembark the students off the bus until 7:30 a.m.
- Students waiting for their ride after school must be picked-up no later than 3:45 p.m. at the back gate.
- The school is unable to provide supervision for students outside of these hours and will not be held liable for student safety.
- Students who remain on campus after school hours must be participating in an authorized activity or program and under the direct supervision of a staff or faculty member (teacher, coach, administrator, etc.)
- Students are not allowed to remain on campus awaiting for after school sports. They must return with a Parent or Legal Guardian during the hours of the game. They will not be allowed to enter the campus or gym without their parent or legal guardian.

Closed Campus

LPUMS maintains a “Closed Campus” policy. In the interest of campus security, all visitors are to proceed directly to the Main Office to sign-in, present a valid picture ID and indicate their purpose of their visit. Parents/Visitors must remain in the main office at all times unless authorized by school personnel to proceed beyond the main office area.

Guam Police Department will be contacted when unauthorized individuals are found on campus.

This also means that students are not allowed to leave the school or its grounds at any time unless signed out by an authorized parent/guardian/emergency contact.

Visitors

Parents/guardians or other responsible adults are welcome to visit the school. Visitors entering our campus will be stopped at the main gate and will be requested to present their valid picture ID and state their purpose of their visit. Time of your entrance/exit, license plate and model of vehicle will be documented. All visitors must sign in at the Main Office. Individuals who request to sign-out a student must be listed as an Emergency Contact. Students are not allowed at any time to bring brothers, sisters, relatives, or friends to attend school with them.

Breakfast/Lunch Meals

Students are eligible to receive free breakfast and lunch meals through the Community Eligible Program (CEP). Students must line up for breakfast no later than 8:15 a.m. unless arriving on a late bus. 6th graders must line up for lunch no later than 11:45 p.m. and for 7th/8th graders no later than 12:45 p.m. This is to ensure students complete their meal prior to the lunch period ending.

Cafeteria Use

Students who bring their lunch may purchase milk and eat in the cafeteria, students must bring their own utensils. Students are reminded to throw their trash, eat quickly and make room for other students to eat. Any misbehavior in the cafeteria will be dealt with accordingly. Students must exit the cafeteria after eating to make room for others.

Children’s Internet Protection Act: Internet Content Filtering Safety Policy

(Please see appendix for detailed policy. It is important to review it with your child.) Receiving this Handbook and the last page of your child’s course syllabus is acknowledgement of your awareness and acceptable use of this this policy.

Bus Services

Riding the school bus is a privilege and not a right. Do not put your safety in danger due to poor behavior. Students reported by the bus driver for improper behavior on the bus will be disciplined and may be banned from riding the bus for a designated time period, as per the Department of Public Works, thereby requiring the student to rely on private transportation.

DPW Minor Offense Procedure:

- 1st-Offense.....Warning/Parents Notified given by Bus Driver
- 2nd-Offense.....Mandatory Parent Conference w/ School Administrator & DPW
- 3rd-Offense.....Suspension from riding the school bus

However, if major offense DPW has the right to suspend from riding all buses for remainder of the school year.

Lockers

An attempt will be made to provide lockers to as many students as possible. The school will not be responsible for items in the lockers. In order to be issued a locker, a student must comply with the following:

- Provide his/her combination lock.
- Return locker form signed by the parent to Home Base teacher.
- Provide the combination lock numbers to the Home Base teacher.

Rules for Locker Use

1. Student lockers are the property of the school and are subject to be searched at any time by authorized school personnel.
2. Lockers are not to be shared. You are responsible for all items in the locker.
3. Students are not to mark or write on the inside or outside of the locker.
4. Students are not to paste decals or any other items on the inside or outside of the locker.
5. Tampering with another student's locker may result in suspension.
6. Report problems (break-ins, loss of locks, etc.) to your Home Base teacher immediately.
7. All lockers must be cleared by the final week of school.
8. Gym lockers—used only if a student has PE as an assigned class. Students are only permitted to use the locker accompanied by a personal combination lock for that class period and are not allowed to leave anything in the locker during the school day/overnight.
9. Students must take all needed items during HB. Students will not be issued a pass during class time to retrieve items from their locker—this is to ensure classroom instruction is not disrupted.
10. At the end of the school year, you must remove all personal belonging and your padlock.

Withdrawal /Transfer

Parent/Guardian must complete a **WITHDRAWAL REQUEST FORM** at least one week prior to their last date of enrollment. All books must be returned and lab fees must be taken care of prior to withdrawal date. Parents/Legal Guardians have 3 working days to enroll their child at their new school (applies only to public schools) otherwise, the student will be listed truant and referred to our School Resource Officer for Attendance (SRO).

Original Student Cumulative Records

The Department of Education prohibits the release of any original student cumulative records to parents/guardians when students leave our schools, regardless of how we came into possession of the records. Should your child withdraw from any of our schools, his/her records will be sent to the school in which he/she enrolls, upon our receipt of an official written request by the receiving school for these records. If requested at the time of your child's withdrawal, you will be provided with a copy of the major parts of your child's cumulative record upon request.

Our school is prohibited from releasing any original cumulative records to parents/guardians, as a security measure, to ensure the integrity of the records. The Department of Education has encountered situations where either the

students or parents/guardians have personally carried the student's record between schools and have changed or tampered with the original student records. This rule is designed to prevent such an unfortunate practice from occurring.

Change of Home or Mailing Address/Telephone Number/ Emergency Contact Information

Parents/guardians must inform the school immediately if there is any change of home address, telephone number, or emergency contact information throughout the school year. A new Emergency Form must be completed and submitted in order to update your child's records. Emergency forms are disseminated at the beginning of each school year and should be completed and returned to your child's Home Base teacher within 10 days when classes begin in August.

Student "Home Address" must be the location of where the student resides at with his/her parent/legal guardian.

RELEASE OF STUDENT RECORDS (Board Policy 825)

No records may be released to persons except as specifically listed: Written consent of the parents or the eligible students, a court order, lawfully issued subpoena. Any parent or eligible student who wishes to release information should notify the school in writing. The Family Educational Rights and Privacy Act (11/19/74), also referred to as the Buckley Amendment, gives all parents of students under 18 years of age and all students over 18 or attending post-secondary school, the right to see correct and control access to student records.

STUDENT DIRECTORY OF INFORMATION

Pursuant to Public Law 32-029 §6121: Restrictions on Release of Directory Information. (a) A government entity or school shall not release the date of birth, addresses, email addresses and phone numbers of a minor student without the consent of the minor student's parent or legal guardian, except to allow emergency medical personnel to contact the student's parent or guardian in cases of medical emergencies. (b) A government entity or school may release all directory information to law enforcement, public safety and child protective agencies (Section 3. § 6703: Exemption for IDEA Surveys: Any surveys that are conducted pursuant to the provisions of IDEA or its successors are exempt from the provisions of this Article." See Public Law 32-029 for the law in its entirety.

SCHOOL CAMPUS OFFICES

Main Office & Student Support Office

We ask all students to carry out the following practices upon entering the Main Office, Student Support Office and other offices on campus:

1. Enter only when you have business to address.
2. Seek assistance from office personnel.
3. Maintain conversations in low tones.
4. Behave in a respectful manner.
5. If asked to wait, be seated and do so quietly.

Counseling Office

The school has three Guidance Counselors, one for each grade level and a special programs counselor. The Counselors are available to assist students with:

1. Academic Guidance
2. Personal Issues
3. Social Issues
4. Team presentations
5. Identifying support services

Students are reminded to always report to their class first to check in with their teacher and to request for a pass before reporting to the Counseling Office.

Counseling Confidentiality Guidelines

Your confidentiality as a student is important to us, however please note the following exceptions, as required by law and/or ethical standards:

1. Harm to self
2. Abuse or neglect (physical, verbal, sexual emotional etc.,)
3. Court or other legal proceedings. If there is a need to reveal information, we will let you know in advance, and work with you to handle the situation in a way that respects you, your feelings and your needs.

Nurse's Office

The school has one registered nurse who is available to service students that require immediate care for medical illnesses, school injuries, personal health counseling, BMI screening, and maintains but not limited to the following:

Illnesses

- Students must sign in the log sheet and wait to be seen.
- After your visit, ensure the Nurse has signed your corridor pass before returning to class.
- Students sent home during the visit will be issued an off-campus pass and will ONLY be released to parent/guardian OR authorized persons listed on the Emergency Health Card.

Emergency Health Card (Board Policy 337)

- Each year students are required to submit an updated Emergency Health Card to the Nurse's office. The emergency health cards are distributed at the start of the school year. Should you need to update information, please contact the school nurse.

Dispensing of Medication (Board Policy 421)

- All medication shall be delivered by the parent/guardian and received by the school nurse.
- All medication must be counted with verification of both parties signing the controlled/substances accountability record form.
- Parents are responsible for controlled substances and students are not allowed to have in their possession unless indicated by their doctor in extreme cases.
- Parent must sign the medical consent form prior to the school nurse dispensing any medication and this must be renewed each school year.
- The school nurse will be responsible for holding and dispensing medication.
- Students are prohibited from bringing non-prescription drugs to school or transferring prescription to other students.

Physical Examinations

- A physical exam is required for students' initial entry into middle school. "In accordance with federal mandates, public law, and Board Policy 337, all students must have valid documentation showing that they have received all required immunizations and TB skin test results as a condition of school attendance."

Student Parent Community Engagement Project (SPCE) Office

LPUMS houses our SPCE Social Worker and Community Program Aide who provide social work services and community workshops for students and families in need of assistance and can be visited in the SSO. Please contact the main office should you need their assistance.

CURRICULUM

LPUMS has fully transitioned into the Common Core State Standards (CCSS). The common core curriculum is an excellent foundation of standards that states have laid out as the first step in providing our young people with a high-quality education. It should be clear to every student, parent, and teacher what the standards of success are in every school. Its mission is to provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. It will prepare our students to compete successfully in the global economy. For more information on the standards visit the website: <http://www.corestandards.org/>

Change of Schedule

Due to the limited course selections students cannot request to change their class as a result of them “preferring another teacher or Team.” Requests will be handled on a case by case basis. Should there be a Student-Teacher conflict, the administration would like to mediate any rather than removing the student out of the class. Requests will be made via the Curriculum Administrator.

Course Syllabus

Your child will receive a course syllabus from all his/her teachers. The course syllabus having the following components: Teacher information, course description, quarterly skills, supply list, grading, citizenship and classroom rules and school policies. Parents/Guardians are requested to review all syllabi with their child and to sign and return the bottom portion back to their respective teacher.

Field Trips

Scheduled field trips are planned by teachers to extend learning beyond the classroom walls. Students are not to be penalized for not attending a field trip. Students may be denied to attend a field trip if there are academic and/or behavior concerns.

Pilot Robotics Course

This pilot course may be available for SY 19-20 depending on the availability of school personnel. Limited sections will be offered. District students have priority placement.

Mid-Progress Reports

All students receive a mid-progress report quarterly. Parents have access to monitor their child’s progress via Parent Portal.

Parent-Teacher Conferences (PTC)

Within two weeks after the end of the first and third quarters, a day will be set aside for PTC. Please refer to the school year calendar for exact dates. Parents/guardians will be informed of the time.

Pre Advanced Placement Team (Pre-AP)

Pre Advanced placement courses in Language Arts, Reading, Math, Science and Social Studies continue to be offered at L.P. Untalan. The school offers one 6th grade section and two 7th/8th grade sections with Team Jaguars. This school year we have opened up another 6th grade section with Team Cheetahs. Students are expected to maintain high academic standards and must be motivated to take responsibility of their learning. Parents and students will be provided a copy of the program expectations. Interested students should indicate it on the Course Selection Form, likewise inform their Counselor. Assessments will be administered.

Report Cards

Students will receive a report card at the end of each quarter. It will reflect their quarter, semester grade, citizenship mark and total absences. Report cards are available via Parent Portal access. Hard copy may be requested with the Main Office.

Retention Policy

Your child's teacher(s) will be continuously documenting your child's progress and will inform you if your child continues to struggle academically despite numerous interventions. You will be invited to a Child Study Team meeting before any final decision is made.

Request to Meet with Teacher(s)

At any time a parent/guardian may request to meet with their child's team teachers or elective teacher to discuss academic or behavior concerns, however a request must be made with the Main Office to schedule this meeting or via direct teacher email. Teachers are afforded a team prep and their content prep period for such purposes.

STANDARD BASED GRADING

Student achievement will be assessed and reported using a four-point proficiency scale instead of the current percentage grade on specific standard, skills or topics. The simplified scale gives students, teachers, and parents a quicker and clearer reference to easily determine which standards have been mastered and which need further study. These levels of proficiency will then be translated or converted to an easily recognizable letter grade.

How will Standards-Based Grading improve student learning?

The foundation of Standards-Based Grading is in the practice of Formative Assessment, namely the process of regularly assessing and monitoring student achievement and modifying instructional strategies and approaches to support student learning. SBG encourages a shift in focus away from the accumulation of points needed to earn a certain grade to instead an awareness of what students know and are able to do in reference to each specific **Standard, Skill or Topic**. Course expectations are more specific and clear, assessed and monitored closely, and will now be directly reflected in the grades students earn.

Proficiency Level	Average Scale Score	Letter Grade/Percentage	Description
4	4.00	A+(100)	Advanced understanding and application of the standard(s). Exceed standard(s) expectations.
3	3.00-3.99	A(90-99)	Proficient understanding of the standard(s) and progressing toward level 4.
2	2.50-2.99	B (80-89)	Meets partial understanding of the standard(s) and is progressing to level 3.
1	2.00-2.49	C(79-70)	Meets less than partial understanding of the standard(s). Continued supports are in place.
0	0-1.99	D/F(69-0)	Shows no foundational knowledge, skill or prerequisite of the standard(s). Student is in need of continued support and monitoring.

The grading of students is the teacher's responsibility. The teacher shall be considered the best-qualified person to evaluate the student's work and the integrity of the teacher shall be respected. The grade given by the teacher is the teacher's evaluation of the student's progress and achievement. The method for determining grades is the prerogative of the teacher, but grades shall not be assigned on an emotional basis.

In the event a student or parent wishes to appeal a grade, a conference should first be held with the teacher. If that conference does not resolve the matter, then an appeal conference shall be requested by the parent/guardian to meet with the Assistant Principal of Curriculum..

Academic grades must be in accordance with the student's scholastic achievement or program. Only the teacher or an administrator shall change any grade that cannot be substantiated. Teachers will input student grades in Teacher Gradebook in PowerSchool on a weekly basis.

Teachers must not give bonuses or extra points to students who accomplish non-curricular activities, and may not decrease the students' grades for non-fulfillment. Teachers are required to have, in writing, their criteria for issuing grades for each course that they teach. Teachers will review their course syllabus with students at the beginning of the school year. Parents/guardians should review all course syllabi with their child to understand all requirements. Please sign and return the attached parent signature page to the teacher.

Teaming Concept

All students will be placed with a respective grade level Team at the beginning of each school year. Students have a set of core teachers for Language Arts, Reading, Math, Science and Social Studies. Students and parents cannot request to change a particular subject area teacher for another teacher outside their team due to the Teaming Concept. If a concern warrants a change with a teacher, the student will have to be transferred into another team, however justification must warrant the requested movement.

Textbook/Equipment/Library Resources Policy

Students are reminded to take care of all textbooks books, equipment and/or library resources. Issued items that become lost, damaged or stolen will be required to be paid in full.

ATTENDANCE

Attendance is the cornerstone to academic success and the Guam Education Board (GEB) acknowledges that students need to be in school and engaged in learning with their teachers and peers for 180 days of instruction per year. Parents/guardians are partners with the school by ensuring that students attend and arrive in class on time every day during the school year.

Arriving Late to School

Students who are dropped off to school after 8:25 a.m. shall report directly to their scheduled class. Teachers will mark them accordingly in PowerSchool. Students arriving on a late bus will be issued a "Late Bus Slip."

Tardy

Student who is not in attendance for 49% or less from the start of their regular scheduled class period are tardy. Teachers will not send a student to the Main Office or to SSO to get a tardy slip if the student was tardy on his/her own or even if the student claims to have come from somewhere and no pass was issued. Student who is tardy 3 times will be referred to a school administrator. Consequences include warning/counseling, parent/guardian contact, work detail, or lunch detention.

Technical Absence

Students who are in attendance for less than 50% of their regular scheduled class are Technically Absent. An absence accumulated from a tardy do not count toward truancy. The school administrator shall have the discretion to decide whether tardiness is considered as excused.

Habitual Late Arrival/Late Pick-Up for Car Riders

If a student has a pattern of arriving late or leaving early, a school administrator shall inform the parent that by the 5th incident, this action by the parent may be reported to Child Protective Services.

Absence

A student is absent for the school day when he/she is not present for half of the instructional day. A student who does not have an excuse note to submit at the SSO for any classes missed for the school day will be marked as an unexcused absence until a valid note is submitted (**no later than 3 days**), at which time, personnel in the SSO must change the unexcused absence to be excused.

Clearing Absences

The determination of an excused/unexcused absence will be determined by a school administrator. Students have a three (3) day grace period to provide an excuse note (parent note, doctor's certification, off-campus pass, or late entry) otherwise, the absence(s) will remain as unexcused. Student returning from an absence is required to carry out the following:

1. Report to the SSO from 7:15 a.m.-8:15 a.m. (morning break), **OR** 11:45 a.m.-12:30 p.m. (lunch break).
2. Fill out an admit slip, staple excuse to the admit slip, and maintain admit slip stub as proof of submission.
3. Excuse notes are NOT to be turned in during instructional time.

Excused Absences

Student who incurred absences for any of the following reasons are considered excused. The school administrator has the discretion to decide whether an absence is considered as excused and student shall be given the opportunity to make up work missed in class.

1. **Illness of student, however, student absent for three or more consecutive days due to illness must present a doctor's note from a physician or physician's assistant to be excused. A nurse practitioner's note will also be accepted.**
2. **Death of an immediate member of the family.** Board policy defines “immediate member of the family” to include mother, father, guardian, sister, or brother. Step-parents are also considered immediate family. A maximum of two days will be allowed on a parent note. An absence of three days or more will require prior written approval on a requested prearranged absence.
3. **Medical or dental visits.**
4. **Required court appearances or other legally related proceedings.**
5. **Lack of available bus transportation**—provided the student relies on bus transportation to get to school.
6. **Off-island absences**—which have an approved prearranged absence.
7. **Natural catastrophe or disaster**
8. **Participation in authorized school-related activities or compliance with administrative actions taken by the school**—such as fieldtrips, conferences called by an administrator or counselor, suspensions, going home because of illness or injury, etc.
9. **Observance of holidays recognized by a religion which the student is a member.** Parents shall provide evidence of religious affiliation.
10. **Student having or suspected of having a communicable disease**—defined by Center for Disease Control.

The following are NOT acceptable excuses for an absence:

1. Lack of transportation (car riders), missing the bus, woke up late.
2. Babysitting or caring for a relative or friend.
3. Housework.
4. Party, fiesta, or rosary preparations.
5. Vacation, or off island trips

Within these parameters, determination of acceptable excuses for absences is upon the discretion of a school administrator. Parents dissatisfied with a determination may follow grievance procedures.

Make-Up Work

A student who has been absent from school with a valid excuse may make up work missed during the period of absence (Board Policy 411). Students are responsible for obtaining make-up work from their teachers the first day they return to school. Requests for make-up work beyond the first day of return is at the teacher's discretion. Work missed due to an extended period of absence must be made up within a reasonable period, usually equal to the number of days missed by the student. Students suspended have the right to receive make-up work. When a parent makes a request for make-up work for a suspended student, provided that the student has been suspended for five (5) days or more, the teachers, if applicable, will be notified to submit make-up work to the school administrator.

School Resource Officer for Attendance(SRO)

Our SRO assists administration in the prevention of students becoming truant and processes students who have become truant by accumulating 12 unexcused absences at any time during the school year. Additionally, the SRO monitors truant students who are already court-ordered to attend school.

Unexcused Absences

Students who have accumulated 3 unexcused absences or more will be referred to a school administrator for administrative interventions. Consequences for unexcused absences include conference with student, mandatory parent conference, Truancy Prevention Notice, student placed on attendance contract, referral to counselor, referral to PFCOP (as needed), Child Student Team, referral to psychologist (as needed), and referral to the SAO.

Students who accumulate 12 or more unexcused absences at any time during the school year will be referred to the SAO for referral to Family Court for habitual truancy. (Section 6402. Habitual Truant – GCA)

Referring a Student for Unexcused Absences

1-3 unexcused absences - The teacher will *ensure* contact has been made with parent, issue a Truancy Prevention Notice (TPN) and complete an Office Truancy Referral Form (OTRF) for the 1st through 3rd days of absences. If parent contact cannot be made as a result of disconnected or wrong numbers, the teacher will document all failed attempts to contact the parent and fill out a PFCOP referral for social worker to conduct a home visit. Teacher will submit the OTRF to the grade-level administrator on the 3rd day of unexcused absence.

4-6 unexcused absences – Teacher will *ensure* parent contact, complete OTRF for 4th through 6th unexcused absences, and submit OTRF to the grade-level administrator on the 6th day of unexcused absence. The administrator will schedule mandatory parent conference, and place the student on an attendance contract

7-9 unexcused absences - Teacher will *ensure* parent contact, complete OTRF for 7th through 9th unexcused absences, and submit OTRF to the grade-level administrator on the 9th day of unexcused absence. Team teachers will complete a Child Study Team packet and submit to grade-level administrator. If necessary, the student will be referred to a School Psychologist.

12 or more unexcused absences - Teacher will *ensure* parent contact, complete OTRF for 10th through 12th unexcused absences, and submit OTRF to the grade-level administrator on the 12th day of unexcused absence. The grade-level administrator will complete a Student Attendance Referral Form and submit to the SAO.

Absence(s) of three or more consecutive days because of illness requires a medical note from a physician. If the absence occurred because of a directive from the School Nurse, such as lice, then the student must clear and obtain the excuse note from the School Nurse upon return. Failure to bring an excuse note within two (2) school days after returning from an absence will result in an unexcused absence.

Consecutive Absences

Student has accumulated three (3) or more school days, in which a non-school day (holiday, make-up day, typhoon day, etc.) and/or a weekend falls in-between the absences. Examples: Thursday, Friday, Monday; or Friday, Monday, Tuesday; or Monday, Holiday, Tuesday, Wednesday. Parent/guardian(s) are prohibited from writing any excuse notes for absences beyond three (3) consecutive days, the parent/guardian(s) must furnish a doctor's certification. The excuse note cannot be done by a combination of a parent note and a medical note. Either all the days are covered by a medical note or all the days will be unexcused.

Once a student reaches 12 unexcused absences, he/she will be referred to the SAO & will be processed for truancy with Family Court.

Administrative Directive for Excessive Absences

At any time a student has reached 12 excused absences from parent notes, doctor's notes, or a combination of parent and doctor's notes, the student will be referred to a school administrator. The administrator will meet with the parent and student to inform them that because of the student's significant loss of instructional time and learning, three requirements may now be enforced:

- 1) A physical exam must be conducted and its results will be submitted to the administrator, denoting that the student has a chronic illness or a medical condition that warrants being habitually absent. Regardless of the outcome of the physical exam, the parent and student will be reported to CPS for excessive absences.
- 2) A doctor's note must be submitted for every absence.
- 3) If a prearranged absence is requested for an illness, the parent must present a doctor's note in advance, as verification of the student's illness or medical condition that requires off-island treatment for the student only. Without a doctor's note for the student, in advance, the prearranged absence will be disapproved.

If any of the three (3) criteria is not met, the student may incur unexcused absences, which may result in a truancy referral to the SRO, and eventually, to Family Court.

Pre-Arranged Absences

Student who is required to be absent from the school for an extended length of time for emergency reason (death of immediate family member, medical, etc.) may request to be excused for up to **10 school days**. In some cases, the absence is for non-medical reasons. The primary purpose of the prearranged absence policy is to make all the student's teachers aware of the student's plans and to give the student the opportunity to obtain work in advance, if possible. Procedures follow:

- Parent/guardian must complete and submit a pre-arranged form located in the SSO five (5) days before departure.
- Conditional approval may be granted pending the school receiving evidence justifying the request (airline ticket, funeral announcement, medical referral, etc.) upon the student's return.
- Any absences in excess of the pre-arranged absence dates will be unexcused.
- Final approval/disapproval of pre-arranged absences request are within the authority of the school administrator.
- The responsibility of checking the status of the pre-arranged-absence request rests on the parent/guardian.
- The school administrator may excuse off-island absences for more than 10 days if circumstances warrant doing so.
- Administrators shall take into consideration the nature of the trip and the academic standing of the student when considering extensions.

Off-Island Absences

The Student Procedural Assistance Manual (SPAM) state that schools will generally excuse off-island absences for up to 10 school days if they have prior approval of a school administrator. Consequently, school administrators are under no obligation to excuse off-island absences if such approval is sought after the off-island absence occurred. Administrators may, however, excuse such absences if circumstances warrant doing so.

STUDENT RESPONSIBILITIES

It is impossible to list all student responsibilities, but it must be emphasized that the lack of responsibility means a weakening of rights.

It is your responsibility to:

- *Bring your planner to school every day.
- *Promote non-violence.
- *Promote a DRUG-FREE environment.
- *Be prompt to school.
- *Be in class on time.
- *Bring your pencils, pens, paper, and books to class every day.
- *Participate in class activities.
- *Follow classroom procedures, rules, and regulations.
- *Demonstrate cooperation and responsible behavior in the classroom and at school activities.
- *Show respect for all staff members, teachers, adult supervisors, substitute teachers, and other students.
- *Use acceptable language.
- *Dress and groom appropriately by wearing the official school uniform.
- *Use school property only when permission is granted.
- *Keep the campus clean and free from writings, carvings, or graffiti. Have pride in one's work and the work of others.
- *Keep all equipment, lockers, desks, and books free from being defaced or damaged.
- *Read the student handbook to be familiar with all school policies

It is NOT your responsibility to:

- *Leave a classroom without permission from a teacher.
- *Give false identity or commit forgery.
- *Leave campus without school permission.
- *Use rudeness, defiance, or disrespectful words.
- *Violate any of LPUMS rules and regulations.

STUDENT DISCIPLINE

The staff, teachers and administration of LPUMS believe in positive behavior interventions. We believe, for positive results for all students that home and school continue to work in harmony with each other to praise effort and guide those looking for social direction. As part of the Department of Education (DOE), we entrust PBIS (Positive Behavior Intervention Systems) as the framework created to cultivate the beliefs school, home and our community look for in our graduates to continue the growth of our society, its economy and intellectual development. We believe in our administration and faculty because they have the needed backgrounds to work with students and parents/guardians efficiently, and lastly, we welcome alignment with other social entities (Inafa’ Maolek, I Famagu’on-ta, Child Protective Services, Department of Youth Affairs, Healing Hearts etc.) to assist us in these endeavors.

LEVEL ONE/MINOR OFFENSES

During the first month or two of researching/observing a child in need of guidance, teachers are advised to speak or meet with parents/guardians and other members of their team before sending students to the administrator. These are usually minor offenses (Level 1) because they don’t (for example) involve physical harm to others, display defiance/disrespect/ insubordination (see below). However, students with known behavior or emotional difficulties from the previous year and display similar problems to date, should have a Behavior Intervention Plan (BIP) reviewed or developed with their team (and parent/guardian) before the end of the first quarter.

Disciplinary Offenses

All Guam Department of Education schools are mandated to follow an assigned progressive discipline plan indicated in the Office Discipline Referral (ODR) issued to students for corrective measure. The ODR is in no way regimented, and the administration reserves the right to determine the most appropriate consequences. All disciplinary offenses are categorized into three levels: Level 1, Level 2, and Level 3.

OFFICE DISCIPLINE REFERRAL (ODR)

DISCIPLINE SUB TYPE/PROBLEM BEHAVIOR	INTERVENTIONS/CONSEQUENCE ASSIGNED
LEVEL 1 OFFENSES	
4 Minor Classroom Infractions Technology Violation	Conference with Student Warning
Abusive Language/Gestures/Profanity Littering	Reprimand
Disruptive Behavior	Loss of Privileges
Tardy (3 Unexcused) ^ (BP 411)	Parent Contact
Dress Code Violation ^ (BP 401)	2/3/4 Weeks Student Placed on Contract
Endangers: Horse Playing/Sparring	1-3 Days Detention or Work Detail
Found in Off-Limits Area	Other Codes
Inappropriate Physical Contact	
Public Display of Affection	

LEVEL 2 OFFENSES		INTERVENTIONS/CONSEQUENCE ASSIGNED
3 Level 1 Infractions Conduct Ω	Reckless	3-5 Days Lunch Detention or Work Detail Mandatory Parent Conference
Physical Aggression	Forgery	Referral to Counselor
Defiance/Disrespect/Insubordination	Gambling	2 Weeks Student Placed on Contract
Deceptive Behavior	Obscenity	5-10 Days Lunch Detention or Work Detail
Property Damage	Skipping	1-3 Days Parent Shadowing/Suspension/In School Suspension
Academic Dishonesty	Theft	Other Codes
Instigating A Fight		
Use/Possession/Distribution of Contraband		
Use/Possession/Distribution of Unauthorized Medium		

LEVEL 3 OFFENSES		INTERVENTIONS/CONSEQUENCE ASSIGNED
3 Level 2 Infractions	Bullying Ω	3-10 Days Parent Shadowing/Suspension/In School Suspension
Cyber-Bullying	Terroristic	Mandatory Parent Conference
Conduct*Ω		Referral to Counselor
Intoxication* Ω	Endangers:	4/6/8 Weeks Student Placed on Contract
Fighting*Ω		5-10 Days Parent Shadowing/Suspension/In School Suspension
Assault/Battery*Ω	Extortion	10 Days Parent Shadowing/Suspension/In School Suspension
Sexual Harassment	Sexual Assault*Ω	Disciplinary Advisory Council Hearing (DAC)
Graffiti Property Damage	Sexual	Other Codes
Harassment		Referral To Another Agency
Arson Property Damage* Ω	Intimidation Ω	
Vandalism Property Damage	Harassment Ω	
Assault/Battery to Employee* Ω	Sexting	
Use/Possession of Combustibles	Other	
Left Campus without Permission		
Bullying/Harassment/Intimidation		
Use/Possession/Distribution of Drugs* Ω		
Use/Possession/Distribution of Inhalants		
Use/Possession/Distribution of Weapons*Ω		
Endangers: Rioting (4 or more individuals)* Ω		
Use/Possession/Distribution of Alcohol Products* Ω		
Use/Possession/Distribution of Tobacco Products (BP430)^		
Use/Possession/Distribution of Firearms/Explosives (BP 425)**		

^ Carrot symbol indicates offense follows a different schedule. Reference SCPM for guidance

Ω Indicate GPD reporting

* Results in automatic 10 day suspension

Parent shadowing may be used in lieu of suspension. If a student is assigned parent shadowing, he/she is NOT authorized on campus without the parent/guardian present at all times. If the parent/guardian is unable to shadow, the student must stay home for the duration of the consequence. Any student on parent shadow/suspension found on campus without authorization from the administration may be charged with criminal trespassing. During the time of parent shadow/suspension, a parent conference with the school administrator is required. Failure of the parent to adhere to this policy may result in a Persons In Need of Services (PINS) petition to Family Court for Educational Neglect. Board Policy 405 guides all suspensions. The consequences in each level are progressive in nature. School Administration have the discretion to decide consequence; other incidences/consequence.

OFFICE DISCIPLINE REFERRAL DEFINITIONS

LEVEL 1 OFFENSES	Definition
4 Minor Infractions	4 or more documented minor offenses recorded in an incident. Reporting section of the ODR & PowerSchool Incident Reporting
Abusive Language/Gestures/ Profanity	Verbal/written messages understood to be offensive/inappropriate
Disruptive Behavior	Behavior causing an interruption/distraction from instructional time or other regularly scheduled activity
Tardy (3 Unexcused)	Late without a valid excuse from the administrator or designee
Dress Code Violation	Not dressed in compliance with school dress-code policy
Endangers: Horse Playing/Sparring	Engages in inappropriate physical contact where injury may occur
Technology Violation	Engages in inappropriate use of any type of electronic device (as defined by school/handbook)
Found Off-Limit Area	Is in an unauthorized/unsupervised area, as defined by the school
Littering	To throw/leave trash without properly disposing in the identified bin(s)
Inappropriate Physical Contact	Any sexual/intentional touch that is unwanted/unwarranted/makes others uncomfortable
Public Display of Affection	Engages in inappropriate verbal and/or physical gestures/contact of a sexual nature with another student
LEVEL 2 OFFENSES	Definition
3 Level 1 Infractions	3 or more documented Level 1 Offenses recorded in the Level 1 section of the ODR and in PowerSchool Discipline Log Entry
Physical Aggression	Engages with others/self in actions involving physical contact where injury may occur
Defiance/Disrespect/ Insubordination	Does not comply with adult directions/refusal to follow directions
Deceptive Behavior	Falsifying information to school personnel. Serving as an accomplice to illegal acts/behaviors that violate school rules. Any fraudulent use of material All/information/graphics/electronics for the purpose of gaining an academic grade/credit
Property Damage	Activity that results in the destruction/disfigurement of public/personal property, with a value of less than \$25
Theft	Possession/having passed on/being responsible for removing someone else's property
Instigating a Fight	Behavior that provokes/may lead to physical contact
Use/Possession/Distribution of Contraband	To possess/consume/distribute/intend to distribute any illegal drug(s)/prescription drug(s) not prescribed for the student/or representation/simulation thereof
Reckless Conduct***	Engages in serious behavior with disregard for one's/other's safety/ involving conduct where injury may occur
Forgery	Makes/alters a signature/instrument/document without permission
Gambling	To wager/bet or intent to wager/bet: Money, services, favors, or anything of material value
Use/Possession/Distribution of Unauthorized Medium	Use of/possession of/distribution of/intent to distribute any medium that is not used pursuant to label instruction, to deface or destroy school/personal property

Obscenity	Inappropriate/disrespectful gestures, verbal or written messages/graphics that are offensive/sexual in nature
Skipping	Leaves class/activity without permission or fails to attend class
Academic Dishonesty	Any fraudulent use of material/information/graphics/electronics for the purpose of gaining an academic grade/credit
LEVEL 3 OFFENSES	
3 Level 2 Infractions	3 or more documented Level 2 Offenses recorded in the Level 2 section of the ODR and in PowerSchool Discipline Log Entry
Bullying/Harassment/Intimidation	<p>These behaviors include: physical, verbal, relational, exclusion, harassment and/or obscene pictures, graffiti, or written notes that are meant to place others in fear of their safety, loss of dignity, or have the effect of demeaning them based on their race, religion, color, national origin, age, sex, sexual orientation, disability, or other personal characteristic.</p> <p>Bullying behavior components: Aggressive behavior that involves unwanted/negative actions Involves a pattern of behavior repeated over time Involves an imbalance of power/strength</p>
Cyberbullying/Sexting	<p>Delivers threats, intimidation and/or disrespectful messages via any form of electronic transmission that includes, but not limited to: Disrespectful messages that place others in fear of their safety, loss of dignity, or have the effect of demeaning them based on their race, religion, color, national origin, age, sex, sexual orientation, disability, or other personal characteristic.</p> <p>Cyber bullying is bullying through email, instant messaging, (IM'ing), chat room exchanges, website posts, or digital messages/images sent to a cellular phone/personal digital assistant (PDA). Cyber bullying, like traditional bullying, involves: An imbalance of power Aggression Negative action that is often repeated</p> <p>Sexting behavior components include: Aggressive behavior that involves unwanted, negative actions and/or material that are sexual in nature Involves the use of electronic devices(s)/ digital means of transmission</p>
Use/Possession/Distribution of Tobacco Products**	Use of/possession of/distribution of/intent to distribute any tobacco product on school property/events. "It shall be a violation...for any minor to use/be in possession of tobacco products..." (added Vape devices and juices)
Use/Possession/Distribution of Alcohol Products*	Use of/possession of/distribution of/intent to distribute any illegal/prescription drugs not prescribed to the student or imitations presented as real drugs..." Any person under the age of 21 years...consuming alcoholic beverages/in possession thereof, shall be guilty of a petty misdemeanor."
Use/Possession of Combustibles	Use of/possession of/distribution of/intent to distribute any substance/object/device readily capable of causing bodily harm and/or property damage on school property/events

Vandalism Property Damage	Activity that results in destruction/disfigurement of property that results with a value of \$25 or more. In the case of a minor, the parent/legal guardian shall be jointly/severally liable with the minor for the payment of all fines
Terroristic Conduct*	Threats to commit any crime of violence with intent to cause evacuation of a building/place of assembly/facility of public transportation, or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such inconvenience
Arson Property Damage*	Malicious burning of property on/near campus or at a school event
Use/Possession/Distribution of Weapons*	Use of/possession of/distribution of/intent to distribute any weapon representation/simulation thereof, or other objects readily capable of causing bodily harm on school property/events
Intoxication*	The condition of being intoxicated as a result of consuming alcoholic beverages and/or use of narcotics and/or prescriptive drugs/over-the-counter medication/inhalants/imitation drugs and other substance deemed unsafe for human consumption
Endangers: Fighting*	2 – 3 students engage in actions involving serious physical contact where injury may occur
Assault/Battery*	Violent behavior that causes fear and/or bodily harm towards others
Assault/Battery to Employee*	Violent behavior that causes fear and/or bodily harm toward an Employee
Endangers: Rioting (4 or More Individuals*	4 or more students participate in violent/disorderly conduct where injury or property damage may occur
Use/Possession/Distribution of Drugs*	Contraband: To possess/consume/distribute/intend to distribute an inappropriate substance, material, device, representation/simulation thereof Drugs: To possess/...intend to distribute any illegal drug(s)/prescription drug(s) not prescribed for the student, or representation/simulation thereof
Use/Possession/Distribution of Inhalants	To possess/consume/distribute/intend to distribute any substance that is not used pursuant to the label instructions, which may be hazardous to self/others
Extortion	Written/verbal threat(s) requiring payment of Money/product/service from another to deter future violence
Use/Possession/Distribution of Firearms/Explosives*	To possess/use/distribute/intend to distribute firearms/explosives or representation/simulation thereof
Graffiti Property Damage	Engages in defacing school/personal property using any type of medium/device/item
Sexual Harassment	To deliver unwelcomed sexual advances, requests for sexual favors, and other verbal/nonverbal/physical conduct of a sexual nature
Sexual Assault*	Any abuse/conduct of a sexual nature/requests for sexual favors, and other verbal/nonverbal/physical conduct of a sexual nature
Left Campus Without Permission	Unauthorized departure from school premises/activity/ fieldtrip

Student Referrals to School Administrator

Teachers may refer disruptive students to school administrators. However, depending on the level of offense, certain requirements must be completed by the teacher before submission: All initial Level 1 offenses documented on **Progressive Discipline Form for 4 offenses**: Parent contact prior to the submission of a Level 2 Offense to the administrator. In consideration of a students' due process rights, a student should be returned to class within the same period that the student had been removed, the administrator may consult with the teacher during said period. Communication--written or verbal shall be provided to parents/guardians after each referral is processed.

Zero Tolerance Policy, Fighting (Board Policy 405)

The community of LPUMS is committed to maintaining a safe and appropriate educational climate on our campus. Therefore, will not permit or tolerate any acts of fighting. Students found guilty will automatically be suspended for 10 days. Second-time offenders will be suspended for another 10 days. Upon the third offense, offenders will be suspended for 10 days and the school may convene a Discipline Advisory Council Hearing (DAC), asking for an additional 10 days of suspension (for a total of 20 days during the third suspension and possible placement in an Alternative Education setting.

Students are not authorized to confront other students without supervision from school personnel. The student should request for school personnel to help mediate the problem. This is non-negotiable. Confrontation outside of supervision will be interpreted as instigating a fight.

Students are also not authorized to stop fights on-campus. It is the student's responsibility instead, as World Class Citizens to quickly walk away from the incident and seek assistance from school personnel. Parents/guardians will be provided with an Allegation of Assault form, which they can take to the Guam Police Department (GPD). The school cannot file charges on student assaults/fighting incidents. Only the parent can file such charges. The school will, however, call GPD to document that such an incident had occurred.

Zero Tolerance Policy for Graffiti (Board Policy 405)

Students are not allowed to have in their possession permanent markers, liquid white out, paint, or other graffiti tools at school. If teachers are requiring students to bring these items in for a project, they are to bring them immediately to the teacher for safekeeping and use only for specific assignment. Any student caught defacing school property with these items or other means (walls, desks, books, benches, lockers, etc.) will be disciplined accordingly and referred to GPD.

Surveillance Cameras for Safety and Security

LPUMS will employ the active use of surveillance cameras to support our efforts in securing a safer school environment for our students and staff. The security system would enable the school to monitor and ensure public safety for community members who visit or use our school facilities, and as a deterrent to acts of vandalism, diminishing the potential for personal and district loss or destruction of government property. The security camera live feeds are secured and only provide authorized access to school administrators, and video recording may be shared with law enforcement officers, as warranted in police investigation of school related cases. (Should funding be available)

Government of Guam, Section 11408: Liability for Injury to Property

Any student who willfully cuts, defaces, or damages any school property will be suspended and liable for all damages. Students will be disciplined accordingly and referred to GPD.

Cell Phones (Board Policy 406)

Cell phone use is a privilege that is granted to students in the following situations while on school campus.

- The use of a cell phone is allowed before and after the instructional day and during morning

break and lunch time.

- Students may use their cellular phones to report violence, crimes, or threats to safety. (they must report immediately to school officials and are not allowed to share, post on social networks, once evidence is given it must be deleted from their phone and files immediately)
- Cell phones must be turned off and secured during the instructional day.
- Students are prohibited in using cell phones during passing time, class time, library, assemblies, restrooms, locker rooms, or gym unless it is being used as part of the academic instruction which the teacher must obtain Admin approval before lesson plan is expedited
- Cell phones shall be turned off and turned over to their teacher during any school crisis, drill, or disaster.
- Cell phones shall not be used to take pictures of students and/or school personnel unless authorized by a school administrator/teacher.

The instructional day includes, but is not limited to time spent in the gym, assemblies, and other structured and non-structured instructional time that occurs during the regular school day. The school has the discretionary authority to authorize the use of a cell phone during non-instructional hours. Violation of cell phone use may result in the loss of privilege of any cell phone use on school campus.

Note: Cell phones are expensive items and are considered high-risk to bring to school. The cell phone is mainly used for the student's convenience and safety; however, it is not a required item for learning in the classroom, even though it can be used as a learning tool. Absolutely no search will be conducted for a cell phone that is lost, stolen, misplaced, or suspected of or is knowingly in another student's possession, etc., these are some of the types of high risks the student faces for bringing a cell phone to school. Any complaints regarding student cell phones, from either the student or the parent, will not be investigated by an administrator. This also applies to all electronic devices.

Search and Seizure (Board Policy 407)

DOE schools are tasked with the responsibility of providing a safe environment that is conducive to learning. Standards have been adopted for the protection of students that ban certain items from our campuses; however, these bans are not self-enforcing. The GEB authorizes the Superintendent of Education to use all legal search options to protect our students and employees from harm. For more information, refer to www.ssd@gdoe.net.

Three Kinds Of Searches Are Authorized:

1. A search based on a suspicion that a student or group of students is in possession of contraband.
2. Random searches of student vehicles parked on school property and school lockers.
3. Blanket administrative searches to ensure the health, safety, and well-being of all students.

Lockouts

Students are advised that lockouts may occur at any time during the school day. Lockouts are intended to address an ongoing problem with students arriving late to school and class.

- The student's tardiness will be documented and the student will be sent to class immediately.
- Students are advised to adjust their daily routines/ practices so they are able to arrive at the school and in class on time.

- The habit of punctuality is established and reinforced through correct choices and the decision to use your time wisely.
- Students are not allowed in class without a pass from SSO.
 - **Consequences for Lockouts:**
 - 1st Offense – Warning
 - 2nd Offense – Parent Contact
 - 3rd Offense – 1-3 Days Work Detail/Lunch Detention
 - 4th Offense – Parent Shadowing OR One (1) Day Suspension
 - 5th Offense – Two (2) Days Suspension

**HARRASSMENT/INTIMIDATION OR BULLYING/CYBER BULLYING/SEXTING/SEXUAL
HARRASSMENT (Board Policy 409)**

Schools shall be free from harassment, intimidation or bullying, cyber bullying, sexting and sexual harassment and shall provide an environment that is conducive to learning. It is the policy of the Guam Education Board to ensure that students are safe, secure, actively participate in school affairs, and are being treated with respect through the support of the school's administration, faculty, and staff.

A. Harassment

17 GCA Section 3112.1 (a) – “Any gesture or written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of harming a pupil or damaging his or her property or placing a pupil in reasonable fear or harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any pupil or group of pupils in such a way to disrupt or interfere with the school's educational mission or the education of any pupil. Harassment, intimidation, or bullying includes but is not limited to, such a gesture written, verbal, or physical act that is reasonably perceived as being motivated by a pupil's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, or socioeconomic status, or by any other distinguishing characteristic”. For more information, refer to BP 409.

B. Cyber Bullying

1. **17 GCA Section 3112.1 (3)** – the use of any electronic communication device to harass, intimidate or bully as defined in 17 GCA Section 3112.1 (2). Cyber bullying is bullying through email, instant messaging, chat exchanges, website posts, or digital messages or images sent to a cellular phone or personal digital assistant. Cyber bullying, like traditional bullying, involves an imbalance of power, aggression, and a negative action that is often repeated. For more information, refer to BP 409.
2. **Cyber bullying behavior components:**
 - a. Aggressive behavior that involves unwanted, negative actions
 - b. Involves a pattern of behaviors repeated over time
 - c. Involves an imbalance of power or strength
 - d. Involves the use of electronic device(s) or digital means

C. Sexting

1. **9 GCA§28.100;** a minor is guilty of an offense of Illegal Use of a Computer Telecommunications Device Involving a Minor, otherwise known as sexting, if the minor, by use of a computer or any telecommunications device, recklessly or knowingly creates, receives, exchanges, sends, disseminates, transmits or possesses a photograph, video, depiction or other material that shows himself or herself, or of another minor, in a state of nudity. For more information, refer to BP 409.
2. **Sexting behavior components include:**
 - a. Sexting behavior that involves unwanted, negative actions and/or material that are sexual in nature.
 - b. Involves the use of electronic device(s) or digital means to transmit or distribute material that are explicit in sexual nature.

D. Sexual Harassment

1. Office of Civil Rights Title IX - Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcomed sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student can deny or limit, on the basis of sex, the student's ability to participate in or receive benefits, services, or opportunities in the school's program. Sexual harassment of student is, therefore, a form of sex discrimination prohibited by Title IX. For more information, refer to BP 409.

Guam Gun-Free School Zone Act 2004

Any person non-affiliated with law enforcement who brings a gun on school campus will be guilty of a felony in the third degree. For more information, refer to www.ssd@gdoe.net.

Drug Free School Zone (Public Law 23-087)

LPUMS is a drug free zone. A drug free zone means any areas within 500 feet of an educational institute of a public or private elementary, secondary or post-secondary.

Drug and Alcohol Use or Possession (Board Policy 402)

Any student who knowingly, intentionally, or unlawfully delivers, or in possession of a controlled substance, illegal substance or alcohol with the intent to deliver, distribute, dispense, or sell shall be referred to GPD and will be automatically suspended for 10 days.

- Public Law 30-194 states that it is illegal to be in possession of chemicals found in the product commonly known as "Spice".

No Smoking and Possession of Tobacco Products (Board Policy 430)

Smoking and/or possession of cigarettes or tobacco products are prohibited. E-cigarettes (Vapor and Vape juices/oils), and other materials for them are also prohibited.

- Lighters or matches are not permitted on campus, school bus, or school activities. Students found in possession may constitute possession of dangerous weapons.
- Any vape devices , vape juices/oil , cigarettes, E-cigarettes, and Tobacco chews, or lime are considered Tobacco products

PARENTAL GRIEVANCE PROCEDURES (Board Policy 830)

Parents or guardians who feel they have legitimate grievances related to student-teacher-staff relationships shall be expected to adhere to the following procedures:

Step 1. Discussion with Teacher: Discuss the grievance or complaint with the child's teacher first, if it is a student-teacher problem. The parent must make an appointment to consult with the teacher at a time that will not interfere with the normal classroom instruction.

Step 2. Joint Meetings: If, after consultation with the teacher, the parent still is not satisfied, he/she may then request a joint meeting with the teacher and/or school administrator, or the teacher and/or the principal. Only if the issue is not resolved at the school level should the parent seek to meet with the Deputy Superintendent of Education.

Step 3. Appeal to Superintendent of Education: If the parent or guardian, teacher, principal, and the Deputy Superintendent of Education are unable to arrive at a satisfactory understanding of the problem, the parent may appeal to the Superintendent of Education.

Step 4. Appeal to Guam Board of Education: If an appeal to the Superintendent of Education did not

result in a satisfactory solution, the parent may submit an appeal, in writing, to the Guam Education Board (GEB). The Superintendent of Education will facilitate the appeal to the GEB. If, in the appeal or complaint, the parent makes allegations against any school employee, the Superintendent of Education shall be responsible for furnishing a copy of the allegations to the accused. The school employee, if he/she so desires, may submit a written reply or report to the GEB. All parties to the dispute shall be entitled to a personal hearing before the GEB. At this hearing, discussions must be limited to the points contained in the written appeal or complaint.

SCHOOL UNIFORMS (Board Policy 401)

All role groups (students, parents, teachers, support staff, PTA officers, and administrators) in the school community were involved in the dialogue and decision-making related to the uniform policy. Students and their parents played a large part in the selection of the styles and colors based on preference, practicality of clothing, maintenance, and costs. It is our hope that the uniform policy contributes to a reduction of violence on-campus and the improvement of student behavior and attendance. The policy is consistent with the school's mission statement and commitment to providing students with a quality learning environment that improves desired student outcomes. LPUMS first integrated the uniform policy and it continues to be in effect until now.

This policy endeavors to:

- √ Foster school unity and pride
- √ Improve student behavior
- √ Promote a more effective learning climate
- √ Increase campus safety and security
- √ Eliminate competition with clothing labels
- √ Ensure modest dress
- √ Increase emphasis on individual personality and achievement, rather than outward appearance among students
- √ Eliminate negative distinctions between "wealthy" and "needy" children.

Uniforms alone will not solve all the problems of public schools and the public perception of them. However, they are a contributing factor to improved middle school discipline and safety. As parents, support staff, students, and members of the community work together, the policy becomes part of a strong overall school safety program that supports the learning success of all students.

Students must wear their full uniform each day with closed-toe shoes. On specified approved days, the use of team or organizational shirts (academic team, interscholastic team, NJHS, WAVE Club, etc.) may be substituted for uniform shirts, however, must be worn only with the school uniform bottom. Interscholastic/team uniforms bottoms are not allowed. Students may be denied participation in a fieldtrip if the student is not in complete uniform.

Students in need of financial assistance to meet the uniform policy--parents must see a school administrator and SPCE the first week of school.

Recycled Uniform

For eligible students, the SPCE office offers used uniforms that are clean and free of charge. Students can also borrow a uniform for the day, in the event the student has encountered an incident that renders his/her personal uniform unusable for the day.

Components of the Uniform Policy Parental Leadership and Involvement

The decision represents the views of a majority of the members of the school community. All role groups participated in the conversations and decision-making.

Protection of Student's Constitutional Right

As stated in the Religious Expression in Public Schools Guide (August 1995), students may display religious messages on items of clothing to the same extent that they are permitted to display other comparable messages. Religious messages will not be singled out for suppression, but will be subject to the same rules as generally applied to comparable messages.

The LPUMS uniform policy will not prohibit students from wearing or displaying expressive items, as long as those do not independently contribute to disruption by substantially interfering with discipline or the rights of others. The constitutional rights of students will be respected and LPUMS will not impose any messages, political or otherwise, on the school uniform. The school name and logo/mascot will appear on the uniform.

Jackets/Sweaters

Zip up hooded jackets and sweaters are allowed, however students should not be using the hood while on campus during school hours. Jackets and sweaters must be unzipped so the uniform top is visible. Students in non-compliance will be dealt with accordingly and will be banned for wearing the hooded jacket for the remaining school year.

Pullovers

Pullover sweaters are not allowed due to it covering over the school uniform top.

School Bags

The Guam Education Board approved a uniform bag policy for all secondary public school students at its regular board meeting on Tuesday, May 22, 2018. The uniform bag policy was crafted by the Island-wide Board of Governing Students and allows secondary students to use any school bag of their choice as long as it abides by the following restrictions:

1. No vulgar language/inappropriate images
2. No secret/hidden pocket(s)
3. No connected articles that express violence or can be used for violence (keychains, etc.)

The new policy also calls for the Superintendent of Education to develop a Standard Operating Procedure (SOP) governing the use of school bags within 60 days of adoption of the board policy.

However if an Admin feels that student poses a risk of continuing to bring illegal items or weapons on campus they can mandate a student to bring/use only Mesh or see through bags and will be prohibited from using non-transparent bags to ensure school safety is not compromised.

Uniform Tops and Bottoms

The required uniform is sold at Gino's located at Center Point Bldg. Suite 101-105 in Tamuning. All students are required to wear a uniform top and corresponding colored bottom. Sizes and style choices can be seen at Gino's. **Bottoms purchased elsewhere must be black, and similar in style and make of the uniform bottom sold at Gino's.** (LPUMS has a loaner system and voucher system in place to assist so that parents and students can meet BP401 Mandatory Uniform Policy)

Male Students

Polo shirts with the school crest and black uniform bottoms are required. Pants and shorts must be worn on the natural waist above the point of the hip without the support of a belt. No designs or any other colors can be mixed-in. Sagging or oversized pants and/or shorts are not permitted. Jeans, basketball shorts or any other bottom not in similar style and make sold by Gino's will not be allowed.

Only black or white plain inside shirt are highly recommended and MUST be tucked in at all times. Should students wear other colors, however there is a gang affiliation determined, the administration can ban the student from wearing that specific color.

Female Students

Polo shirt with the school crest and plain black uniform bottoms are required. **Only Black or white plain short sleeve tee-shirt or camisole are highly recommended to be worn underneath the uniform top and MUST be tucked in at all times.** Female shorts and skirts lengths must be of a respectable length cannot be at thigh or above thigh level (refer to pictorial provided as a guidance for proper alteration length). Black jeggings, leggings, spandex or jeans not allowed.

Note: Students wearing inappropriate inside shirts will be required to surrender their shirt to the school administrator. Shirts not retrieved after 7 days will be considered abandoned and will be donated to a charitable organization. Students may not continue to attend class wearing inappropriate clothing. Parents and students are expected to comply to ensure that a comfortable, safe, and non-confrontational environment is provided for all students.

The measurement to determine what a respectable length is will be the "hand measurement." The female will put her hand and arm straight down on the side of her leg. If her bottom clothing length is shorter than her longest fingertip, then the bottom is too short. In this case, the student's parent will be called to bring in to drop off an appropriate bottom, the student may borrow a bottom at the PFCOP, and/or the student may be given a consequence for her inappropriate bottom. This "hand measurement" will also apply to any other type of clothing worn by a female.

Uniform Violation (Level 1 Minor Offense)

An ODR indicates that the student has already been documented for the day as a violation, which will be used as a progressive discipline for that particular student. The teacher or support personnel may ask the non-uniform student to present the ODR. If the student does not have an ODR, he/she must be sent to the SSO so that the uniform violation can be documented for progressive discipline purposes. School personnel may also refer the student to SPCE for uniform assistance or to sign out for a uniform loaner.

Consequences for Non-Compliance of Uniform Policy

The following schedule of consequences will be followed for **non-compliance**:

Offense	Level	Consequence
1st	1	Conference with student and parent contact
2nd	1	Warning to student and parent contact
3rd	1	Reprimand to student and parent contact or 1-3 days lunch detention or work detail
4th	1	3-5 days uniform contract and referral to counselor/work detail Mandatory Parent conference
5th	1	1-3 days lunch detention or work detail with parent contact
6th	2	3-5 days lunch detention or work detail, mandatory parent conference, referral to counselor, and 2 weeks uniform contract
7 th	2	5-10 days lunch detention or work detail, referral to counselor, and 3 weeks uniform contract

The student will not be directly suspended for failure to wear the school uniform. However, at anytime that the student fails to fulfill the uniform contract or lunch detention/work detail, this will constitute insubordination (Level 2 Offense). Also, habitual non-compliance with the uniform policy will also be considered as insubordination. The higher Level 2 Offense, as indicated above, including the possibility of insubordination, will eventually progress into a suspension.

Alternate Uniforms

Organizations approved by the administration (grade-level, teams, interscholastic sports teams, clubs, etc.) are authorized to wear uniforms other than the official school uniform, provided they inform the administrator **in advance and the following criteria is followed:**

1. The alternate uniform is approved by the administration.
2. The complete uniform is worn at all times on campus or on fieldtrips.
3. Instances where shirts are the extent of the organization's uniform, the official school uniform bottom must be worn.
4. The LPUMS logo must be on the shirts.

Failure to comply with the criteria constitutes a violation of the school uniform policy.

DRESS-CODE POLICY: NON-UNIFORM DAYS

LPUMS students are encouraged to take pride in their appearance. On days when students are not required to wear the school uniform, all students are expected to be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the school to the community. Teachers and administrators have the discretion to determine what clothing is within the appropriate dress code. Students must observe and maintain healthy personal hygiene.

Accessories

Not allowed—Chains, wallets with chains, large belt buckles, dangling earrings, earrings that are against back of ear lobe (daggers) or other items that could be used as a weapon (any laser lights devices) and other items deemed unsafe by the school administrator.

Clothing

Not allowed—Obscene literature (implied, printed, or in pictures) or with torn holes or excessive bare skin revealed, short shorts or mini-skirts (**the "hand measurement" will be used, if necessary**), attire exposing undergarments, attire advertising drugs and/or alcohol, or sagging pants if the waistline of the pants is below the hips, the crotch of the pants is at knee-level, or if the hemline of the pants drags along the ground. (All of these descriptions for sagging could pose a safety problem in the event of an emergency evacuation).

Footwear

Not allowed—Slippers, open-toe footwear, sandals, V-strap footgear, crocs, sling back (slip-on shoes/sandals, stacked shoes, or heels beyond 2 inches in height.

Hats/Visors/Beanies/Hoodie (Any head wear)

Any head wear that hinders the facial view of a student is not allowed.

Inappropriate Attire

Not allowed—Bandanas, labeled caps, t-shirts, long socks, necklaces, bracelets, or any material identified by school personnel that promotes gang affiliation.

Sunglasses

The only type of glasses that will be permitted are glasses prescribed by a doctor. (Must provide Dr. prescription)

Things with Blades

Eye brow trimmer/cutter, individual pencil sharpener (taken apart), box cutters, sharp scissors (only Fiskars are allowed), pocket knives, knives, etc and other items deemed unsafe by the school administrator.

GENERAL INFORMATION**Bicycles/Skateboards/Roller Blades, Etc.**

Not allowed—bicycles, skateboards, roller blades, roller skates, Heelys, skyboards, and other similar items.

Classroom Parties

Absolutely no classroom parties are allowed on campus. See Board Policy 705 for more information.

Confiscated Items

Confiscated items are stored in the SSO or may also be stored in an administrator's office. Items will only be released to the student's parent/guardian(s). In some cases, items may be released to the student at the discretion of a school administrator. Items confiscated must be picked-up within ten (7) days of confiscation. **The school will not be responsible for confiscated items that were stolen during break-ins. (Parents/Guardians must provide a valid ID no ID no release) If a parent/guardian is sending someone else that person must bring a valid ID and a letter of Authorization signed by the parent/guardian along with a copy of the parent valid ID)**

Drink Machines

Drink machines are available for students, however they are off-limits during instructional time. Should the machine malfunction reimbursements are not guaranteed.

Electronic Devices & Personal Items

The school will not be responsible for any electronic devices or personal items brought on campus in the event these items are lost, damaged or stolen. Students are encouraged to leave these items at home.

Field Trips

No students will be allowed to participate in a fieldtrip without a signed parental permission form. Students must stay with an adult supervisor at all times. All school rules must be obeyed. There is a standard form that the school uses for fieldtrips. Teachers should ensure that fieldtrip forms are given out at least 2 weeks prior to the fieldtrip. If, for any reason, the student cannot participate in a fieldtrip, the student must inform his/her teachers as soon as possible. Students are to wear complete school uniforms on all fieldtrips.

Food Related Lessons

Teachers will inform parents should there be a food related lesson or activity. Admin approval and parental consent will be sent home.

Interscholastic Sports

LPUMS offers the following interscholastic sports:

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Boys Volleyball	Girls Volleyball	Girls Soccer	Girls Basketball
Boys & Girls Cross Country	Boys Soccer	Boys Basketball	Boys & Girls Track & Field
	Boys Rugby	Boys Baseball	
	Girls Rugby	Boys & Girls Baseball	

□ **Requirements:**

- Physical clearance form submitted to Coach to ensure student may begin practice.
- 70% overall cumulative grade point average or better.
- No Unsatisfactory (U) for citizenship marks or Failing (F) grades are allowed.
- Attend required practice dates.
- No suspensions for the quarter.

Lost/Found

All items found should be turned in to the SSO where items may be reclaimed during breakfast, lunch, or before/after school. Students are responsible for their school bags, books, or other personal items left unattended.

This includes leaving things in the hallways, in the cafeteria, in the gym, or entrusted to another to student to watch over. **DO NOT LEAVE YOUR PERSONAL ITEMS UNTATTENDED.**

MEDIA RELEASE

L.P.UMS encourages positive social media releases of events happening on and off campus throughout the school year, therefore pictures may be taken of your child to be posted in various news outlets, school/DOE website, yearbook and for our Accreditation report. Should you opt NOT to have any photos of your child taken, please inform the principal in writing **within two weeks from the start of this school year or upon enrollment.**

Off-Limit Areas

Some areas of the campus are off limits. Students are expected to comply with posted signs, red painted lines, and time schedules declaring areas to be off limit.

Office Phone

The office phones are for official business and may be used by students only with permission. Students must sign-in on the Phone Use log at the SSO.

Out-of-District Request

Out-of-district enrollment is limited here at LPUMS to ensure compliance with the Board Union Contract. Students who are in-district are the priority. An out-of-district application request must be submitted annually and an interview process is held with the principal. Submitting an application request does not guarantee approval. Applicants will be contacted by the administration regarding their status. Once approved, if at any time that any one of the out-of-district requirements is violated, **a mandatory withdrawal to the student's district home school will be processed.**

Student Verifications

Only the Parent/Guardian must apply in person, no phone call request will be entertained. There is a \$1.00 fee for each verification and will be available within 24 hours.

School Deliveries

Student/parents/guardians are not allowed to order pizza or any outside food/drinks to be delivered to the school for their child, likewise parents/guardians are reminded not to drop-off large quantities of food/drink items. This policy is in place to protect parents/guardians from liability issues. Parents/Guardians may drop their child's projects, lunch for just their child, PE clothes, school supply etc., however must sign in at the Main Office and school personnel will receive the item, log it in and call the student out. Students will sign the log book upon receiving the items.

Student Lunch

Students may bring their packed lunch to school, however should caution from sharing their food with others—likewise practice caution eating other students' food to avoid food poisoning or allergic reactions.

Textbooks

Students who are caught damaging issued textbooks will be financially responsible and may face administrative action for damaging school property. Lost or stolen books must be immediately reported to your teacher. UMS Business Office will provide parents/guardians with the cost. Payment arrangements may be made as long as payment is received before the end of the school year. Students are reminded to take care of classroom issued textbooks and resource.

Telephone Messages

Messages for students will only be delivered on an emergency case. Parents/guardians are advised to refrain from leaving messages for their child regarding last minute transportation changes. Please ensure arrangements are made accordingly prior to sending your child to school.

School Climate Cadre (SCC) Awards

Students are recognized each month by the SCC during student assemblies. Selection is carried out by their team teachers for being Excellent World Class Citizens or Most Improved World Class Citizens. All students attending Untalan Middle School have the opportunity to receive these awards.

Student Assembly Recognition

Students selected by their team teachers for being Excellent World Class Citizens or Most Improved World Class Citizens will be recognized each month for citizenship by the School Climate Cadre (SCC) during the student assemblies. All students attending LPUMS have the opportunity to receive these awards.

EMERGENCY PROCEDURES

There are different types of emergencies that may require a specific response, depending on the circumstances in which it occurs. In situations requiring the release of students, the following procedures will be followed:

STUDENT RELEASE PROCEDURES

Note: Before the Student Release Procedures are initiated, all Emergency SOPs must be followed. At the onset of an

emergency or crisis situation, the administration will initiate the signal to alert the community of the emergency or crisis. The school is now under complete lockdown. All classrooms and office spaces are secured, along with all perimeter access gates. Access on or off the campus is regulated by support staff. Once the Superintendent of Education authorizes the release of students from campus, the school will implement the following:

Student Release Procedures:

- Command Post (CP) will instruct support staff in zone to inform all teachers to release student walkers and car riders to the designated area. Teachers are cautioned to ensure that only authorized students are released. All other students must wait in their classrooms. An identified staging area will be assigned for students who walk or who are picked-up by their parents.
- Once all car riders are secured, support staff will take full accountability of both categories of students and relay their status to the CP. A predetermined list of students who walk home will be provided to the staff assigned to the staging area. Support staff will simply check-off their names from the list. If a student reports to the staging area, but their name is not on the list, report the discrepancy to the CP and wait for approval. Support staff will write down the names of students waiting to be picked-up.
- Students who are waiting to be picked-up by their parents in privately owned vehicles (POVs) are to wait until their ride arrives.
- Parents in POVs are to wait and park outside the car riders' drop-off and pick-up gate.
- Upon clearance from the CP, all student walkers will be escorted to the Release Point (RP).
- When all the busses arrive for the remainder of students, the CP will instruct the support staff in zone to go to each class and instruct teachers to escort their students to the bus-loading zone.
- Teachers will assist with supervision until all students have been successfully released.
- Immediately after all students are released and accounted for, an emergency faculty/staff meeting may be assembled.

Faculty, staff, and parents are encouraged to develop a Family Care Plan that identifies who is responsible for picking-up dependents in case of an emergency. This will expectedly reduce the level of stress during an emergency or crisis situation.

Teachers shall submit a list of all students who are walkers and riders to the designated administrator by no later than the end of the 3rd-week into the new school year, and update their list at the end of each quarter.

IMPORTANT NUMBERS

Luis P. Untalan Middle School	300-2727/26 or 735-3110
Nurse & Counselor's Office	300-2723
Department of Public Works Bus Operations	646-3122
Guam Police Department Dispatcher	472-8911/2
Guam Fire Department	734-2264
Guam Memorial Hospital	647-2330
Guam Behavioral Health & Wellness Center	647-8833
Sanctuary	475-7100/7101
Department of Youth Affairs	735-5021/2
Barrigada Mayor's Office	734-3859
Dededo Mayor's Office	734-2163

***NOTE: THIS HANDBOOK IS SUBJECT TO CHANGE**

SY 2019-20 GOALS:

POSITIVE THOUGHTS & QUOTES TO REMEMBER: