



Luis P. Untalan Middle School

Student-Parent Handbook

SY 22-23

Accredited by:
Western Association of Schools and Colleges 2021-2027

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WELCOME TO LUIS P. UNTALAN MIDDLE SCHOOL

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

This planner was developed as a quick reference regarding essential rules and regulations that guide the operations and services provided at LPUMS. Additional information can be found on the school's website: ums.gdoe.net which you are highly encouraged to visit. Please be aware that due to any foreseen circumstances, this handbook may be updated during the school year should there be a need to do so.

MISSION STATEMENT

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

SCHOOL-WIDE LEARNER OUTCOMES (SLOs)

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

OPERATIONAL INFORMATION

Campus Hours

- Campus opens at 7:30 a.m. to 4:00 p.m.
- Students who are car riders and walkers are not allowed on campus before 7:15 a.m.
- If a bus enters the campus prior to 7:30 a.m. the bus drivers are not allowed to disembark the students off the bus until 7:30 a.m.
- Students waiting for their ride after school must be picked-up no later than 3:45 p.m. at the back gate.
- The school is unable to provide supervision for students outside of these hours and will not be held liable for student safety.
- Students who remain on campus after school hours must be participating in an authorized activity or program and under the direct supervision of a staff or faculty member (teacher, coach, administrator, etc.)
- Students are not allowed to remain on campus awaiting for after school sports. They must return with a Parent or Legal Guardian during the hours of the game. They will not be allowed to enter the campus or gym without a parent or legal guardian.

NOTE: The School's Pandemic Protocols will be disseminated separately due to the constant updates of the Governor's Executive Orders and Department of Public Health & Social Services Guidelines. Rest assured, LPUMS will continue to exhaust all means to maintain a healthy and safe environment to the fullest extent possible.

Closed Campus

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

Guam Police Department will be contacted when unauthorized individuals are found on campus. This also means that students are not allowed to leave the school or its grounds at any time unless signed out by an authorized parent/guardian/emergency contact.

Visitors

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

Withdrawal /Transfer

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

Original Student Cumulative Records

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

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

Parents/guardians must inform the school immediately if there is any change of home address, telephone number, or emergency contact information throughout the school year. A new Emergency Form must be completed and submitted in order to update your child's records. Emergency forms are disseminated at the beginning of each school year and should be completed and returned to your child's Home Base teacher within 5 days when classes begin in August. Student "Home Address" must be the location of where the student resides at with his/her

parent/legal guardian.

SCHOOL CAMPUS OFFICES

Main Office Check-In Table & Student Support Office (SSO)

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

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

Counseling Office

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

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

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

Nurse's Office

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

Illnesses

- Students must inform their teacher or a staff should they need to be seen or feel sick. School Personnel notified by the student will contact the Nurse immediately and provide assistance to your child.
- If you are seen at the Nurse's Office and have allowed you to return to class, ensure the Nurse has provided you with a corridor pass before returning to class.
- Students sent home during the visit will be issued an off-campus pass and will ONLY be released to parent/guardian OR authorized persons listed on the Emergency Health Card.

Emergency Health Card (Board Policy 337)

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

Dispensing of Medication (Board Policy 421)

- All medication shall be delivered by the parent/guardian and received by

- the school nurse.
- All medication must be counted with verification of both parties signing the controlled/substances accountability record form.
- Parents are responsible for controlled substances and students are not allowed to have in their possession unless indicated by their doctor in extreme cases.
- Parent must sign the medical consent form prior to the school nurse dispensing any medication and this must be renewed each school year.
- The school nurse will be responsible for holding and dispensing medication.
- Students are prohibited from bringing non-prescription drugs to school or transferring prescription to other students.
- Physical Examinations**
 - A physical exam is required for students' initial entry into middle school regardless of the Model of Learning you have. "In accordance with federal mandates, public law, and Board Policy 337, all students must have valid documentation showing that they have received a Physical Examination, all required immunizations and TB skin test results as a condition of school attendance."

Student Climate, Culture and Engagement (SCCE)

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

CURRICULUM

LPUMS has fully transitioned into the Priority Standards, Skills and Topics (PSSTs). The PSSTs ensure that all teachers will be able to cover standards within the current school year. Along with the PSSTs are proficiency scales, which define learning progressions related to each PSST and serve as an assessment tool to measure and track student progress.

Model of Learning (MOL)

Face-to-Face and Online learning are offered for this school year. Parents are highly encouraged to maintain their child's Model of Learning for the year. Those requesting to change their child's MOL will be taken on a case by case basis by the Administration.

Change of Schedule

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

Course Syllabus

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

Field Trips

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

Robotics Course

L.P. Untalan Middle School is proud to offer 6th, 7th and 8th grade Robotics. This is an elective course. Limited sections are offered and district students have priority.

Mid-Progress Reports

All students receive a mid-progress report for every semester. Parents have access to monitor their child's progress via the Parent Portal. Progress Reports will be sent to GDOE student emails as well as to parents' email addresses. Email the school to access your parent portal if you have not done so already.

Parent-Teacher Conferences (PTC)

Parent Teacher Conference will be held every mid-semester for first and second semesters. A day will be set aside for PTC. Please refer to the school year calendar for exact dates. Parents/guardians will be informed of the time.

Pre Advanced Placement Courses/Team(Pre-AP)

Pre Advanced placement courses in Language Arts, Reading, Math, Science, and Social Studies continue to be offered at L.P. Untalan. We are the first public school on island to offer all core subjects within a Team setting. Team Jaguars took the lead back in SY 16-17 and in SY 18-19 promoted their first cohort. The school continued to expand its Pre AP course offerings in SY 19-20 with Team Cheetahs offering one 6th grade section and in SY 20-21, Team Cougars offered one 7th grade section. Team Lions offered one 8th grade section for SY 21-22.

Total sections offered are as follows for SY 22-23:

2- 6th grade sections

3- 7th grade sections

3- 8th grade sections

Students are expected to maintain high academic standards and must be motivated to take responsibility for their learning. Parents and students will be provided a copy of the program expectations. Interested students should indicate it on their Course Selection Form when distributed to students in the spring. Teacher recommendation will also be considered. Assessments will be administered to take baseline data. District students will have priority for placement.

Report Cards

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

Retention Policy

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

Request to Meet with Teacher(s)

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

Required Courses

All students must take Language Arts, Reading, Math, Science and Social Studies. 6th graders will take 2 electives; either Physical Education, Health, Beg Band, Robotics or CHamoru. *(1 year of Chamorro and PE are required prior to exiting middle school)* 7th graders will take 2 electives(each qtr); Health, PE, Art, Keyboarding, Beg Band, Career Ed, Cooking, Band *(1 semester of PE and Health is Required)* 8th graders will take 2 electives (each sem); Guam History, Cultural Arts, Marketing, Comp Sci, Cooking, Band, Office Aide, Intramural Sports, 8th grade PE.

STANDARD BASED GRADING

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

How will Standards-Based Grading improve student learning?

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

Proficiency Level	Description
4	Advanced understanding and application of the standard(s). Exceed standard(s) expectations.
3	Proficient understanding of the standard(s) and progressing toward level 4.
2	Meets partial understanding of the standard(s) and is progressing to level 3.
1	Meets less than partial understanding of the standard(s). Continued supports are in place.
0	Shows no foundational knowledge, skill or prerequisite of the standard(s). Student is in need of continued support and monitoring.

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

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

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

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

Teaming Concept

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

Textbook/Equipment/Library Resources Policy

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

STUDENT ATTENDANCE

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

Arriving Late to School

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

Clearing Absences

The determination of an excused/unexcused absence will be determined by a school administrator. Students have a two (2) day grace period to provide an excuse note (parent note, doctor's certification, off-campus pass, or late entry) otherwise, the absence(s) will remain as unexcused. Student returning from an absence is required to carry out the following:

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

***See District Policy on Attendance for Detailed Information*

STUDENT DISCIPLINE

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

DISCIPLINE SUB TYPE/PROBLEM BEHAVIOR LEVEL 1 OFFENSES	INTERVENTIONS/CONSEQUENCE ASSIGNED
4 Minor Classroom Infractions Technology Violation Abusive Language/Gestures/Profanity Littering Disruptive Behavior Tardy (3 Unexcused) ^ (BP 411) Dress Code Violation ^ (BP 401) Endangers: Horse Playing/Sparring Found in Off-Limits Area Inappropriate Physical Contact Public Display of Affection	Conference with Student Warning Reprimand Loss of Privileges Parent Contact 2/3/4 Weeks Student Placed on Contract 1-3 Days Detention or Work Detail Other Codes
LEVEL 2 OFFENSES	INTERVENTIONS/CONSEQUENCE ASSIGNED
3 Level 1 Infractions Reckless Conduct Ω Physical Aggression Forgery Defiance/Disrespect/Insubordination Gambling Deceptive Behavior Obscenity Property Damage Skipping Academic Dishonesty Theft Instigating A Fight Use/Possession/Distribution of Contraband Use/Possession/Distribution of Unauthorized Medium	3-5 Days Lunch Detention or Work Detail Mandatory Parent Conference Referral to Counselor 2 Weeks Student Placed on Contract 5-10 Days Lunch Detention or Work Detail 1-3 Days Parent Shadowing/Suspension/In School Suspension Other Codes
LEVEL 3 OFFENSES	INTERVENTIONS/CONSEQUENCE ASSIGNED
3 Level 2 Infractions Bullying Ω Cyber-Bullying Terroristic Conduct*Ω Intoxication* Ω Endangers: Fighting*Ω Assault/Battery*Ω Extortion Sexual Harassment Sexual Assault*Ω Graffiti Property Damage Sexual Harassment Arson Property Damage* Ω Intimidation Ω Vandalism Property Damage Harassment Ω Assault/Battery to Employee* Ω Sexting Use/Possession of Combustibles Other Left Campus without Permission Bullying/Harassment/Intimidation Use/Possession/Distribution of Drugs* Ω Use/Possession/Distribution of Inhalants	3-10 Days Parent Shadowing/Suspension/In School Suspension Mandatory Parent Conference Referral to Counselor 4/6/8 Weeks Student Placed on Contract 5-10 Days Parent Shadowing/Suspension/In School Suspension 10 Days Parent Shadowing/Suspension/In School Suspension Disciplinary Advisory Council Hearing (DAC) Other Codes Referral To Another Agency

Use/Possession/Distribution of Weapons* Ω Endangers: Rioting (4 or more individuals)* Ω Use/Possession/Distribution of Alcohol Products* Ω Use/Possession/Distribution of Tobacco Products (BP430)^ Use/Possession/Distribution of Firearms/Explosives (BP 425)**	
^ Carrot symbol indicates offense follows a different schedule. Reference SCPM for guidance Ω Indicate GPD reporting * Results in automatic 10 day suspension	
Parent shadowing may be used in lieu of suspension. If a student is assigned parent shadowing, he/she is NOT authorized on campus without the parent/guardian present at all times. If the parent/guardian is unable to shadow, the student must stay home for the duration of the consequence. Any student on parent shadow/suspension found on campus without authorization from the administration may be charged with criminal trespassing. During the time of parent shadow/suspension, a parent conference with the school administrator is required. Failure of the parent to adhere to this policy may result in a Persons In Need of Services (PINS) petition to Family Court for Educational Neglect. Board Policy 405 guides all suspensions. The consequences in each level are progressive in nature. School Administration has the discretion to decide consequences; other incidences/consequence.	

Disciplinary Offenses

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

OFFICE DISCIPLINE REFERRAL(ODR) DEFINITIONS

LEVEL 1 OFFENSES	Definition
4 Minor Infractions	4 or more documented minor offenses recorded in an incident. Reporting section of the ODR & PowerSchool Incident Reporting
Abusive Language/Gestures/ Profanity	Verbal/written messages understood to be offensive/inappropriate
Disruptive Behavior	Behavior causing an interruption/distraction from instructional time or other regularly scheduled activity
Tardy (3 Unexcused)	Late without a valid excuse from the administrator or designee
Dress Code Violation	Not dressed in compliance with school dress-code policy
Endangers: Horse Playing/Sparring	Engages in inappropriate physical contact where injury may occur
Technology Violation	Engages in inappropriate use of any type of electronic device (as defined by school/handbook)

Found Off-Limit Area	Is in an unauthorized/unsupervised area, as defined by the school
Littering	To throw/leave trash without properly disposing in the identified bin(s)
Inappropriate Physical Contact	Any sexual/intentional touch that is unwanted/unwarranted/makes others uncomfortable
Public Display of Affection	Engages in inappropriate verbal and/or physical gestures/contact of a sexual nature with another student
LEVEL 2 OFFENSES	Definition
3 Level 1 Infractions	3 or more documented Level 1 Offenses recorded in the Level 1 section of the ODR and in PowerSchool Discipline Log Entry
Physical Aggression	Engages with others/self in actions involving physical contact where injury may occur
Defiance/Disrespect/ Insubordination	Does not comply with adult directions/refusal to follow directions
Deceptive Behavior	Falsifying information to school personnel. Serving as an accomplice to illegal acts/behaviors that violate school rules. Any fraudulent use of material All/information/graphics/electronics for the purpose of gaining an academic grade/credit
Property Damage	Activity that results in the destruction/disfigurement of public/personal property, with a value of less than \$25
Theft	Possession/having passed on/being responsible for removing someone else's property
Instigating a Fight	Behavior that provokes/may lead to physical contact
Use/Possession/Distribution of Contraband	To possess/consume/distribute/intend to distribute any illegal drug(s)/prescription drug(s) not prescribed for the student/or representation/simulation thereof
Reckless Conduct***	Engages in serious behavior with disregard for one's/other's safety/ involving conduct where injury may occur
Forgery	Makes/alters a signature/instrument/document without permission
Gambling	To wager/bet or intent to wager/bet: Money, services, favors, or anything of material value
Use/Possession/Distribution of Unauthorized Medium	Use of/possession of/distribution of/intent to distribute any medium that is not used pursuant to label instruction, to deface or destroy school/personal property
Obscenity	Inappropriate/disrespectful gestures, verbal or written messages/graphics that are offensive/sexual in nature
Skipping	Leaves class/activity without permission or fails to attend class
Academic Dishonesty	Any fraudulent use of material/information/graphics/electronics for the purpose of gaining an academic grade/credit

LEVEL 3 OFFENSES	
3 Level 2 Infractions	3 or more documented Level 2 Offenses recorded in the Level 2 section of the ODR and in PowerSchool Discipline Log Entry
Bullying/Harassment/Intimidation	<p>These behaviors include: physical, verbal, relational, exclusion, harassment and/or obscene pictures, graffiti, or written notes that are meant to place others in fear of their safety, loss of dignity, or have the effect of demeaning them based on their race, religion, color, national origin, age, sex, sexual orientation, disability, or other personal characteristic. Bullying behavior components:</p> <p>Aggressive behavior that involves unwanted/negative actions</p> <p>Involves a pattern of behavior repeated over time</p> <p>Involves an imbalance of power/strength</p>
Cyberbullying/Sexting	<p>Delivers threats, intimidation and/or disrespectful messages via any form of electronic transmission that includes, but not limited to:</p> <p>Disrespectful messages that place others in fear of their safety, loss of dignity, or have the effect of demeaning them based on their race, religion, color, national origin, age, sex, sexual orientation, disability, or other personal characteristic.</p> <p>Cyber bullying is bullying through email, instant messaging, (IM'ing), chat room exchanges, website posts, or digital messages/images sent to a cellular phone/personal digital assistant (PDA). Cyber bullying, like traditional bullying, involves:</p> <p>An imbalance of power</p> <p>Aggression</p> <p>Negative action that is often repeated</p> <p>Sexting behavior components include:</p> <p>Aggressive behavior that involves unwanted, negative actions and/or material that are sexual in nature</p> <p>Involves the use of electronic devices(s)/ digital means of transmission</p>
Use/Possession/Distribution of Tobacco Products**	Use of/possession of/distribution of/intent to distribute any tobacco product on school property/events. "It shall be a violation...for any minor to use/be in possession of tobacco products..." (added Vape devices and juices)
Use/Possession/Distribution of Alcohol Products*	Use of/possession of/distribution of/intent to distribute any illegal/prescription drugs not prescribed to the student or imitations presented as real drugs..." Any person under the age of 21 years...consuming alcoholic beverages/in possession thereof, shall be guilty of a petty misdemeanor."
Use/Possession of Combustibles	Use of/possession of/distribution of/intent to distribute any substance/object/device readily capable of causing bodily harm and/or property damage on school property/events

Vandalism Property Damage	Activity that results in destruction/disfigurement of property that results with a value of \$25 or more. In the case of a minor, the parent/legal guardian shall be jointly/severally liable with the minor for the payment of all fines
Terroristic Conduct*	Threats to commit any crime of violence with intent to cause evacuation of a building/place of assembly/facility of public transportation, or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such inconvenience
Arson Property Damage*	Malicious burning of property on/near campus or at a school event
Use/Possession/Distribution of Weapons*	Use of/possession of/distribution of/intent to distribute any weapon representation/simulation thereof, or other objects readily capable of causing bodily harm on school property/events
Intoxication*	The condition of being intoxicated as a result of consuming alcoholic beverages and/or use of narcotics and/or prescriptive drugs/over-the-counter medication/inhalants/imitation drugs and other substance deemed unsafe for human consumption
Endangers: Fighting*	2 – 3 students engage in actions involving serious physical contact where injury may occur
Assault/Battery*	Violent behavior that causes fear and/or bodily harm towards others
Assault/Battery to Employee*	Violent behavior that causes fear and/or bodily harm toward an Employee
Endangers: Rioting (4 or More Individuals)*	4 or more students participate in violent/disorderly conduct where injury or property damage may occur
Use/Possession/Distribution of Drugs*	Contraband: To possess/consume/distribute/intend to distribute an inappropriate substance, material, device, representation/simulation thereof Drugs: To possess/...intend to distribute any illegal drug(s)/prescription drug(s) not prescribed for the student, or representation/simulation thereof
Use/Possession/Distribution of Inhalants	To possess/consume/distribute/intend to distribute any substance that is not used pursuant to the label instructions, which may be hazardous to self/others
Extortion	Written/verbal threat(s) requiring payment of Money/product/service from another to deter future violence
Use/Possession/Distribution of Firearms/Explosives*	To possess/use/distribute/intend to distribute firearms/explosives or representation/simulation thereof
Graffiti Property Damage	Engages in defacing school/personal property using any type of medium/device/item
Sexual Harassment	To deliver unwelcomed sexual advances, requests for sexual favors, and other verbal/nonverbal/physical conduct of a sexual nature

Sexual Assault*	Any abuse/conduct of a sexual nature/requests for sexual favors, and other verbal/nonverbal/physical conduct of a sexual nature
Left Campus Without Permission	Unauthorized departure from school premises/activity/ fieldtrip

Student Referrals to School Administrator

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

Zero Tolerance Policy, Fighting (Board Policy 405)

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

Students are not authorized to confront other students, especially when there is a potential conflict. The student should request for school personnel to help mediate the problem. This is non-negotiable. This act will be considered Instigating a Fight and will be handled accordingly.

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

Zero Tolerance Policy for Graffiti (Board Policy 405)

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

Surveillance Cameras for Safety and Security

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

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

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

Cell Phones (Board Policy 406)

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

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

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

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

Search and Seizure (Board Policy 407)

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

Three Kinds Of Searches Are Authorized:

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

Lockouts

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

- The student's tardiness will be documented and the student will be sent to class immediately.
- Students are advised to adjust their daily routines/ practices so they are able to arrive at the school and in class on time.
- The habit of punctuality is established and reinforced through correct choices and the decision to use your time wisely.
- Students are not allowed in class without a pass from SSO.
 - **Consequences for Lockouts:**
 - 1st Offense – Warning
 - 2nd Offense – Parent Contact
 - 3rd Offense – 1-3 Days Work Detail/Lunch Detention
 - 4th Offense – Parent Shadowing OR One (1) Day Suspension
 - 5th Offense – Two (2) Days Suspension

SCHOOL UNIFORM

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

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

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

Uniform Tops and Bottoms

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

Male Students

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

Only black or white plain inside shirts are highly recommended and MUST be tucked in at all times.

Should students wear other colors, however there is a gang affiliation determined, the administration can ban the student from wearing that specific color.

Jackets are allowed with zipper or button front and must be worn open at all times to showcase your school pride and to ensure safety. PULLOVERS ARE NOT ALLOWED.

Female Students

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

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

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

Uniform Violation (Level 1 Minor Offense)

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

Consequences for Non-Compliance of Uniform Policy or Dress Code

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

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

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

Alternate Uniforms

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

1. The alternate uniform is approved by the administration.
2. The complete uniform is worn at all times on campus or on field trips.
3. Instances where shirts are the extent of the organization's uniform, the official school

uniform bottom must be worn. (Note: Only approved by the Principal of chartered grade level teams, interscholastic sports teams, clubs, etc. are permitted to wear.)

4. The LPUMS logo must be on the shirts.

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

Recycled Uniform

Students may borrow a gently used uniform (if size is available) should an accident occur from our Outreach office. Students are reminded to return it the next day so we may continue to have available resources.

Footwear

Closed-toe shoes with enclosed backing must be worn at all times.

Face Masks are optional

With the many styles and fabrics to choose from, students are to wear face masks that are comfortable and breathable.

PROHIBITED ITEMS:

1. Any clothing that shows obscene words or pictures, sexually suggestive statements or images, images/language depicting illegal activities, or drug/alcohol illustrations, including those that are visible on underclothes.
2. Hair or head clothing, such as headbands, hats, beanies, bandannas, watch caps, etc.
3. Any type of clothing or accessories that may be related to a group or gang which may provoke others to violence or be intimidated by fear of violence is not permitted.

STUDENT RESPONSIBILITIES

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

It is your responsibility to:

- *Bring your planner to school every day.
- *Promote non-violence.
- *Promote a DRUG-FREE environment.
- *Be prompt to school.
- *Be in class on time.
- *Bring your pencils, pens, paper, and books to class every day.
- *Participate in class activities.
- *Follow classroom procedures, rules, and regulations.
- *Demonstrate cooperation and responsible behavior in the classroom and at school activities.

- *Show respect for all staff members, teachers, adult supervisors, substitute teachers, and other students.
- *Use acceptable language.
- *Dress and groom appropriately by wearing the official school uniform.
- *Use school property only when permission is granted.
- *Keep the campus clean and free from writings, carvings, or graffiti. Have pride in one's work and the work of others.
- *Keep all equipment, lockers, desks, and books free from being defaced or damaged.
- *Read the student handbook to be familiar with all school policies

It is NOT your responsibility to:

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

GENERAL INFORMATION

Bicycles/Skateboards/Roller Blades, Etc.

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

Breakfast/Lunch Meals

Students are eligible to receive free breakfast and lunch meals through the Community Eligibility Program (CEP). Students must line up for breakfast no later than 8:15 a.m. unless arriving on a late bus. Students must line up accordingly at the beginning of their respective lunch time to ensure all students eat before the end of their lunch period.

Bus Services

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

DPW Minor Offense Procedure:

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

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

Cafeteria Use

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

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

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

Classroom Parties

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

Confiscated Items

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

Drink Machines

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

Electronic Devices & Personal Items

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

Field Trips

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

Food Related Lessons

Teachers will inform parents should there be a food related lesson or activity. Admin approval

and parental consent will be sent home.

Interscholastic Sports

Students may sign up to join, however no citizenship of “N” will be accepted or a lower than a SBG 2.5 reflecting prior quarter. Physicals must be provided prior to tryouts. Students who incur a major school violation may be terminated from further participation.

May Be Subject to Change:

Qtr 1: Cross Country, Boys Volleyball, Girls Softball

Qtr 2: Girls Volleyball, Boys Soccer, Boys/Girls Rugby

Qtr 3: Boys Basketball, Girls Soccer, Baseball

Qtr 4: Girls Basketball, Boys/Girls Track & Field

Lockers

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

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

Rules for Locker Use

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

Lost/Found

All items found should be turned in to the SSO where items may be reclaimed during breakfast, lunch, or before/after school. Students are responsible for their school bags, books, or other personal items left unattended. This includes leaving things in the hallways, in the cafeteria, in the gym, or entrusted to another student to watch over. **DO NOT LEAVE YOUR PERSONAL ITEMS UNATTENDED.** Unclaimed items will be discarded or donated to our local thrift shop.

Media Release

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

Off-Limit Areas

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

Office Phone

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

Out-of-District Request

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

PARENTAL GRIEVANCE PROCEDURES (Board Policy 830)

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

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

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

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

Step 4. Appeal to Guam Board of Education: If an appeal to the Superintendent of Education did not result in a satisfactory solution, the parent may submit an appeal, in writing, to the Guam Education Board (GEB). The Superintendent of Education will facilitate the appeal to the GEB. If, in the appeal or complaint, the parent makes allegations against any school employee, the

Superintendent of Education shall be responsible for furnishing a copy of the allegations to the accused. The school employee, if he/she so desires, may submit a written reply or report to the GEB. All parties to the dispute shall be entitled to a personal hearing before the GEB. At this hearing, discussions must be limited to the points contained in the written appeal or complaint.

Student Verifications

Verification requests will be available within 24 hours and may be requested via phone or school email. A valid I.D. of the Parent/Guardian will be requested before releasing the document.

School Deliveries

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

Special Education Services

Students current IEPs will continue to receive services accordingly. Should you feel your child needs to be assessed please inform your child's counselor or team teachers.

Student Directory Information

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

Student Lunch

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

Textbooks

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

Telephone Messages

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

Section 504

Students who fall under this category will continue to receive services according to their plan. Contact your child's counselor for further information.

School Climate Cadre (SCC) Awards

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

Student Assembly Recognition

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

EMERGENCY PROCEDURES

EVACUATION MAP

Refer to the map to familiarize yourself with our school's evacuation route. All classrooms have an evacuation map posted next to the exit.

FOLLOW TEACHERS INSTRUCTIONS

It is crucial that students comply with teachers/on-call-sub/staff/admin instructions during an emergency and/or drills. The safety of all students and school personnel is paramount.

USE OF CELL PHONES DURING AN EMERGENCY

Depending on the situation, students may not use their cell phones to contact parents. GDOE Central office will be disseminating status reports via the media. Parents/Guardians should be tuned in to their local news for updated information.

REFRAIN FROM CALLING THE MAIN OFFICE

During an emergency all school lines need to be open to communicate with law enforcement, medical services and with the GDOE Central office, therefore parents/guardians should keep tuned to our local news for updates.

SHELTER IN PLACE RED

When a Shelter in Place Red is called--teachers will lock their doors, collect student cell phones, turn off lights, hide against the wall with students, and wait until law enforcement and/or Admin unlocks the door.

SHELTER IN PLACE YELLOW

When a Shelter in Place Yellow is called—teachers will conduct classes as usual, doors will be locked, cell phones are collected. Teachers will await guidance via intercom/text or school personnel.

SHELTER IN PLACE GREEN

When a Shelter in Place Green is called—teachers will conduct classes as usual, doors will remain unlocked, cell phones are collected, teachers will scan the classroom and school personnel will be notified for any suspicious items.

EVACUATION/SHELTER IN PLACE DRILLS

The school conducts monthly drills to ensure all students and school personnel are familiar with our protocols and procedures. Parents/Guardians/Visitors who are on campus during this time must comply with our drill protocols.

CLOSURE OF MAIN GATES

During drills or an actual emergency ALL school gates will be closed, therefore no parent/guardian/visitor will be able to exit or enter our campus until cleared.

STUDENT RELEASE PROCEDURES

Note: Before the Student Release Procedures are initiated, all Emergency SOPs must be followed. At the onset of an emergency or crisis situation, the administration will initiate the signal to alert the community of the emergency or crisis. The school is now under complete lockdown. All classrooms and office spaces are secured, along with all perimeter access gates. Access on or off the campus is regulated by support staff. Once the Superintendent of Education authorizes the release of students from campus, the school will implement the following:

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

Student Release Procedures:

- Command Post (CP) will instruct support staff in the zone to inform all teachers to release student walkers and car riders to the designated area. Teachers are cautioned to ensure that only authorized students are released. All other students must wait in their classrooms. An identified staging area will be assigned for students who walk or who are picked-up by their parents.
- Once all car riders are secured, support staff will take full accountability of both categories of students and relay their status to the CP. A predetermined list of students who walk home will be provided to the staff assigned to the staging area. Support staff

will simply check-off their names from the list. If a student reports to the staging area, but their name is not on the list, report the discrepancy to the CP and wait for approval. Support staff will write down the names of students waiting to be picked-up.

- Students who are waiting to be picked-up by their parents in privately owned vehicles (POVs) are to wait until their ride arrives.
- Parents in POVs are to wait and park outside the car riders' drop-off and pick-up gate.
- Upon clearance from the CP, all student walkers will be escorted to the Release Point (RP).
- When all the buses arrive for the remainder of students, the CP will instruct the support staff in the zone to go to each class and instruct teachers to escort their students to the bus-loading zone.
- Teachers will assist with supervision until all students have been successfully released.
- Immediately after all students are released and accounted for, an emergency faculty/staff meeting may be assembled.

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

IMPORTANT NUMBERS

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



Luis P. Untalan Middle School

BELL SCHEDULE



SY 22-23

BLACK				START	END	MIN
1st Period (Announcements)		Advise (Announcements)		8:30	8:35	5
1st Period		Advise		8:35	9:45	70
2nd Period		5th Period		9:50	11:00	70
6th Grade Lunch	ExCEL B	6th Grade Lunch	ExCEL B	11:05	12:00	55
ExCEL A	7th/8th Grade Lunch	ExCEL A	7th/8th Grade Lunch	12:05	1:00	55
3rd Period		6th Period		1:05	2:15	70
4th Period		7th Period		2:20	3:30	70

Accredited by:
Western Association of Schools and Colleges 2021-2027

Guam Department of Education
ACADEMIC CALENDAR
SY 2022-2023

August 5, 2022	Friday	TEACHER WORKDAY #1
August 8-9, 2022	Monday – Tuesday	PROFESSIONAL DEVELOPMENT DAYS #1 & #2
August 10, 2022	Wednesday	FIRST DAY OF CLASSES / 1 ST SEMESTER BEGINS
August 10-17, 2022	Wednesday – Wednesday	HEAD START PRE-SERVICE
August 18-19, 2022	Thursday – Friday	HEAD START PARENT-CHILD DAY
August 22, 2022	Monday	HEAD START FIRST DAY OF CLASSES
September 5, 2022	Monday	HOLIDAY – NO CLASSES
September 9, 2022	Friday	JPTSA – BLOCK I 1 ST SEMESTER MIDTERM PROGRESS REPORT
September 12, 2022	Monday	HEAD START NO CLASSES
September 16, 2022	Friday	JPTSA – STUDENT-TEACHER CONFERENCE
October 10, 2022	Monday	1 ST SEMESTER MIDTERM
October 11, 2022	Tuesday	JPTSA – END OF BLOCK I 1 ST SEMESTER
October 12, 2022	Wednesday	JPTSA – BLOCK I 2 ND SEMESTER BEGINS
October 17, 2022	Monday	JPTSA – 1 ST SEMESTER GRADES DUE AT THE END OF THE DUTY DAY
October 21, 2022	Friday	ELEMENTARY SCHOOL / HEAD START PARENT-TEACHER CONFERENCE
October 24, 2022	Monday	MIDDLE SCHOOL PARENT-TEACHER CONFERENCE
October 26, 2022	Wednesday	HIGH SCHOOL PARENT-TEACHER CONFERENCE
November 2, 2022	Wednesday	HOLIDAY – NO CLASSES
November 8, 2022	Tuesday	PROFESSIONAL DEVELOPMENT DAY #3
November 11, 2022	Friday	HOLIDAY – NO CLASSES
November 14, 2022	Monday	JPTSA – BLOCK I 2 ND SEMESTER MIDTERM PROGRESS REPORT
November 24, 2022	Thursday	HOLIDAY – NO CLASSES
November 25, 2022	Friday	FLEXIBLE MAKEUP DAY #1
December 8, 2022	Thursday	HOLIDAY – NO CLASSES
December 16, 2022	Friday	END OF 1 ST SEMESTER JPTSA – END OF BLOCK I 2 ND SEMESTER
85 SCHOOL DAYS		
December 19, 2022 – December 30, 2022	Monday – Friday	RECESS – NO CLASSES
January 2, 2023	Monday	HOLIDAY – NO CLASSES
January 3-4, 2023	Tuesday – Wednesday	PROFESSIONAL DEVELOPMENT DAY #4 & #5
January 5, 2023	Thursday	CLASSES RESUME – 2 ND SEMESTER BEGINS JPTSA – BLOCK II 1 ST SEMESTER BEGINS
January 6, 2023	Friday	1 ST SEMESTER GRADES DUE AT THE END OF THE DUTY DAY JPTSA – BLOCK I 2 ND SEMESTER GRADES DUE
January 13, 2023	Friday	ELEMENTARY SCHOOL / HEAD START PARENT-TEACHER CONFERENCE
January 16, 2023	Monday	HOLIDAY – NO CLASSES
February 6, 2023	Monday	JPTSA – BLOCK II 1 ST SEMESTER MIDTERM PROGRESS REPORT
February 13, 2023	Monday	JPTSA – STUDENT-TEACHER CONFERENCE
March 6, 2023	Monday	HOLIDAY – NO CLASSES
March 9, 2023	Thursday	2 ND SEMESTER MIDTERM
March 10, 2023	Friday	JPTSA – END OF BLOCK II 1 ST SEMESTER
March 13, 2023	Monday	JPTSA – BLOCK II 2 ND SEMESTER BEGINS
March 16, 2023	Thursday	JPTSA – Block II 2 ND SEMESTER GRADES DUE
March 20, 2023	Monday	HIGH SCHOOL PARENT-TEACHER CONFERENCE
March 22, 2023	Wednesday	MIDDLE SCHOOL PARENT-TEACHER CONFERENCE
March 27 – May 12, 2023	Monday – Friday	DISTRICT-WIDE ASSESSMENT TESTING WINDOW FOR ELEMENTARY AND SECONDARY SCHOOLS

April 3, 2023 – April 7, 2023	Monday – Friday	RECESS - NO CLASSES
April 10, 2023	Monday	PROFESSIONAL DEVELOPMENT DAY #6
April 11, 2023	Tuesday	CLASSES RESUME
April 19, 2023	Wednesday	JPTSA –BLOCK II 2 ND SEMESTER MIDTERM PROGRESS REPORT
May 1, 2023	Monday	HEAD START – NO CLASSES
May 19, 2023	Friday	END OF 2 ND SEMESTER / LAST DAY OF CLASSES JPTSA – END OF Block II 2 ND SEMESTER
May 22-24, 2023	Monday – Wednesday	PROFESSIONAL DEVELOPMENT DAYS #7, #8, & #9
May 25, 2023	Thursday	TEACHER WORK DAY #2 2 ND SEMESTER GRADES DUE AT THE END OF THE DUTY DAY JPTSA – BLOCK II 2 ND SEMESTER GRADES DUE
88 SCHOOL DAYS		
May 26, 2023	Friday	SCHOOL VACATION BEGINS
In the event that additional make up days are necessary; the existing Professional Development Day(s) shall be used as a school day(s).		
In the event of an extended school closure, the Model of Learning may transition to distance learning for all students.		
FLEXIBLE MAKE UP DAY		APPROVED BY THE GUAM EDUCATION BOARD
November 25, 2022	 _____ JON J. P. FERNANDEZ SUPERINTENDENT OF EDUCATION	<u>2/28/2022</u> DATE
	 _____ MARK B. MENDIOLA CHAIR, GUAM EDUCATION BOARD	<u>2/28/2022</u> DATE

Updated: February 25, 2022