



# **Student Handbook SY 2023-2024**

Accredited by the Western Association of Schools and Colleges  
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## **Administrative Team**

Melissa D. Mafnas – Principal  
Arlyn A. Espinosa – Assistant Principal  
Carol C.U. Quintanilla – Administrative Officer

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

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

# HAWK PRIDE

## DEPARTMENT OF EDUCATION VISION

Every Student: Responsible, Respectful and Ready for Life.

## SCHOOL MOTTO

“Good, Going for GREAT!!!”

## SCHOOL VISION

Forever Bringing Light to a New Generation and  
Helping Young Adolescents Win Knowledge and Success.

## SCHOOL MISSION

F.B. Leon Guerrero Middle School’s mission is to respond to the unique needs of our students while exploring areas of individual potential and cultivating lifelong learning skills.

## FIVE EXPECTATIONS

The following Five Expectations have been developed to guide student behavior, teaching practices, and administrative decisions on a school-wide basis.

1. I will respect others so please respect me!
2. I will be on time and prepared for class.
3. I will be my best at all times.
4. I will have pride in my school.
5. I will make responsible choices

## COLORS AND MASCOT

FBLG’S school colors are **BLUE AND WHITE**.  
Our mascot is the **HAWK**.

## SCHOOL SONG

Hawks has given me honor and pride,  
The spirit I have will help me to strive  
F.B.L.G. spirit will shine through my life ... (2x)  
... all the time (after second refrain)

Blue and white spirit (clap clap) We’re strong!  
Hawks in our blood makes right from wrong  
Let everybody know we’re apart from the rest Shout,

“F.B.L.G. HAWKS” (clap clap) We’re the best!



## INTERDISCIPLINARY TEAMS

6A – Peacocks  
6B – Blue Jays  
6C – Cardinals

7A – Penguins  
7B – Eagles  
7C – Ravens

8A – Falcons  
8B – Phoenix  
8C – Condors

**School-Wide Learning Outcomes (SLOs)**

F.B. Leon Guerrero Middle School students are expected to be:

**High Level Thinkers**

Synthesizes information from all subject areas  
Evaluates education and career options as they relate to what they have learned  
Uses technology to accomplish tasks  
Seeks solutions in and out of class  
Uses critical thinking skills

**Accomplished Communicators**

Expresses himself/herself both verbally and non-verbally  
Uses technology to communicate locally and globally  
Accepts constructive criticism  
Listens objectively to other viewpoints

**Worthwhile Contributors**

Respects self and others  
Has pride in school and home environment  
Is aware of the effect technology has on daily life  
Is involved in school and community

**Knowledgeable about Themselves Physically and Emotionally**

Able to identify school resources that can assist in areas of concerns  
Asks for help when needed  
Uses self-control  
Is aware of and has good grooming and personal hygiene habits

**Study Skills Masters**

Exhibits good time management  
Applies note-taking skills  
Uses technology effectively as a tool  
Plans for long and short term projects  
Applies active listening skills

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### FBLGMS BEHAVIOR MATRIX

WHEN I AM IN THE:	I WILL RESPECT OTHER, SO PLEASE RESPECT ME!	I WILL BE ON TIME AND PREPARED FOR CLASS.	I WILL BE MY BEST AT ALL TIMES.	I WILL HAVE PRIDE IN MY SCHOOL.	I WILL MAKE RESPONSIBLE CHOICES.
<b>Classrooms</b>	<ol style="list-style-type: none"> <li>1. Listen to my teacher and classmates.</li> <li>2. Keep all my body parts to myself.</li> <li>3. Use kind words, like "Please," "Thank You!" and "Excuse Me."</li> <li>4. Raise my hand when I want to say something.</li> </ol>	<ol style="list-style-type: none"> <li>1. Prepare all of my materials the night before and bring to class every day.</li> <li>2. Be in class before the tardy bell rings.</li> <li>3. Complete and submit work that is assigned.</li> <li>4. Study for tests and quizzes.</li> </ol>	<ol style="list-style-type: none"> <li>1. Put effort in all my work</li> <li>2. Participate in classroom activities.</li> </ol>	<ol style="list-style-type: none"> <li>1. Return borrowed materials</li> <li>2. Pick up trash and dispose of it properly.</li> <li>3. Properly wear my uniform every day.</li> <li>4. Take care of school equipment.</li> <li>5. Keep my desk graffiti-free.</li> </ol>	<ol style="list-style-type: none"> <li>1. Attend School Daily</li> <li>2. Leave gum and contraband outside of school.</li> <li>3. Ask my teachers when I need help.</li> <li>4. Report any unwanted or inappropriate behaviors.</li> </ol>
<b>Restrooms</b>	<ol style="list-style-type: none"> <li>1. Ask teacher for permission to use the restroom.</li> <li>2. Flush the toilet after each use.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use the restroom before class.</li> </ol>	<ol style="list-style-type: none"> <li>1. Go, use, and get out.</li> <li>2. Wash my hands when I am done.</li> <li>3. Turn off the water after each use.</li> </ol>	<ol style="list-style-type: none"> <li>1. Dispose of my trash in the trash bin/</li> <li>2. Use toilet tissue properly.</li> <li>3. Use paper towel sparingly.</li> </ol>	<ol style="list-style-type: none"> <li>1. Return to class as quickly as I can.</li> <li>2. Report any unwanted or inappropriate behaviors.</li> <li>3. Look around for things to clean up.</li> </ol>
<b>Hallways</b>	<ol style="list-style-type: none"> <li>1. Listen and follow all adult instructions.</li> <li>2. Use positive and appropriate language.</li> <li>3. Use kind words, like "Please," "Thank You!" and "Excuse Me."</li> <li>4. Keep all my body parts to myself.</li> </ol>	<ol style="list-style-type: none"> <li>1. Walk to class within time limit.</li> <li>2. Go to my locker during designated locker times only.</li> </ol>	<ol style="list-style-type: none"> <li>1. Walk quietly.</li> <li>2. Use polite words.</li> <li>3. Remain in designated areas only.</li> <li>4. Keep my saliva in my mouth.</li> </ol>	<ol style="list-style-type: none"> <li>1. Pick up trash and dispose of it properly.</li> <li>2. Keep the hallways graffiti-free and vandalism-free.</li> <li>3. Wear my uniform properly.</li> </ol>	<ol style="list-style-type: none"> <li>1. Get to class on time.</li> <li>2. Play safely.</li> <li>3. Leave chewing gum and contraband outside of school.</li> <li>4. Report any unwanted or inappropriate behaviors.</li> </ol>

## F. B. Leon Guerrero Middle School Student Handbook

### GENERAL INFORMATION

F.B. Leon Guerrero Middle School is named in honor of Francisco Baza Leon Guerrero (1897-1974). Mr. Leon Guerrero was referred to as “Mr. Organic Act” for his instrumental role in helping the people of Guam attain U.S. citizenship. During his distinguished career, he served as a politician, lawyer, and educator.

Built originally as an elementary school in 1973, the school was converted into a middle school in 1982. A cafeteria is shared with Simon Sanchez High School. A gymnasium was dedicated in 1995. Other facilities include a library band/choir rooms, home economics lab, and computer labs.

FBLG Middle School is designed for students making the transition from childhood to adulthood and serves 6th, 7th, and 8th graders. The enrollment for SY 2022-2023 is approximately 945 students. Class sizes range from 20 to 28 students and smaller ratios for special needs classes.

### A TYPICAL HAWK DAY AT FBLG

1. The campus is open from 12:30 p.m. to 6:00 p.m. From 12:30 a.m. to 1:15pm students must gather in the main courtyard or designated grade level area after eating breakfast or after arriving at school. Students are not allowed in other areas of the campus or to remain in the main area.
2. **Main Office Hours:** 12:30 p.m. to 6:00 p.m. (Monday to Friday)
3. Class begins at 1:30 p.m. with the second bell, first bell is at 1:15 p.m. (students arriving after the second bell are TARDY) and dismissal is at 5:45 pm. Students must leave campus at that time, unless part of a sport or with prior approval from the administrator. Students must ride their assigned bus to their residential areas, unless they are picked up or walking home. **If a student is not picked up by 6:00 p.m., he or she must wait outside the main gate for their transportation.**
4. Students remaining after school must be part of an authorized organization and must be supervised at all times by a teacher, coach, or advisor. Students who are not a part of authorized clubs or sports and are found to be on campus after school hours will be considered trespassing and will be disciplined accordingly (students may be turned over to Guam Police Department).

### OFF-LIMITS

	OFF-LIMIT AREAS	AUTHORIZED AREAS
<b>12:30 p.m. – 1:15 p.m.</b>	Okkodo campus not assigned to FB, Parking lot	Main Courtyard
<b>2:21 p.m – 4:54 p.m.</b>	During grade-level lunch periods, all areas of the campus	Cafeteria and Main Hallway
<b>6:00 p.m. – 12:30 p.m.</b>	All areas of the campus are off-limits	None

### FAMILY/PARENT- SCHOOL PARTNERSHIPS

Family-school partnerships are fundamental to our success. Communication between the school and home is essential. Teachers shall provide students and families with the following information at the beginning of every school year/semester:

1. Course outlines and class expectations/rules
2. An explanation of what parents are expected to do to monitor the extent to which their children are meeting class requirements and to maintain communication with the school

On a weekly basis, teachers will communicate with parents. Methods of communication include, but are not limited to:

1. Progress reports or letters
2. Parent acknowledgement on student planner, assignment, or test
3. Phone call or email to parents.

At mid-quarter, parents will be provided a written progress report. Parents will also have online access to their child’s grades via PowerSchool’s Parent Portal. Parents are encouraged to notify the school to receive access.

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A Parent-Teacher Conference is scheduled each semester. Parents are encouraged to acknowledge progress reports and to attend Parent-Teacher Conferences. A failing grade on a report card should come as no surprise to parents if the teacher has kept them informed of the student's progress.

At FBLG, parents are invited to be a part of their child's education. We welcome parents to seek information concerning:

- Student's Grades/Classes
- Volunteering for Activities
- Mentoring Students

Parents should ask their child for newsletters, progress reports, report cards, and other information concerning FBLG events. Parents may call the school for more information or to schedule special Parent-Teacher Conferences with their child's teachers or log on to our website at <https://fbhawks.weebly.com>

### **Board Policy 830: Parental Grievance**

Parents who feel they have legitimate grievances regarding student-teacher-staff must adhere to the following procedures:

**Step 1:** *Discuss the grievance or complaint with the child's teacher first, if it is a pupil-teacher problem.* To this end, the parent or guardian must, via the principal, make an appointment to consult with the teacher at a time that will not interfere with the normal classroom procedures. If, after each meeting/appeal, the parent and teacher are unable to arrive at a satisfactory solution to the problem, then the following steps are taken:

**Step 2:** Joint meeting with principal.

**Step 3:** Joint meeting with principal and Deputy Superintendent.

**Step 4:** Written appeal to the Superintendent of Education.

Each step may take place if a solution cannot be reached.

### **LEAVING THE SCHOOL GROUNDS**

FBLG is a closed campus. Only FBLG students and employees or authorized visitors are allowed on campus. Students cannot leave campus during school hours without parent and administrative approval.

When a parent picks up a student before dismissal time, the parent must come to the Main Office to sign the student out. **Photo identification will be required for proof of authorized party to pick-up a student.** Release of the student to someone other than a parent, must be authorized on the student's emergency card, (the school will not accept verbal, written or faxed authorization notes). An "OFF-CAMPUS" pass will be given before the student is released. This pass is to be brought to the classes the student was absent from the following day.

### **VISITORS ON CAMPUS**

Pursuant to 17 GCA Ch.7 § 7109 School Property: Unauthorized Entry, all visitors on campus must have written permission from the principal to remain on campus. Unauthorized visitors found on campus may be detained and referred to Guam Police Department (GPD) for trespassing:

- All visitors are required to sign in at the Main Office and surrender an ID card to receive a pass.
- Upon receipt of this pass at the end of the visit, the ID card will be returned.
- Visitors must follow all school rules, district board policies and local/federal laws.
- At no time will students bring on campus their children, siblings, or friends who are not FBLG students.

### **STUDENT MEDIA RELEASE**

In an effort to promote school events, your child's photo may be posted on the school website, printed in local media newspapers and/or may be aired on local news stations in an effort to showcase the school.

If you do not want GDOE/FBLGMS to disclose directory information (i.e. name, date of birth, dates of attendance, awards, photographs, grade level, school, weight and height, participation in sports and activities) from your child's education records without your prior written consent, you must notify FBLG MS in writing. Public Law 32 029 restricts the release of date of birth, address, email address, and phone number of a student unless certain circumstances exist.

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## **FBLG SERVICES**

### **Main Office**

The Main Office is to be used in a business-like manner. Students are to observe the following rules while in the Main Office:

- Enter only when they have business there. Accompanying a friend to the Main Office is not considered a valid reason.
- Conversations should be held in low tones. The Main Office area should be quiet at all times.
- If students are requested to wait, do so quietly.
- If summoned by school staff to the office, students should not leave the area without proper permission.

### **Counseling**

FBLG has 2 full-time counselors. Students may make an appointment with a counselor for assistance with planning their academic schedules and for supportive counseling related to personal, social, and school related difficulties. In addition, the counselors can assist parents and teachers with difficulties related to attendance, academics, and behavior, and scheduling and facilitating parent/team meetings. Other services provided by our counselors include classroom presentations on social emotional learning, college and career readiness, adjusting to middle school, etc.

### **Nurse/School Health Counselor**

The nurse's office is open daily during school hours. Students may see the nurse for immediate care of minor illnesses, treatment of school injuries, and counseling for health problems. Some services provided include health, lice, and vision screenings. Unless it is an emergency, students are required to have a pass from a teacher.

All students must have valid documentation showing they have received all required immunization as a condition of school attendance. It is the responsibility of the nurse's office to monitor compliance with this law. Every student is required to have an up-to-date Emergency/Health Information Card on file in the nurse's office. Parents are advised to submit this form within a week of receiving it. Additional measures will be taken in accordance with BP 337 (Health Requirements for Students). The name and contact phone numbers of the person(s) to be called when a student is ill and needs to be sent home must be listed on this card.

**Failure to provide the Emergency Health Card or proof of immunization by the school's deadline may result in a student being excluded from school in order to ensure the safety and well-being of the student and school.**

Parents must update Student Emergency Forms in the Nurse's office should there be a change in work/home phone numbers or a change in the authorized individuals who may pick up the student. Please ensure the school is updated with all applicable legal documents Pursuant to BP421 (Prescription and Over the Counter Medication), the Nurse is not permitted to dispense any kind of medication unless prescribed by a licensed physician. If a student has a prescription from the doctor, a written authorization letter from the parent or the doctor must be submitted to the nurse's office. The student is not allowed to carry medication while in school and must submit it to the nurse's office.

### **Meal Services**

**Cafeteria meals are privately contracted.** The meal contractor offers a variety of meals adhering to nutritional guidelines. The menu is posted weekly. Breakfast is served from 12:30 p.m. to 1:15 p.m. FBLG is now a Community Eligibility Provision school. Through this program, all students can receive a nutritious breakfast and lunch at *no cost*, regardless of family income.

### **Internet/Computers**

Students and parents/guardians using FBLG's computers and Internet are required to sign an Acceptable Use Policy before accessing the equipment and Internet, which is available at the back of this student handbook.

### **Textbooks/Library Books/Clearance**

Textbooks are issued by the subject teacher. They must be signed-out and returned to the same teacher at the end of the school year, when withdrawing from school, or transferring to another teacher. Library books and textbooks must be paid for if lost or damaged. It is the responsibility of the student to see that all books are cared for properly (See BP 379).

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### Board Policy 601

**Parents/guardians will be held responsible for ensuring that books issued to students are well-maintained and are returned in usable condition at the end of the coursework.**

Students are responsible for making sure that textbooks are not lost, damaged, or destroyed beyond reasonable wear and tear. DOE schools are authorized to withhold school-related documents including, but not limited to student verification requests and final Report Card (End-of-Year/4th Quarter) for non-payment of lost/damaged/destroyed textbooks and instructional materials.

Below is the fee schedule for the 6-year textbook adoption:

1st/2nd year of adoption – 100% of current price + 15% S&H*
3rd year of adoption – 80% of current price + 15% S&H*
4th year of adoption – 60% of current price + 15% S&H*
5th year of adoption – 40% of current price + 15% S&H*
6th year of adoption – 20% of current price + 15% S&H*
<i>*\$10.00 may also be charged for writing in textbooks, water damage, or inside cover damage.</i>

All 8<sup>th</sup> Graders will be required to complete and submit an end-of-the-year clearance form to ensure that they do not have any outstanding obligations to the school. Failure to complete the clearance may result in the students' records being held.

### Library

The library is open during lunch for student usage. Students who wish to use the library during lunch must obtain a pass from their teacher. The use of the library is a privilege; proper behavior must be observed. . The library may assess certain fees for using expendable library supplies (e.g. duplicating services). **Library Privileges can be suspended/revoked if misbehavior and/or abuse of pass is noticed.**

### Bus Transportation

All students must obey school and bus rules while on the bus and at the bus stop. Bus transportation is available to students, however riding the bus is a PRIVILEGE, not a right. All students must obey school and bus rules at the bus stop and on the bus. Failure to rules and procedures at the bus stop or inside the bus may result in disciplinary actions to include suspension from riding the bus.

### Lockers

Students may use lockers (if available) for storing books and other items required for school. Lockers are the property of FBLG and may be searched and are not to be shared. Students must provide their own combination locks. Students are required to register their locker number/combination with their Homebase teacher. The school is not liable for articles lost from lockers.

### Lost and Found

Lost and Found is located in the Main Office. Items brought to school should be clearly identified with the student's name/grade. This will aid in the return if it should get lost. Students should check with the Main Office staff to see if their lost item has been turned-in. Reclaiming of items shall take place before/after school or during lunch. **Unclaimed items will be discarded after two (2) weeks.**

### Out-of-District Requests

Out-of-district enrollment is limited. Students who are in-district are the priority. An out-of-district application request must be submitted annually, and an interview process is held by the school principal with the parent and student. Submitting an application request does not guarantee approval. Once approved by the School Principal or Designee, if at any time that any one of the out-of-district requirements is violated, **a mandatory withdrawal to the student's district home school will be processed.**



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### CURRICULUM

#### **Middle School Characteristics**

The faculty and staff of FBLG are strong proponents of the middle school concept. Several school wide programs are associated with the true middle school, including:

1. Interdisciplinary Team Teaching - At the beginning of the school year, students are randomly placed in a “team.” Generally speaking, students in a team share patience, dignity, and the necessity of hard work. It is integrated into the Homebase program.
2. Advisee/Advisor Program – This is also called “Homebase” or “Team Time” at FBLG. Students within a team are further broken down into smaller groups, allowing each student to establish a connection with at least one adult. Homebase activities revolve around several areas including character education, study skills, social issues, self-esteem building, and team building projects.

#### **Board Policy 338**

##### Introduction

The importance of achieving developmentally responsive middle level schools cannot be overemphasized. Developmentally responsive schools should exhibit the following characteristics: 1) A curriculum that is challenging, integrative, and exploratory; 2) Varied teaching and learning approaches; 3) Authentic and meaningful assessments; 4) Flexible organizational structures; 5) Programs and policies that foster health and safety; and 6) Guidance and support services. \*\*

This policy specifies the approved Middle School Curriculum that is to be implemented by each of the Guam Public School System Middle Schools. This curriculum specifies the required subjects that the transescent student in grades six through eight shall complete before continuing on to high school.

The Middle School Program shall include advisory time, interdisciplinary team teaching with a team planning period, exploratory courses, and the option of time blocks and/or flexible scheduling.

##### Required Subjects:

Each student shall take two (2) semesters per year of the following courses:

6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Language Arts	Language Arts	Language Arts
Reading	Reading	Reading
Social Studies (World History)	Social Studies (World Geography)	Social Studies (U.S. History)
Science (General)	Science (Life)	Science (Earth)
Math	Math/Pre-Algebra	Math/Pre-Algebra/or Algebra

Three (3) semesters of PE, One (1) semester of Health, Two (2) consecutive semesters / One (1) year of Chamorro Language.

\*\*See attached definitions of page 3.

#### **Exploratory Courses**

These courses may be offered on a quarterly or semester basis with the effort being placed on providing the students with the opportunity to explore the greatest number of these courses.

Art (Beginning, Intermediate, Advanced)	Band (Beginning, Advanced, Jazz)	Choir (Beginning and Advanced)	Career Academy / Career Education
Business	Computer Science	Journalism	Home Economics
Japanese	Tourism	Cultural Arts	Office Aide

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### Other Considerations:

- For a student failing two (2) or more courses, alternative forms of education are encouraged in an effort to remediate and decrease retention rates. Viable alternatives such as double dosing remediate courses, Saturday and after-school programs are recommended.
- Any student reaching age 15 prior to the opening of the new school year shall not be eligible to attend middle school. Prior to the end of the previous school year, the administrator of the middle school will meet with the parent/guardian and the student to prepare them for moving the student to the high school in order to provide the student with age appropriate placement. To further facilitate this preparation, the student may be required to attend a summer school program, and when possible should be included in all pre-registration and orientation meetings at the receiving school. The process of moving a student to the high school for age appropriate placement must be completed prior to the beginning of the new school year. This age requirement takes into account Public Law 24-26 regarding the age of students beginning kindergarten and allows enough flexibility for retention to occur twice, if necessary.

### Character Education

PL 26-44:1 requires the Department of Education (DOE) to promote non-sectarian character education in public schools. The spirit of this law is to foster a safe and orderly learning environment by emphasizing character qualities that help students become model citizens. These qualities include, but are not limited to, honesty; responsibility; respect and care for the person and property of others; self-discipline; understanding of, respect for, and obedience to law; citizenship; courage; initiative; commitment; perseverance; kindness; compassion; service; loyalty; fairness; moderation.

### Positive Behavior Intervention and Supports (PBIS)

PBIS is a proactive systematic approach to address the social and academic needs of all students in all settings. In short, PBIS entails 1) establishing school-wide expectations and a curriculum that teaches and reinforces appropriate social behavior; 2) implementing a data collection system that will track student behavior and provide school officials with information that will improve the decision-making process; and 3) acknowledging students for demonstrating these positive behaviors. The ultimate goal is to create an effective learning environment wherein each student can succeed academically and behaviorally.

### English As a Second Language (ESL)

All students who enter FBLG MS are required to fill out a Home-School Language Survey. FBLG MS offers sheltered classes to students who qualify having English as their second language. These classes ease the student's transition into the school and enable him/her to complete the academic requirements.

### Special Education (SPED)/Section 504

Special Education or SPED services are provided for students with an Individualized Education Plan (IEP). The IEP contains the student's unique needs, goals, objectives, and required modifications. Section 504 is a civil rights law. Section 504 prohibits discrimination against individuals with disabilities. Section 504 ensures that children with a disability have equal access to an education. Section 504 and the Americans with Disabilities require that programs make "reasonable accommodations" to enable persons with a disability participate effectively. If you suspect your child has a 504 disability and has not been identified as such, contact your child's school guidance counselor.

### Make-Up Work

When a student has an excused absence, that student is entitled to make-up the work assigned during the period of absence. Students are responsible for obtaining make-up assignments from all teachers on the day they return to school. Work missed from an absence must be made up within a reasonable time frame decided upon by the teacher.

### Field Trips

Field Trips provide valuable learning experiences outside of the traditional classroom environment. All fieldtrips must be educationally appropriate and follow prescribed GDOE guidelines for approval. The school -level field trip policy shall be adhered to throughout the school year. Parents are not allowed to pick up students at the field trip sites. Students must also wear their school uniform on the day of the field trip, **noncompliance may result with not attending Fieldtrip**. Students must obtain clearance from all their teachers before they attend their field trip. Participation in field trips that were scheduled as incentives, may be denied by an individual teacher or school administrator based on excessive absences, number of field trips per semester, discipline referrals, and failing grades.

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### Extra-Curricular Activities

FBLG Middle School prides itself in providing students with extracurricular activities they can participate in and excel in while in middle school. FBLG Middle School staff can advise students and parents of the availability of clubs and organizations for the year. Some clubs may require meetings and attendance after school and/or during the weekends. Parents/Guardians are responsible for providing transportation to and from these activities.

### Special Requirements for Athletics

Students must have earned a 70% GPA (SBG of at least 2.0) or above in all their classes and must also have not failed any of their classes (grade of F) the previous quarter to be eligible. Students receiving unsatisfactory marks (U) in citizenship during the previous quarter will be ineligible and will not be permitted to participate. Satisfactory attendance, grades and behavior checks during the quarter and on game days will determine if an athlete may or may not continue to participate. Prior to any participation a completed physical and parental permission form will be required. The School Administrator retains the discretion of suspending an athlete from practice and/or games.

### Grading Policy

As per Board Policy 350, the grading of students is the teacher's responsibility. Teachers are considered the best qualified persons to evaluate students' work and their integrity shall be respected. The grade given by a teacher is the teacher's evaluation of student achievement. Consequently, the method for determining grades is the prerogative of the teacher - except as stipulated in Item III of this policy and Board Policy 411 – but grades shall not be assigned on an emotional basis. Teachers are required to submit their grade books to the school's administration at the end of each semester or school year. The school's administration shall keep the grade books in safe storage for five years. Students/parents who wish to appeal grades are required to utilize the grievance process provided by Board Policy 830. Teacher's grade books shall be used for grade substantiation. If a grade cannot be substantiated it shall be changed, but such modification may be done only by the teacher or a school administrator. FBLG Middle School is in the process of implementing Standards Based Grading. The following is a sample scale on proficiency grading:

4 POINT SCALE	PERCENTAGE EQUIVALENCY	LETTER GRADE	PROFICIENCY/ MASTERY LEVEL	PROFICIENCY / MASTERY LEVEL DESCRIPTION
4.0	100%	A	Excellent	Exceeds proficiency. Demonstrates understanding and goes beyond what was taught in class.
3.5	99%-95%	A	Very Good	High level of understanding. Scoring 3.0 performance and applications with partial success.
3.0	94%-90%	A	Good	Demonstrates proficiency. Firm understanding of simple knowledge and complex knowledge and skills.
2.5	89%-80%	B	Above Average	Demonstrates partial knowledge scoring 2.0 performance with no major errors or omissions.
2.0	79%-70%	C	Average	Performs basic processes. Approaches basic understanding of simple knowledge and skills with no major errors or omissions.
1.5	69%-65%	D	Needs Improvement	Below Proficiency, needs help understanding simple knowledge and skills. Partial Knowledge of 2.0 content with major errors or omissions regarding 3.0 content.
1.0	64%-60%	D		Below proficiency, with help partial understanding of simpler details and processes and some of the more complex ideas and skills.
Below 1.0	59% and below	F	Unsatisfactory	Lacks proficiency. Even with help, understanding of skill is not demonstrated.

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### CITIZENSHIP

A student's citizenship grade is based on the school's 5 Expectations, listed on page 2.

	WORK HABITS	ATTITUDE/BEHAVIOR
<b>EXCELLENT (E)</b>	Exceeds class expectations by recognizing his/her potential Completes ALL assignments (100% of work is turned in ) and consistently brings his or her supplies Shows great effort in doing their assignment Actively participates in class discussion and activities Assists the teacher and classmates, when needed	Displays respect at ALL times and follows ALL class rules and expectations Always comes to class on time and ALL absences are excused. Consistently displays good behavior in class and is ALWAYS engaged during class activities Always applies the school SLO's and motto while in the classroom Consistently dependable and reliable and sets a good example for others
<b>SATISFACTORY (S)</b>	Recognizes his/her potential Completes MOST assignments (80% of work is turned in) and brings his or her supplies Shows effort in doing their assignment Participates in class discussion and activities when prompted or asked Assists the teacher and classmates, when prompted or asked	Displays respect and follows class rules and expectations Comes to class on time (less than 3 tardies) and absences are excused. Displays good behavior in class and is rarely off task during class activities Applies the school SLO's and motto while in the classroom Is dependable and reliable and sets a good example for others
<b>NEEDS TO IMPROVE (N)</b>	Often does not recognize his/her potential Completes SOME assignments (60+% of work is turned in) and often forgets to bring his or her supplies Often does not show effort in doing their assignment Sometimes participates in class discussion and activities when prompted or asked Occasionally assists the teacher and classmates, when prompted or asked	Occasionally displays respect and often fails to follows class rules and expectations Occasionally tardy to class (more than 3 tardies) and has accumulated 2+ unexcused absences Often does not display good behavior in class, is off task during class activities and may need monitoring during independent work Often does not apply the school SLO's and motto while in the classroom Is sometimes dependable and reliable
<b>UNSATISFACTORY (U)</b>	Does not recognize his/her potential Rarely completes assignments (<60+% of work is turned in) and does not bring his or her supplies Lacks effort in doing their assignment Rarely participates in class discussion and activities Does not assist teacher and classmates, when prompted or asked	Disrespectful and has difficulty following class rules and expectations Is frequently tardy to class (more than 5 tardies) and has accumulated 3+ unexcused absences Consistently disturbs other's learning, is often off task during class activities and needs constant monitoring and teacher redirection Does not apply the school SLO's and motto while in the classroom Does not always demonstrate that they are dependable and reliable

## F. B. Leon Guerrero Middle School Student Handbook

### ATTENDANCE

#### **Board Policy 411**

Excessive absences or tardiness erode this understanding and lead to incomplete and unsatisfactory work, a reduced capacity to meet curricular standards, and lower course grades. Parents/guardians are partners with the school and faculty ensuring that students attend and arrive in class on time every day of the 180 day school year. Therefore, parents should contact the school immediately when a child does not attend school. School personnel and teachers (to include substitutes or other personnel covering classroom instruction) shall contact parents, as soon as possible, but no later than the end of the school day when a child does not attend class.

There is a close relationship between academic success and school attendance. Being absent from class is the most frequent reason for students failing. When a student is absent, the school requires a written excuse from the parent to be presented to the Homebase teacher. Students who come to school without a note from the parent will be given an unexcused absence admit slip. If an acceptable excuse is not provided by the second day of return to school, the absence will be marked unexcused for days missed.

#### ***Students Tardy to Class***

If a student was at the Nurse's Office, Principal's Office, or Counseling Office, he/she must obtain a pass from the appropriate office. If a student is late to class for no valid reason, he or she will be marked ***unexcused*** tardy and allowed into class. THE Main Office will not issue unexcused tardy passes for students late to class.

A student is considered Tardy when they come in after the tardy bell.

A student will be referred to the Discipline Office after the progressive referral has been completed.

A student is considered to be Skipping (ODR level II) if he/she is on campus and does not have a valid reason for not reporting to class.

**Tardiness will result in parent/guardian contact and a discipline referral.**

#### ***Absences from School***

Students are absent for a school day when they are absent for more than one-half the school day from classes on-campus or from a school activity. Teachers will make attendance referrals based on the following number of unexcused absences and will follow the interventions accordingly.

**ABSENCE – Students are absent when they are not present in class.**

#### **3 Unexcused Absences**

Conference with student, Referral to Social Worker (as needed), Truancy Notice sent home

#### **6 Unexcused Absences**

Mandatory Parent-Administrator Conference, Referral to Counselor, Referral to Social Worker (as needed), and Truancy Notice sent home

#### **9 Unexcused Absences**

Mandatory Parent-Administrator Conference, Attendance Monitoring Sheet, Child Study Team, Referral to School Psychologist, Referral to Social Worker, Truancy Notice Acknowledged

#### **12 Unexcused Absences**

Referral to School Attendance Officer, Referral to Social Worker, Submission of Student Attendance Referral Form (SARF)

#### **More than 12 Unexcused Absences**

Attached Written Statement from Teacher(s) and/or Administrator explaining failure to address Habitual Truancy status, Referral to School Attendance Officer, Referral to Social Worker, Submission of Student Attendance Referral Form (SARF)

## F. B. Leon Guerrero Middle School Student Handbook

**Absences for reasons such as caring for a family member, missing the bus, being dropped late, etc. are considered *unexcused*. For the purposes of this section, students are subject to BP 411 regarding absences.**

The following are considered excused absences:

- Illness of the student, medical or dental appointments. If a student is absent from school for (3) or more consecutive days, a doctor's note is mandatory.
- Death in the immediate family.
- Off-island travel, which has the prior approval of a school administrator.
- Court Appearances
- Lack of available bus transportation.
- Suspension
- Detention at the Department of Youth Affairs

If unique circumstances surrounding a child's attendance arise, please contact the school administration as soon as possible. The school administration may deem reasons for other absences as excused or unexcused.

### Parent Notes

Students will only be allowed a maximum of 6 parent notes per semester to be considered excused. If a student exceeds the allowable number of parent excuse notes, any absences that follow must be accompanied by a doctor's note or will be considered unexcused. Failure to bring in a parent/doctor note will also be considered as unexcused.

### 17 GCA § 6102. Duty to Send Children to School

"Any parent, guardian or other person having control or charge of any child who is at least five (5) years of age and has not reached the age of sixteen (16) years, not exempted under the provisions of this Article, shall send the child to a public or private full-time day school for the full-time of which such schools are in session, except that the starting date of school for children five (5) years of age shall be determined by the provisions of §§ 6103 and 6107 of this Article. The Superintendent is authorized to establish attendance areas. Any parent, guardian or other person having control or charge of any such child who is at least five (5) years of age, and has not reached the age of sixteen (16) years, who fails to comply with the provisions of this Section, unless excused or exempted therefrom, is guilty of a violation for the first offense, and subject to a fine of not more than fifty dollars (\$50.00). For each subsequent offense, the person is guilty of a petty misdemeanor."

### School Attendance Referral Forms

In compliance of 17GCA § 6102, schools are required to work with school attendance officers to refer students to the court if they reach the 12 unexcused absences.

**Referrals to Child Protective Services-** It is the duty of school personnel to report cases of child abuse. School personnel are required to report cases of child abuse directly to CPS and/or the Guam Police Department. School personnel immediately upon discovery of suspected child abuse or neglect should make reports to CPS.

**Hallway Passes-** If students are outside of the classroom during instructional time, they must have a pass issued by their teacher or other school official.

**Pre-Arranged Absence Requests-** Parents requesting for pre-arranged absences for such events as off-island trips must appear in person and complete an application for Pre-Arranged Absence in the Main Office **at least two weeks in advance**. *This is a request; if a student's grades, behavior and/or attendance are unsatisfactory, the request may be disapproved.*

**School Verification Requests-** A parent must, in person, complete a request for school verification form 1 working day in advance from the Main Office clerk. This verification is a request, not a guaranteed approval. All parents will be held fully accountable for their child's academics, behavior, and attendance. Therefore, it is strongly recommended that parents remind their child/ren to obey school rules at all times, otherwise, consequences will be strictly enforced. A mandatory parent conference may be required to discuss any of these areas.

## F. B. Leon Guerrero Middle School Student Handbook

### Late Arrivals

All students must be in their classroom by the second bell signal. Being on time to class is a very important element in improving student performance; it is the parent/guardian responsibility to ensure their students are not late to school. Doctor's appointments verified with a note from the doctor's office, a verifiable car accident, or late bus arrivals are generally the **ONLY** acceptable reasons for being late to school. Additional reasons may be included at the discretion of the Principal.

Students arriving late (after the second bell) without a note shall report to class period in session. Classes missed will be marked absent or tardy. Students have two (2) days to bring a note to the Homebase Teacher for the missed classes to be excused.

Students arriving late (after the second bell) with a note will report to the Main Office to receive an admit slip for the missed classes. Students should present parent and/or doctors notes to the Main Office. Students excused as late arrivals to school are sent to class with the understanding that missed academic work can be made up.

Tardy violations will result in consequences ranging from lunch/activity detention or a parent meeting.

Occasionally the school practices Lockouts to help limit tardiness to classes.

### Students Tardy to Class

If a student was at the Nurse's Office, Principal's Office, or Counseling Office, he/she must obtain a pass from the appropriate office. If a student is late to class with no valid reason, he or she will be marked **unexcused** and allowed into class. The Main Office WILL NOT issue unexcused tardy passes for students late to class. Continual tardiness will result in teacher phone calls to parents and a possible truant/discipline referral. Three unexcused tardies are grounds for a discipline referral and will result in the appropriate disciplinary measures. Students without an excuse who are late for class by less than (10) minutes will be considered tardy, students who are (10) or more minutes late for class (skipping) shall be considered to have (1) unexcused absence from the class. Being at the restroom, drinking fountain, getting "something" from a friend is not an acceptable excuse for being tardy to class.

- A student is considered Tardy when they come in after the tardy bell.
- A student will be referred to the Discipline Office after the progressive referral has been completed.
- A student is considered to be Skipping (ODR level II) if he/she is on campus and does not have a valid reason for not reporting to class.

### Hallway Passes

If students are outside of the classroom during instructional time, they must have a pass issued by their teacher or other school official. If students are reporting to a classroom during their lunch period, they must also have a pass issued by the teacher who they will be reporting to during that time. Students found outside of the classroom without a hallway pass are considered *skipping* and may be subjected to disciplinary consequences.

### Withdrawal Procedure

Parents must complete a withdrawal form at least five working days prior to the requested withdrawal date. Students who will be out for longer than 25 school days must also withdraw from the school. Books and other materials such as instruments must be returned to the classroom teachers and/or library. Any outstanding debt obligations such as lost/damaged books, library book fines, etc. must be cleared at the Business Office before the student's records are released. Processing Time: 2 WORKING DAYS.

## DISCIPLINE

### Student Offenses

SOP 1200-018, p. 59

All students are responsible for upholding the expectations in regards to proper student conduct. Therefore the school is responsible for ensuring that school personnel understand the difference between minor and major behavioral infractions and when to refer students for major behavioral infractions. The district has standardized the process for referring students for minor and major behavioral offenses. These procedures are consistent with Guam Education Board policies. Furthermore, a student's failure to perform academically is not a minor or major offense. Teachers shall develop interventions and address these issues at the classroom level.

## **F. B. Leon Guerrero Middle School Student Handbook**

### **Discipline Advisory Council (DAC)**

#### **BP 405 Section VI. A.**

Each school shall have a Disciplinary Advisory Council, DAC. The Council shall have the power to advise the School Principal/Assistant Principal in establishing and amending student conduct regulations for the school. The Council shall also conduct a hearing regarding suspensions exceeding ten (10) school days alternate placements, expulsions and/or referral to another agency. B. In regard to proposed suspensions, the Council shall, after hearing, make the actual decision, subject only to revocation of the suspension by the Superintendent of Education as provided below. In regards to proposed expulsions, the Council shall, after a hearing, make a recommendation to the Superintendent of Education.

### **Administrative Actions**

#### **SOP 1200-018, p. 61**

School administrators use the shaded section of the right side of the Office Discipline Referral (ODR) for adjudication.

Only selected Interventions/Consequences are listed on the form and are sections to correspond with the specific Level of offense. To ensure actions taken are not arbitrary and capricious, school administrators should select the consequence identified on the ODR consistent with the weight of the offense and previous offenses at this level. The consequences are progressive and become more severe based on 1. Discipline history of each student. 2. Powerschool Data. 3. The ODR and District Data Dictionary.

The following are options that may be used as a single action or as a combination of actions. These options do not reflect a set procedure that must be followed in order to enforce a particular administrative action. School administration has the discretion to enforce these or any other reasonable disciplinary actions, depending upon the seriousness of the offense(s) or the repetitive pattern of offenses.

Warning/Reprimand	Parent shadowing
Parent Conference	Out-of-School suspension from 1 to 10 days
Referral to school guidance counselor	Disciplinary Advisory Council Hearing
Lunch detention/work detail	Loss of privilege (dance, carnival, any school activity, etc)

A student who is continuously suspended during a school year may be referred to the school guidance counselor and/or a Child Study Team (CST), either of which shall conduct an evaluation of the reason(s) for the student's misbehavior and provide written documentation to the school administration regarding interventions that should be initiated to prevent the student's misbehavior from recurring.

### **Notice of Allegation of Assault (NOAA)**

If an individual has been found to be a victim of mental or physical assaults and/or threats, his or her parents/guardians have the right to press charges against the assailant or assailants. A "Notice of Allegation of Assault" will be issued to students' parents/guardians upon investigation of an incident or incidents and finding that physical and/or mental assaults or threats were made towards their child(ren) by another student or a group of students. This NOAA will provide parents with documentation of the assault or threat, should they desire to file charges with the Guam Police Department in the interests of their child.

### **Student Search Policy**

In order to maintain a safe school environment, it is imperative that FBLG staff and faculty conduct private, non-invasive searches of students when probable cause is established in regard to a student or students being in possession of drugs, alcohol, tobacco products, weapons, or other prohibited items. FBLG Middle School Administration may conduct searches of students for the following reasons:

1. Students have been reported by school officials or other informants that he/she/they are in possession of contraband.
2. Students have been witnessed by school officials demonstrating suspicious gestures or activity.
3. Students are found in off-limits areas.
4. Students are found to be in the hallways after the tardy bell rings without a hallway pass.



## F. B. Leon Guerrero Middle School Student Handbook

### Standard Operating Procedures 1200-002 Student Search and Seizure

- A. Types of Searches: There are three (3) types of searches authorized in the Department of Education. In all cases, a trained administrator has to be present when searches/seizures are conducted.
- Reasonable Suspicion** - Searches based on a reasonable suspicion that a particular student or group of students is in possession of contraband.
  - Random** searches are a part of the operational functions of all schools within the Department of Education. School administrators are given the latitude to conduct searches on campus. Random searches are authorized when searching school lockers or areas that are not personal property of a student (e.g., backpacks, purses, etc.) and may be conducted according to procedures developed by the Superintendent. Students and parents shall be provided notice of the possibility that searches may be conducted for student safety.
  - Blanket administrative searches** are necessary to ensure the health, safety, and well-being of all the departments' student body. School Administrators will notify the Superintendent of Education when a search of the entire student body is conducted.
- B. Blanket administrative searches that are necessary to ensure the health, safety, and well-being of all the departments' student body. School Administrators will notify the Superintendent of Education when a search of the entire student body is conducted.
- C. Any item that: a) is illegal, b) violates school rules, c) is evidence of a crime; or d) is evidence of a school rule violation will be seized and not returned to the student.
- D. Additionally, a **school administrator may search a student's cell phone/electronic device** if they have reasonable suspicion that the student has violated school rules or Guam law using the guidance below relative to ensuring the search is justified in its inception and is permissible in its scope:
- The U.S. Supreme Court standard for searches of student property, from *New Jersey v. T.L.O.*, which provides that a search of a student should be reasonable, meaning that it is justified at its inception and reasonable in scope. When is that the case? 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 is in imminent danger of injury to him- or 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.

### **SELECTED LAWS AND POLICIES GOVERNING STUDENT BEHAVIOR**

School expectations are based on the policies of the Guam Education Policy Board (GEB) and Guam Code Annotated (Guam Law). Listed below are laws and policies, which we must comply with:

#### **Government Code of Guam, Section 11408, Liability for Injury to Property**

The parent 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 should be liable to the school for any school property that is loaned to the pupil and not returned on demand of an employee of the school authorized by the Superintendent of Education to make that demand.

#### **Graffiti Public Law 23-27**

Graffiti is a crime. Any person defacing real or personal property not his or her own with paint or any other liquid device is guilty of a crime punishable by imprisonment up to sixty (60) days and/or a fine of up to \$1,000 dollars. The minimum sentence is 180 hours of community service, (2) days of imprisonment, and/or a fine of \$250.

#### **Government of Guam Code, Section 11465 - Truant Student Definition**

Any pupil who has once been adjudged a habitual truant or who has been again reported truant one or more days or is late for school 30 or more minutes without an excuse, by the truant officer or principal.

#### **Board Policy 400: Behavior Code**

Each principal shall establish student regulations concerning the conduct of students on the school campus. The rules and regulations shall be consistent with the overall policies of the Board and the Student Discipline Procedures of DOE. All students are expected to behave in a manner reflective of good character. Failure to maintain such standards of conduct or the commission of an act, which disrupts the educational process or threatens the safety of others, shall result in disciplinary action.

## **F. B. Leon Guerrero Middle School Student Handbook**

### **Board Policy 405: Student Suspension/Expulsion**

Students are subject to suspension or expulsion for misconduct committed: a) at any time or place on the school campus; b) at any school activity, wherever located; c) off-campus at any time if the misconduct interferes with the educational mission of the school.

### **Board Policy 407: Student Searches and Seizures**

The Guam Department of Education is tasked with the responsibility of providing a safe environment that is conducive to learning. In order to fulfill this responsibility, the Guam Department of Education must protect the health and physical safety of the students in our schools. There are three (3) types of searches authorized in the Department of Education, in all cases a trained administrator must be present during all searches and seizures. Searches based on reasonable suspicion that a particular student or group of students are in possession of contraband. Random searches are part of the operational functions of all schools within the Department of Education. Random searches are authorized when searching school lockers or areas that are not personal properties of students and may be conducted according to the guidelines set by the Superintendent. Blanket administrative searches that are necessary to ensure the health, safety, and well-being of all the departments' student body.

### **Board Policy 409: Prevention and Intervention against Bullying and Sexual Harassment**

It is the policy of the Guam Education Board to ensure that students who attend the Department of Education (DOE) are safe, secure, and can count on being treated with respect. Schools shall be free from harassment, intimidation or bullying, cyber bullying, sexting and sexual harassment and shall provide an environment that is conducive to learning.

Bullying, harassment, and intimidation are defined in 17 GCA Section 3112.1 (a) - "any gesture or written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of harming a pupil or damaging his or her property or placing a pupil in reasonable fear 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"

Sexual harassment is defined as any unwanted sexual advances, whether a verbal expression or other actions, that is of a sexual nature and makes one uncomfortable or intimidated. It may be a physical act that causes one to feel uncomfortable about their gender, regardless whether it is teasing of a sexual nature with derogatory overtones (name-calling, note-writing, spreading rumors, etc.).

### **Responsibility of Students and/or Parents**

Students and/or parents shall immediately report incidences to the school principal, a teacher, school aide or school employee. The school staff or personnel shall comply with the requirements of 19GCA Chapter 13 as outlined below.

### **Board Policy 420: Control of Unauthorized Drugs and Alcoholic Beverages**

Students shall be referred to the Guam Police Department upon the determination of the principal or his designee that they are in possession of or are distributing suspected illegal drugs or alcohol.

### **Board Policy 425: Dangerous Weapons**

Any student who, while at a school site, activity, or riding on a school bus, is found possessing an instrument, which the principal or his/her designee determines to be a deadly weapon, shall be suspended immediately and a complete investigation shall be conducted.

### **Board Policy 430: Smoking/Possession of Tobacco Products**

Smoking and tobacco products are not allowed on campus. Each offense shall be handled as a "major offense" as described in the Student Discipline Procedure Manual

### **Board Policy 435: Bus Conduct**

All bus riders will conform to school/bus rules issued by the Superintendent of Education and the Director of Public Works.

### **Board Policy 440: Permission to Leave School Grounds**

No student shall leave the school grounds from the time he/she arrives in the morning until the time that he/she leaves at the end of the school day. Permission to leave the campus for any other reason shall be at the discretion of and granted only by the administrator.

# F. B. Leon Guerrero Middle School Student Handbook

## Sample Student Office Discipline Referral Form (ODR)

Student Name: _____		Grade: _____		COMMUNICATION LOG (Clerical Staff Only)																					
Reporting Person: _____ ( ) Teacher ( ) Staff ( ) Other _____		Parent/Guardian: _____		Contact Numbers: (H) _____ (W) _____ (C) _____																					
Administrator: _____		Date: _____ Time: _____ Location of Incident: _____		<input type="checkbox"/> Student Hand Carried <input type="checkbox"/> Delivered By: _____ <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Attempt</th> <th>Date</th> <th>Time</th> <th>Contacted</th> <th>Name</th> </tr> <tr> <td>1</td> <td></td> <td></td> <td>Y / N</td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td>Y / N</td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td>Y / N</td> <td></td> </tr> </table>		Attempt	Date	Time	Contacted	Name	1			Y / N		2			Y / N		3			Y / N	
Attempt	Date	Time	Contacted	Name																					
1			Y / N																						
2			Y / N																						
3			Y / N																						
Incident Notes: _____																									
<b>FUNCTION OF BEHAVIOR:</b> <input type="checkbox"/> Obtain Peer Attention <input type="checkbox"/> Obtain Items/Activities <input type="checkbox"/> Avoid Peer(s) <input type="checkbox"/> Obtain Adult Attention <input type="checkbox"/> Avoid Tasks/Activities <input type="checkbox"/> Avoid Adult(s) <input type="checkbox"/> Other _____																									
<b>Others Involved:</b> <input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute <input type="checkbox"/> Staff <input type="checkbox"/> Other: _____																									
<b>TEACHER/STAFF SECTION</b>			<b>ADMINISTRATION SECTION</b>																						
<b>LVL</b>	<b>Discipline SubType/Problem Behavior</b>	<b>PwSch Code</b>	<b>SWIS</b>	<b>INTERVENTION/CONSEQUENCE ASSIGNED</b> <i>Refer to District Conduct Procedural Manual</i>																					
<b>LEVEL 1 OFFENSES</b>	<input type="checkbox"/> 4 Minor Classroom Infractions	INFRT_4	Othr Behvr	<input type="checkbox"/> Conference with Student (3) <input type="checkbox"/> Warning (14) <input type="checkbox"/> Reprimand (15) <input type="checkbox"/> Loss of Privileges (2) <input type="checkbox"/> Parent Contact (4) Date: _____ Time: _____ <input type="checkbox"/> 3-5 Days Student Placed on Contract (23) From: _____ To: _____ Return: _____ Referral to Counselor (13) Date: _____ <input type="checkbox"/> 1-3 Days: ( ) Detention (80) or ( ) Work Detail (24) From: _____ To: _____ <input type="checkbox"/> Other Codes: (use only interventions/consequences in the DDD): Specify Code _____																					
	<input type="checkbox"/> Abusive Language/Gestures/Profanity	02	InappLang																						
	<input type="checkbox"/> Disruptive Behavior	07	Disrupt																						
	<input type="checkbox"/> Tardy (3 Unexcused) (BP 411) **	08	Tardy																						
	<input type="checkbox"/> Dress Code Violation (BP 401) **	12	Dress																						
	<input type="checkbox"/> Endangers: Horse playing/Sparrring	23	Disruption																						
	<input type="checkbox"/> Technology Violation	39	Tech/Vio																						
	<input type="checkbox"/> Found Off-Limits Area	64	Out of Bounds																						
	<input type="checkbox"/> Uttering	75	Def/Disrsp																						
	<input type="checkbox"/> Inappropriate Physical Contact	82	Disrespect																						
<input type="checkbox"/> Public Display of Affection	85	InappDisAff																							
<b>LEVEL 2 OFFENSES</b>	<input type="checkbox"/> 3 Level 1 Infractions	3 LEVEL_1	Othr/Behvr	<input type="checkbox"/> 3-5 Days: ( ) Lunch Detention (80) or ( ) Work Detail (24) From: _____ To: _____ Mandatory Parent Conference (17) Date: _____ Time: _____ Referral to Counselor (13) Date: _____ <input type="checkbox"/> 2 Weeks Student Placed on Contract (23) From: _____ To: _____ <input type="checkbox"/> 5-10 Days: ( ) Lunch Detention (80) or ( ) Work Detail (24) From: _____ To: _____ Referral to Counselor (13) Date: _____ <input type="checkbox"/> 3 Weeks Student Placed on Contract (23) From: _____ To: _____ <input type="checkbox"/> 1-3 Days: ( ) Parent Shadowing (48) ( ) Suspension (27-29) ( ) In School Suspension (37-39) From: _____ To: _____ Return: _____ Referral to Counselor (13) Date: _____ <input type="checkbox"/> 4 Weeks Student Placed on Contract (23) From: _____ To: _____ Mandatory Parent Conference (17) Date: _____ Time: _____ <input type="checkbox"/> Other Codes: (use only interventions/consequences in the DDD): Specify Code _____																					
	<input type="checkbox"/> Physical Aggression	03	PhyAgg																						
	<input type="checkbox"/> Defiance/Disrespect/Insubordination	04	Def/Disrsp																						
	<input type="checkbox"/> Deceptive Behavior	05	Lying/Cheat																						
	<input type="checkbox"/> Property Damage	10	PropDam																						
	<input type="checkbox"/> Theft	11	Theft																						
	<input type="checkbox"/> Instigating a Fight	24	Disrupt																						
	<input type="checkbox"/> Use/Poss./Distribution of Contraband	43	Combust																						
	<input type="checkbox"/> Reckless Conduct ***	50	PhyAgg																						
	<input type="checkbox"/> Forgery	62	Forgery																						
<input type="checkbox"/> Gambling	63	PropMisuse																							
<input type="checkbox"/> Use/Poss./Distribution of Unauthorized Medium	71	Vandalism																							
<input type="checkbox"/> Obscenity	84	Harass/Bully																							
<input type="checkbox"/> Skipping	99	Skip																							
<input type="checkbox"/> Academic Dishonesty	AD	Lying/Cheat																							
<b>LEVEL 3 OFFENSES</b>	<input type="checkbox"/> 3 Level 2 Infractions	3 LEVEL_2	Othr/Behvr	<input type="checkbox"/> 3-10 Days: ( ) Parent Shadowing (48) ( ) Suspension (29-36) ( ) In School Suspension (39-46) From: _____ To: _____ Return: _____ Mandatory Parent Conference (17) Date: _____ Time: _____ Referral to Counselor (13) Date: _____ <input type="checkbox"/> 4 Weeks Student Placed on Contract (23) From: _____ To: _____ <input type="checkbox"/> 5-10 Days: ( ) Parent Shadowing (48) ( ) Suspension (31-36) ( ) In School Suspension (41-46) From: _____ To: _____ Return: _____ Mandatory Parent Conference (17) Date: _____ Time: _____ Referral to Counselor (13) Date: _____ <input type="checkbox"/> 6 Weeks Student Placed on Contract (23) From: _____ To: _____ <input type="checkbox"/> 10 Days: ( ) Parent Shadowing (48) ( ) Suspension (36) From: _____ To: _____ Return: _____ Mandatory Parent Conference (17) Date: _____ Time: _____ Referral to Counselor (13) Date: _____ <input type="checkbox"/> 8 Weeks Student Placed on Contract (23) From: _____ To: _____ _____ DAC Hearing (25) : Date: _____ Time: _____ <input type="checkbox"/> Other Codes: (use only interventions/consequences in the DDD): Specify Code _____ Referral to Other Agency (22) Specify: _____ Service Call #: _____ Case #: _____ Police Officer Name: _____																					
	<input type="checkbox"/> Bullying	06	Harass/Bully																						
	<input type="checkbox"/> Cyber-bullying	09	Harass/Bully																						
	<input type="checkbox"/> Use/Poss./Distribution of Tobacco Products** (BP430)	13	Tobacco																						
	<input type="checkbox"/> Use/Poss./Distribution of Alcohol Products*	14	Alcohol																						
	<input type="checkbox"/> Use/Poss. of Combustibles	15	Combust																						
	<input type="checkbox"/> Vandalism Property Damage	16	Vandalism																						
	<input type="checkbox"/> Terroristic Conduct*	17	BombThrt																						
	<input type="checkbox"/> Arson Property Damage*	18	Arson																						
	<input type="checkbox"/> Use/Poss./Distribution of Weapons*	19	Weapons																						
	<input type="checkbox"/> Intoxication*	20	Alcohol																						
	<input type="checkbox"/> Endangers: Fighting*	22	Fight																						
	<input type="checkbox"/> Assault/Battery*	26	Fight																						
	<input type="checkbox"/> Assault/Battery to Employee*	27	Fight																						
	<input type="checkbox"/> Endangers: Rioting (4 or more individuals)*	29	Fight																						
	<input type="checkbox"/> Use/Poss./Distribution of Drugs*	40	Drugs																						
	<input type="checkbox"/> Use/Poss./Distribution of Inhalants	42	Drugs																						
	<input type="checkbox"/> Extortion	54	Harass/Bully																						
	<input type="checkbox"/> Use/Poss./Distribution of Firearms/Explosives* (BP425)	58	Combust																						
	<input type="checkbox"/> Graffiti Property Damage	70	PropDam																						
	<input type="checkbox"/> Sexual Harassment	80	Harass/Bully																						
	<input type="checkbox"/> Sexual Assault*	81	Harass/Bully																						
	<input type="checkbox"/> Left Campus without Permission	95	Out of Bounds																						
	<input type="checkbox"/> Intimidation	06A	Harass/Bully																						
	<input type="checkbox"/> Harassment	06B	Harass/Bully																						
<input type="checkbox"/> Sexting	09A	Harass/Bully																							
<input type="checkbox"/> Other:																									
*Results in an automatic 10-Day Suspension and a possible DAC **Referencing Board Policy Follow a different schedule of discipline ***Suspended first offense for selected behaviors refer to SCPM Chapter 4				<b>Note: School Principals may not assign in-school or out-of-school Suspensions as a consequence for students in Pre-K-3rd grade. Unless approval by DSECL.</b>																					

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

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **F. B. Leon Guerrero Middle School Student Handbook**

### **Backpacks/Duffle Bags**

BP 401.1 allows secondary students to use any school bag of their choice as long as it abides by the following restrictions:

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

### **Board Policy 406: Student Cell Phone Use on School Campuses**

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

Cellular phone use by students is allowed before and after the instructional day. Devices should not be displayed or activated during the instructional day unless it is part of academic instruction and for students with specific needs that require such devices as indicated in their Individualized Evaluation Plan (IEP), 504 Plan or Individualized Health Plan (IHP.) Cellular phone use by students during break times may only be allowed if SOP authorizes such use.

All cellular phones brought to school by students must be turned off or in silent mode, and secured in a locker, backpack or similar enclosure during the instructional day (as defined in this policy). Cellphones are to be turned off during any school level crisis, drill or disaster if directed by school personnel or is not part of the school safety plan. Cell Phones should not be used to take pictures of students and or school personnel or uploaded/posted to internet sites unless authorized by a school administrator, advisor/teacher, student or parent/guardian as applicable. Students and parents must sign a Student Cell Phone Disclosure Statement to authorize students to possess and use cellphones on campus.

### **Social Media Posting Guidelines**

FBLGMS does not monitor all activity on social media; however, if social media activity deemed inappropriate or offensive is brought to the attention of the school personnel/administrator, actions may be taken. Students are expected to adhere to expectations and standards of the school.

### **School Policy for Devices/Personal Items In School**

*THE SCHOOL WILL NOT BE LIABLE FOR ANY STOLEN OR LOST ELECTRONIC DEVICES OR OTHER VALUABLES.* This includes and is not limited to balls, speakers, ipads, tablets, headphones, ear pods, and gaming devices. The possibility of theft, damage, loss, or disruption to learning, should always be considered when bringing personal devices/items to school. Items can be confiscated if (1) they are used in any way that causes disruption to learning, or (2) used during non-designated times. Confiscated items will be held in the Main Office for pick-up by parents/guardians and no one else.

**THE SCHOOL WILL NOT BE RESPONSIBLE FOR ANY THEFT, DAMAGE, OR MONETARY LOSS AS A RESULT OF THE STUDENT'S OR ANOTHER STUDENT'S POSSESSION OF PERSONAL ITEMS/DEVICES.**

## **UNIFORM POLICY**

### **Board Policy 401: Student Uniforms**

The intent of the policy is as follows: Improve student behavior, promote appropriate attire, promote unity and pride, promote safety and security, minimize or eliminate social economic distinction, and promote an environment free of harassment. 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. Undershirts are to be worn at any time. Undershirts must always be tucked in. FBLG's authorized uniform vendor is Royal BICs, located in Tamuning along Marine Drive (across the AK/Toyota car dealership).

### **Uniform Vendor & Guidelines**

The official uniform vendor for FBLG Middle School is **Royal BICs**, located in Tamuning across Atkins Kroll Guam. Contact Number 646-6500. The uniform shirts come in navy blue with the FBLG logo on the chest. Uniform shirts are not to be covered. The uniform shirt is worn with khaki pants, shorts or skorts. Pants and shorts must be worn at the waist. Pants/shorts/skorts must be worn in a manner that does not expose undergarments by being too low at the waist or pulled up too high. Long pants are not to be rolled up past the ankles. Shorts are not to be folded up the leg. Sweatpants, joggers, leggings, skinny or denim jeans are not an acceptable alternative for pants/shorts/skorts.

## F. B. Leon Guerrero Middle School Student Handbook

The following points address the wearing of the uniform:

- The uniform may not be modified in any way.
- No emblems, buttons, or patches may be affixed to the uniform.
- Uniforms must be sized according to the individual.
- Undergarments must not be visible.
- Undershirts must not be longer than the hem of the uniform short; otherwise, it must be tucked in.
- Pants/shorts/skorts/that are generally the same color as the required school uniform may be worn.

### Exemption Provision

Exemptions are not a matter of right. All exemptions depend on the principal's sound judgment that a request is consistent with mental, physical, and educational wellbeing of the student.

### Medical Reasons

Examples of medical reasons include, but not limited to, allergic reaction to material, pregnancy, and other physical limitations preventing the wearing of the uniform. Requests for medical exemptions must be supported with medical documentation.

### Head Coverings, Bandanas, and Sunglasses

Unless medically relevant and prior notice is given to the school, **ALL HEAD COVERINGS** (hats, bandannas, beanies, etc.) **AND SUNGLASSES ARE NOT ALLOWED TO BE WORN IN SCHOOL.** These items will be confiscated and will only be returned to the students' parents. Note: per Board Policy 401 states **"No hats or bandanas are to be worn on any school campus."**

### Belts

No oversized belt buckles or buckles with sharp or jagged edges are allowed. These items will be confiscated. Belts must be worn in belt loops. Pants, shorts, and skorts should not fall if the belt is removed. No part of the belt may be hanging.

### Shoes/Footwear

For safety reasons, students must wear shoes that securely cover their entire feet. Slides, slippers, flip-flops, sandals, platform or hi-heeled/platform shoes, wedges, Heelys, open-toed shoes, open-heeled shoes, steel-toed shoe, shoes with holes or any shoe that exposes the front, back, sides and tops of the foot are not allowed.

### Jewelry

Jewelry or accessories, which pose a possible danger to one or others, are not allowed, including earrings, bracelets, necklaces, and piercing retainers. This is inclusive of any jewelry that has sharp points and ends, i.e. spike earrings. For safety reasons, earrings that extend below the ear lobe are not to be worn in school or at activities. No other jewelry may be worn on or about the face or tongue. Jewelry found in violation of these regulations will be confiscated. The school will not be responsible/liable for any missing or stolen jewelry or accessories.

### Accessories

Wallets with chains, chains and studded wristbands or neckbands, and leg or arm warmers are not allowed. The school will not be responsible/liable for any missing or stolen jewelry or accessories.

### Jackets

*Pullover jackets are allowed; however jackets with front zipper openings are preferred and highly encouraged.*

Students **MUST REMOVE** their jackets when playing outside during morning or lunch times. Pullover may be confiscated or revoked if students do not adhere to school rules or disciplined for any level 2 offenses.

*The school will not be held liable for any UN-LABELED lost/stolen confiscated item if the student does not pick it up on designated day.*

## F. B. Leon Guerrero Middle School Student Handbook

### Consequences for Non-Compliance of Uniform Policy

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

Offense	Level	Consequence
1st	1	Conference with student and parent contact
2nd	1	Warning to student and parent contact
3rd	1	Reprimand to student and parent contact
4th	2	Non-compliance will be considered Defiance/Disrespect/Insubordination and can result in Work Detail, Lunch Detention, or Suspension.

*The student will not be directly suspended for failure to wear the school uniform. However, anytime the student fails to fulfill the uniform contract or work detail, this will constitute insubordination (Level 2 Offense). Habitual non-compliance with the uniform policy will also be considered as insubordination (Level 2 Offense), which will eventually progress into a suspension.*

## OTHER PROVISIONS

### Co-Curricular Athletic & Academic Team Members

On game days and **GAME DAYS ONLY**, students who are members of an athletic or academic team may wear their athletic or academic uniform top. Uniforms will only be worn by team members and will not be shared or traded. Uniform tops that do not have sleeves must be worn with an undergarment with sleeves (both for male and female students). Students must wear the appropriate Khaki bottom with their athletic or academic team top.

### Team Spirit Day

On Friday, students may wear a shirt with the appropriate Interdisciplinary Team Design. Students must wear the appropriate Khaki bottom with their Team Spirit Shirt. The school athletic uniform top may also be worn on this day with the appropriate khaki bottom.

### “Dress-Down” Days / Non-Uniform Days

Students may be given the privilege of earning “dress-down days” at the approval of the school principal, which are days when they may wear outfits other than their school uniform. Students must adhere to specific guidelines to ensure that their attire is neither distracting nor hazardous to themselves or others. No article of clothing, accessory, or jewelry may depict any:

1. Illegal activity;
2. Sexually-related or sexual innuendos,
3. Obscene or profane gestures, pictures, designs, logos, insignias, numbers, or words;
4. References to tobacco, drugs (and/or paraphernalia), or alcohol;
5. Hate language, put-downs, racial comments, profanities or obscenities;
6. Identifications of gang memberships which may provoke others to misconduct, violence, cause others to be intimidated by fear, or threaten the safety or well-being of any student;

### Shirts/Blouses/Tops/Dresses

Any clothing, which exposes the back, breasts, buttocks, or belly while standing or sitting is not permitted. Similarly, **the following are not allowed**:

1. Plunging necklines that expose breasts or cleavage;
2. Bodycon dresses
3. Strapless or have spaghetti strap tops;
4. Tank tops, halter tops, tube tops, muscle shirts;
5. Shirts with open sides, rip-away jerseys, beach attire, swimsuits or any part of a swimsuit,
6. Bare-back, net or see-through material, midriff or half-tops exposing the stomach area,
7. Pajamas, nightgowns, or other articles usually worn for sleep will NOT be allowed.

## **F. B. Leon Guerrero Middle School Student Handbook**

### **Dresses/Shorts/Skorts**

No excessively short-length dresses are allowed. Dresses must cover the shoulders and undergarments. The same applies to shorts and skorts. A good way to measure is to extend your arms down your sides and make sure that the hem of your shorts or skirt falls past your extended fingers. Similarly, **the following are not allowed:**

1. Jeggings, leggings or tight fitted pants that expose underwear lines/lack of undergarment or can be seen through
2. Jeans/pants that have cutouts or have tears that expose the student's body above the knee.
3. Miniskirts, short skorts/shorts
4. Biker shorts or tights that exposes undergarment lines/lack of undergarment or can be seen through

**Any clothing item that is revealing of the human anatomy, specifically the buttocks, breasts, and private areas, in spite of the garment length, is not allowed.**

### **SCHOOL COUNSELING SERVICES AND CONFIDENTIALITY GUIDELINES**

Consistent with the American School Counselor Association (ASCA) Ethical Standards, it is important to inform parents/guardians, who have the legal and inherent right to guide their child's life, of the services offered by school counselors. Guam Department of Education (GDOE) school counselors offer short-term individual counseling to students, as well as small group counseling, aimed at the more effective education and socialization of a child within the school community. These services are not intended as a substitute for diagnosis or treatment for any mental health disorder. Parents/Guardians or school staff may refer students for counseling, or students may request counseling for themselves.

This school year, your child will be offered school counseling services at F.B. Leon Guerrero Middle School as part of the student's in-school program. The types of services include but are not limited to:

- Academic Counseling
- College and Career Counseling
- Personal/Social-Emotional Counseling (supportive and not therapeutic)
- Classroom Guidance Curriculum
- Virtual School Counseling
- Case Management/Coordination
- Meetings with Parents/Family
- Individual and Small Group Planning
- Individual and Small Group Supportive Counseling (not therapeutic)
- Skill areas may be addressed in these settings but are NOT limited to the following: Friendship and Social Skills; How To Be Successful in School; Dealing with Anger; Dealing with Anxiety; Dealing with Death, Sadness, and Loss; Learning Self Control; Improving Self Esteem; Leadership Skills; Coping Skills for Social and Emotional; Social and Emotional Education; Other Groups
- Screeners (require an Informed Consent Form)
- School Counselor Assessments (Functional Behavioral Assessment, \*Columbia Risk Assessment, and \*other assessments that require an Informed Consent Form).

\*Require an Informed Consent Form to be completed

If you DO NOT want your child to participate in the counseling services, please contact your school counselors by email listed below or (671) 653-2080.

Disclaimers:

- If parents/legal guardians choose to exclude their child from academic, career, or personal/social-emotional counseling, they shall have the sole responsibility to ensure that all academic and graduation requirements are fulfilled, and that their child's personal/social-emotional well-being and needs are addressed.
- Should there be an emergency, or a school crisis and your child needs immediate supportive counseling, the refusal for counseling services does not apply. Parental permission is not required for counseling and/or crisis intervention needed to maintain order, discipline, or a productive learning environment.

## F. B. Leon Guerrero Middle School Student Handbook

### CONFIDENTIALITY GUIDELINES FOR ALL STUDENTS

Your confidentiality as a student is important to us! In our school counseling office, what is said here, stays here, with the following exceptions, as required by law and/or ethical standards:

- **Harm to self or others:** This could include things like a suicide attempt or plan, cutting or other self-injury, eating disorders, addictions, fighting or other physical violence, illegal behaviors, threats, etc. –anything that puts your health or safety, or someone else’s health and safety, at risk.
- **Abuse or neglect:** If you talk with one of us about abuse (physical, emotional, verbal, sexual, or other abuse), whether to yourself or to another minor, we are required by law to report it to Child Protective Services, and possibly the police. If you tell us about an abuse case that’s already been addressed by CPS or the police, we still may need to make a call to double check.
- **Court or other legal proceedings:** By law, if we are subpoenaed (required by law to attend a hearing or other court proceeding), we cannot guarantee that your information will be kept confidential. We will always do our best to reveal as little as possible in a legal setting, but we must cooperate with the police, CPS, and the courts.

If there is ever a need to reveal information, we will let you know in advance, and work with you to handle the situation in a way that respects you, your feelings, and your needs.

To build trust with the student, the school counselor will keep information confidential, with some exceptions. Because these services are provided to minor children in the school setting, the school counselor may share information with parents/guardians, the child's teacher, and/or administrators or school personnel who work with the child on a need-to-know basis, so that they may better assist the child as a team. The school counselor is also required by law to share information with parents or others in the event the child is in danger of harm to self or others. The school counselor will make the child aware in an age-appropriate manner of the limits of confidentiality and will inform the child when sharing information with others.



## **EMERGENCY PROCEDURES**

**Note: The “All-Clear” signal for emergency procedures is the continuous ringing of the bell for 15 seconds.**

### **FIRE**

#### **Bell Signal—Fire Alarm**

Board Policy requires that each school conduct a fire drill monthly for the purpose of evacuating a building in an orderly manner in the event of an emergency.

1. At the sound of the fire bell, students are to leave their room in a quick, quiet and orderly manner.
2. The teacher will lead the students to the assigned evacuation area.
3. Teachers will ensure students are quiet and orderly which will allow teachers to take attendance.
4. Upon hearing the all-clear bell, students will return to the classroom with their teacher in an orderly and quiet manner.

### **BOMB THREATS**

If the school receives a notice relative to the presence of a bomb, evacuation may be conducted in the same manner as a fire emergency.

### **EARTHQUAKE PROCEDURES**

#### **Bell Signal- 3 short burst bell (3 sec intervals)**

Earthquakes are usually very brief in duration. The primary task is to protect oneself from falling objects. During an earthquake, everyone is to crouch under a desk/table and protect the head. If you are outside during an earthquake, stay outside and go to an open area away from hazards. During/after the earthquake, students must follow the instructions of school personnel.

### **CAMPUS LOCKDOWN/SHELTER IN PLACE**

#### **Bell Signal—Single Continuous Bell (1 minute)**

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

The bell signal will be utilized if possible. If not, administration will use an alternate means of signaling the school is in a lockdown. If class is not in session (before school begins, lunchtime) or students are out of the classroom, students shall immediately seek shelter in the nearest room available to them.

If class is in session and a lockdown signal is given, students shall remain calm in the room, moved away from all doors/windows, and lie on the floor and be absolutely quiet. Teachers shall lock all doors and windows and exercise strict management of their students to avoid exposure to more risk than absolutely necessary.

**F. B. Leon Guerrero Middle School Student Handbook**

**FB Leon Guerrero Middle School Handbook SY 2023-2024**

FB Leon Guerrero Middle School  
Parent / Student Handbook Agreement

After reading and understanding the FBLG Middle School Student Handbook, please sign and date this agreement and return it to the school district office within the first ten (10) days of the school year or within receipt of the student handbook.

I, \_\_\_\_\_, have read and fully understand the contents of the  
*Student Name*

F.B. Leon Guerrero Middle School Student Handbook. In this understanding of the contents of the Student Handbook, I agree to abide by the rules in the handbook and fully understand that any violation by me shall result in actions/consequences as outlined in this handbook.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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I, \_\_\_\_\_, have read and fully understand the FBLG Middle  
*Parent Name*

School Student Handbook contents, including rules, consequences and parent/guardian responsibility, specifically regarding:

- Attendance
- Visitors
- Student Discipline
- Closed Campus
- Student Use of Electronic Devices
- Student Uniforms

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_