“HOME OF THE WILDCATS” STUDENT PLANNER SCHOOL YEAR 2015-16
Telephone # 735-3110

This student planner belongs to: ____________________________ Grade: ________
My address is: ________________________________________ Contact Numbers: _______ Homebase
Teacher: ____________________________________________ Team: ___________________ Counselor: _______________________
________________________________________________________ Email Address: __________________________

If found, please kindly return to LOST & FOUND at the Main Office. Thank you.

NOTE: This printed planner is but a snapshot of the critical rules and regulations that guide the operations and services provided at L.P. Untalan Middle School (LPUMS). A full and extremely thorough version is provided on the LPUMS website: http://www.gdoe.net/ums/
Please feel free to visit the website and download the electronic version of the Parent/Student Handbook.

WELCOME TO L. P. UNTALAN MIDDLE SCHOOL
The administrators, faculty, and staff of LPUMS welcome you. You are entering a school with a strong academic program and a competent faculty, staff, and support personnel sincerely interested in developing the ability and talents of young people.

MISSION STATEMENT
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.

EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLRs)
World Class Citizens Information Users Life-Long Learners Decision Makers
Critical Thinkers Academic Achievers Technology Users Solution Seekers

THE GUAM DEPARTMENT OF EDUCATION VISION STATEMENT
Every Student: Responsible, Respectful, and Ready for Life. The driving mission of the faculty, staff, and support personnel of LPUMS is to develop in each student 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 strive 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 young people are essential to providing you with the best education possible.

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>TIME</th>
<th>MINUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning Bell</td>
<td>8:25 AM</td>
<td></td>
</tr>
<tr>
<td>Homroom</td>
<td>8:30 AM – 8:55 AM</td>
<td>25</td>
</tr>
<tr>
<td>1st / ExCel</td>
<td>9:00 AM – 10:20 AM</td>
<td>80</td>
</tr>
<tr>
<td>2nd / 5th</td>
<td>10:25 AM – 11:45 AM</td>
<td>80</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:45 AM – 12:40 PM</td>
<td>55</td>
</tr>
<tr>
<td>3rd / 6th</td>
<td>12:45 PM – 2:05 PM</td>
<td>80</td>
</tr>
<tr>
<td>4th / 7th</td>
<td>2:10 PM – 3:30 PM</td>
<td>80</td>
</tr>
<tr>
<td>Dismissal</td>
<td>3:30</td>
<td></td>
</tr>
</tbody>
</table>

Note: Subject to change. The bell schedule will be an alternating bell schedule, regardless of the day of the week. That is, if one day is Black Day, the next day will be Gold Day, followed by Black Day, etc.
SCHOOL CAMPUS OFFICES

MAIN OFFICE:
We ask all students to observe the following upon entering the Main Office:
1. Enter the office only when you have business there.
2. The office should be quiet at all times. Conversations should be held in low tones. Behave in a respectful manner, as there are also parents who may be in the office and who will also observe your behavior, which is a reflection on our school.
3. When entering the office, either a clerk or an office aide will attend to you.
4. If you are asked to sit and wait for something in the office, you should do so quietly.

COUNSELING OFFICE:
There are 4 counselors, one for each grade-level and a fourth counselor for Special Populations. The counselors are here to help you and you are encouraged to see them if you have any problems. You must, however, make arrangements with your teacher if you wish to see a counselor or administrator during class time. Upon entering the Main Office, present your pass to the clerk and follow his/her instructions. Under no circumstances are students allowed to enter the Counselor’s Office and to sit and wait for their counselor—students will not be issued a pass back to class in those cases.

PARENT-FAMILY-COMMUNITY OUTREACH PROGRAM (PFCOP):
A Social Worker and a Community Program Aide provide social work services and community workshops for students and families in need of assistance for transitioning to life on Guam.
****For eligible students only, the PFCOP has used and clean uniforms to be given out for free. Also, any student can borrow a uniform for the day, in the event that the student has an incident that renders his/her personal uniform unusable for the day.

SCHOOL ATTENDANCE OFFICER (SAO):
The SAO is in charge of monitoring truant students who are already court-ordered to attend school, assisting in the prevention of students from becoming truant by scheduling meetings with the parent and student, and in processing students who have become truant (those who have reached a total of 12 unexcused absences at anytime during the school year).

SCHOOL NURSE:
A registered nurse is on-duty in the Nurse's Office. Students who are prescribed medication must go to the Nurse’s Office and turn-in their medication to the nurse for storage and proper dispensing. Students are NOT ALLOWED to self-medicate themselves, even with over-the-counter medication. Only the nurse is allowed to give medication to the student, and in her absence, an administrator. In case of an illness or injury on-campus, the Nurse's Office must be contacted immediately. If a student becomes ill during class, he/she should be given a pass to the Nurse's Office. The nurse, in most cases, will contact the parent to come and take the student home. You must have a pass from your teacher to go to the Nurse’s Office. Do not go to the Nurse’s Office without a pass unless you are seriously injured.

Upon Entering The Nurse's Office:
1. Present your corridor pass to the nurse. Those without a pass will be seen only on an emergency basis.
2. Upon entering the Nurse's Office, sign-in on the logbook. Be sure to write your name and the required information on the logbook for being treated by the nurse.
3. Students to be screened must sit and wait in the designated waiting areas. Do not enter the examination area unless authorized by the nurse.
4. When you leave the Nurse's Office, have the nurse sign your pass, then sign-out on the logbook.
5. While in this office, maintain the privacy of other students by keeping yourself quiet.

(*Only authorized persons listed on the emergency card MUST pick-up students. Your child will not be released to anyone not on the card.)

OUT-OF-DISTRICT REQUESTS:
Out-of-district enrollment is limited here at UMS. Students who are in-district are the priority. Enrollment changes on a weekly basis. An out-of-district application request must be submitted annually and an interview process is held with the parent and student. Submitting an application request does not guarantee approval. Once approved, if at anytime 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:
Parent 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.

CURRICULUM
LPUMS will be transitioning into the Common Core State Standards (CCSS) this school year. The common core curriculum is an excellent foundation of standards states have laid, 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/

Grading
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 held with the student, the teacher, the grade-level counselor, the grade-level administrator, and the student’s parents. Academic grades must be in accordance with the student's scholastic achievement or program. Only the teacher or the grade-level administrator shall change any grade that cannot be substantiated. The teacher’s grade book shall be used for grade substantiation and the school administration shall keep such grade books in safe storage for at least 5 years.

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. A copy is to be filed in the grade-level administrator's office. Furthermore, the teacher must explain his/her grading criteria to all students at the beginning of each new class. It is the student’s responsibility to meet the requirements of each class he/she is enrolled in.

Retention Policy
In an effort to ensure accountability of skills and raise the academic performance of our students, and to ensure consistency among all teachers/teams, a school retention policy must be followed if a student is to be retained. If a student is going to be retained, the student’s academic team must demonstrate, through documentation, that all the required steps were followed.

Explanation of Grades (Board Policy 350)
The following is an explanation of grades and their percentage equivalent:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90–100</td>
<td>Citizenship</td>
</tr>
<tr>
<td>B</td>
<td>80–89</td>
<td>E = Excellent</td>
</tr>
<tr>
<td>C</td>
<td>70–79</td>
<td>S = Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>60–69</td>
<td>N = Needs Improvement</td>
</tr>
<tr>
<td>F</td>
<td>0–59</td>
<td>U = Unsatisfactory</td>
</tr>
</tbody>
</table>

An “I” (Incomplete) grade will become an automatic “F” at the end of the second week, following the scheduled completion of the course. It is the responsibility of the teacher to inform the appropriate counselor within this time period whether a grade other than an “F” should be assigned. No incomplete may be given for 4th-quarter grades.

Progress Reports
All students receive a progress report, completed and signed by each teacher at the middle of each quarter. This form must be signed by the parent and returned to the Homebase teacher as soon as possible. The parent should contact the school if their child does not receive a mid-term progress report.
Report Cards
Students will receive a report card at the end of each of the four quarters. It is to be taken home to your parents for them to keep. Parents may request a copy from the Main Office, if needed.

Parent-Teacher Conferences (PTCs Held Twice A School Year--1st & 2nd Semester)
Within two weeks after the end of the first and third quarters, a day will be set aside for parent-teacher conferences (PTC). Please refer to the school year calendar for exact dates. However, parents are encouraged to use the teachers’ team prep or the individual teacher's content prep period to meet with them regularly for academic/behavioral concerns.

Awards
Students are recognized semesterly for their academic achievements. Certificates are issued for A and B Honor Rolls. Additionally, 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 Untalan Middle School have the opportunity to receive these awards.

“A” and "B" Honor Roll
Students who achieve a grade-point average of at least a 90% or an 80% in all subject areas, will be recognized in the “A” and "B" Honor Roll each quarter, respectively.

Withdrawal From/Transfer to Another School
A student withdrawing from school must notify the Main Office and/or the student's grade-level counselor at least one week prior to withdrawal. The parent must come to school and sign the withdrawal form. The student must obtain library clearance and all textbooks must be returned or paid for if lost.

Original Student Cumulative Records
The Department of Education prohibits the release of any original student cumulative records to parents 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 schools are prohibited from releasing any original cumulative records to parents, as a security measure, to ensure the integrity of the records. The Department of Education has encountered situations where either the students or parents who have personally carried the student's record between schools had 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
Students must remind their parents that the school needs to be informed immediately if there is any change of home address, telephone number, or emergency contact information. Parents can inform any of the Main Office clerks to initiate this necessary change.

LAWS AND POLICIES GOVERNING STUDENTS
School rules are based on the board policies of the Guam Board of Education, the Board Union Contract and Government of Guam Laws. Listed in the Discipline and Attendance sections of this student handbook are some of the laws and board policies that students must obey.

Student Attendance Guidance
If a student is absent for less than three days, a parental excuse note is acceptable as long as the absences fall under the provisions of Board Policy 411.

Excused Absences— The homeroom teacher will mark students excused when the absence meets the criteria listed below:

- Illness of the student
- Medical or dental appointments
- Court appearances
- Death in the immediate family (please provide a copy of an obituary)
- Lack of available bus transportation
- Off Island absences with prior approval of a school administrator
- Participation in authorized related activities such as field trips (provided that the student shows documentation that he/she was present at the field trip.
- 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.

- Parents are only allowed to provide excuse notes for up to six (6) days per semester. Please Note: Six (6) days per semester NOT six (6) parent notes per semester.

- Parent must be informed that once the parent excuse note cap of six (6) days has been used that a doctor's certification is required for future absences to be excused until a new semester begins. This should be documented using the Office Truancy Referral Form (OTRF) by teacher and Student Attendance Referral Form (SARF) by admin.

- A student who is absent for three (3) or more consecutive days must have a doctor’s certification to excuse the absence.

ATTENDANCE

Attendance is the cornerstone to academic success. The following definitions and standards apply to the administration and enforcement of attendance requirements for the school:

Absence From Class:
A student is absent when he/she is not present with his/her class, whether it is in the actual classroom or in an on-campus or off-campus class activity.

Absence From School:
A student is absent for a school day when he/she is not present in school-approved activities for more than one-half of his/her regularly scheduled contact hours. Contact hours are instructional time and supervised school activity during a class period.

Excused Absences
Illness of student. Note: Any student who is 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.

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.

Medical and dental visits.
Required court appearances for court cases.
Lack of available bus transportation for students who depend on government bussing to get to school. Off-island absences which have an approved prearranged absence.

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.

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

Unexcused Absences – When a student accumulates 3 unexcused absences, he/she falls under the compulsory attendance law and the teacher will direct the matter to the grade-level administrator for disciplinary action. Consequences for unexcused absences include mandatory parent conferences, work detail, referral to counselor, attendance.behavior monitor, and/or referral to the Attendance Officer.
Students who accumulate 12 or more unexcused absences at any time during the school year will be referred to the Attendance Officer for referral to Family Court for habitual truancy. (Section 6402. Habitual Truant – GCA)

When Referring A Student For Unexcused Absences

1-3 unexcused absences - Teacher makes a phone call to the parent about the unexcused absences and that this will be reported to the school administrator. If contact cannot be made as a result of disconnected or wrong numbers, the teacher will document all failed attempts to contact the parent, fill out a PFCOP referral, and refer the student to the school administrator. The school administrator will also document all phone contact attempts to the parent and will meet with the student. The school administrator will also seek the assistance of the Social Worker, if necessary, to locate and inform the parent of a scheduled meeting to be held. The Social Worker will also be sent with a Truancy Notice warning to be acknowledged by the parent.

4-6 unexcused absences - The same procedures will apply as the above, however, the administrator will now place the student on an attendance contract.

7-9 unexcused absences - The same procedures will apply as the previous, however, the administrator will now meet with the parent and the Attendance Officer. The student will also be referred to a Child Study Team (CST). If necessary, the student will be referred to a School Psychologist.

12 or more unexcused absences - The student is referred to the Attendance Officer.

ADMIT SLIPS
Every student who is absent must obtain an admit slip from his/her Homebase teacher upon returning to school. It is the student's responsibility to submit a valid parent or medical note to excuse the absence and have each teacher sign the admit slip. The last period teacher collects and keeps the admit slips received from each student. These will be submitted at the end of the school year, with the teacher's admit book, to the grade-level administrator.

Since the creation of Power Teacher, each teacher is now responsible for inputting the student's absence and, if the absence is valid, the teacher will also be responsible to excuse the absence on Power Teacher upon the student's return. The teacher does not submit admit slips to the Main Office or to the administrator.

(1) Present a note to your Homebase teacher explaining your absence(s) from school. Obtain an admit slip from the Homebase teacher and show it to all your teachers whose class(es) you missed. If you were absent in some periods because your parent signed you out and took you off-campus for a valid reason, (dental, doctor, court, etc.), then show your off-campus pass and/or appropriate note to your Homebase teacher. He/She will issue you an admit slip for the periods missing. The note must be written by the parent or an appropriate professional that you had seen during your absence.

Absence(s) of three or more consecutive days because of illness requires a medical note from a physician, physician’s assistant, or nurse practitioner. 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 2 school days after return from an absence will result in an unexcused absence.

Other Important Information
1. Be signed-out by the parent in the Main Office, in the Nurse’s Office, or at the grade-level administrator’s office, if applicable, before leaving the school campus during school hours.
2. Always obtain a corridor pass from your teacher before leaving class. Misuse of a corridor pass is a violation of school rules.
3. If your grade-level administrator has established that you have a pattern of accumulating excused absences, the parent and student may be directed by the administrator to submit a medical note for every period of absence.

Consecutive Absences
This will also apply to any absences that total 3 or more school days, in which a non-school day (holiday, make-up day, typhoon day, etc) and/or a weekend fall in-between the absences. Examples would be Thursday, Friday, Monday; or Friday, Monday, Tuesday; or Monday, Holiday, Tuesday, Wednesday. These types of consecutive absences will require a medical note to be excused. Also, 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.
Limit On Parent Notes (Maximum of 6 Per School Year)
Students can only have a **maximum of 6 parent notes for the entire school year**. Each parent note can have only a maximum of 2 days of absences per note. The total number of excused absences for the entire school year can only be from 6 to 12 excused absences. After the 6th-parent note and in order for the student to still be excused, the student must now submit a doctor’s note for every absence. Although a 7th parent note and above will still be accepted by the HB teacher, all such parent notes will now be counted as all unexcused. If the student continues to submit parent notes after the 6th-parent note, and instead of a doctor’s note, these absences will eventually result in truancy.

Once the student reaches **12 unexcused absences**, the student will be referred to the School Attendance Officer (SAO) & will be processed for truancy to Family Court.

Teachers must take strict caution when reading these parent notes and only excuse those with valid reasons. **It is imperative that once the student has reached the 6th-parent note, the teacher must now refer the student to the grade-level administrator for attendance monitoring.**

Administrative Directive On Excessive Absences
A doctor’s note will apply if the student has 3 or more consecutive absences. **At anytime that the student has reached 12 excused absences from parent notes, doctor’s notes, or a combination of parent and doctor’s notes, the teacher must report this immediately to the grade-level 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 Child Protective Services (CPS) for excessive absences.

2) A doctor’s note must be submitted for every absence.

3) If a prearranged absence is requested, 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 3 criteria is not met, the student may incur unexcused absences, which may result in a truancy referral to the School Attendance Officer (SAO), and eventually, to Family Court.

Pre-Arranged Absences
Absences for long periods of time (more than 3 days), in which prior notice is given to the school by a parent are called prearranged absences. The absences, if approved by the grade-level administrator, are excused. Work missed can be made up by the student. The absences are usually due to a student’s long-term illness, death or illness in the family, or off-island travel. 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. To request for a prearranged absence, the parent must see the grade-level administrator and complete the proper form. Once the administrator gives an approval, the form is routed to all assigned teachers for approval. If any teacher disapproves the request, a meeting may be scheduled to discuss the matter.

Tardy
Tardy is when the student is late to class **less than 10 minutes**. Absence is when the student is **late 10 minutes or more**. Most times, students and teachers refer to the student who is skipping on-campus and arrives late to class, whether it is less or more than 10 minutes, as tardy. If the teacher has already documented the student as an unexcused tardy on Power Teacher, the teacher must now change the tardy to an excused, depending on the student's reason for not being in class. This can be done at the teacher’s convenience. This change must also be reflected in the teacher's record book. During the school day, if a student was at the nurse, administrator, counselor, another teacher, or anywhere in the Main Office for a valid reason, a pass from that office will suffice.

Teachers will not send a student to the Main Office or to an administrator 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. It is the student’s responsibility to have the pass in possession at the time of arrival into class. The teacher can later follow-up on the student’s claim to verify if the student’s statement was accurate. Students do not report to the Main Office or to an administrator for a tardy pass if the student was tardy on his/her own.
When a student accumulates 3 or more unexcused tardiness, the teacher must contact the parent and will then refer the student to the grade-level administrator. Consequences include warning/counseling, contact to parents, and work detail/lunch detention.

Arriving Late To School (10 Minutes or More)
Students arriving to school after 8:30 a.m. shall report to the Main Office for a tardy slip. If returning from an appointment, the student must still report to the Main Office for a tardy slip and admit slip for the periods missed. If the student does not have a note to give the teacher upon arriving late to school and class, the student is marked unexcused absent on Power Teacher until a valid note is later submitted, at which time, the teacher must change the unexcused absence to be excused.

Habitual Late Arrival/Late Pick-Up for Car Riders
If a student has a pattern of arriving/leaving school late, the administrator will warn the parent that by the 5th incident, this action by the parent will be reported to CPS.

Make-Up Work
Any student who has been absent with a valid excuse has the responsibility to make-up all missed schoolwork. Make-up for unexcused absences will be at the discretion of the teacher. Students suspended have the right to receive make-up work. All make-up work must be completed within a reasonable time of its due date. It is the student’s responsibility to obtain from his/her teachers any assignments missed due to absences. When a parent makes a request for make-up work for a suspended student, provided that the student has been suspended for 5 days or more, the teachers, if applicable, will be notified to submit make-up work to the administrator.

STUDENT RESPONSIBILITIES
It is impossible to list all student responsibilities, but it must be emphasized that 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 slogans. Have pride in one’s work and the work of others.
* Keep all equipment, lockers, desks, and books free from being defaced or damaged.

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 UMS rules and regulations.
DISCIPLINE
Every teacher in the public schools shall hold pupils to strict account for their conduct on the school premises and during recess.

PREAMBLE
We the staff, teachers and administration of Luis P. Untalan Middle School 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 Guam Department of Education, we entrust PBIS (Positive Behavior Intervention Survey) as the program 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 efficiently, and lastly, we welcome alignment with other social entities (Inafa’ Maolek, I Fāmu’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 seek 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 Formative Assessment and Behavior Modification Plan (BMP) reviewed or developed with their team (and parent/guardian) before the end of the first quarter.

Disciplinary Offenses
All Guam public middle schools are mandated by the Guam Board of Education and the Department of Education to follow an assigned progressive discipline plan, as listed in the Office Discipline Referral (ODR). The following chart reflects the listing of disciplinary offenses and each level’s assigned consequences for all DOE middle schools. This listing 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) 2013-14

<table>
<thead>
<tr>
<th>LEVEL 1 OFFENSES</th>
<th>INTERVENTIONS/CONSEQUENCES ASSIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Minor Infractions</td>
<td>Conference with student/ warning/reprimand</td>
</tr>
<tr>
<td>Abusive Language/Gestures/Profanity</td>
<td></td>
</tr>
<tr>
<td>Disruptive Behavior</td>
<td></td>
</tr>
<tr>
<td>Tardy (3 Unexcused) (BP 411)</td>
<td>3 - 5 Days placed on contract/referred to counselor</td>
</tr>
<tr>
<td>Dress-Code Violation (BP 401)</td>
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<tr>
<td>Endangerment: sparring</td>
<td>1 - 3 Days detention or work detail</td>
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<tr>
<td>Technology Violation</td>
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<tr>
<td>Found in Off-Limit</td>
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<tr>
<td>Littering</td>
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<td>Inappropriate Touch</td>
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<td>Public Display of Affection</td>
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<tr>
<th>LEVEL 2 OFFENSES</th>
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<tbody>
<tr>
<td>3 Level 1 Infractions</td>
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<tr>
<td>Physical Aggression</td>
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<tr>
<td>Deceptive Behavior</td>
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<tr>
<td>Property Damage</td>
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<tr>
<td>Theft</td>
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<tr>
<td>Instigating A Fight</td>
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<td>Defiance/Disrespect/Insubordination</td>
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<td>Use/Possession/Distribution Of Contraband</td>
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<td>Use/Possession/Distribution Of Unauthorized Medium</td>
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<tr>
<td>Reckless Conduct</td>
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<tr>
<td>Forgery</td>
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<td>Gambling</td>
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<td>Obscenity</td>
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<td>Skipping</td>
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<tr>
<td>Academic Dishonesty</td>
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<tr>
<td>3 – 5 days lunch detention or work</td>
<td></td>
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<tr>
<td>detail/mandatory parent conference/referral to Counselor/2</td>
<td></td>
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<tr>
<td>Weeks Placed On Contract</td>
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<tr>
<td>5 - 10 Days Lunch Detention Or Work</td>
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<tr>
<td>Detail/Referred</td>
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<tr>
<td>To Counselor/3 Weeks Placed On Contract</td>
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<tr>
<td>3 Days Parent Shadow/Suspension, Referred To</td>
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<tr>
<td>Counselor/4 Weeks Placed On Contract</td>
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<tr>
<td>Other</td>
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<tr>
<td>LEVEL 3 OFFENSES</td>
<td>INTERVENTIONS/CONSEQUENCES ASSIGNED</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3 Level 2 Infractions</td>
<td>3 - 10 Days Parent Shadow/Suspension, Mandatory Parent Conference/Referred To Counselor/4 Weeks Placed On Contract</td>
</tr>
<tr>
<td>Bullying</td>
<td>5 - 10 Days Parent Shadow/Suspension, Mandatory Parent Conference/Referred To Counselor/6 Weeks Placed On Contract</td>
</tr>
<tr>
<td>Endangers: Fighting</td>
<td>10 Days Parent Shadow/Suspension, Mandatory Parent Conference/Referred To Counselor/8 Weeks Placed On Contract</td>
</tr>
<tr>
<td>Property Damage</td>
<td>Disciplinary Advisory Council Hearing (DAC) Other Referral To Another Agency</td>
</tr>
<tr>
<td>Sexual Harassment</td>
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<tr>
<td>Use/Possession/Distribution of Tobacco Products</td>
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<tr>
<td>Use/Possession/Distribution of Alcohol Products*</td>
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<tr>
<td>Use/Possession of Combustibles</td>
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<tr>
<td>Vandalism Property Damage</td>
<td></td>
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<tr>
<td>Terroristic Conduct* Arson Property Damage*</td>
<td></td>
</tr>
<tr>
<td>Use/Possession/Distribution of Weapons* Intoxication*</td>
<td></td>
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<tr>
<td>Assault/Battery to Employee*</td>
<td></td>
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<tr>
<td>Endangers: Rioting (4 or more individuals)*</td>
<td></td>
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<tr>
<td>Use/Possession/Distribution of Contraband/Drugs*</td>
<td></td>
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<tr>
<td>Use/Possession/Distribution of Inhalants</td>
<td></td>
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<tr>
<td>Use/Possession/Distribution of Firearms/ Explosives*</td>
<td></td>
</tr>
<tr>
<td>Left Campus Without Permission</td>
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</tbody>
</table>

Parent shadowing may be used in lieu of suspension – with a mandatory parent/guardian/administrator before shadowing begins. The shadowed student is not allowed on campus without the parent/guardian present at all times and can be charged with criminal trespass. 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 as it can for any development requiring parent/administrator cooperation. All suspensions are guided by Board Policy 405. The consequences in each level are progressive in nature, but may not be administered in the order presented; other incidences/ consequences are allowable in respective levels.

*These infractions shall result in an automatic 10-day suspension and DAC Hearing.

<table>
<thead>
<tr>
<th>OFFICE DISCIPLINE REFERRAL DEFINITIONS 2013-14</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEVEL 1 OFFENSES</strong></td>
</tr>
<tr>
<td>4 Minor Infractions</td>
</tr>
<tr>
<td>Abusive Language/Gestures/ Profanity</td>
</tr>
<tr>
<td>Disruptive Behavior</td>
</tr>
<tr>
<td>Tardy (3 Unexcused)</td>
</tr>
<tr>
<td>Dress Code Violation</td>
</tr>
<tr>
<td>Endangers: Horseplaying/Sparring</td>
</tr>
<tr>
<td>Technology Violation</td>
</tr>
<tr>
<td>Found Off-Limit Area</td>
</tr>
<tr>
<td>Littering</td>
</tr>
<tr>
<td>Inappropriate Touch</td>
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<tr>
<td>Public Display of Affection</td>
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</table>
### LEVEL 2 OFFENSES

<table>
<thead>
<tr>
<th>Offense</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Level 1 Infractions</td>
<td>3 or more documented Level 1 Offenses recorded in the Level 1 section of the ODR and in PowerSchool Discipline Log Entry</td>
</tr>
<tr>
<td>Physical Aggression</td>
<td>Engages with others/self in actions involving physical contact where injury may occur</td>
</tr>
<tr>
<td>Defiance/Disrespect/Insubordination</td>
<td>Does not comply with adult directions/refusal to follow directions</td>
</tr>
<tr>
<td>Deceptive Behavior</td>
<td>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</td>
</tr>
<tr>
<td>Property Damage</td>
<td>Activity that results in the destruction/disfigurement of public/personal property, with a value of less than $25</td>
</tr>
<tr>
<td>Theft</td>
<td>Possession/having passed on/being responsible for removing someone else’s property</td>
</tr>
<tr>
<td>Endanger: Instigating a Fight</td>
<td>Behavior that provokes/may lead to physical contact</td>
</tr>
<tr>
<td>Use/Possession/Distribution of Contraband</td>
<td>To possess/consume/distribute/intend to distribute any illegal drug(s)/prescription drug(s) not prescribed for the student/or representation/simulation thereof</td>
</tr>
<tr>
<td>Reckless Conduct</td>
<td>Engages in serious behavior with disregard for one’s/other’s safety/involving conduct where injury may occur</td>
</tr>
<tr>
<td>Forging</td>
<td>Makes/alters a signature/instrument/document without permission</td>
</tr>
<tr>
<td>Gambling</td>
<td>To wager/bet or intent to wager/bet: Money, services, favors, or anything of material value</td>
</tr>
<tr>
<td>Use/Possession/Distribution of Unauthorized Medium</td>
<td>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</td>
</tr>
<tr>
<td>Obscenity</td>
<td>Inappropriate/disrespectful gestures, verbal or written messages/graphics that are offensive/sexual in nature</td>
</tr>
<tr>
<td>Skipping</td>
<td>Leaves class/activity without permission or fails to attend class</td>
</tr>
<tr>
<td>Academic Dishonesty</td>
<td>Any fraudulent use of material/information/graphics/electronics for the purpose of gaining an academic grade/credit</td>
</tr>
</tbody>
</table>

### LEVEL 3 OFFENSES

<table>
<thead>
<tr>
<th>Offense</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Level 2 Infractions</td>
<td>3 or more documented Level 2 Offenses recorded in the Level 2 section of the ODR and in PowerSchool Discipline Log Entry</td>
</tr>
<tr>
<td>Bullying</td>
<td>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. Bullying behavior components: Aggressive behavior that involves unwanted/negative actions Involves a pattern of behavior repeated over time Involves an imbalance of power/strength</td>
</tr>
<tr>
<td><strong>Cyberbullying/Sexting</strong></td>
<td>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. 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 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</td>
</tr>
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</tr>
<tr>
<td><strong>Use/Possession/Distribution of Tobacco Products</strong></td>
<td>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...”</td>
</tr>
<tr>
<td><strong>Use/Possession/Distribution of Alcohol Products</strong></td>
<td>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.”</td>
</tr>
<tr>
<td><strong>Use/Possession of Combustibles</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>Vandalism Property Damage</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>Terroristic Conduct</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>Arson Property Damage</strong></td>
<td>Malicious burning of property on/near campus or at a school event</td>
</tr>
<tr>
<td><strong>Use/Possession of Weapons</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>Intoxication</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>Endangers: Fighting</strong></td>
<td>2 – 3 students engage in actions involving serious physical contact where injury may occur</td>
</tr>
<tr>
<td><strong>Assault/Battery</strong></td>
<td>Violent behavior that causes fear and/or bodily harm towards others</td>
</tr>
<tr>
<td><strong>Assault/Battery to Employee</strong></td>
<td>Violent behavior that causes fear and/or bodily harm toward an employee</td>
</tr>
<tr>
<td><strong>Endangers: Rioting (4 or More Individuals)</strong></td>
<td>4 or more students participate in violent/disorderly conduct where injury or property damage may occur</td>
</tr>
</tbody>
</table>
### Use/Possession/Distribution of Contraband/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 unwanted 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 Grade-Level Administrator
Teachers may refer disruptive students to school administrators. However, depending on the level of offense, certain requirements must be completed by the instructor before submission: All initial Level 1 offenses documented on Progressive Discipline Form for 4 offenses: A call or (attempt of a call) to a parent 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 after each referral is processed.

### Zero Tolerance Policy, Fighting (Board Policy 405)
Parents, staff, teachers, administrators and stakeholders will not permit or tolerate any acts of physical aggression. 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 at Alternative School.

Students are **not authorized to confront other students without supervision from school personnel.** The student should request for school personnel and their parents 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 will be provided 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, paint, or other graffiti tools at school. If markers are needed in the classroom, the teacher will notify parents, in writing, as to the purpose, project and length of time the markers or other such graffiti tools may be needed. If teachers are requiring students to bring markers in for a project, they are to bring them immediately to the teacher for safekeeping and use such items in the classroom only. Any student caught defacing public property (walls, desks, books, benches, lockers, etc.) will be disciplined accordingly.
Government of Guam, Section 11408: Liability For Injury To Property
The parent or guardian of any pupil who willfully cuts, defaces, or otherwise injures in any way, property, real or personal, belonging to a school, shall be liable for all damages caused by the pupil. The parent or guardian of a pupil shall be liable to the school for the property belonging to the school, loaned to the pupil and not returned, upon demand of an employee of the school, authorized by the Superintendent of Education to make the demand.

Cell Phones (Board Policy 406)
Cell phones are no longer required to be registered in the administrator's office. Cell phones are allowed before school (8:25 AM) and after school (3:30 PM), and at no other time in-between, except for lunchtime. Cell phones cannot be used during passing time, class time, or even in any of the offices, library, or restrooms. During such time, the cell phone must be turned off and not be visible. Teachers who confiscate student cell phones will be solely responsible for the cell phone storage in a secured area until the cell phone is returned to the student or it is picked-up by the parent. Teachers who choose to have disciplinary consequences for inappropriate cell phone use must use the Progressive Discipline Referral for minor offenses.

Although cell phones are now allowed in all public schools, these items 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.

If a cell phone is lost, stolen, misplaced, damaged, destroyed, is 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 the administrator. The same also applies to all electronic devices.

Search and Seizure (Board Policy 407)
The Department of Education is 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 Guam Board of Education authorizes the Superintendent of Education to use all legal search options to protect our students and employees from harm.

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.

Harassment/Intimidation/Bullying/Cyberbullying/Sexting/Sexual Harassment (Board Policy 409)
This board policy describes the different types of behaviors of these offenses, interventions, and consequences. These offenses apply only for student to student and adult to student incidents, and not for student to adult incidents. (See ODR Definitions).

Zero Tolerance Policy For Drug/Alcohol Use Or Possession (Board Policy 402)
Prescription medication must be registered and dispensed only by the School Nurse. Students found in possession of or in use of substances suspected of being illegal/illicit drugs will be automatically suspended for 10 days and referred to GPD. The student may be required to participate in the Juvenile Drug Court program. This also applies to alcohol.

Title 9, Guam Code Annotated 67.100, Article 1, Chapter 67, Section 3(a):
‘Drug-Free Zone’ means any area within one thousand (1,000) feet of a public or private elementary, secondary, or post-secondary educational institution or its accompanying grounds; or within the vehicle of any school bus which transports students while in motion; or within two hundred fifty feet (250’) of any school bus not in motion or a designated school bus stop or shelter, including any school bus transfer station. Notwithstanding the provisions of this Section, a Drug Free School Zone shall not include private real property, which is not a school or the accompanying grounds of a school.
Zero Tolerance Policy For Smoking/Possession Of Tobacco Products (Board Policy 430)
Students are prohibited from possessing or using any tobacco products. It is illegal to bring any tobacco products to a school zone and illegal for persons under 18 years of age.

TYPES OF ABUSE AND NEGLECT
Physical Abuse of adolescents (under 18 years old) includes any non-accidental injury caused by the youth’s caretaker, such as beating, branding, punching, etc., (rough-handling, spanking, yanking, or pushing are not always physical abuse).

Sexual Abuse is any sexual exploitation of an adolescent through rape, incest, fondling of genitals, or exhibitionism by an adult.

Physical Neglect involves inattention to the basic needs of an adolescent, such as clothing, shelter, medical care, etc.

Medical Care Neglect exists when a child with a chronic disease has serious deterioration in condition or frequent emergencies due to repeated ignoring of medical recommendations for treatment by family members. Serious acute disease for which treatment is refused or denied should also be reported (incomplete immunizations, rashes, fleabites, impetigo, missed medical appointment, etc., can be handled by the Public Health Nurse or the School Nurse).

Emotional Maltreatment includes blaming, belittling, or rejecting an adolescent, constantly treating siblings unequally and deliberately, and enforced isolation or continuous withholding of security and affection by the youth’s caretaker.

PARENTAL GRIEVANCE PROCEDURES (BOARD POLICY 830)
Parents 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 the grade-level 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, 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 Board of Education. The Superintendent of Education will facilitate the appeal to the Guam Board of Education. 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 Guam Board of Education.

All parties to the dispute shall be entitled to a personal hearing before the Guam Board of Education. 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. UMS 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.

Students must wear their full uniform everyday unless otherwise instructed by an administrator. Academic teams, interscholastic team members, and other school-sponsored organizations may use their designated uniform-top, upon approval from an administrator. **If the alternate uniform consists of only a shirt, the school uniform bottom must be worn.** Team Sports uniforms bottoms are not allowed. **Students may be denied participation in a fieldtrip if the student is not in complete uniform.** On specified approved days, the use of team or organizational shirts may be substituted for uniform shirts. 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.

Waiver/Opt-Out Provision
Parents may waive or get out of the uniform policy for unique circumstances, at the discretion of the administration. Depending on the situation, a solution of opting-out from the use of the uniform or participation in any school activities will be carefully addressed. Opting-out is the act of not participating in school organizations and activities that require the use of uniforms.

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 UMS 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 UMS will not impose any messages, political or otherwise, on the school uniform. The school name and logo/mascot will appear on the uniform.

**Uniform Tops And Bottoms**
The required uniform is sold at Gino’s, located in the Agana Shopping Center. All students are required to wear a uniform top and corresponding colored bottom. Sizes and style choices can be seen at Ginos. As per Board Policy 401, bottoms do not have to be purchased from the vendor, and can be purchased from other stores, as long as they resemble the uniform bottom.

*Jackets must be unzipped when used in or outside of the classroom. No pull overs will be allowed.*

**BOYS**
Pants and shorts must fit at the waist without the support of a belt. Absolutely no sagging or oversized pants or shorts will be allowed. Short sleeve tee-shirts must be tuck-in and can be any color, but cannot contain any offensive or degrading words of pictures. Oversized inside shirts are not allowed. Black bottoms must be worn. No checkered designs or any other colors can be mixed-in.
**GIRLS**
Either the jumper, skirt, pants, or capri pants (black bottoms) will be worn with the blouse or polo shirt. Any color short sleeve tee shirt or camisole must be tucked-in. Undershirts cannot have any offensive or degrading words or pictures. Skorts, shorts, and skirt lengths must be of a respectable length. No rolling of shorts or leggings/tights will be allowed.

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 may be called to bring in 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)**
The student must have a non-uniform pass if he/she is not in uniform. The pass 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 must ask the non-uniform student to present this pass. If the student does not have this pass, he/she must be sent to the grade-level administrator so that the uniform violation can be documented for progressive discipline purposes. Another alternative to sending the student to the administrator is for the teacher or support staff to write down the student's name, date, and the type of non-uniform violation. Then the teacher or support staff can give this information to the administrator later in the day or as soon as possible.

**Consequences For Non-Compliance To The Uniform Policy**
The following schedule of consequences will be followed for non-compliance:

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

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 UMS logo must be on the shirts. 

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

**DRESS-CODE POLICY**
*(For Non-Uniform Days)*
UMS 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.
Inappropriate Attire
Gang-Related Identification: Bandanas, labeled caps or T-shirts, bracelets, or any material identified by the school to promote gang affiliation.

Hats/Visors: NOT allowed (exceptions are to be approved only by an administrator).

Sunglasses: NOT allowed. The only type of glasses that will be permitted are glasses prescribed by a doctor. Clothing:

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 will not be allowed 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: Zories, open-toes, sandals, V-strap footgear, crocs, slingback (slip-on) shoes/sandals, stacked shoes, or heels beyond 2 inches in height.

Accessories: No chains or wallets with chains, large belt buckles, or any other items that could be used as a weapon.

Note: Students wearing inappropriate inner shirts may be required to surrender their shirt at the administrator's office. They may retrieve their shirts at the end of the day. Shirts not retrieved after 1 week 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.

STUDENT SERVICES

Closed Campus
UMS is a closed campus. This means that you may not leave the school or its grounds at anytime without the permission of an administrator. This includes before school begins and after school while waiting for the bus/your ride. You must stay within designated areas on-campus during break and lunch. A parent must sign a student out in the Main Office or in other applicable locations if a student is going to leave during school hours.

Campus Hours
**Students are not allowed on-campus before 7:30 AM as car riders. If a bus enters the campus prior to 7:30 AM, the bus drivers are not allowed to disembark the students off the bus until 7:30 AM.**
- Campus opens at 7:30 AM.
- Students waiting for their ride home must be picked-up no later than 4:00 PM. The school is not liable after 4:00 PM, unless the student is participating in a sanctioned school activity.

Visitors
Parents or other responsible adults are welcome to visit the school. Parents shadowing their child must sign in at the Main Office. Visitors must provide a valid license or picture identification card. Students are not allowed at anytime to bring brothers or sisters, relatives, or friends to school with them.

Lockers
An attempt will be made to provide lockers to as many students as possible. Students must provide their own combination locks and 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 own combination lock.
- Return locker form signed by the parent to Homebase teacher.
- Provide the combination lock numbers to the Homebase teacher.

Rules For Locker Use
1. Student lockers are the property of the school and are subject to be searched at anytime by 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 their lockers.
4. Students are not to paste decals or any other items on the inside or outside of their lockers.
5. Tampering with another student’s locker may result in suspension.
6. Report problems (break-ins, loss of locks, etc.) to your Homebase teacher immediately.
7. All lockers must be cleared by the final week of school.
8. Gym lockers are used only if a student has PE as an assigned class. Students are only permitted to use the locker for that class period and are not allowed to leave things overnight.

Cafeteria
The school has a federally-approved lunch program. Breakfast and lunch are served daily. Students who bring their lunch may purchase milk and eat in the cafeteria. Students are to use the cafeteria tables for eating, not socializing. When you are finished eating, clean your area. Be sure to make room for other students to eat. Any misbehavior in the cafeteria will be disciplined accordingly. Students are not allowed to leave campus or go home for lunch. Students can purchase advanced lunch tickets in the Main Office.

Purchase Of Breakfast/Lunch Tickets
Breakfast/lunch tickets are sold in the morning until 10 minutes before the warning bell rings (7:30 AM – 8:15 AM). The ticket line is located in the cafeteria. Lunch tickets are also sold during lunch (11:50 AM – 12:25 PM), closing 10 minutes before the end of the lunch period. Students are encouraged to buy their lunch tickets in the morning, to eliminate the crowd at the ticket line during lunch. Money will not be accepted in the cafeteria line for breakfast or lunch.

Purchase Of Advanced Breakfast/Lunch Tickets
Students who are interested in purchasing breakfast/lunch tickets in advance can purchase only for a 2-week period (10 school days). The prices are the same as with the daily breakfast/lunch tickets. Advanced tickets being purchased with a personal check must be written out to the Department of Education.

<table>
<thead>
<tr>
<th></th>
<th>Prices For Daily Breakfast/Lunch Tickets (subject to change)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Lunch</td>
<td>$2.50</td>
</tr>
<tr>
<td>Reduced Lunch</td>
<td>$0.40</td>
</tr>
<tr>
<td>Regular Breakfast</td>
<td>$0.50</td>
</tr>
<tr>
<td>Reduced Breakfast</td>
<td>$0.30</td>
</tr>
</tbody>
</table>

Bus Services
Riding the school bus is a privilege. Do not put your safety in danger due to poor behavior. Students who are reported by the bus driver for improper behavior on the bus will be disciplined and may be eventually 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.

1st-Offense        Warning/Parents Notified
2nd-Offense        Mandatory parent conference
3rd-Offense        Suspension

MISCELLANEOUS INFORMATION
Bicycles/Skateboards/Roller Blades/Roller Skates Are Not Allowed.

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

Telephone Messages to students will only be delivered on an emergency case. Parents must communicate with their child in the morning regarding transportation arrangements to avoid confusion at the end of the day.

School Website
UMS has a website with a host of current information regarding UMS. It is constantly updated to keep everyone abreast of information and events regarding UMS. Log-on to www.gdoe.net/ums.
Textbooks
Textbooks are issued without charge to students for their use. However, the student is financially responsible for lost or damaged textbooks. Students have a week’s grace period to recover any lost textbook. A replacement cannot be issued to a student until payment has been made. Teachers are to send students immediately to the Business Office with a Lost/Damaged Textbook Form to pay for the lost or damaged textbook. Make checks payable to the Department of Education.

Lost And Found
Lost and found items are located in the Main Office (unless otherwise announced in the bulletin). Students are responsible for their school bags, books, or other personals left unattended at anytime during the school day. This includes leaving things in the hallways, in the cafeteria, or the gym during lunchtime. DO NOT LEAVE YOUR BAGS UNATTENDED!!! Note: Items not claimed within 2 weeks will usually be discarded or given to charity.

Confiscated Items
Confiscated items are stored in the Main Office or may also be stored in an administrator’s office. Most items will only be released to a parent. Items confiscated must be picked-up within 2 weeks of confiscation. The school will not be responsible for confiscated items that were stolen during break-ins.

Fieldtrips
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.

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 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 rides arrive.
• 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.

COMPUTER/NETWORK ACCEPTABLE USE POLICY

UMS offers students access to computer technology and the internet. Students must agree to abide by the rules of this policy in order to use the school’s computers and network.

A. Acceptable Use

The educational use of UMS computers and network should be geared towards classroom activities, assignments, communication, and career development. All students should have access to the internet through their classrooms, library, or school computer lab. Appropriate online etiquette should be conducted when you use UMS computers.

B. Unacceptable Uses

1. Posting/exchanging personal information: Posting personal contact information about yourself or other people or meeting with people you may have encountered online is not allowed. Photos of students taken during school activities may be used for the school website. The parent should complete the consent form to allow or deny his/her child access to the school's computers and network.

2. Accessing another person’s account/files: Unauthorized access to the UMS or DOE network, or to any other computer system is not allowed. Under no conditions should you provide your password to another person. You are responsible for your individual login account and should take all reasonable precautions to prevent others from being able to know or use your account.

3. Spreading viruses and other harmful programs: Students should not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will avoid the inadvertent spread of computer viruses by limiting the use of floppy disks, CDs, or flash drives to school computers. A teacher or other school personnel must authorize the use of any media in the school network. Downloading of files through the network should only be done if approved by a classroom teacher or authorized school personnel, and if you are sure the file is virus-free.

4. Using profane language: Students should not use obscene, threatening, or disrespectful language in public messages, private messages, e-mail messages, and material posted on any school-sanctioned webpage.

5. Harassing and spamming: Harassment is persistently acting in an inappropriate manner that distresses another person. Students should not engage in personal attacks or make prejudicial or discriminatory comments. If you are told by a person to stop sending them inappropriate messages, you must stop. Spamming is sending an annoying or unnecessary message to a large number of people, including the posting or forwarding of chain letters. Students should not use the network to engage in these activities.

6. Plagiarism and copyright infringement: Plagiarism is taking the ideas, writings, pictures, and other work of others and presenting them as your own. Always cite where you found the information. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Using the UMS network and computers to download copyright-protected music and videos is also unacceptable.

7. Accessing profane or obscene material: You will not use the UMS network to access material that is profane or obscene, such as pornography. If you mistakenly access or receive inappropriate information, you should immediately tell your teacher, counselor, or administrator. Do not access any additional material your parents deem inappropriate for you.

8. Knowingly damaging computer equipment and peripherals: Students should take care of computer equipment. The following is a limited list of items that can cause damage to computers and audio/visual equipment: Food, drinks, candy, magnets, balls, and toys. Please tell your teacher immediately if you see anyone treating school equipment carelessly.

9. Engaging in illegal activities: Students should not use UMS computers or the network to conduct illegal activities, such as for the sale of drugs, alcohol, and contraband. Any illegal activity conducted in the school network may be recorded and turned-in to authorities for prosecution.
C. Consequences
The following are consequences to violations of the UMS Student Acceptable Use Policy:

1st-Infraction: Verbal warning by teacher. Parent is notified. Account or access is denied for 5 school days. Student is still accountable for assigned work. A note from the parent is required to re-activate the account or access, explaining how the student will adhere to the AUP.

2nd-Infraction: Referral to the administrator and a mandatory parent conference. The account or access is denied for 20 school days. The student is still accountable for assigned work. A note from the parent is required to re-activate the account or access, explaining how his/her child will adhere to the AUP.

3rd-Infraction: Referral to the administrator and a mandatory parent conference. The account or access is denied for the remainder of the school year.

*This handbook is subject to change.

FOR YOUR INFORMATION
In the event of any serious illness or injury, please call 911 and have the following information available so that they may respond to your needs:

\[ √ \text{Location of accident} √ \text{Type and number of injuries} √ \text{Services Required} \]

**IMPORTANT PHONE NUMBERS**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Number</td>
<td>735-3110</td>
</tr>
<tr>
<td>Counselor</td>
<td>735-1300</td>
</tr>
<tr>
<td>Bus Operations</td>
<td>646-3122</td>
</tr>
<tr>
<td>Gino’s</td>
<td>477-8945/7139</td>
</tr>
<tr>
<td>Nurse</td>
<td>735-1300</td>
</tr>
<tr>
<td>Guam Police Department (Dispatcher)</td>
<td>472-8911/2</td>
</tr>
<tr>
<td>Guam Fire Department</td>
<td>734-2264</td>
</tr>
<tr>
<td>Guam Memorial Hospital</td>
<td>647-2330</td>
</tr>
<tr>
<td>Department of Mental Health and Substance Abuse</td>
<td>647-8833</td>
</tr>
<tr>
<td>Sanctuary</td>
<td>475-7100</td>
</tr>
<tr>
<td>Department of Youth Affairs</td>
<td>735-5021/22</td>
</tr>
<tr>
<td>Barrigada Mayor's Office</td>
<td>734-3859</td>
</tr>
<tr>
<td>Dededo Mayor's Office</td>
<td>632-5203</td>
</tr>
<tr>
<td>Mangilao Mayor's Office</td>
<td>734-2163</td>
</tr>
</tbody>
</table>
SIGNATURE PAGE

This page must be signed and returned to the student’s HOMEBASE teacher.

Student
I have read the rules, policies, and guidelines outlined in the 2015-16 Untalan Middle School Student Handbook and the Computer/Network Acceptable Use Policy.

- I agree to comply with the school rules and guidelines.
- I understand that failure to follow these rules and guidelines may result in disciplinary action.

Parent
I/We, the parent(s) of the above named student, have read the 2015-16 Untalan Middle School Student Handbook and the Computer/Network Acceptable Use Policy.

- I agree to cooperate with my/our child and with the members of the Untalan Middle School Administration, Faculty, and Staff in complying with the rules and guidelines of this Student Handbook and the Computer/Network Acceptable Use Policy.
- In addition, I give permission for my/our child to use the UMS computers and network for education purposes.

________________________________________________________________________
Homebase Teacher  ___________________________  Student Name  ___________________________

________________________________________________________________________
Student’s Signature  ___________________________  Parent’s Signature  ___________________________

________________________________________________________________________
Parent Name  ___________________________  Date  ___________________________