



# Vicente S.A. Benavente Middle School School Year 2023-2024



## Student Handbook

This student handbook belongs to:

Name: \_\_\_\_\_

Team: \_\_\_\_\_

Homeroom/AAP: \_\_\_\_\_

Teacher: \_\_\_\_\_

### School Administration

Freda Aarii, Principal

Dr. Eileen M. Gofigan, Assistant Principal

Jodi Sablan, Assistant Principal

Maria Milan, Assistant Principal

Deanna Fernandez, Administrative Officer

## Vision

Students will have excellent character, lifelong desire for learning, ingenuity and perseverance to solve personal and global problems, and passion to serve their community.

## Mission

Our mission is to provide a safe, supportive, and progressive learning environment that enables our students to achieve at the highest levels and empowers them to be innovative and productive as they face the challenges of the future.

## Schoolwide Learner Outcomes (SLOs)

***BMS students will become young adults who will...***

**Value** their community

**Succeed** academically

**Adapt** to changing times

**Behave** appropriately

**Make** positive choices

**Strive** for a better tomorrow

## School Song

*(Words and music by: Elmor V. De Rosas)*

BMS, you're special in our hearts  
Beloved school you are  
Hand in hand, in love and unity  
Forever we will be  
Roadrunners rise  
Come and spread your wings  
And reach for your highest dream.

Deep in the night  
You're our guiding star  
Making us go far  
You are the light  
For our future bright  
In faith, we'll do our best  
For our dearest BMS.

**VSABMS SY 23-24 Bell Schedule (Monday to Friday)**

Warning Bell  
8:25

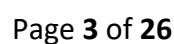
1<sup>st</sup>/6<sup>th</sup> Period  
8:50 – 10:05 (75 mins)

3<sup>rd</sup>/8<sup>th</sup> LUNCH  
11:25 - 12:30 (65 mins)

4<sup>th</sup>/9<sup>th</sup> Period  
12:45 – 2:00 (75 mins)

5<sup>th</sup> 10<sup>th</sup> (XL) Period  
2:05 – 3:20 (75 mins)

- 3:20 - BUS RIDERS – Proceed to Bus Depot Canopy Area
- 3:30 – CAR RIDERS – Proceed to Bus Depot Area
- WALKERS – Proceed to West Side and Fast Track Walkers' Gates



# General Information

## Our History

Vicente S.A. Benavente Middle School, formerly known as Dededo Junior High and subsequently Dededo Middle School, was established in 1966 by the Department of Education. As a junior high school, it originally consisted of grades 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> but later served only grades 6<sup>th</sup> through 8<sup>th</sup> when it became a middle school in the early 1980s.

VSABMS is located in Dededo, the largest and most populated village in Guam. As the community expanded over the years, additional buildings were added on campus to accommodate the increase of students. Dededo has a diverse population of mostly lower- to middle-income families that reside in large residential subdivisions or in rural areas within a four- mile radius of the school. The majority of the students are Chamorro or Filipino, with a substantial number of students whose families migrated from neighboring islands. The ethnic, cultural, and linguistic diversity of our students is a source of great pride for our school.

Our school was named in honor of Vicente San Agustin Benavente, a local educator who served as principal of various schools in the 1940s. He also held the post of Commissioner of the village of Dededo for twenty-five years. During his years of service, the construction of the Kaiser and Liguán Terrace subdivisions occurred, as well as many improvements to the village's utilities infrastructure and roadways. In February 1999, the 25<sup>th</sup> Guam Legislature presented the Benavente family with a resolution that endorsed and supported the Board of Education's intent to rename Dededo Middle School to Vicente S.A. Benavente Middle School.

## School Spirit

The school colors of VSABMS are **blue and gold**. Our mascot is the **Roadrunner**. As a middle school, we practice the concept of smaller learning communities or "schools within a school." Each grade level consists of three smaller interdisciplinary teams, each with its unique team identity.



## Accreditation

Our school has earned a six-year accreditation term, granted by the Accrediting Commission for School, Western Association of Schools and Colleges, which expires on June 30, 2025.

## Campus Hours

The campus is open from **7:30am to 4:00pm**. Students are **not allowed to enter campus or to be dropped off earlier than 7:30am** as staff are not on duty prior to 7:30am to provide proper supervision. Students must be **picked up no later than 4:00pm** unless scheduled for approved afternoon activities.

## Arrival Procedures

VSABMS number one priority is to keep our students and school community safe and healthy. Upon arrival in the morning, students must proceed to the breezeway. They will go to the designated waiting area until the bell rings at 8:25 am to signal transition to Homeroom/AAP. Students will be able to eat breakfast in the cafeteria from 7:30am – 8:15am. Students must arrive no later than 8:00am to eat. Pedestrians from the village enter campus through the walker's gate located on the west side of the campus. Bus and car riders enter through the main gate and are dropped off at the Bus Depot in front of the Main Office.

*\*Depending on DPHSS guidance and Executive Orders, GDOE will adhere to safety and mitigation protocols.*

### Dismissal Procedures

School is dismissed at 3:30 pm. A schedule with staggered dismissal is in place to ensure safety for all students. Students must exit the campus immediately at the end of the day. There will be two exits for dismissal to ensure safety for our students - FastTrack & west side gate. All walkers are expected to leave campus by 3:45 pm.

Bus and car riders must proceed to the front of the campus immediately at staggered dismissal times. Bus riders must quickly board their designated bus, as buses depart at approximately 3:45 pm. Sometimes a bus may be late or running a second trip. In such a case, bus riders must wait at the Bus Depot in front of the Main Office at their designated areas.

After the buses are released at 3:45 pm, the main gate will be opened to other vehicular traffic. Passengers must wait until vehicles come to a complete stop before approaching their ride. Students are expected to wait patiently in front of the Main Office and pay attention to their vehicle's arrival. All students should depart by 4:00 pm, unless participating in authorized after-school activities.

### Closed Campus

VSABMS is a closed campus. As per Board Policy 440, students may not leave the school grounds from the time of their arrival until the time they leave at the end of the day unless they have written permission from their parents/legal guardian(s) and principal to do so. Students are not permitted to leave campus for any reason unless signed out at the Main Office and escorted by their parents or legal guardians. In instances where parents or legal guardians are physically unable to escort their child off campus, a written authorization from the parent or legal guardian must be provided to the school for that occasion. The authorization must clearly identify the adult who will pick up the student for that day, and a copy of both the parent or legal guardian's photo ID and the authorized adult's photo ID must be provided for verification purposes. This is not a blanket authorization for all occasions.

### Visitors

VSABMS welcomes parents and guardians to visit the school. However, all visitors must be cleared at the front gate before entering the school. If a parent needs to pick up a student for an appointment, they must call the school office and follow safety protocols prior to entering the school campus. Pursuant to 17 GCA Ch.7 § 7109 School Property: Unauthorized Entry, all visitors on campus must sign in at the Main Office upon entering the campus and obtain written permission from the principal or designee to remain on campus. All visitors must state their purpose for

visiting and wait for approval from the school administration before proceeding anywhere else on campus. Visitors must also provide a valid photo ID in order to receive a visitor's pass, and passes must be worn at all times. Passes must be returned to the Main Office at the end of the visit.

Please note that while on government property, all visitors and employees are subject to search with reasonable suspicion. Parents or guardians may drop off school items at the Main Office for their child only. Food or celebration items (ie. Balloons, flowers, cake, gift bags, etc.) will not be accepted.

### Main Office

The Main Office is an important place of business. Parents, students, or visitors may come to make inquiries, obtain documents or other information, or meet with administrative staff via appointment. Everyone who enters the Main Office must be mindful that important phone calls or meetings may be in progress, so it will be necessary to speak with low, inside voices. Please see one of the clerks for any inquiries.

### Procedures for Leaving Campus

Only parents or legal guardians have the authority to sign students out of school. When there is a legitimate reason to leave campus, such as for a medical or dental appointment or emergency, parents or legal guardians are required to sign out their child in the Main Office and provide a valid photo ID.

All adult person(s) authorized to pick up a student must be pre-identified in the student's **Parent and Emergency Contact Information Form**. All additional authorization requests must be made in person by the parent or legal guardian at the Main Office. Valid ID is required.

If not identified on the **Parent and Emergency Contact Information Form**, a written authorization from the parent or legal guardian must be provided to the school if parent/guardian is unable to pick up the student. The authorization must clearly identify the adult who will pick up the student for that day, and a copy of both the parent or legal guardian's photo ID and the authorized adult's photo ID must be provided. The school may contact the parent/legal guardian for verification purposes.

### Parent and Emergency Contact Information

All parents and legal guardians are required to provide the school with updated information at the beginning of the school year. An update form will be provided at the beginning of each school year. Parents/guardians are required to provide updated addresses, contact numbers, and other pertinent information as indicated by BP 337.

The Parent and Emergency Contact Information Form must clearly identify those adults whom the parents or legal guardians appoint as persons of contact in the event an emergency arises while the student is in school and parents or legal guardians are unable to be reached. The school nurse or administrator may release the student to the emergency contact if a student becomes ill and parents/legal guardians are unable to come to the school to take the student home.

Persons listed under emergency contacts are not given access to the student's educational record.

### Registration

When registering a student, visit the Main Office to obtain a **Registration Packet**. Parents or legal guardians must provide the following:

- Original official birth certificate
- Valid parent/guardian photo ID
- Official transcript
- Official withdrawal from previous school
- Student's PowerSchool Attendance and Discipline Profile if coming from a DOE school
- Proof of residency
- Copy of court appointed guardianship document, if applicable
- Immunization records
- TB requirements
- Physical examination

We will only accept and process registration when the packet is complete and all supporting documents have been provided. Registration is open to all 6<sup>th</sup> through 8<sup>th</sup> grade students whose parents or legal guardians reside within our attendance area. **"Out-of-district"** requests are not entertained because our enrollment is high, unless there is a compelling reason for the Principal to allow the enrollment of a student who lives outside of our attendance area. Such requests are approved on a case-by-case basis.

### Withdrawals and Transfers

Withdrawal refers to students who are separating from the Department of Education to attend private school, charter school, home school, or another school district off-island. Transferring refers to students who will be leaving VSABMS to attend another GDOE middle school. In both cases, parents or legal guardians must initiate the withdrawal or transfer by completing a **Withdrawal Request Form** in the Main Office. Parents or legal guardians must settle outstanding financial obligations such as damaged/lost equipment or library fines. Withdrawal documents are usually ready for pick up within two business days. Withdrawal packets will only be issued to parents or legal

guardians. A valid photo ID will be required at the time of pick-up.

### Information Updates

To better serve families, we kindly ask for the most current information to be on file with the school. For example, if there is a change in address or cell phone number, **please notify the school immediately**. This is especially important if one or more parents have legal custody or if special circumstances requiring the release of students must be brought to the attention of school administrators. If there is a change of address, please let us know. However, if the parents or guardians are no longer residing within our school's attendance boundaries, the student will be considered "out-of-district". Parents and guardians are expected to withdraw their child and enroll them in the school of their assigned attendance area.

### Access to Student Records

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) holds that schools must have written permission from the parent in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31)

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may not release student information to third parties such as relatives, neighbors, and friends of the family, unless they are court-appointed legal guardians of the student.

### SwiftK12 Reach and Automated Alerts

**SwiftK12 Reach** Announcement is a feature of Power School, our school information system, that allows us to send out mass emails and text messages to parents or guardians whose contact information is stored in our system. For example, if there are important

announcements, such as an emergency dismissal due to a water outage, we have the ability to broadcast an update. Parents or legal guardians will also receive an automated alert in the morning and afternoon when their child has been marked absent from school. For this reason, parents are urged to ensure their contact information is up to date.

### Home/School Communication

We believe that timely communication with parents is very important. Parents, legal guardians, and students are highly encouraged to attend our Student Orientation, Open House, and Parent-Teacher Conferences.

Teachers will be sending home letters, surveys, newsletters, and other information. Teachers may be reached via email, or parents and legal guardians can call the Main Office to make an appointment to meet with teachers or administrators.

Parents and legal guardians are advised to register for PowerSchool's Parent Portal with the computer operator. Parents can also email the school at: [VSABMS@GDOE.NET](mailto:VSABMS@GDOE.NET) with attached identification to request for access.

This access provides up-to-date information on your child's attendance and academic progress.

Progress reports are distributed in the middle of each semester so that parents will have an idea of their child's performance. Parents and guardians are also encouraged to visit our social media sites for more information and announcements.

Website: <https://vsabms.weebly.com>

Facebook: @VSABMSofficial

### School Verifications and Other Requests

School verification requests must be made in person at the Main Office. Requests will be processed within one business day. Parents and legal guardians must present a valid photo ID to pick up the requested documentation. Such documents will not be sent home with the student.

Be advised that BP 601 authorizes GDOE schools to withhold school-related documents for non-payment of lost or damaged textbooks, equipment, school property and instructional materials.

### Parent Grievance Procedures

Board Policy 830 provides parents and legal guardians with an avenue for resolving their complaints. Parents or legal guardians who feel they have legitimate grievances related to pupil-teacher-staff relationship shall be expected to adhere to the following procedures:

- Discussion with Teacher. Discuss the grievance or complaint with the child's teacher first, if it is a pupil-teacher problem. The parent or guardian must, via the principal's office, make an appointment to consult with the teacher at a time, which will not interfere with the normal classroom procedures.
- Joint Meetings. If, after consultation with the teacher, the parent or guardian still is not satisfied, he may then request a joint meeting with the teacher and the principal. If after consultation with the teacher and the principal, the parent or legal guardian is still not satisfied, he may request a joint meeting with the teacher, the principal and the Deputy Superintendent of Education.
- Appeal to Superintendent of Education. If the parent or legal guardian, teacher, principal or Deputy Superintendent are unable to arrive at a satisfactory understanding of the problem involved, the parent or guardian may then appeal, in writing, to the Superintendent of Education.
- Appeal to Board. If, after a written appeal has been made to the Superintendent of Education, a satisfactory solution to the problem still cannot be reached, the parent or legal guardian may submit an appeal, in writing, to the Guam Education Board.

### Security Systems

Security cameras with remote video surveillance are installed throughout the campus. The cameras are frequently monitored on a daily basis to secure safety for all students, faculty, and staff. In addition, classrooms and offices are equipped with alarm systems that are monitored by local security companies.

If you witness any suspicious activity, you are encouraged to send an anonymous tip to Guam Crime Stoppers at 477-HELP.

### Parent Teacher Organization

The Guam Education Board recognizes the important role which parent-teacher groups can play in the school system. Parents and legal guardians are urged to become active participants in our Parent-Teacher Organization. Please let our Main Office personnel know if you would like more information on becoming a member of our PTO.



# Curriculum

## Middle School Curriculum Requirements

Board Policy 338 defines the requirements for public middle schools, emphasizing an educational program that is developmentally responsive to the needs of adolescents. The following are key characteristics of our public middle schools:

- A curriculum that is challenging, integrative, and exploratory
- Varied teaching and learning approaches
- Flexible organizational structures
- Programs and policies that foster health and safety
- Guidance and support services

Our middle school program includes advisory time, interdisciplinary team teaching, exploratory courses, and block scheduling.

## GDOE Content Standards and Performance Indicators

Developed in 2010, the GDOE K-12 Content Standards and Performance Indicators reflect current educational practices, national standards, and what the local community believes are valuable and necessary for students to be competent, productive, and responsible citizens in society and in the world. The Guam DOE K-12 Content Standards and Performance Indicators are the district's adopted curricula. See section on Grading for more information.

## Required and Exploratory Subjects (BP 338)

Each student shall take two semesters per year of the core courses plus other classes as follows:

### 6<sup>th</sup> Grade

- Language Arts
- Reading
- Social Studies
- Science (General)
- Math

6<sup>th</sup> Grade students will also take two semesters of Chamorro Language and Culture and two semesters of Physical Education.

### 7<sup>th</sup> Grade

- Language Arts
- Reading
- Social Studies (World Geography)
- Science (Life)
- Math/Pre-Algebra

7<sup>th</sup> Grade students will also take a semester of Physical Education and a semester of Health, plus two semesters of exploratory or elective subjects.

### 8<sup>th</sup> Grade

- Language Arts
- Reading
- Social Studies (U.S. History)
- Science (Earth)
- Math/Pre-Algebra or Algebra

8<sup>th</sup> Grade students may take up to four elective subjects. Our current elective subjects include:

- Art
- Advanced Choir
- Japanese
- Career Exploration
- Computer Science
- Home Economics
- Robotics – Intermediate, Advanced
- Intramurals/Advanced Athletics
- Exploring Business Technology
- Journalism

## Character Education

In accordance with Public Law 26-44, character education, the deliberate teaching of basic human values, is integrated throughout our middle school program. Values that are promoted include but are not limited to honesty, kindness, generosity, courage, freedom, equality, integrity, and respect. The goal of character education is to develop students who are morally responsible, self-disciplined citizens through the integration of problem solving, decision making, and conflict resolution techniques in activities in school and in the classroom. We want to help our students develop positive moral values, pro-social attitudes, and an understanding of civic responsibility and consequences necessary become productive citizens in our society.

## Uniform Grading System (BP 350)

Board Policy 350 establishes the responsibility of teachers to grade students and a timeline for grade appeals. Although the prerogative of assigning grades lies with the teacher, there is a district-wide effort to clarify performance expectations and systematically assess levels of proficiency or mastery of key skills.



Academic grades are assigned as follows (*with 0.5 increments*):

- 4 – Exceeds Standard
- 3 – Proficient
- 2 – Approaching Proficiency
- 1 – Needs Support
- 0 – Unable to Perform
- NE – No Grade / No Evidence

Citizenship marks are indicated as follows:

- 4 – Excellent
- 3 – Satisfactory
- 2 – Needs Improvement
- 1 – Unsatisfactory
- N – Not Enough Evidence / No Evidence

### Standards-Based Grading

- 4-Point scale: Move away from the current percentage system.
- Use of zeroes: Rather than issuing a zero, NE = for No Grade / No Evidence will be given if a student did not complete assignment(s).
- Acceptance of late work and opportunity for students to retake assessments or redo assignments must be discussed with the teacher.
- Grade for Behavior: The need to record character and behavior in citizenship.
- Discontinue averaging assignments, assessments, and artifacts: Review evidence or patterns of student performance rather than traditional averaging of grades.
- Special Education and English Learners: There is much agreement that SBGs further support the needs of all students, including the special populations.

### Progress Reports and Report Cards

Progress Reports are printed and distributed at the middle of each semester. Report Cards are printed at the end of each semester. 1<sup>st</sup> and 2<sup>nd</sup> Semester Report Cards are distributed to the Homeroom / AAP class. Parents and legal guardians are encouraged to log into the Parent Portal to monitor their child's progress.

SY 2023-2024 PTC Schedule:

October 23, 2023 and March 20, 2024

### Districtwide Assessment

Districtwide assessments are administered in the Spring. More information will be forthcoming by GDOE.

### Special Education

The Department of Education is following the national trend toward a full inclusion model. The expectation is that most students identified with special needs will receive instruction in

the general education classroom with the appropriate supports and accommodations. A resource room is available for students whose Individualized Education Program (IEP) calls for such placement. Special education teachers may also provide consultative services to teachers of students who receive instruction in the general education classrooms. Some students may also be eligible for speech and language therapy, occupational therapy, physical therapy, leisure education, or other related services.

### English as a Second Language Program

The English as a Second Language (ESL) program provides instruction to students who are non-native or limited English speakers. ESL teachers will conduct assessments of students' language proficiency. Depending on the assessment results, eligible students may receive sheltered instruction.

### Homework Policy

The purpose of homework is to reinforce what the child has been taught. Carefully selected homework may help students develop positive attitudes toward school, build good study habits, and encourage creative and critical thinking. Parents are encouraged to take an active role in their child's homework. Some parental responsibilities regarding homework include:

- checking homework daily
- conferring with teachers if homework is unclear
- showing interest in what the student is learning
- taking homework assignments seriously
- assisting their child manage time well
- providing an atmosphere conducive to learning
- avoid distractions (i.e. loud noise, clutter, etc.)
- providing necessary supplies
- reviewing assignments for neatness,
- accuracy, and completion

### Field Trips (BP 363)

A field trip is an off-campus activity that is related to course content and is an extension of class work. A field trip offers a learning experience not normally available in a classroom setting. An alternate learning activity will be provided for students who may not attend field trips.

A parent or legal guardian must sign a **Field Trip Parent Permission Form** ("Field Trip Form") to authorize their child's participation. This form will indicate the objectives, dates, location, and other requirements.

A written note or verbal authorization from the parent will **NOT** be accepted. Students will **NOT** participate without a signed Field Trip Parent Permission Form.

If a field trip is tied to a behavioral objective and is offered as an incentive to students, but the student fails to meet the prerequisite conditions, the student may **NOT** participate.

All safety precautions will be taken during the field trip. Students must obey all school and safety rules at all times, as well as any special regulations of the facilities or venue that is visited. Failure to obey rules or cooperate with the supervising adult will result in disciplinary consequences, and may also jeopardize participation in future field trips. Full school uniform must be worn at all times. Parents or legal guardians may be asked to provide a sack lunch or money for meals. Parents or legal guardians may accompany their child on the field trip upon request by the teacher; however, this arrangement must first be approved by the principal.

### End of School Year Promotional Ceremony/Banquet/Activities

Participation is a privilege and not a right. Students who have received either an out-of-school suspension, in-school suspension, or parent shadowing for any number of days after the 2<sup>nd</sup> semester mid-term due to a disciplinary referral for any level three disciplinary offense(s) will not be allowed to attend/participate in the end of the school year promotional ceremony, banquet, or activities (ex. field day).

### Retention Policy

The middle school age requirement, as mentioned in Board Policy 338, takes into account Public Law 24-26 regarding the age of students and allows for the possibility of retention. Specific timelines must be followed before a decision to retain a student can be made. Vicente Benavente S.A. Middle School's policy is as follows:

1. **Definition.** Retention is an educational placement decision that requires a student to repeat a full year of instruction at the same grade level. A student who is retained will not be promoted with his or her chronological age group. Retention may be applied when a student does not achieve academically.
2. **Criteria.** A student may be retained if his or her cumulative average for the current school year is less than 60% and/or failing up to seven (7) subjects. Before a decision to retain a student is made, the following factors must be considered:
  - age
  - academic history
  - experiential background
  - school attendance
  - behavior and motivation
  - socio-emotional patterns
  - current achievement

- teachers' input
- parent/home input
- other assessment data

Every attempt must be made to ensure that all students receive an adequate and equitable education. Retention must not be applied when factors beyond the student's control have contributed to his or her academic failure. For example, retention is not justifiable merely because a student is an English language learner or has documented learning disabilities. Educational services through the ESL or Special Education programs may be more appropriate.

3. **People Who Decide.** A Child Study Team (CST) committee must be established to determine the appropriateness of retention. The committee must include the following school personnel: all the student's teachers, a guidance counselor, and a school administrator. To provide additional input as to the viability of retention for a particular student, the following personnel may be included in the committee: ESL teacher or ESL Coordinator, special education teacher or Consulting Resource Teacher (CRT), school health counselor, reading specialist, or school psychologist. The principal makes the final determination.
4. **Timeline.** Retention process must be initiated by the 1<sup>st</sup> mid-semester. This is to ensure adequate time to implement intervention and support.
5. **Interventions and Alternatives.** Although grade retention is a possibility, it is not recommended or pursued unless other interventions or alternatives have been explored. Teachers and other school personnel will exercise due diligence to investigate possible reasons for a student's academic failure and make suitable corrective or intervening action. For example, if a student's frequent absences have caused him or her to fail a class, the appropriate steps must be made to address attendance. Retention, in this case, is not the solution. Prevention of failure should be a focus, and therefore necessary courses of action should be implemented to help struggling learners get caught up in their academic subjects and acquire the prerequisite knowledge and skills for success in the subsequent grades. Depending of the reasons for academic failure, the following interventions may be considered:
  - academic counseling
  - parent-teacher-administrator conferences
  - before-school, after-school, and/or lunch time tutoring services, upon availability
 Alternatives to retention include, but are not limited to:
  - mandatory summer school
  - specific intervention or remediation programs implemented at the school site

Intensive intervention and effective alternative programs are preferred over retention. School personnel will take a proactive approach to create a learning environment that supports struggling students and minimizes the possibility of retention.

#### 6. Other Considerations

- High quality instructional approaches should be used to meet all students' unique learning needs.
- If a student is retained, scheduling for the following school year will be determined by the school administration.

## Attendance (BP 330, BP 411)

Guam law (17GCA § 6102) compels school attendance for children who have turned 5 years old on or before July 31 and children who have not yet reached age 18 for the new school year. Board Policy 338 stipulates that any student reaching age 15 prior to the opening of the new school year shall not be eligible to attend middle school. In this situation, the student will be socially promoted to high school.

Our students are expected to attend classes regularly and be on time and prepared each day, so that they will acquire the knowledge and develop the skills to become productive, responsible citizens. The cooperation of parents and legal guardians is requested to ensure that students attend school and arrive to class on time daily.

### Tardiness

A warning bell will sound at 8:25 am to signal students to proceed to their Homeroom/AAP. Students who are unexcused tardy to class 15% or greater (11 minutes or more) from the beginning of the period will constitute a "Technical Absence" (TA) from the class, as per Board Policy 411, SOP 1200-018.

When a child arrives on campus after 8:30 am, he or she must report to the main office to obtain a tardy pass, then proceed to their scheduled period.

Parents are expected to provide a written note to the school indicating the date of and explaining the reason for tardiness. All excuse notes are to be submitted to the Homeroom/AAP teacher. It is the student's responsibility to ensure admit slips are provided to each teacher.

School administrators have the discretion to consider tardiness excused/unexcused. Frequent unexcused tardiness is unacceptable and will become grounds for discipline or truancy.

### No Fly Zone

The first 10 minutes and the last 10 minutes of the class are what we refer to as **No Fly Zone**, which means that students are not permitted in the hallways at that time. During transition, students must immediately report to

their next class for attendance and roll call. Only after **No Fly Zone** may students be permitted to use restrooms or go to other approved locations but they must have a signed official Hallway Pass.

### Hallway Passes

Students must have a signed Hallway Pass from their current class period teacher if they need to go to the Restroom, Library, Main Office, or other location. If students need to be somewhere other than their designated area during lunch/break period, they must obtain a signed Hallway Pass in advance. Hallway Passes are one-time use and for individual students only. Students are expected to maintain responsible and appropriate behavior at all times.

Students are only authorized to go from their point of origin to their destination as indicated in the Hallway Pass. If students deviate from their approved route or are out of class or away from their designated area without a Hallway Pass, they will be considered skipping and will be disciplined accordingly.

### Absences

If a student has not been present for an entire class period, he or she is considered absent for class. If a student has not been present for half the instructional day, that student will be considered absent from school. School administrators shall have the discretion to decide whether an absence is considered excused. Frequent unexcused absences are unacceptable and will become grounds for discipline or possible referral for truancy.

Absences are excused for the following reasons:

1. Illness of the student. Students absent for three or more consecutive days due to illness are required to present written certification from a physician attesting to the nature of the illness and the duration for which the student should be excused from school. In addition, school administrators may require written certification from a physician for the number of days of absences due to illness if a student's past attendance

records show patterns of illness or reasons for the absences due to illness, which the administrator finds questionable.

2. Scheduled medical or dental visits.
3. Death in the immediate family. 5 GCA §5601(g) defines immediate family as mother, father, stepmother, stepfather, guardian or caretaker, brother, sister, stepbrother or stepsister, and grandparent.
4. Required appearances at court or other legally related proceedings.
5. Lack of available bus transportation, provided the student relies on bus transportation to go to school.
6. Off-island travel, which has the prior approval of a school administrator. For off-island travel where the absences of the child exceed 25 or more days, the parents or legal guardians must withdraw their child from school.
7. Natural catastrophe or disaster.
8. Participation in authorized school related activities or compliance with administrative actions taken by the school, such as field trips, conferences called by administrators or counselors, suspensions, going home because of illness or injury, etc.
9. Observance of holidays recognized by a religion of which the student is a member. Parents shall present evidence or religious affiliation.
10. Students having, or suspected of having, a communicable disease (defined by the Center for Disease Control) or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard. Examples of communicable diseases and infestations include, but are not limited to: fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of three days excused absence for each infestation and must be cleared by the school health counselor (nurse). Upon return to school, students diagnosed with communicable illnesses, such as COVID, TB, and contact tracing require clearance from a medical doctor or health professional.

School administrators have the final authority to decide whether an absence is considered excused or unexcused. In order for school administrators to determine if an absence is excused or unexcused, parents or legal guardians must provide a note that explains the nature of the absence or provide a doctor's certification if the absence is three or more consecutive days. Upon returning from an absence, students must provide their parent notes or doctor's certifications to their Homeroom/AAP teacher, who will issue an Admit Slip. Admit Slips will be presented by students to teachers whose classes were missed.

### Unexcused Absences and Truancy

If a student returns from an absence without a parent's note or doctor's certification (for three consecutive days or more), those absent days are unexcused. When a child has accumulated twelve (12) unexcused absences, he or she may be referred to court for truancy. 17 GCA § 6401(c) defines a truant as a pupil absent from school without a reasonable and bona fide excuse from a parent. 17GCA § 6402 defines a habitual truant as one who has incurred twelve (12) or more unexcused absences in a school year, and is of compulsory attendance age. If a student is a habitual truant, the principal shall request the Superintendent to file a petition concerning the habitual truant in the Family Court or the Superior Court of Guam.

### Excessive Absences and Truancy Referrals

The Guam Department of Education has a standardized process for referring students for excessive absences. Absences are excessive when they exceed twelve days in one school year, whether they follow a pattern or not. School administrators may require a doctor's certification for all subsequent absences, especially if parents or guardians claim their child to be afflicted with illnesses that resulted in frequent absences. Failure for the parent or legal guardian to provide a doctor's certification in this case may result in subsequent absences marked unexcused and could eventually lead to a truancy referral to Family Court or a referral to Child Protective Services for educational neglect. Unexcused absences will be documented by teachers using the **Office Truancy Referral Form** when a student has accumulated 3, 6, 9, and 12 unexcused absences and will be investigated by our assigned School Attendance Officer. If school truancy interventions are unsuccessful, the student shall be referred to Family Court for truancy.

Student behavior is best improved by using a proactive approach that meets students' needs and produces desired outcomes. At VSABMS, we want to correct inappropriate behaviors and teach our students to make positive choices. All students are expected to demonstrate respect and responsible citizenship at all times. They must conduct themselves in a respectful, responsible, and safe manner anywhere on campus as well as on the bus or at the bus stops.

# Discipline (BP 400-473, BP 901)

## PBIS

Positive Behavioral Interventions and Support (PBIS) is a proactive approach to creating the necessary behavioral supports and school culture needed for students to succeed socially, emotionally, and academically. With PBIS, there is a strong emphasis on effective classroom management and preventive school discipline, as well as collaboration amongst faculty and staff to develop interventions that sustain a positive and safe school climate. All students must follow three simple behavior expectations:

1. Be respectful.
2. Be responsible.
3. Be safe.

Throughout the year, students will learn what each of these expectations means and what they look like in every setting during the school day. (Please see our Roadrunner Behavior Matrix at the end of this handbook.) These expectations will be taught, modeled, and reinforced throughout the year. Students can avoid getting disciplined simply by conducting themselves properly at all times in all locations.

## Pre-Arranged Absences

Parents or legal guardians may encounter situations for which they feel the need for their child to miss school for an extended period of time. In these cases, parents / legal guardians must fill out a **Pre-Arranged Absence Request** in person at the Main Office. A valid ID, flight itinerary, doctor's note or other pertinent documents must be submitted with request. Approval of these requests is at the discretion of school administrators, and factors such as the student's attendance, grades, and behavior may be taken into consideration. School administrators will usually approve a pre-arranged absence for no more than ten consecutive school days. School administrators are under no obligation to excuse off-island travel or other extended absences if such approval is sought after the absence occurred, unless there are extenuating circumstances.

## Classroom Discipline

A supportive learning environment requires effective management in and outside of the classroom. Teachers are responsible for ensuring the safety of students in their classrooms, as well as during assemblies, field trips, and special activities. Teachers must post their class rules, which must be consistent with school policies, and explain those rules to their students. Teachers should not immediately refer students to the Main Office for minor misbehavior, as

managing student conduct is part of a teacher's responsibilities. Rather, teachers are required to mitigate behaviors at their level and contact parents or legal guardians when necessary. With each minor infraction, teachers must inform the student's parents or legal guardians and record the incident and its consequence or intervention on the Incident Reporting section of the Office Discipline Referral. Students shall be referred to the Main Office for discipline if they have committed four minor classroom infractions or a major infraction of school policy.

## Office Discipline Referral

The **Office Discipline Referral** (ODR) is the standard form used in our district to report specific misbehaviors. When a student commits major infractions or has repeat minor offenses, an office discipline referral (ODR) will be filled out by school personnel and the student will meet with a school administrator who will determine the appropriate consequence for the student's conduct. The ODR groups infractions into three categories:

Level 1 (Major). These eleven infractions do not warrant suspensions. Consequences for Level 1 infractions range from a warning to three (3) days of detention or work detail.

- 4 minor classroom infractions
- Abusive language/gestures/profanity
- Disruptive behavior
- Tardy
- Dress code violation
- Endanger: Horse-playing/Sparring
- Technology violation
- Found off-limits
- Littering
- Inappropriate physical contact
- Public display of affection

Level 2 (Serious). These infractions generally warrant suspensions after the third incident. Consequences for Level 2 infractions range from three (3) days of lunch detention or work detail to three days of parent shadowing, suspension, or in-school suspension. The maximum number of suspension days for a Level 2 offense is three (3). However, for reckless conduct associated with fighting or bus occurrences, a student may be suspended on the 1<sup>st</sup> incident.

- 3 Level 1 infractions
- Physical aggression
- Defiance/disrespect/insubordination
- Deceptive behavior
- Property damage
- Theft
- Instigating a fight
- Use, possession or distribution of contraband
- Reckless conduct
- Forgery
- Gambling



- Possession or use of an unauthorized medium
- Obscenity
- Skipping
- Academic dishonesty

**Level 3 (Severe).** These offenses are the most severe or even criminal. These infractions may warrant one to three days suspension for the first offense, five to ten days suspension for the second offense, and ten days suspension for the third offenses. The infractions marked with one asterisk require an immediate ten-day suspension and a possible Discipline Advisory Council Hearing. Infractions involving tobacco or tobacco products have a different schedule of disciplinary consequences.

- 3 Level 2 infractions
- Bullying, harassment, or intimidation
- Cyberbullying or sexting
- Use, possession, or distribution of tobacco products
- Use, possession, or distribution of alcohol products\*
- Use or possession of combustibles
- Vandalism or property damage
- Terroristic conduct\*
- Arson property damage\*
- Use, possession, or distribution of weapons\*
- Intoxication\*
- Endangers: Fighting\*
- Assault or battery\*
- Assault or battery to employee\*
- Endangers: rioting\*
- Use, possession, or distribution of drugs\*
- Use, possession, or distribution of inhalants
- Extortion
- Use, possession, or distribution of firearms or explosives\*
- Graffiti property damage
- Sexual harassment
- Sexual assault\*
- Left campus without permission

### Suspensions (BP 405)

Suspensions are governed by Board Policy 405. A suspension is a disciplinary action taken against a student wherein the student is removed from campus as a result of misconduct and is not allowed to return to school for a required number of days depending on the infraction. Removing students from their educational environment is the most serious action a school administrator can impose for egregious conduct.

### Jurisdictional Guidance

Students are subject to suspension (and possibly expulsion) for misconduct committed:

- at any time or place on the school campus;
  - at any school activity, wherever located;
  - off-campus at any time if the misconduct directly interferes with the educational mission of the school;
- or

- in any circumstance establishing that the student's continued presence in the school constitutes a threat to others.

If school administrators decide to pursue disciplinary action for behavior off-campus, they must determine whether there is sufficient nexus between the incident and the school's mission. The following factors should be considered:

- Incidents off-campus should be investigated and acted upon in the same manner and incidents on-campus with appropriate documentation, use of the ODR, and DAC processes as appropriate.
- Determine whether the individual(s) directly involved or observing the misconduct are able to be identified, perhaps by virtue of a school uniform being worn or enrolled in a GDOE public school.
- Determine whether the misconduct can be determined to be initiated, instigated, or arranged at the school site (e.g. planning of events, conspiring during the school day, etc.).
- Determine whether the misconduct is recorded and shared among students, teachers, administrators, or parents at school or via the internet.
- Any other factor that establishes a reasonable connection between the misconduct and the school's responsibility to educate and provide a safe environment for students.

### In-School Suspensions

The *Esgaihon / Famagu'on-ta* (EIF) Program is a temporary restrictive placement for students who commit certain infractions. At the discretion of school administrators, the EIF Program can be used as an in-school suspension in lieu of out-of-school suspension for up to ten days.

### Discipline Advisory Council

Sometimes the behaviors of particular students can be severe or frequent enough to require additional resources in order to address the misconduct. In these cases, a school administrator may call for a Disciplinary Advisory Council (DAC) Hearing. The intent of the DAC is to explore potential solutions to the disruptive behavior patterns being exhibited by such students. The focus of the DAC is to find ways to correct misbehaviors and prevent them from recurring.

### Expulsions (BP 405)

An expulsion is the dismissal of a public school student from the school system for no more than a period of 180 instructional days. School administrators may seek approval from the Superintendent for the expulsion of students of both compulsory and non-compulsory age in order to

ensure the safety of all students by initiating a DAC Hearing and following the procedures set forth in the district's standard operating procedures. However, for compulsory aged students, the school is still obligated to provide an alternative education throughout the length of the expulsion. The type and extent of the alternative education plan is determined by the school principal. The only student misconduct that warrants a mandatory expulsion is possession of a firearm. Expulsions for all other behaviors can be sought after careful consideration of different factors, particularly if the student's presence on campus is deemed as a threat to him/herself or others.

### Referrals to GPD

The following infractions shall be referred to the Guam Police Department, in addition to administrative action by the school:

- Bullying, harassment, or intimidation
- Use, possession, or distribution of alcohol products
- Terroristic conduct
- Arson property damage
- Use, possession, or distribution of weapons
- Endangers: Fighting
- Assault or battery
- Assault or battery to employee
- Endangers: rioting
- Use, possession, or distribution of contraband or drugs
- Use, possession, or distribution of firearms or explosives
- Sexual assault
- Reckless conduct

### Searches and Seizures (BP 407)

Providing a safe environment that is conducive to learning a responsibility of the Guam Department of Education. To deter acts of vandalism and to prevent students from bringing drugs, alcohol, weapons, or other types of contraband, searches may be executed at any time while on campus or at a school-sponsored activity. Three types of searches are authorized:

1. Searches based on a reasonable suspicion that a particular student or group of students is in possession of contraband. (School bags in this case are subject to search. No student will ever be strip-searched.)
2. Random searches of school lockers or other areas that are not personal property.
3. Blanket searches of the entire student body.

A search is justified in its inception when there are reasonable grounds for suspecting that the search will lead to evidence that a student has violated or is violating the law or the rules of the school, or when the student is in imminent danger of injury to him/herself or another person on school premises. A search is permissible in its scope if

the measures used are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Any item that is illegal, violates school rules, or is evidence of a crime or school rule violation will be seized or confiscated. Confiscated items will not be returned to the student or parent. Items will be submitted to the GDOE Student Support Office or proper authorities.

A school administrator may search a student's cell phone or electronic device if there is reasonable suspicion that the student has violated school rules or Guam law.

### Defiance and Insubordination

Students are expected to conduct themselves respectfully at all times. Acts of defiance or insubordination are characterized by rudeness, noncompliance, and disrespect that undermines student safety or interferes with school operations. These acts are not tolerated and are grounds for disciplinary action.

### Endangerment, Physical Aggression, Assault, Fighting, and Rioting

Students are expected to be safe at all times and refrain from behavior that is physically aggressive, violent, or that in any way presents harm to themselves or others.

Acts of **reckless conduct or endangerment** place the student and others in harm's way. Examples include, but are not limited to: sparring, horse-playing, or any inappropriate physical contact where injury may occur. Note: students who stop to watch a fight (bystanders) can also fall into this category of offense because their presence undermines the level of safety in a given situation and makes it more difficult for school personnel to defuse or control dangerous incidents.

When students engage in hostile behavior where injury to self or others may occur, they can be charged with displaying **physical aggression**. Physical aggression can stem from an argument with others or manifest in the form of an angry verbal or physical act that conveys a threat toward others. On the other hand, **assault** is defined as violent behavior that causes fear and/or bodily harm to others. Examples include, but are not limited to: punching, kicking or choking others; physically restraining someone against his or her will; shoving another person; or otherwise intentionally inflicting severe pain or injury to another person. **Fighting** is a form of physical violence that involves serious physical contact between two or three individuals where injury may occur. **Rioting** involves four or more individuals. These offenses are often the result of teasing, rough horseplay, rumors, misunderstandings, and rivalry among groups.



All these behaviors described above and the like are not tolerated and are grounds for disciplinary action.

### **Retaliation and Self-Defense**

Self-defense is a common position that many parents raise to justify their children resorting to fighting, physical violence, or some other form of retaliation. It should be noted that there is a very fine line between self-defense and fighting. Some key points our administrators consider before categorizing physical violence as self-defense involve the following questions:

1. Did the student involved in this incident have the opportunity to report this before the fight?
2. At any time during the fight, did the student have the opportunity to stop and walk away from the fight, but did not choose to take this opportunity to leave?

As a rule, if the student answers “yes” to either of these questions, then self-defense is often not applicable to the incident.

### **Smoking and Tobacco Products (BP 430)**

Students are urged to make responsible and safe lifestyle choices. In consideration of health and safety, Board Policy 430 prohibits smoking and possession or use of tobacco products by all students in public schools at all times on any school property, in all school buses, and at school activities both on- or off-campus. Chewing tobacco, cigarettes, electronic cigarettes, vapes, vapor pens, hookah related products, and all other nicotine products or substitutes are included in our school's definition of tobacco products. Furthermore, it is a violation of 11 GCA § 6405 for any minor to use or be in possession of tobacco products.

### **Alcohol, Drugs, and Inhalants (BP 420)**

Students are urged to make responsible and safe lifestyle choices. 11 GCA § 3619 states that any person under age 21 shall be guilty of a petty misdemeanor for consumption or possession of alcoholic beverages. Students must never consume or be in possession of any alcohol. 9 GCA chapter 67 makes it illegal to possess, consume, distribute, or intend to distribute any illegal drug or any prescription drug not prescribed for an individual. This law also makes it illegal for a person to possess or inhale, ingest, apply, or smell the gasses, vapors, or fumes of an aerosol spray product, volatile chemical, substance, or other inhalant that is not used pursuant to the manufacturer's label instructions, for the purpose of becoming under the influence of such substance, causing intoxication, euphoria, inebriation, stupefaction, or the dulling of that person's brain or nervous system.

### **Dangerous Weapons (BP 425)**

Students must practice safety at all times. Weapons of any form are prohibited on school grounds. A student can be charged with use or possession of a weapon when caught with any weapon, representation thereof, or other object capable of causing bodily harm. Any student, while at a school site or riding on a school bus, who is found possessing an instrument which the Principal or his designee determines to be a deadly weapon shall be suspended immediately and a complete investigation shall be conducted. If it is determined that possession of an instrument is illegal under the laws of Guam, or if the student threatens or attacks another person with it on campus or at a school related activity, the student shall be referred to the Guam Police Department and dealt with according to the provisions of Board Policy 405.

### **Contraband**

Students are prohibited from bringing any item to school that promotes illegal activities or that the school administration has otherwise banned. Items include, but are not limited to: betel nut products; cigarette packages, cases or papers; smoking pipes; vapes; vape parts; clothing, accessories, stickers, posters, picture, or images that depict drugs, alcohol, sexual content, and/or violence.

**Speakers, hats, sunglasses, and bandanas are also banned.**

### **Unauthorized Medium**

Items prohibited include, but are not limited to: permanent markers, spray paint, nail polish, shoe polish, tweezers, nail files, cuticle cutters, razor blades, tools, or other items that may cause or inflict harm.

### **Property Damage**

Students are prohibited from making any unauthorized drawing, image, writing, or carving and from using a permanent marker, paint, spray paint, chalk, markers, sticky substance, or any other medium on walls, floors, furniture, textbooks, fixtures, or any other surface. The parent or legal guardian of any pupil who willfully defaces, or otherwise injures in any way, property, real or personal, belonging to the school shall be liable for all damages caused by the pupil. The parent or guardian of a pupil is liable to the school for any school property that is loaned to the pupil.

### **Cell Phone Use (BP 406)**

Board Policy 406 extends to students the privilege of using a cell phone on campus but under certain restrictions. Students' use of cell phones must in no way interfere with

academic instruction, disrupt school operations, or be used in violation of the law. The following conditions apply:

1. Cell phone use by students is allowed, if part of academic instruction and for students with specific needs that require such devices as per their Individualized Education Plan (IEP) or Individualized Health Plan (IHP).
2. Students shall have their cell phones turned off during instructional time unless it is used as part of academic instruction.
3. Students may use their cell phones to report violence, crimes, or threats to safety.
4. Our school may restrict the use of cell phones during non-instructional time if the need arises.
5. Cell phones must be turned off during any school level crisis, drill, or disaster, if directed by school personnel.
6. Cell phones shall not be used to take pictures or videos of students and/or school personnel or uploaded/posted to internet sites unless authorized by the school administration.
7. Students and parents must sign a Student Cell Phone Disclosure Statement to authorize the student to possess and use a cell phone on campus. This authorization can be canceled by the school administration if the student commits a violation involving cell phone use.

Misuse of a cell phone will result in a disciplinary consequence. The school will not be responsible for any theft, damage, or loss of a student's cell phone.

#### **Harassment, Intimidation, and Bullying (BP 409, BP 901)**

Students who attend a Guam Department of Education school should feel safe and secure, and can count on being treated with respect. Schools shall be free from harassment, intimidation or bullying, cyberbullying, sexting and sexual harassment and shall provide an environment that is conducive to learning. Board Policy 409 governs all students within the jurisdiction of DOE and is intended to prohibit bullying, cyberbullying, sexting and sexual harassment in the public school system. The term "at school" is defined in 17 GCA Section 3112.1 which states (a) "'at school' means in a classroom, elsewhere on or immediately adjacent to school premises, on a school bus or other school-related vehicle, at an official bus stop, or at a school-sponsored activity or event whether or not it is held on school premises."

17 GCA Section 3112.1 (a) defines harassment, intimidation, or bullying as 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 of 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 as 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 or 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 an act to be considered bullying, these three components must be present:

- a. aggressive behavior that involves unwanted, negative actions
- b. involves a pattern of behavior repeated over time
- c. involves an imbalance of power or strength

Some common forms of harassment, intimidation or bullying include:

- a. Repeated negative behaviors intended to frighten or cause distress to a student or group of students. Behaviors also include assault & battery, pushing, shoving, teasing and name calling.
- b. Posting of negative messages on bathroom walls, school walls, and classroom walls thus creating an atmosphere of distress to the point that a student or students are frightened to attend school or their classes.
- c. Verbal expressions, physical acts, gestures and antagonism intended to strike fear in students and school staff.
- d. Threatening notes, phone calls, and other means of electronic communication which indicate some form of retaliation.
- e. Aggressive behavior of an individual or group meant to use greater power by threatening and generally oppressing a targeted individual or group of individuals.
- f. Acts of intimidation that prevent students from engaging in the academic learning process.
- g. An action that targets a student or group of students and causes distress or suggests oppression based on race, color, religion, disability and beliefs as well as negatively impacts students' ability to focus and perform academically.
- h. Physical aggression such as assault, kicking, punching, hitting and biting.
- i. Physical and aggressive gestures imitating an action to hit another person.
- j. Extortion for lunch money or other student property.
- k. Teasing in such a manner as to impact a student's emotional or academic functioning.
- l. Writing nasty notes on walls, paper, or other surfaces in an attempt to demean and defame a person's character or integrity.
- m. Other behaviors meant to create a climate of fear and that affect the daily functioning of students on and off campus.
- n. Behaviors that cause or intend to cause social exclusion or isolation of another student; lies, false rumors and/or other behaviors that promote relational aggression.
- o. Having money or other things taken or damaged, or threatening and/or forcing others to engage in bullying behaviors.

#### **Cyberbullying (BP 409, BP 901)**

The use of any electronic communication device to harass, intimidate or bully as defined in 17 GCA Section 3112.1 (2). Cyberbullying is bullying through email, instant messaging, in

a chat room, on a website, or through digital messages or images sent to a cell phone. Cyberbullying, like traditional bullying, involves an imbalance of power, aggression, and repetitive negative action.

Common forms of cyberbullying include but are not limited to the following:

- a. Harassment: Repeatedly sending offensive, rude and insulting messages.
- b. Denigration: "Dissing" someone online. Sending or posting cruel gossip or rumors about a person to damage his or her reputation or friendships.
- c. Flaming: Online fights using electronic messages with angry and vulgar language.
- d. Impersonation: Breaking into someone's email or social networking account posing as that person and sending messages to make the person look bad, get that person into trouble or danger, or damage that person's reputation or friendships.
- e. Outing and trickery: Sharing someone's secrets or embarrassing information online. Tricking someone into revealing secrets or embarrassing information which is then shared online.
- f. Cyberstalking: repeatedly sending messages that include threats of harm or are highly intimidating; engaging in other online activities that make a person afraid for his or her safety.
- g. Exclusion: Intentionally excluding someone from an online group like a "buddy list" or a game.
- h. Trolling: Intentionally posting provocative messages about sensitive subjects to create conflict, upset people, and bait them into "flaming" or fighting.

#### **Sexting (BP 409, BP 901)**

9 GCA §28.100 states that 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.

Common forms of sexting include but are not limited to the following:

- a. Electronically transmitting offensive, sexually explicit and/or inappropriate pictures, images or drawings that damage a student's reputation, educational standing, social standing or that interferes with the educational mission of the school.
- b. Electronically transmitting offensive messages, postings, texts, instant messages and/or other forms of written communication that contain sexual content that interfere with the educational mission of the school.
- c. Electronically transmitting offensive music, sound bites, voices, noises or any recorded material that contain sexually explicit and/or inappropriate content that interfere with the educational mission of the school.

#### **Sexual Harassment (BP 409, BP 901)**

Title IX of the Education Amendments Act of 1972 is a federal law that states: "No person in the United States

shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Sexual harassment is defined as "unwelcome conduct of a sexual nature" that may include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment also encompasses nonsexual conduct, provided the behavior is unwelcome, is based on sex or sexual stereotyping, and has the effect of interfering with a student's ability to participate in or benefit from a school program. Sexual harassment of students is, therefore, a form of sex discrimination prohibited by Title IX.

Sexual harassment may occur as a pattern of degrading sexual speech or action ranging from verbal or physical annoyances or distractions to deliberate intimidation and frank threats or sexual demands. Forms of sexual harassment may include but are not limited to the following:

- a. verbal, non-verbal and physical sexual behaviors
- b. coerced sex
- c. sexual jokes and innuendos
- d. remarks about a person's body
- e. turning discussions inappropriately to sexual topics
- f. whistling or cat calls
- g. looking a person up and down or staring in a sexually suggestive manner
- h. invading someone's personal space or blocking her/his path
- i. sexually explicit visuals such as pin-ups
- j. suggestions of sexual intimacy
- k. repeated requests for dates
- l. unwanted letters, electronic mail or other computer communications
- m. unwanted gifts
- n. touching, hugging, massaging, and other gestures or sounds that a reasonable person of the same sex as the recipient would find offensive.

Students shall adhere to the behavioral expectations of our school and immediately report any incident relating to harassment, intimidation, bullying, cyberbullying, sexting, or sexual harassment. These behaviors are unacceptable, and those found guilty of committing these offenses shall be disciplined.

#### **Skipping On-Campus or Off-Campus (BP 440)**

Students must follow their schedule and be at their designated places at the appropriate times. No student shall leave the school grounds from the time he or she arrives in the morning until the time that he or she leaves at the end of the school day. To do so without being signed out and escorted by the parent or legal guardian would be considered off-campus skipping. If students do not report to their assigned classes, they are skipping.

**Bus Conduct (BP 435)**

Bus transportation is available for students who live in our attendance area but not within walking distance from the school. All school bus riders will conform to school bus rules issued by the Superintendent of Education and the Director of Public Works. Bus riders are only allowed to ride their designated bus and are not permitted to board another bus to go to another location (i.e. friend's or grandma's house, store, etc.). Students shall be disciplined for misbehaving on the bus.

**Off-Limits Areas**

Certain areas are restricted to students. The area around the fast track classrooms is off-limits during lunch periods. The areas between the Main Office and Building A, and between Building A and Building B are off-limits. The area behind the basketball rim in the courtyard is off-limits. Anywhere there is no adult supervision is off-limits. Students caught in these areas will be subject to discipline.

**Uniform Policy (BP 401)**

The Guam Education Board recognizes that school uniforms enhance the learning environment. The intent of this policy is to: improve student behavior, promote appropriate attire, promote unity and pride, promote safety and security of all school personnel, minimize and/or eliminate any socio-economic distinction, and promote an environment free of harassment.

Our school uniform is available at our official uniform vendor, Royal Bic's (Note: VSABMS will announce if there is a new vendor).

Please be mindful of the following uniform guidelines:

- Students are not to be penalized for not wearing vendor specific pants/shorts provided as the bottoms are the **same color (Navy/Dark Blue)** as what is required, it is sufficient.
- Students who are not in school uniform will be subject to conferences, parental conferences, and work details. Students are NOT to be suspended because of uniform violations.
- Students may wear any color undershirt (unless there is a reason to believe the color is gang affiliated) as long as there is no obscene language or pictures on the shirt.
- Long sleeved shirts are not to be worn as an undershirt.
- Students are not allowed to wear revealing clothes, blouses, spaghetti straps, strapless tops, tank tops, muscle tanks, and crop tops.

- Open-toe/heel footwear are not allowed for safety reasons. Such as platform shoes, high-heels, wedges, or Croc-like shoes.
- Hats, bandanas, or sun glasses are **not** to be worn on campus.
- Jeans, ripped pants/shorts, skorts, skinny pants, leggings, joggers, cut-off pants/shorts, pajamas, and long/short spandex/bike shorts are not acceptable bottoms.
- Length of shorts should be no shorter than 2 inches above the knee. Skorts are highly discouraged.
- Hoodies, and oversized sweaters are not allowed.
- Students must not conceal their uniform shirt by wearing ANY article of clothing over it.
- Students are not allowed to take off their uniform shirts at any time except during PE class wherein students are to dress down for PE. PE dress code is required for PE classes.
- Jewelry. Sharp or pointed jewelry is not allowed due to safety concerns.
- Due to safety & hygiene concerns, students are encouraged to maintain their appearance and keep hair away from their face, especially the eyes.

Exemptions:

- Requests due to medical reasons that include, but are not limited to, allergies, pregnancy, or physical limitations are subject to the principal's approval. A doctor's certification will be required for any/all uniform exemptions.
- Dress down days for special activities are at the discretion of the principal and are subject to specific conditions.

Spirit Fridays. In order to foster school pride, students are allowed to wear any school sponsored VSABMS shirt besides the school uniform top. Uniform bottoms must be worn. Spirit Friday's will be announced.

**School Bags (BP 401.I)**

Board Policy 401.I authorizes 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.).

## Student Services

### School Meals

Our school benefits from the Community Eligibility Provision, which allows the Guam Department of Education to provide a healthy breakfast and lunch to all students at no cost.

### School Counselor

We have one School Counselor for each grade level who will assist students address their academic, career, personal, and social needs. Counselors may also assist students with crisis counseling, peer mediation, and referrals to other agencies such as *Esgaihon / Famagu'on-ta* (EIF), Child Protective Services, and Sanctuary, Inc. Students must obtain an official Hallway Pass to see their grade-level counselor. Teachers or administrators may also refer students to their counseling as the need arises.

### Suicide Prevention

VSABMS implements the Lifelines Curriculum, a comprehensive suicide prevention program for 7<sup>th</sup> & 8<sup>th</sup> grade students. The goal of Lifelines is to promote a caring, competent school community in which help-seeking is encouraged and modeled, and suicidal behavior is recognized as an issue that cannot be kept secret. Lifelines seeks to increase the likelihood that school staff and students will know how to identify at-risk students when they encounter them, provide an appropriate initial response, and obtain help.

**National Suicide Prevention Lifeline**  
**1-800-273-TALK (8255)**

### School Health Counselor

The Nurse's Office is located in Room 44 on the first floor of Building B. The Quarantine Room is located in Room 46 of Building B. In case of illness or injury on campus, notify the nurse immediately. If a student is required to take any medication during the school day, the nurse will administer it according to the instructions from the physician. A doctor's note must be provided for all medication dispensation. Medication will be stored in the Nurse's Office. Under no circumstances will the nurse give any unauthorized medication to a student.

### Student Climate Culture and Engagement Project

The mission of the Student Climate Culture and Engagement Project (SCCEP) is to provide schools and families with adequate support in meeting the varied needs of children in the most effective manner and to promote the importance of parental involvement in education. Their services include:

- Responding to referrals for attendance, behavior, medical, registration/withdrawal, school parent conferences, and support services.
- Networking with other social service agencies and community organizations to help families improve their quality of life.
- PBIS Coaches to implement the Positive Behavior Framework and use data to measure the effectiveness of implementation.
- Positive Learning Center (PLC): a classroom environment to help secondary school students experiencing numerous behavior and academic challenges gain positive self-esteem, confidence, and personal growth with the goal of refining the student's ability to address issues and redirect their attention towards educational achievement. For VSABMS, this is the EIF Program.

### Lost and Found

Lost and found items are located in the Main Office. Students are responsible for their school bags, wallets, books, and other items. Do not leave your personal items unattended. **The school is NOT responsible for any lost or stolen items. Items not claimed after 2 weeks will be discarded.**

### Library

Students may use the library during break or lunch provided they have a pass. Students will be allowed to use the library on a first-come, first-served basis until the library has reached capacity. Students may check-out books, but their parents or legal guardians will be responsible for paying for any late, lost, or damaged library books. All library rules must be adhered to, and repeated failure to comply could get a student banned from the library.

### Textbooks

Teachers may issue textbooks to students. It is the student's responsibility to care for them properly. Parents or legal



guardians are responsible for paying for any lost or damaged textbooks.

### Telephone Use

Use of the school telephone by students is reserved for legitimate reasons or emergency situations. If a telephone is not available in the classroom, students must obtain a Hallway Pass from their teacher before proceeding to the Main Office to use the phone.

### Extracurricular Clubs and Activities

We highly encourage our students to become actively involved in clubs and activities. Students should inquire with their teachers or check out the bulletin boards for announcements.

Student officers are limited to holding one officer position in one club/organization, per school year.

### Acceptable Use Policy (BP 379)

Access to computers (including iPads, handhelds, responders, and peripherals), network, and Internet access (including Wi-fi connection) is a privilege available to students at VSABMS. These guidelines are provided so that students will understand their responsibilities. Distribution of laptops and MiFi equipment are available upon student request. An application process is required to obtain the devices.

**Noncompliance can result in the loss of access, legal action, and/or disciplinary action such as suspension or expulsion from school.**

**Acceptable Use** – This refers to the use of computers, the internet, and the school network in support of education and research within the goals and objectives of VSABMS. Transmission of any material in violation of federal or local laws and/or school rules is prohibited. This includes the use of copyrighted material, threatening or obscene material, or material restricted by school policy or staff. Accessing the school network with personal devices, such as cellphones, tablets, laptops, etc. must also be in compliance with this agreement. The school network includes the use of school computers (including handhelds, responders, and the like), use of the Internet, school email / web service accounts, and network file folders. Students should have NO expectation of computer privacy; their online use at school may be monitored.

**Personal Responsibility** – As a member of our school community, students will accept responsibility for proper use of school technology and for reporting any misuse of technology. Students' use of school technology will meet the guidelines below:

- Students will respect the privacy and dignity of students and teachers at all times. They will not use, copy, or delete another's files, folders, or passwords.
- Students will keep their own passwords private and will not share their password(s) with a friend.
- Students will respect school equipment. They will not vandalize equipment and will not incite the spread of computer viruses.
- Students will only use software that is preapproved by their teacher, the librarian, or other supervising adult.
- Students will refrain from going to inappropriate sites, such as viewing of pornography, obscene materials, and other contents that may be harmful to other students.
- Students will refrain from downloading software, music, movies, or other content in violation of licensing requirements, copyright, or other intellectual property rights.

**Internet Safety** - The internet provides opportunities to access new resources and an abundance of, but it also provides unique risks to students. Although VSABMS provides filtered access to the internet, it is important to still exercise caution and safety. Students must adhere the guidelines below:

- Students will not give their personal information such as their full name, phone number, or address over the internet.
- Students will not give personal information of someone else over the internet (their full name, phone number, address, etc.).
- Students will not correspond or meet with someone they met through the internet without the pre-approval and supervision of a teacher and as well as the students' parents or guardians.
- Students will only access or download sites appropriate for classes or activities.
- Students will immediately report any technology use that makes them feel uncomfortable or violates school policies.

**Establishing Email Accounts** – Students will be expected to establish email accounts during their time at VSABMS for educational purposes, such as Schoology, Google Classroom and Quizlet, and as a communication tool for teachers and students. Parents and legal guardians are highly encouraged to assist their child in first establishing an account and to monitor their child's account in order to ensure this tool is being used safely and responsibly.

**Email / Communication Safety** – Email and other online communication services provide opportunities for students, but they require careful use. Students will follow these guidelines:

- Students will only use an email account at school with the permission of a teacher, the librarian, or other supervising adult.
- Instant messaging and chat rooms are prohibited, including but not limited to chat groups via email, WhatsApp, or other social media.

- c. Students will follow these guidelines when using a school-provided email account or other school provided service at another location.
- d. Students will not use the school network to distribute explicit images, videos and other contents.
- e. Students will not use the school network to communicate any demeaning, threatening, lewd, profane, bullying, and abusive language. Offensive messages that originate outside of school, but disrupt the school's educational process, may be subject to school consequences.
- f. Students will not post, distribute, or access harassing, discriminatory, inflammatory, or hateful material, or make damaging or false statements about others.
- g. VSABMS may filter or monitor students' online interactions that are school-related regardless of whether the account was accessed from school or another location.

## Guam Interscholastic Sports Association (GISA)

All students are able to participate in interscholastic sports as long as he/she meets the school's GISA eligibility requirements and have parental approval.

The following requirements must be met in order to participate in the Interscholastic Sports Program:

- a. Semester Limitation: A middle school student may participate in GISA competitions for a total of six (6) consecutive semesters starting when he/she entered sixth grade.
- b. A middle school student may participate if he/she is under fifteen (15) years of age on the first of September of the school year in which the student wishes to compete.
- c. Parent Consent/Medical Forms: Before a student may practice in an interscholastic event, a signed parent consent form MUST be on file at the school, together with a sign certification form a medical doctor that the student is physically able to participate in interscholastic events. Parental consent forms expire at the end of the school year or when revoked by the parent. Medical forms are good for one calendar year from the date of the signed physical exam. No coach may allow a student to practice without a valid parental consent and medical form on file.
- d. A student must have a grade point average score of 2.0 or better. A student must not have an NE, NG, score 0, score 0.5 and/or (I) Unsatisfactory for any course or quarter, prior to participation. THIS RULE MAY NOT BE WAIVED. (adopted by the BOC July 2021, in compliance with Board Policy to reflect the shift from

traditional to standards based grading (percentage to proficiency score). (as amended 7/22/2021).

- e. A parent/student pre-season meeting with the coach.
- f. A minimum of 10 official practices before competition.
- g. A signed attendance check on competition day.
- h. A positive attitude and good sportsmanship.
- i. Students who have been suspended will not be permitted to participate during the suspension and/or for the remainder of the season.
- j. All participants must adhere to the school code of conduct and GISA rules/regulations.
- k. Grades must be maintained throughout the season. Mid-season grade checks will be conducted. Students will be removed from the team if they do not meet the grade point average of score 2.0 or better. A student must not have an NE, NG, score 0, score 0.5 and/or (I) Unsatisfactory for any course or quarter, prior to participation.

Sports Uniforms and Activities: Fundraising efforts for all sports uniforms and activities must be completed through a chartered organization and be in accordance with GDOE NAF protocols.

Quarter	Sports
1 <sup>st</sup> Quarter	Cross Country, Boys Volleyball
2 <sup>nd</sup> Quarter	Girls Volleyball, Boys Soccer, Boys & Girls Rugby
3 <sup>rd</sup> Quarter	Boys Basketball, Girls Soccer, Baseball
4 <sup>th</sup> Quarter	Track and Field, Girls Basketball



# Emergency Procedures

School personnel have the responsibility for the safety of students for teaching students how to conduct themselves during an emergency. Students are required to familiarize themselves with the procedures for quick and easy evacuation. Evacuation maps are posted in each classroom. When the building must be evacuated, students must follow the assigned routes and assemble in the designated waiting areas. To prepare for an emergency, several drills will occur on a monthly basis. Teachers will review the school's emergency response plan at the beginning of the school year.

## Fire Drills

Students must follow their teachers' instructions for evacuation from the classroom and assembly in the designated areas. In the absence of an audible bell or functional fire alarm system, the school personnel will use an alternate method to notify teachers and students of a drill. Students are to remain quiet and orderly so that teachers can take roll attendance. When the "all clear" signal has been given, students will return to the classroom in a quiet and orderly fashion.

## Earthquake Drills

Earthquakes are unpredictable, but knowing what to do should an earthquake strike may save lives. During an earthquake or a drill, students are to find cover shelter and follow the "Drop, Cover and Hold, and Evacuate" procedure. During an earthquake, everyone is to crouch

under a desk or table, and protect the head. If students are outside during an earthquake, they must stay outside and go to an open area away from hazards. During and after an earthquake, students must follow the instructions of staff members.

## Bomb Scare

If the school personnel receive a call relative to the presence of a bomb on campus, the emergency evacuation procedures may be initiated depending on the level of threat. If an administrator or an emergency responder calls for an evacuation, entry into the building will be prohibited for all personnel and students until the Guam Fire Department has granted clearance.

## Campus Lockdown

In rare situations, it is necessary to lockdown the campus or shelter-in-place. This is done only in extreme emergencies when violence has occurred off or on campus. A **lockdown** means that the threat is off campus. A **shelter-in-place** means that the threat is on campus. In both scenarios, everyone must immediately take shelter in order to avoid injury. Students will be directed to remain calm and follow the directions of school personnel.

If it is necessary to lockdown or shelter-in-place, students shall immediately seek shelter in the nearest room available to them. They must move away from doors and windows, lie on the floor, and remain absolutely quiet and calm. Teachers shall exercise strict control over their students so as to avoid exposing them to risk

\*\*\* Please note that there may be changes in the Student Handbook throughout the year. The school will keep you informed on updates via SwiftK12 Reach, newsletter or VSABMS social media.

VSA BENAVENTE MIDDLE SCHOOL BEHAVIOR MATRIX			
SETTING	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
CLASSROOM	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Speak positively</li> <li>Use G-rated language</li> <li>Raise your hand to speak</li> <li>Enter and Exit quietly</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time wearing your full uniform</li> <li>Have your backpack/daily planner and necessary supplies with you</li> <li>Complete all assignments</li> <li>Get admit slip and make-up work when absent</li> <li>Leave when the teacher dismisses you</li> </ul>	<ul style="list-style-type: none"> <li>Use materials properly and return when done</li> <li>Keep hands, feet and objects to yourself</li> <li>Walk at all times</li> </ul>
HALLWAY	<ul style="list-style-type: none"> <li>Use G rated language</li> <li>Keep your personal space/6ft distance from others</li> <li>Follow adult direction</li> </ul>	<ul style="list-style-type: none"> <li>Keep area clean and free of graffiti</li> <li>Keep your personal belongings with you</li> <li>Throw all garbage away in the trash can</li> <li>Leave all contraband (gum/markers/tobacco products/alcohol) off campus</li> </ul>	<ul style="list-style-type: none"> <li>Stay in the designated areas</li> <li>Walk on the right side at all times keeping the 6ft. distance</li> <li>Keep hands, feet and objects to yourself</li> <li>Practice Stop, Walk and Talk Strategy</li> <li>Report to appropriate destination immediately after the bell rings</li> </ul>
CAFETERIA	<ul style="list-style-type: none"> <li>Speak softly at all times</li> <li>Use good manners</li> <li>Consume food and drink inside only</li> <li>Use G rated language</li> <li>Follow flow of traffic, keeping 6ft. distance</li> </ul>	<ul style="list-style-type: none"> <li>Keep area clean</li> <li>Keep food on trays, in mouth, or in disposal container only</li> <li>Wear your mask immediately when done eating and exiting the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>Line up single file along the wall</li> <li>Wait your turn</li> <li>Use utensils properly</li> <li>Stay seated while eating</li> <li>Walk at all times</li> </ul>
GYM, BASKETBALL COURT & FIELD	<ul style="list-style-type: none"> <li>Keep food off the court/field</li> <li>Practice good sportsmanship</li> <li>Take turns</li> <li>Use G rated language</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment properly</li> <li>Get in and out (of the locker room) as quickly as possible</li> </ul>	<ul style="list-style-type: none"> <li>Play in designated areas only</li> <li>Stop the game if someone is hurt</li> </ul>
RESTROOM	<ul style="list-style-type: none"> <li>Use, flush, wash, and leave</li> <li>Wait for your turn</li> <li>Give people privacy</li> <li>Use G rated language</li> </ul>	<ul style="list-style-type: none"> <li>Keep walls clean</li> <li>Use materials and facilities properly</li> <li>Always have a pass to use the restroom</li> <li>Dispose of waste materials and feminine products in the trash can</li> <li>Report any broken/not working facilities</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands with soap and water</li> <li>Keep water in sink</li> <li>Lock your stall</li> </ul>
OFFICES	<ul style="list-style-type: none"> <li>Identify your purpose</li> <li>Sign in and wait your turn</li> <li>Speak quietly</li> <li>Give other students their privacy</li> <li>Use G rated language</li> </ul>	<ul style="list-style-type: none"> <li>Have a pass during instructional time</li> <li>Return to class after business is completed</li> </ul>	<ul style="list-style-type: none"> <li>Stay in the waiting area of the office until you are called</li> <li>Report students breaking the rules</li> </ul>

VSA BENAVENTE MIDDLE SCHOOL BEHAVIOR MATRIX			
SETTING	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
SCHOOL BUS	<ul style="list-style-type: none"> <li>Follow driver's instruction</li> <li>Use Good Manners</li> <li>Speak quietly</li> <li>Keep bus free of vandalism</li> <li>Use G rated language</li> </ul>	<ul style="list-style-type: none"> <li>Keep bus free of graffiti</li> <li>Keep bus free of litter</li> <li>Use "inside voices" while on the bus</li> </ul>	<ul style="list-style-type: none"> <li>Keep aisles free</li> <li>Keep hands, feet, and objects to yourself and in the bus</li> <li>Enter/Exit in an orderly manner</li> <li>Stay seated while bus is moving</li> </ul>
BUS STOP	<ul style="list-style-type: none"> <li>Keep walls free of graffiti</li> <li>Follow adult instruction</li> <li>Keep hands/feet to yourself; respect others' property</li> <li>Use G-rated language</li> </ul>	<ul style="list-style-type: none"> <li>Keep area clean</li> <li>Play in safe areas</li> <li>Wear uniform properly</li> </ul>	<ul style="list-style-type: none"> <li>Stay in the bus stop</li> <li>Say "NO" to strangers</li> <li>Be aware of arrival/departure of the bus</li> </ul>
LIBRARY	<ul style="list-style-type: none"> <li>Treat library property with care</li> <li>Speak softly</li> <li>Raise your hand for adult attention</li> <li>Use G rated language</li> </ul>	<ul style="list-style-type: none"> <li>Have a signed Education Technology Use Policy before accessing any technology</li> <li>Return books on time and in good condition</li> <li>Leave all food/drinks outside</li> <li>Have a pass during instructional time</li> </ul>	<ul style="list-style-type: none"> <li>Walk quietly</li> <li>Use equipment/material carefully</li> </ul>
ASSEMBLY	<ul style="list-style-type: none"> <li>Give me "5" (Eyes on speaker, mouth closed, sit up straight, listening ears on, hands and feet quiet)</li> <li>Sit on your bottom so others can see behind you</li> <li>Use G rated language</li> </ul>	<ul style="list-style-type: none"> <li>Sit with your team</li> <li>Leave all personal items in your bag or pocket</li> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Walk to and from the assembly</li> <li>Keep bags and personal items on the floor in front of you</li> <li>Keep your hands and feet to yourself</li> </ul>
PARKING LOT ARRIVAL & DISMISSAL AREA	<ul style="list-style-type: none"> <li>Use G rated language</li> <li>Wait only in the designated pick-up and drop-off areas</li> </ul>	<ul style="list-style-type: none"> <li>Check for moving vehicles before walking through the parking lot</li> <li>Stand on curb while waiting for a ride</li> <li>Stay on campus until your ride arrives</li> </ul>	<ul style="list-style-type: none"> <li>Use designated walkway/gate</li> <li>Walk at all times</li> </ul>

**PARENT AND STUDENT ACKNOWLEDGEMENT****Handbook online at: <https://vsabms.weebly.com>**

1. Education Technology Use Policy User Agreement: I have read, understand, and will follow the Education Technology Use Policy (Board Policy 379, when using a computer and other electronic resources owned, leased, or operated by the Guam Department of Education. I further understand that any violation of the regulations that is illegal, prohibited, immoral and/or unethical may result in disciplinary actions taken, access privileges revoked, and/or appropriate legal action may be initiated. Education Technology Use Policy Parent/Guardian Agreement: As parent or guardian, I have read the policy on Education Technology Use (Board Policy 379) with my child. I understand that this access is designed for educational purposes. Vicente S.A. Benavente Middle School (VSABMS) has taken reasonable steps to control access to the Internet but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold VSABMS responsible for materials acquired on the network. I hereby give permission for my child to use network resources, including the Internet that are available through the Guam Department of Education.
2. Video Conference Guidelines: I have read, understand, and will follow the GDOE Video Conference Guidelines (Teacher-Parent student agreement, video conferencing and circumstances beyond the control of the school or the teacher, expectation for students during video conferences, expectations for parents/guardians during video conferences, virtual platforms, video recordings, and professional practices). See GDOE or school website to view the Video Guidelines.
3. Video Conference Media Release: I, hereby allow my child to be included in a video conference recording during a virtual class which will only be used for educational purposes. If you do not allow this, you must do so in writing addressed and delivered to the school administration by **August 31, 2023, Thursday**.
4. Media Release Authorization: I, hereby assign all rights to the still shot photo(s), videotaping, and sound recording made of my child enrolled at VSABMS and hereby authorize the reproduction, sale, copyright, exhibition, broadcast and/or distribution of said still shot photo(s), videotape, or audio recording without limitation (ex. Yearbook, Newsletter, Program, or News) to VSABMS for educational purpose without compensation to me. If you do not allow this, you must do so in writing addressed and delivered to the school administration by **August 31, 2023, Thursday**.
5. Cell Phone Disclosure Statement (SOP 1200-003): I, have read, understand and will follow the terms regarding cell phone use on campus. My child and I agree that use of a cell phone on campus requires responsibility and compliance.
6. Student Participation in Surveys: I, hereby allow for my child to participate in surveys conducted by or through the school for various programs, school Accreditation, and/or agencies. Information collected will be used for specific reasons as indicated by the particular survey. All information will be kept confidential and only used with the expressed purpose of the survey's intent.
7. The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal privacy law that affords parents the right to have access to their child's education records, seek to have the records amended, and consent to the disclosure of personally identifiable information from education records, except as provided by law.
8. If you are requesting VSABMS to NOT release student directory information, you must do so in writing addressed and delivered to the school administration by **August 31, 2023, Thursday**.
9. Notice of Informed Consent for Student Searches: As a parent or guardian, I have read the policy on Student Searches and Seizures (Board Policy 407 and GDOE SOP 1200-002) with my child and am aware that the Guam Department of Education conducts Random Searches of its students each month. These searches are guided by Board Policy 407 and are governed by the GDOE SOP 1200-002 for Student Searches and Seizures. These searches are necessary in order to maintain safe and modern learning environments that are conducive to learning. Searches of lockers, cars, and book bags are part of the Random Search Policy. If there is Reasonable Suspicion to believe that your son/daughter is in possession of articles considered dangerous, violations of the law, or violations of the school rules and regulations, their person may be searched as well. They may be asked to empty their pockets or take off their shoes. NO STUDENT WILL EVER BE STRIP SEARCHED during the course of a Random Search or Reasonable Suspicion Search. These searches are meant to protect students from harm and maintain safe and orderly school campuses. Therefore, all students are subject to search at any time while on any campus of the Guam Department of Education. As a parent or guardian, I have read with my child and we understand that Random Searches and Reasonable Searches are part of the overall safety plan for the Guam Department of Education and that my child is subject to search as provided by Board Policy 407.

I have read and understand the policies and rules of the VSABMS Parent and Student Handbook. I am also aware that by signing the Parent and Student Acknowledgment, I acknowledge that I have received and agree by the terms and conditions stated in the: 1) Education Technology Use Policy Agreement, 2) Video Conference Guidelines, 3) Video Conference Media Release, 4) Media Release Authorization, 5) Cell Phone Disclosure Statement, 6) Student Participation in Surveys, 7) FERPA, 8) Release of Directory Information and 9) Notice of Informed Consent for Student Searches. In addition, as laws, policies, or school needs change, portions of this acknowledgment may be amended during the school year.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE:

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