



School Year 2016-2017

Student and Parent Handbook

Administrative Team

James M. Petite
Erica Sudo Cepeda
Angel S. Legaspi
Anderson Joseph
Dr. Benji Santiago

Principal
Assistant Principal, Curriculum, Instruction & Assessment
Assistant Principal, Student Support Office
Assistant Principal, Special Programs
Acting Assistant Principal, Admin Support/Curriculum

Principal's Message

Welcome back to another exciting year here at Agueda I. Johnston Middle School. This year our mid-term Accreditation Report is due to the Western Association of Schools and Colleges (WASC). This is a time intensive process that validates the hard work of the teachers and students of Agueda in relation to student achievement. Parents are encouraged to be a part of this process by volunteering for one (1) of the five (5) Focus Groups. You will receive more information about this in upcoming the school year. Our goal is to ensure that all students succeed and our entire school community is involved in this process. An integral part of this process is our parents.

The key to student success are their parents. Parents who are actively engaged and advocate for their children are parents who care and are concerned about their child's success. I know that our Pirate parents are concerned and are active participants. If you expect your child to succeed then demand that from them everyday, while giving them the support that they so badly need from you at one of the most difficult times of their lives, becoming teenagers. We need to give them some space but also be close by to catch them when they fall. Check their homework, check their bags, and ask them how their day went and what they learned. They need you to be part of their lives even though at times they may seem to push you away. Sometimes we take things for granted but always tell them that you love them. They need to hear that daily.

I humbly request your support to review, check and sign your child's planners daily. These planners should be used as a tool to help them succeed and be organized. Like most things good for us, they are only good to those who use them. Sign them daily so that you are in touch with what your child is doing at school. PowerPortal (aka Parent Portal) is also available for parent review on their child's progress however, you must request this service via our Computer Operator.

If you have questions or concerns you can always call any of our Pirate Administrators: James Petite, Principal, Erica Cepeda, CIA Assistant Principal, and Angel Legaspi, SSO Assistant Principal, Anderson Joseph, Special Programs, and Acting Assistant Principal, and Dr. Benji Santiago, acting Assistant Principal, Admin Support/Curriculum.

Let us all have an excellent school year as partners in the success of our young Pirates by being part of the solution in our every day interaction!

James M. Petite, Principal

Team Goonies



6th Graders

Team Navigators



Team Pathfinders



7th Graders

Team Skull & Crossbones



Team Black Pearl



8th Graders

Team Explorers



AIJMS students will acquire knowledge and positive attitudes, become life-long learners and be responsible citizens.

NAME _____

Homebase Room #: _____



GRADE _____

AGUEDA I. JOHNSTON

A Personal History

Agueda Iglesias Johnston was born on December 12, 1892, in Hagatna, Guam. She was married to the late William G. Johnston. They had seven children named Cynthia, Maria, Herbert, Margaret, Tom, Joseph, and Eloise.

As an educator, she was a strict disciplinarian who kept children after school to “catch up”. Agueda I. Johnston continued to teach until 1925 when she became Principal of Almacen Grammar School. In 1934, she helped organize the first Girl Scouts on Guam.

She received numerous awards and was honored by being inducted into the Educators’ Hall of Fame. On April 20, 1974, a Junior High was honored in her name for all her meritorious services. George Washington Junior High was changed to Agueda I. Johnston Junior High. She died on December 20, 1977. Every year, the faculty, staff, and students honor Agueda I Johnston. A commemoration is held at the school with the Johnston family and dignitaries in attendance.



Agueda I. Johnston Middle School SY 2016-2017 BELL SCHEDULE

Time	(A)hoy Day	(B)lack Day	Minutes
8:25 am	Warning Bell		
8:30-9:52 am	1 st Period	5 th Period	82 minutes
9:52-10:02 am	Morning Break		10 minutes
10:05-11:27 am	2 nd Period	6 th Period	82 minutes
11:27am -12:20 pm	LUNCH		53 minutes
12:23-1:45 pm	3 rd Period	7 th Period	82 minutes
1:45-2:05 pm	Afternoon Break		20 minutes
2:08-3:30 pm	4 th Period	8 th Period (TPT)	82 minutes

*Monthly Ahoy Assemblies will be held on the FIRST (B)lack Day of the month starting with 8th Period followed by 5th-6th-7th.

**Quarterly activities will be held on (B)lack Days from 1:45-3:30. Activity will start at 1:55 and end at 3:20

AIJMS students will acquire knowledge and positive attitudes, become life-long learners and be responsible citizens.

GUAM DEPARTMENT OF EDUCATION VISION STATEMENT:
 "Every Student: Responsible, Respectful, and Ready for Life"

Agueda I. Johnston Middle School's Vision, Mission, Expectation and Schoolwide Learner Outcome

SCHOOL VISION: Nurturing Values through Education: **Respect, Scholarship, and Cooperation.**

SCHOOL MISSION: Agueda I. Johnston Middle School students will:

- Acquire knowledge and positive attitudes;
- Become life-long learners and;
- Be responsible citizens.

SCHOOLWIDE EXPECTATIONS – The BIG “9”

Be Safe	Be Respectful	Be Responsible
Socialize and play safe.	Speak appropriately and respectfully to others, staff and students.	Come to school prepared. Come on time and EVERY day.
Stay within permitted area.	Keep hands, feet, and objects to yourself.	Stay focused and on task in class.
Tell an adult if you or anyone is in danger.	Respect school property and the property of others.	Wear your school uniform proudly.

SCHOOLWIDE LEARNER OUTCOMES (SLOs)

Everything we do at AIJMS will focus on academic and social excellence. The values we teach our students are based upon our School-wide Learner Outcomes.

Our school community prepares “Every Student to be Responsible, Respectful, and Ready for Life”

Problem Solvers

- Every student at AIJMS will...
- P.1 Demonstrate the ability to come up with solutions to their problems
 - P.2 Explain cause and effect

Innovative Thinkers

- Every student at AIJMS will
- I.1 Utilize available resources to apply to practical everyday situations
 - I.2 Generate ideas to overcome prevailing predicaments

Responsible Contributors

- Every student at AIJMS will...
- R.1 Maintain good citizenship
 - R.2 Show active involvement in school and community activities

Academic Achievers

- Every student at AIJMS will...
- A.1 Excel in all subjects
 - A.2 Improve test scores to meet the objectives of the school action plan

Technologically Literate Consumers

- Every student at AIJMS will...
- T.1 Develop awareness of technology, computers, and other equipment that help them learn
 - T.2 Use appropriate technology to ensure learning and to solve problems

Effective Communicators

- Every student at AIJMS will...
- E.1 Use language that is precise, engaging, and well-suited to the topic and audience
 - E.2 Write and speak appropriately

Successful Learners

- Every student at AIJMS will...
- S.1 Demonstrate the ability to apply what they have learned
 - S.2 Demonstrate self-motivation, critical thinking, and mastery of the skills essential to life-long learning

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Agueda I. Johnston Middle School
BEHAVIORAL MATRIX

Setting	Be Safe	Be Respectful	Be Responsible
Classroom	<ul style="list-style-type: none"> *Walk in an orderly fashion when you enter, exit, and move around the classroom. *Keep aisles clear of bags, books, arms, and legs. 	<ul style="list-style-type: none"> *Raise your hand for permission to speak or to leave your seat. *Use appropriate language and tone of voice when speaking to teachers and students in class. *Respect school property including desks, textbooks, and computers. *Respect the property of others. 	<ul style="list-style-type: none"> * Come to class on time and go directly to your seat. * Come prepared with supplies, books, and assignments. * Focus on the lesson and stay on task during activities, assignments, tests, and discussions. * After an absence, ask for make-up assignments from your teachers and complete them. *Ask for help if you need it from the teacher.
Courtyard	<ul style="list-style-type: none"> *Play safely. * Use equipment safely. * Stay within courtyard. 	<ul style="list-style-type: none"> *-Treat others with respect. * Share equipment with others. 	<ul style="list-style-type: none"> *Report any incidents of bullying and unsafe activities to an adult. *Keep all your belongings with you at all times. *Help keep our campus clean.
Hallways/Breezeways	<ul style="list-style-type: none"> *Always walk on the right side to keep traffic moving. * Walk. 	<ul style="list-style-type: none"> *Use lowered voices and appropriate language. *Respect decorations, displays, posters, bulletin boards, and lockers in the hallways. * Walk with the idea of being courteous to others in the hallway. * Stay in the “grey zone” every day! * Listen to adults as they guide you. 	<ul style="list-style-type: none"> * Always use or carry a pass when leaving the classroom. * Go directly to your destination. * Report any vandalism and unsafe activities. *Get to class in a timely manner. *Take care of restroom and drink needs during break and lunch time.
Cafeteria	<ul style="list-style-type: none"> *Wash your hands with soap to prevent spread of germs. * Wait in line patiently and respectfully. *Handle trays with care. * Follow cafeteria rules. 	<ul style="list-style-type: none"> * Wait in line for your turn. * Use good manners in line and at the table. *Talk quietly and use appropriate language. 	<ul style="list-style-type: none"> *Clean up after yourself when you are done eating. * Return your tray after use. * Report any spills * Report promptly to class when the bell rings.
Restrooms	<ul style="list-style-type: none"> * When done, wash your hands to prevent the spread of germs. *Report any unsafe activities. 	<ul style="list-style-type: none"> * Respect the privacy of others. * Wait for your turn. * Please keep the walls clean. 	<ul style="list-style-type: none"> * Flush the toilet after use. *Throw trash away and wipe up any minor spills. * Leave the restroom tidy after each use. * Return to class promptly. * Report vandalism.
Gym/Locker Rooms	<ul style="list-style-type: none"> *Follow directions during activities. *Use equipment appropriately. *Play safe. 	<ul style="list-style-type: none"> *Encourage others. *Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> *Dress down daily. *Return equipment to appropriate place. * Keep locker rooms clean.
Library	<ul style="list-style-type: none"> *Follow the “Acceptable Use Policy” while using the internet. *Always place backpacks on storage shelves as you enter the library. 	<ul style="list-style-type: none"> *Use quiet voices and appropriate language. *Respect other people’s computer time. 	<ul style="list-style-type: none"> * Take care of all borrowed books. * Return borrowed books in a timely manner. * Return library supplies after use. *Push your chair in and tidy your area before you leave.
Bus/Bus Stop/Car Rider/Loading Area	<ul style="list-style-type: none"> *Line up in an orderly manner while entering and exiting the bus. * Keep aisle clear. *Use caution when getting on and off the bus. *Help your bus driver to concentrate on the road by staying seated and keeping the noise level down. *Remain on campus once you’ve arrived at school. 	<ul style="list-style-type: none"> *Use appropriate language and tone of voice. *Keep hands, feet, and objects to yourself. * Walk respectfully to your bus and to your exit gate. * Take care when exiting classrooms so as not to put any students in danger as you walk towards your bus. 	<ul style="list-style-type: none"> *Keep your belongings with you at all times. *Report any incidences of bullying that happens at the bus stop, on the bus, or at the loading area. * Listen to adults as you make your way from your classrooms to your bus area or walker gate.
Field Trips/After School Activities	<ul style="list-style-type: none"> *Stay with your group and your designated adult at all times. * Comply with all school rules and regulations. 	<ul style="list-style-type: none"> *Behave like a model PIRATE when representing our school. * Be in your school uniform for ALL off campus field trips. 	<ul style="list-style-type: none"> * Return permission forms and money on time. * Listen carefully and follow directions. * Remember, school rules apply to any school sponsored field trip.
Offices (Counseling, SSO, Main Office, Nurse’s Office)	<ul style="list-style-type: none"> *Enter and exit through the appropriate door. 	<ul style="list-style-type: none"> *State your purpose politely to office staff at front desk. *Use appropriate language and tone of voice. *Obtain permission to use the phone. * Be courteous. 	<ul style="list-style-type: none"> *Follow directions from office staff. * Return to class in a timely manner.
Assembly	<ul style="list-style-type: none"> * Leave bags in the classroom. * Walk to the courtyard/gym quietly. * Sit down. * Remain at your assigned location. 	<ul style="list-style-type: none"> * Listen to the speaker. * Clap only at appropriate times. * Show respect to peers and others around you. 	<ul style="list-style-type: none"> *Follow teacher/staff directions. *Recite the school mission, vision, SLOs, Big 9, pledge, Fanoghe Chamoru, and Inifresi with pride and respect. *Actively participate. *Sit quietly until dismissed.
Home	<ul style="list-style-type: none"> *Secure doors and windows when alone or when you leave. *Be careful when providing any information to others. *Keep a safe distance from anything dangerous without adult supervision. 	<ul style="list-style-type: none"> *Listen and obey persons in authority. *Be courteous to others. *Help each other out at home. *Respect each other’s personal belongings. 	<ul style="list-style-type: none"> * Do your homework. * Do your chores. * Clean up after yourself. * Show independence. * Conserve water and electricity daily.

Revised and Adopted by SCC during SY 2015-2016

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Agueda I. Johnston Middle School
Schoolwide Learner Outcomes (SLOs) RUBRIC

PROBLEM SOLVERS

Accomplished	<ul style="list-style-type: none"> ➤ Consistently demonstrates knowledge of a wide variety of occupational and living skills; is aware of issues and is involved in steps necessary for change, and may be active in student government or activities. ➤ Readily and independently visualizes and utilizes various applications in solving a problem; confidently recognizes rationale of possible solutions and makes logical extension if necessary. ➤ Consistently shows persistence in seeking solutions.
Developing	<ul style="list-style-type: none"> ➤ Demonstrates knowledge of some occupational and living skills; is aware of issues and knows the steps necessary for change. ➤ Given some directions, will visualize and utilize some application in solving a problem; recognizes the rationale of possible solutions most of the time. ➤ Is generally persistent in seeking solutions.
Basic	<ul style="list-style-type: none"> ➤ Demonstrates limited knowledge of occupation and living skills; is aware of issues ➤ Visualizes and utilizes applications in solving a problem but only with directions; sometimes recognizes appropriateness of possible solutions. ➤ Shows limited persistence in seeking solutions.

INNOVATIVE THINKERS

Accomplished	<ul style="list-style-type: none"> ➤ Able to independently select, gather, and use information from multiple sources and interpret ideas consistently, follows directions, and understands their purpose. ➤ Accurately verbalizes, summarizes, and/or demonstrates a thorough comprehension of presented material; applies knowledge from a theory-based to a real-world application most of the time. ➤ Sees relationships between two or more objects and uses logic to draw conclusions; consistently uses logic to draw accurate conclusions from available information an/or extract rules of principles from a set of objects or a written text.
Developing	<ul style="list-style-type: none"> ➤ Accurately verbalizes, summarizes, and/or demonstrates a thorough comprehension of presented material; applies knowledge from a theory-based to a real-world application most of the time. ➤ Sees relationships between two or more objects and uses logic to draw conclusions; consistently uses logic to draw accurate conclusions from available information an/or extract rules of principles from a set of objects or a written text. ➤ Consistently interprets and follows directions and understands their purpose.
Basic	<ul style="list-style-type: none"> ➤ Inconsistently interprets and follows directions ➤ Verbalizes, summarizes, and/or demonstrates a general comprehension of presented material; seldom applies acquired knowledge to real-world applications. ➤ Sees relationship between two or more object independently; uses logic to draw accurate conclusions independently some of the time.

RESPONSIBLE CONTRIBUTORS

Accomplished	<ul style="list-style-type: none"> ➤ Asks for help when needed; works in cooperative teams in leadership position and contributes to group goals. ➤ Consistently follows school and classroom rules and understands their purpose; listens politely, disagrees respectfully, understands and tolerates opposing points of view. ➤ Actively participates in community organizations and/or community service; has a depth of knowledge of diverse groups and demonstrates respect through words and actions.
Developing	<ul style="list-style-type: none"> ➤ Sometimes asks for help when needed; works in cooperative groups and contributes to group goals. ➤ Consistently follows school and classroom rule; listens politely, disagrees respectfully, and tolerates opposing points of view. ➤ Is aware of community service opportunities and is a member of school or community organizations; has some knowledge of diverse groups and demonstrates respect through words and actions.
Basic	<ul style="list-style-type: none"> ➤ Rarely asks for help when needed; works in cooperative teams but may or may not contribute to group goals. ➤ Inconsistently follows school and classroom rules; listens politely and will not be disrespectful. ➤ Is aware of community service opportunities; has limited knowledge of diverse groups and demonstrates minimal respect through words and actions.

ACADEMIC ACHIEVERS

Accomplished	<ul style="list-style-type: none"> ➤ Has an academic plan, takes the appropriate courses, and knows secondary goals to prepare for the next grade level and beyond; gains career experience in the community through job shadowing, internships, volunteering, and/or paid work experience. ➤ Generates new ideas by making connections, changing or reshaping goals, and imagining new possibilities; organizes, processes, and synthesizes symbols, pictures, graphs, objects, and other information. ➤ Consistently makes school a priority; sets and works consistently at educational goals; recognizes and uses multiple intelligences skillfully to apply and adapt new knowledge and skill.
Developing	<ul style="list-style-type: none"> ➤ Takes the appropriate courses and has some knowledge about secondary goals; explores careers through a variety of resources and experiences at school an in the community. ➤ Generates ideas and uses imagination to freely combine ideas and information in new ways; organizes and processes symbols, pictures, graphs, objects, and other information. ➤ Generally makes school a priority; sets and sometimes works at educational goals; recognizes and makes limited use of multiple intelligences to apply and adapt knowledge and skills.
Basic	<ul style="list-style-type: none"> ➤ Knows basic course and next grade level requirements; is exposed to career possibilities at school. ➤ Generates ideas but cannot bring them to a viable conclusion; organizes symbols, pictures, graphs, objects, and other information. ➤ May not make school a priority, but has set educational goals; has difficulty recognizing and using multiple intelligences to apply and adapt knowledge and skills.

TECHNOLOGICALLY LITERATE CONSUMERS

Accomplished	<ul style="list-style-type: none"> ➤ Independently uses technology; uses, selects, gathers, and saves information from multiple electronic sources. ➤ Uses a variety of technological and multimedia tools to effectively communicate an idea.
Developing	<ul style="list-style-type: none"> ➤ Uses technology to gather information from a variety of electronic sources with occasional monitoring. ➤ Uses only certain technological and multimedia tools to communicate an idea.
Basic	<ul style="list-style-type: none"> ➤ Requires continued assistance in order to use technology to perform research. ➤ Requires continued assistance in order to use technological and multimedia tools to effectively communicate an idea.

EFFECTIVE COMMUNICATORS

Accomplished	<ul style="list-style-type: none"> ➤ Recognizes the existence of a problem and identifies all of its components; locates, evaluates, and collects information from a variety of relevant resources. ➤ Suggest multiple, feasible solutions; utilizes a variety of effective and relevant strategies to solve a problem. ➤ Is consistently aware of consequences of a decision; is responsible in accepting the results most of the time; continually evaluates choices.
Developing	<ul style="list-style-type: none"> ➤ Recognizes existence of a problem and identifies some of its components; locates, evaluates, and collects information from some sources. ➤ Suggests at least one feasible solution; utilizes some relevant strategies to solve a problem. ➤ Generally aware of consequences; accepts responsibility for results some of the time; evaluates choices occasionally.
Basic	<ul style="list-style-type: none"> ➤ Recognizes existence of a problem but cannot identify its components; makes minimal effort to locate, evaluate, and collect information from sources. ➤ Suggest only one solution; utilizes one relevant strategy to solve a problem. ➤ Has limited awareness of consequences; may or may not accept responsibility for choices; may or may not evaluate choices.

SUCCESSFUL LEARNERS

Accomplished	<ul style="list-style-type: none"> ➤ Consistently comprehends content read; consistently writes in a clear and concise manner; articulates ideas and opinions succinctly and creatively. ➤ Actively listens for understanding; questions automatically to obtain deeper understanding. ➤ Uses interpersonal skills to interact, participate, and share knowledge.
Developing	<ul style="list-style-type: none"> ➤ Comprehends the main idea of what was read; frequently writes in a clear and concise manner; articulates ideas and opinions adequately. ➤ Usually listens with limited understanding; occasionally question for facts and clarification. ➤ Usually uses interpersonal skills effectively.
Basic	<ul style="list-style-type: none"> ➤ Limited comprehension of what was read; rarely writes in a clear and concise manner; articulates ideas and opinions partially and/or inaccurately. ➤ Often listens with no understanding; seldom asks questions to obtain information. ➤ Uses interpersonal skills ineffectively or not at all.

AIJMS students will acquire knowledge and positive attitudes, become life-long learners and be responsible citizens.

This handbook/student planner is specifically designed as a quick reference guide with regard to rules and policies of AIJMS. The school administration has broad authority to amend, introduce and nullify any provision of the handbook/planner to maintain health/safety standards of our students and their general well-being. Additional information may be found at the schools website: <http://www.aijms.net>.

The faculty, staff, and administration of AIJMS are dedicated to the social, emotional, and physical well-being of every child. It is our mission to help every student attain their full potential and to educate them to become responsible and caring citizens prepared for the future. We recognize that there must a partnership between our school, the student and family, and the community to accomplish our mission. Parental involvement in this process is strongly expected and appreciated.

AIJMS administration is committed to verifying the facts of an issue and helping our students and parents find solutions. Questions or concerns related to the school's policies, procedures, practices, actions or conditions can be addressed to the appropriate school personnel in a calm and proper manner. If you are not satisfied with the resolution of an issue, follow the procedures for parental or student grievances prescribed within this handbook (Board Policy 830).

FAMILY SCHOOL PARTNERSHIP

FAMILY SCHOOL PARTNERSHIP

The Board and the Union recognize that family-school partnerships are fundamental to successful schools and agree that communication between the schools and parents is essential for student success to be achieved and realized.

Teachers shall provide students and families with the following information at the beginning of every school year/semester:

- Course outlines/syllabus and class rules;
- An explanation of what parents/guardians are expected to do to monitor the extent to which their children are meeting class/course requirements and to maintain communication with the school.

The Board Union Contract also requires that teachers communicate with parents. A failing grade on a report card should come as no surprise to the parent if the teacher has kept them informed. There are a number of ways this can be accomplished, and a teacher may use any method he/she wishes to fulfill this requirement. Some possible methods are:

- Progress reports, letter to parents;
- Ask that a parent sign and check the student planner daily;
- Ask that a parent sign assignment scores and/or quiz/tests grades;
- Ask that a parent sign and check completed assignments, etc.;
- Phone the parents; and/or
- Log on to Parent Portal/PowerSchool (See AIJMS computer operator for instructions)



PARENTAL INVOLVEMENT

Parents/Guardians are highly encouraged and invited to be a part of their child's education, as they are their child's first educators. Parents are welcome to seek information concerning their child's grades and/or classes, volunteer in the classrooms, at activities, on field trips, as guest speakers, and as mentors. Parents are required to sign the visitor's logbook at the main office during each campus visit. In order to access other areas of the campus, a parent must carry a visitor's pass (at all times), which could be obtained at the main office after signing in.

STUDENT PLANNERS

The AIJMS school community recognizes the importance of Student/Parent Planner. By informing our parents of the Board Policies, school rules and regulations in this planner, we are promoting communication and parental involvement in the daily educational process of their children. With this understanding, each student will be expected to bring and use his/her AIJMS Planner to every class, every day. The initial planner is free to each child (upon availability). Replacement of the planner will be \$10.00.

How to use the planner:

1. Student is expected to make a note of any homework/assignments for each class; to include noting "no homework", so each class box is filled each day- there should be no blanks. The planner will be part of the supplies/materials required for all classes.
2. Parents are expected to check and sign the planner daily to verify if the student has homework or a note from the teachers.
3. The planner will be used as a form of communications between parents and school personnel.

PARENTAL GRIEVANCE PROCEDURE

Board Policy 830

Parents or other patrons who feel they have legitimate grievances related to pupil-teacher-staff relationship shall be expected to adhere to the following procedures:

- **DISCUSSION WITH TEACHERS:** Discuss the grievance or complaint with the child's teacher first, if it is a pupil-teacher problem. The parent must, via the principal's office, make an appointment to consult with the teacher at the time that will not interfere with the normal classroom procedures.
- **JOINT MEETINGS:** If, after consultation with the teacher, the parent/legal guardian is still not satisfied he/she may then request a joint meeting with the teacher and the principal. If, after the consultation with the teacher and the principal, the parent/legal guardian is still not satisfied, he/she may request a joint meeting with the teacher, the principal and the Deputy Superintendent.
- **APPEAL TO THE SUPERINTENDENT OF EDUCATION:** If the parent/legal guardian, teacher, principal and administrator are unable to arrive at a satisfactory understanding of the problem involved, the parent/legal guardian may then appeal in writing to the Superintendent.
- **APPEAL TO THE BOARD:** If, after a written appeal has been made to the Superintendent of Education, a satisfactory solution to the problem still cannot be reached; the parent/legal guardian may submit an appeal in writing to the Guam Education Policy Board. The Superintendent of Education will facilitate the parent/legal guardian's appeal to the Board and will notify all persons involved in the case. If, in his/her appeal or complaint, the parent/legal guardian makes allegations or accusations against the teacher, principal, or other staff member, the Superintendent of Education shall be responsible to see that a copy of the allegations or accusations is furnished to the accused. The teacher (or principal or other staff member), If he so desires, may submit a written reply or report to the Board of Education.
- All parties to the dispute shall be entitled to a personal hearing before the Board of Education. At this hearing discussions must be limited to the points contained in the written appeal or complain.

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CURRICULUM AND INSTRUCTION

Middle School Curriculum Requirements Board Policy 338

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 Department of Education. This curriculum specifies the required subjects that the transient 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 time blocks that incorporate flexible scheduling. It shall include homebase, (Team Pirate Time), interdisciplinary team teaching with a team planning period, and if possible, exploratory courses.

Required Subjects

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

6 th	7 th	8 th
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

Exploratory Courses

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

The following are additional electives being offered at AIJMS for SY 2015-2016:

Journalism/Yearbook (8 th grade only)	Art (7th & 8th-grade)
Computer Science	Cultural Dance (Kulu Natibu)
Career Education	Japanese
Tourism/Marketing	Industrial Arts Office Aide and Peer Support (7th & 8th-grade/Pass or Fail only)

Character Education GCA Title 17 (Public Law § 4121)

The Guam Department of Education is mandated to develop and implement a character education program that promotes positive character qualities. These qualities promote safety and an orderly learning environment as well as equip all students with the necessary skills to become model citizens.

AIJMS has implemented the Positive Behavioral Intervention and Support (PBIS) program framework. Under this program, the Positive Action Curriculum will facilitate the daily learning objectives in home-base. PBIS is a process of using positive behavioral interventions and systems to achieve positive behavioral outcomes. The student learning experience is broken down into three different systems that promote the development of social competencies and academic achievement. The three systems include the individual student, classroom, and non-classroom experience. PBIS analyzes each system independently and its overlapping effect on each other. The purpose of PBIS is to enrich the students school experience by empowering schools, families, and communities to develop learning environments that are conducive to good teaching and learning.

ENGLISH AS A SECOND LANGUAGE (ESL)

All students who enter AIJMS are required to fill out a Home School Language Survey. AIJMS 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)

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

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 Act (ADA) both

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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.

PROGRESS REPORTS and REPORT CARDS

Progress reports are sent home between the fourth and sixth week of each quarter. These reports shall indicate adjustments students should make for improvement prior to the end of each quarter. Report cards are issued a week and a half after the end of each quarter. 1st and 3rd quarter report cards are issued during scheduled Parent-Teacher Conferences. If report cards are not picked up during the conferences, they will be sent home with the student if other arrangements are not made. Parents may also view their child’s progress online by accessing the Parent Portal. In order to obtain access to the Parent Portal, contact the school’s Computer Operator.

PARENT – TEACHER CONFERENCES

Parent-Teacher conferences are scheduled twice a year during 1st and 3rd Quarters. In addition, parents/guardians are encouraged to confer regularly throughout the school year with the teachers concerning their child’s progress. Arrangements can be made to meet with teachers or teams by calling the teachers at 472-6785 and requesting that meeting. Please allow teachers a 24-hour-notice for such parent-teacher meeting.

GRADING

All grades are calculated on PowerTeacher and based on a weighted distribution stipulated in the course syllabus for each subject. Parents/Students are encouraged to review such documents for every teacher to determine how grades are determined.

Academic

A = 90% – 100%
B = 80% – 89%
C = 70% – 79%
D = 60% – 69%
F = 59% – Below

* Citizenship

E = EXCELLENT
S = SATISFACTORY
N = Needs Improvement
U = UNSATISFACTORY

*See teacher syllabus for specific details



ACADEMIC DISHONESTY/ DECEPTIVE BEHAVIOR

This includes lying, cheating, falsifying information to school personnel, serving as an accomplice to illegal acts or behaviors that violate school rules, any fraudulent use of material/information/graphics/electronics for the purpose to gain an academic grade or credit. (BP 400, 405) will result in disciplinary action.

HONOR ROLL

- ▶ A grade point average of 90% – 100% is required to be on the “A” Honor Roll of Excellence.
- ▶ A grade point average of 80% – 89% is required to be on the “B” Honor Roll of Excellence.
- ▶ After each quarter, grades are averaged using a percentage value for each grade.

COUNSELING SERVICES

Counseling/Guidance Services: The school has 3 full-time counselors that are available to assist students with:

1. Planning their schedules
2. Resolving school-related issues
3. Coping with personal crises
4. Obtaining tutoring services
5. College and career advisement

How to see a counselor:

1. Students’ sign-in on the rosters posted in the counseling office (door) or completes a Counseling form.
2. When the Counselor is available, the student will be called out of class.
3. Students must obtain a pass from their teacher to see their Counselor during class time.

Schedule Changes Schedule changes will only be made for substantial reasons and only during the designated time frame. The designated time frame is the first two weeks of each new semester.

Some of these reasons may include but are not limited to the following:

1. To satisfy a pre-requisite
2. Course was previously taken and passed
3. A valid medical reason with proper documentation
4. The students counselor determines if the change is warranted;
5. Releasing and receiving teachers agree upon the schedule change;
6. After approval from the CIA Assistant Principal, the counselor will distribute the schedule change to the student and the student’s teachers.

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Counselors will not honor the following reasons for schedule changes if:

1. Student does not like the subject.
2. Student does not get along with the teacher or classmates.
3. Student does not like the class location or time.
4. Student believes that he/she might fail the class.

LIBRARY SERVICES

The AIJMS school library is generally open from 7:45 a.m. to 3:30 p.m. on all school days. Students may use the library before school or during their lunch period without a pass. It is expected that all students follow the rules of the library and exhibit appropriate behavior or library privileges may be revoked. The library provides a number of resources, which students may use for studying or for their personal enjoyment. During the academic day, the library accommodates one class at a time, accompanied by their teacher. Teachers need to sign-up in advance with the Librarian/Library Technician. Students who come to the library during class time must have a valid library pass from their teacher and will be accommodated if there is room and resources available. Computers are available and may be accessed when an Acceptable Use Policy form is turned in to the Main Office. Parents are reminded to fill one out at the beginning of each school year. Printing is available for a small fee.

SCHOOL HEALTH COUNSELOR SERVICES (NURSE)

AIJMS currently has one full-time registered nurse. The Nurse’s Office is responsible for providing immediate health advice and medical care to AIJMS students. Any absences due to a medical condition (i.e., head lice, pink eye, tuberculosis, etc.) must be cleared by the school nurse before an Admit Slip is issued to a student in the SSO. This office also schedules necessary hearing tests, eye tests, and Body Mass Index (BMI) for students through the regional public health clinic and collects necessary student data for emergency purposes. All students must have important health documents completed before they can enroll into school. All information pertaining to students’ health and well-being must be updated in the Nurse’s Office every year and whenever changes are made. Students will be given two weeks to update this information. Should this information not be updated in a timely manner, students may be denied admittance or may be withdrawn until documents are submitted. The information includes names and contact information of people authorized by parents/guardians to pick up individual students. The school will not release students to anyone except those authorized on the Emergency Card by the student’s parent/guardian. Parents are encouraged to call the Nurse’s Office to verify that this information is current in their child’s record. The information will also include any medical conditions the student may have.

AIJMS RETENTION POLICY

All students attending AIJMS are subject to the school-level retention policy. Students become candidates for retention if they fall into any of the following criteria:

- ▶ Less than 60% cumulative GPA for all their classes;
- ▶ Special Education students may be retained by following appropriate IEP procedures;
- ▶ ESL students that are LAS Links Level One or Two or LAS Placement Level NP1 or NP2 may only become a candidate with majority approval of a committee consisting of two ESL teachers, a counselor, a parent and an administrator;
- ▶ The retention of a student must be in compliance with age appropriate placement per Board Policy 339;
- ▶ The parents of students with quarterly GPA less than 60% should make an appointment to meet with the student’s teachers and counselor to discuss an intervention plan.

Note:

- ☞ Final determination to retain candidates is at the discretion of the School Principal.
- ☞ Attendance at summer school is not an alternative to retention.

HOMEWORK

Homework assist students in reinforcing previously taught skills, exploring and extending knowledge, preparing students for future lessons, challenging and inspiring independent learning, and/or exploring new talents and skills. Homework should be useful, responsive, engaging, varied, and challenging.

TEXTBOOKS BOARD POLICY 710

The Guam Department of Education provides textbooks and and/or workbooks free to students for their use. Students assume full responsibility for the books they are issued. Books are issued by the subject teacher and must be returned to the same teacher upon completion of the school term (in the same condition), withdrawal from school, or transfer to another teacher. Parents are financially responsible for their child’s lost or damage (beyond normal wear and tear) textbooks or workbooks issued to them. Charges for lost books or workbooks shall be at the current purchase price of said books. If such financial obligations are not met while the student is enrolled at AIJMS, this may jeopardize a child’s participation in the 8th grade promotional.

TEXTBOOK# _____	TEXTBOOK# _____
Student Signature/Date: _____	Student Signature/Date: _____
TEXTBOOK# _____	TEXTBOOK# _____
Student Signature/Date: _____	Student Signature/Date: _____
LABORATORY MANUAL# _____	WORKBOOK# _____
Student Signature/Date: _____	Student Signature/Date: _____

FIELDTRIPS

Fieldtrips are encouraged as they provide valuable learning experiences. Attendance on school-sponsored fieldtrips is a privilege earned by maintaining satisfactory grades and citizenship. All fieldtrips must be educationally appropriate and follow prescribed *AIJMS students will acquire knowledge and positive attitudes, become life-long learners and be responsible citizens.*

GDOE guidelines for approval. The school-level fieldtrip policy shall be adhered to throughout the school year. Parents are not allowed to pick up students at the fieldtrip sites. Students must also wear their school uniform on the day of the fieldtrip. Students must obtain clearance from all their teachers before they attend their fieldtrip.

STUDENT ABSENCES

BOARD POLICY 411

The Board acknowledges that academic achievement entails many components and the academic credentials should reflect more than just the product of quizzes, examinations, and papers. These alone do not adequately prepare students for the challenges awaiting them after graduation. An additional essential component of academic excellence is the development of good work habits necessary to successfully compete in an increasingly competitive work force. Attendance is the cornerstone for the development of such good work habits. Consequently, the Board believes that the school system must place great emphasis on student attendance. Absences incurred for any of the following reasons are to be considered as excused absences.

- ▶ Illness of a student. However, students with three or more consecutive days due to illness are required to present written certification from a physician attesting the nature of the illness and the duration for which the student should be excused from school. In addition, school administrators may require written certification from a physician for any number of days of absences due to illness if a student's past attendance records show patterns of illness or reasons for the absences due to illness which the administrator finds questionable;
- ▶ Scheduled medical or dental visits;
- ▶ Death of an immediate family member of the student. (Immediate family is defined as: (step) parents, guardians, (step) brothers, (step) sisters, grandparents, and child);
- ▶ Required appearances at court or other legally related proceedings;
- ▶ Lack of available bus transportation, provided the student relies on bus transportation to go to and from school;
- ▶ Travel which has the prior approval of a school administrator (Pre-arranged absences);
- ▶ Natural catastrophe or disaster;
- ▶ Participation in authorized school related activities or compliance with administrative actions taken by the school, such as field trips, conferences called by administrators or counselors, suspensions, going home because of illness or injury, etc.; and/or
- ▶ Observance of holidays recognized by a religion of which the student is a member.

The school administrator shall have the final authority to decide whether an absence is considered as excused within the limits contained in this policy. Only 6 parent notes will be allowed. After this, a doctor's not is required for absences exceeding the 6 parent notes. We encourage regular and prompt attendance from our students. Please support your child by ensuring that your child is at school and ready to learn before 8:30 a.m. on school days.

When a student is absent, the school requires a written excuse from the parent or guardian. If a student comes to school without a note from the parent or guardian, he/she will be given an admit slip of an Unexcused Absence until an excuse note is received from the parent or guardian. A note must be received **within two days** or the absence will remain unexcused. Students are to report **directly** to SSO at the beginning of the day to clear their absence status.

PARENT/GUARDIAN NOTE SHOULD INCLUDE:

1. The date when the note is being written.
2. Grade level of student
3. The student's full name (first, middle, & last).
4. The date(s) of absence(s).
5. The reason for the absence.
6. Parent/Guardian name (first & last)
7. Current parent contact information (phone number, cell number, email address).
8. Signature of parent/guardian.



PLEASE NOTE: It is the parent's responsibility to indicate the reason for absence(s), but it is up to the school to excuse or not to excuse the absence(s). For school attendance purposes only, three (3) unexcused tardiness are equivalent to one (1) unexcused absence. Students who are ten (10) or more minutes tardy for a class shall be considered as absent from the class. If a student accumulates twelve (12) unexcused absences or more during the school year, he/she will be referred to FAMILY COURT via the school's Truant Officer.

****Title 17 GCA, Section 6402, Habitual truant, a pupil is habitual truant if the pupil has incurred twelve (12) or more absences in a school year, and is of compulsory age. If any pupil is a habitual truant, the principal of the pupil's school shall request the Superintendent to file a petition concerning such habitual truant in the Family Court of Guam. Failure of the parent to adhere to this law may result in a Person in Need of Services (PINS) petition to Family Court for Educational Neglect. ****

COMPULSORY SCHOOL ATTENDANCE

(GCA Title 17, Chapter 6 sections 6102) states that compulsory attendance ages are between 5 and 16 years of age. Students under the age of 16 years of age may not be withdrawn from school for any reason unless expelled through a Discipline Advisory Council (DAC) and approved by the Superintendent.

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PRIOR APPROVAL FOR ABSENCES (Pre-arranged Absences)

Prior approval /Pre-arranged Absences must be secured from the Principal for an extended absence. Off-island absences may be excused for up to 10 days. Forms for this purpose are available in the main office but must be submitted to Student Support Office (SSO) at least two weeks prior to the date of absence. Absences requiring prior approval include:

1. A medical referral off-island.
2. Absences for trips or other parental requests as judged appropriate for the student by the principal or his/her designee.
3. A family emergency off-island.

LATE ARRIVALS –TARDY TO SCHOOL

All students must be in their classroom by the second bell signal. On-task class time is the most important element in improving student performance; students should not arrive late to school. Doctor's appointments verified with a doctor's appointment card or 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 or Student Support Administrator. Students should present written parent notes to the SSO window. Students excused as late arrivals to school are sent to class with the understanding that missed academics work can be made up.

Tardy violations to all classes will result in consequences ranging from break/lunch/activity detention or ultimately to a parent meeting. Parent/guardians are urged to promote punctuality in all classes and assist the school in ensuring their child attends class on time. Occasionally the school practices Lockouts to help limit tardiness to classes.

WAYS TO IMPROVE SCHOOL ATTENDANCE –SUGGESTIONS FOR PARENT AND STUDENTS

- ✓ Schedule doctor, dentist, and other appointments before or after school hours, or on Saturday or teacher workdays.
- ✓ If you must schedule appointments during the school day, plan them so that your child does not miss the same class every time.
- ✓ If your child must be out of school for part of the day, allow him/her to miss only that time necessary for the appointment.
- ✓ Do not view tardiness as acceptable behavior.
- ✓ Discourage early checkouts.
- ✓ Be sure make-up work is completed promptly and submitted to teachers in a timely manner.
- ✓ In case of prolonged absence due to hospitalization, pre-arranged absences, etc. please notify the SSO as soon as possible and make arrangements to get schoolwork collected and picked up for your child.

Attendance will be taken in all periods. Teachers are required to keep record of attendance for each class. Attendance is recorded in the teacher's Power Teacher attendance. Teachers will mark students absent or tardy as needed. Three unexcused absences warrant a Student Attendance Referral Form (SARF). Parents will be contacted and if a pattern of absences continues, a referral to the SSO office for administrative action will be imposed. Any three unexcused tardies will also warrant a referral. An administrator may also require a doctor's note for students who show a pattern of absences.

ATTENDANCE PROCEDURES

1. SSO staff will issue an Admit Slip for unexcused absences only. All excused absences with a parental/doctor's note will be entered into PowerSchool from 7:30 – 8:30 a.m. at the SSO window.
2. Any changes on absence status from unexcused to excused, documents must be submitted immediately the following day at the SSO window. Absences due to medical conditions (i.e., head lice, pink eye, tuberculosis, etc.) must report directly to the school nurse for clearance.
3. The student will have each teacher sign the appropriate space on the Admit Slip during the class period.
4. Admit slips will be collected by the last period teacher and turned into SSO at the end of the day.
5. All parent notes/medical certification will be filed in the SSO.

STUDENT'S ATTENDANCE AREA Board Policy 318

Defines a student's attendance area as being where:

1. Their parents live;
2. Their guardians live if the guardians are not the parents; or
3. The adults who are caring for them live if their parents or guardians are not on-island (a Medical Treatment and Educational Consent form must be signed and notarized).

The definition of guardian is defined as an adult other than a parent who has been lawfully vested with the power, and charged with the duty, of taking care of a child, as evidence by a court order or a temporary Power of Attorney. **Note:** The attendance area of a student is determined by where their parents/guardians/caretakers live -not where the student resides.

Change of Residence

A student whose residence changes during the school year must notify the school and fill out an Out of District form request. If the change of residence places the student outside of the school's district, the student must then transfer to the appropriate school. Any student attending AIJMS found to be residing outside of the school's district, without the principal's knowledge, will be subject to immediate termination of their enrollment at AIJMS.

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Out of District Board Policy 318

Parents may request for their child(ren) to attend schools which are outside of their attendance areas, however such requests are at the discretion of the school Principal.

1. Parents are to submit an out-of-attendance area request or authorization for the administrator's approval each school year. This request must be renewed yearly and must comply with the rules and expectations set forth on the request form.
2. **Out of district attendance is not an entitlement and students may be withdrawn without cause at any time during the school year.**
3. **Parents must attend ALL Parent Teacher Organizational (PTO) meetings and activities and ALL Parent Teacher Conferences (PTC), ALL Campus Cleanups, and support/participate in other school programs and activities.**
4. Students must maintain a passing grade of 70% or above.
5. Students are not to arrive earlier than 7:40 a.m. and picked up no later than 3:45 p.m.
6. Students must maintain at least an "S" citizenship grade.
7. Students must be involved in class and/or school activities.
8. Students must comply with ALL school rules and expectations.
9. Any major offense incurred by student/s will warrant an automatic withdrawal.
10. Truancy and excessive tardy concerns will not be tolerated.

DISCIPLINE

Order and positive behavior management go hand-in-hand with effective classroom learning. In order for learning to take place, the environment must be conducive to learning. Thus, AIJMS expected behaviors are what we require in general from all of our students throughout the entire campus, inside and outside of the classroom, as they enter/ leave our campus, and throughout the day. Students are advised that the school's jurisdiction includes the school campus; school-sponsored activities held away from campus, such as fieldtrips, dances, car washes, promotional, etc, transit on school buses, and the bus stops. The school can apply disciplinary action whenever a violation occurs in any of these locations. Additionally, the action of students' off-campus, which may affect the school environment, may be subject to disciplinary action when the safety and well-being of students are concerned.

DAILY DISCIPLINE PROCEDURES BOARD POLICY 405

Daily discipline procedures are based on the philosophy that teachers should take the first steps to resolve minor classroom problems and non-discipline misbehavior requiring corrective intervention, not punishment.

CONDUCT ON CAMPUS AND IN THE CLASSROOM

Students are hereby informed that the staff, faculty and administration functions as their parents (in loco parentis) while the students are on campus or attending school-sponsored activities. This legal concept assigns the school the authority and the duty to require students to conform to a specific code of conduct and to apply consequences when students are found to be in non-compliance with the code of conduct. School policies are implemented in order to provide a safe and respectful learning environment. No balls will be allowed in the school courtyard. The following balls: soccer, volleyball, basketball, and football may only be used at the soccer field. Golf balls and baseballs are not allowed.

MINOR OFFENSES (Level 1-2 Offense):

Student may be referred to a School Administrator, Guidance Counselor, or School Health Counselor for corrective intervention for these types of behaviors. These offenses include, but are not limited to any type of misbehavior or classroom disruption other than those addressed by major or suspension offenses.

The procedures to be followed for disruptive misbehavior that does not warrant immediate suspension to include, but not limited to, gum chewing, spitting and uniform violation are as follows:

- 1st, 2nd, & 3rd Offenses – Each offense is dated and teacher indicates all attempts to correct behavior (to include parent contact).
- 4th Offense – Referral to Administrator with documentation of the three previous misbehaviors and Parent/Teacher conference. Four (4) minor offenses are considered a major violation.
- Subsequent Offenses – Referral to Administrator.

Generally, the four (4) offenses must occur within one-month period to warrant a referral. However, students may be referred to an Administrator after teachers/staff have documented more than four minor offenses if a pattern of misbehavior is occurring which would otherwise not be dealt with because of the condition of the "four offenses within one-month" requirement.

ACTION TAKEN BY ADMINISTRATION FOR MINOR OFFENSES:

The following options are available at Administrator discretion:

- Conference with student, parents/guardian and teacher.
- Referral to the Counselor for counseling/evaluation.
- Work detail/Detention/ Loss of privileges during non-instructional time.
- Contract (Behavior/Attendance)
- Parent Shadowing
- Positive Learning Center (Esgiahon I famugounta)
- Suspension for up to two (2) days/In School Suspension
- Or any combination of the above consequences.

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MAJOR OFFENSES (Any Level 3 Offense):

- ▶ First and Subsequent Offenses- Subject to referral to Administration.
- ▶ These offenses include, but are not limited to the following examples of prohibited conduct: Use/Possession/Distribution of contrabands and drugs, weapons, and alcohol; assault and battery to employee; and terroristic conduct.

ACTION TAKEN BY ADMINISTRATION FOR MAJOR OFFENSES:

Mandatory conference with students; plus the following options:

- Suspension
- Parent Shadowing
- Community Service
- Referral to the Counselor for counseling/evaluation
- Referral to Outside Agency –Mandatory participation (counseling, drug cessation, anger management, etc.)
- Referral to the Disciplinary Advisory Council (DAC)
- Or any combination of the above options provided that any combination of the above disciplinary actions does not exceed ten (10) days in length.

PARENT SHADOWING/SUSPENSION

All parent shadowing and suspensions must be initiated by an Administrator as an exercise of administrative authority in compliance with Board Policy 405. No suspension may last longer than ten (10) school days including the time a student is suspended or a Discipline Advisory Committee (DAC) hearing will be convened. Only parents/guardians will be allowed to attend the hearing or to parent shadow his/her child.

SPECIFIC GROUNDS FOR SUSPENSION BOARD POLICY 405

An Administrator may suspend a pupil when it is judged necessary for the welfare of the school or the pupil concerned.

Please Note: Students who are placed on suspension are not allowed on the campus during the suspension period. Students who are caught on campus during their suspension will be reported for trespassing and referred to the Guam Police Department (GPD).

LEVEL 2 OFFENSES

Physical Aggression	Endangers: Instigating a Fight	Forgery/Theft
Defiance/Disrespect/Insubordination	Use/Possession of Contraband	Skipping
Deceptive Behavior	Property Damage	Use/Possession of Unauthorized Medium
Obscene Gestures/Words/Pictures/Drawings	Academic Dishonesty	Gambling

LEVEL 3 OFFENSES

Bullying/Harassment/Intimidation	Sexual Harassment	*Use/Possession of Alcohol Products
Cyber Bullying/Sexting	Left campus without permission	*Terroristic Conduct
Use/Possession of Tobacco Products	Bomb Threat/False Alarm	*Arson Property Damage
Use/Possession of Combustibles	Property Damage: Arson	*Use/Possession/Distribution of Weapon
Vandalism Property Damage	Graffiti Property Damage	*Intoxication
Endangers: Fighting	Extortion	*Assault /Battery of Employee
Endangers: Rioting	Assault/Battery	*Use/Possession/Distribution of Contraband/Drugs
Use/Possession/Distribution of Inhalants		*Use/Possession/Distribution of Firearm/Explosives
		*Sexual Assault

**Infractions may result in an automatic 10-day Suspension and DAC Hearing.*

Positive Learning Center (PLC) aka Esgiahon I Famaguonta

The Positive Learning Center is designated for students who are having academic, behavioral, or social issues on the campus and need some time away from the mainstream population to refocus their behavior and redirect individual expectations. This is also an alternative to out of school suspension.

Guidelines PLC Enrollment:

- ▶ Students may be referred to the Center for Success classroom for Level 1 or Level 2 offenses, to include continued defiance and failure to attend the mandatory lunch tutoring program.
- ▶ Students may be referred to the PLC classroom for non-completion of academic tasks and to meet compliance with classroom requirements, assignments, and projects.
- ▶ Students placed in the PLC classroom **MUST** participate in classroom instruction on PBIS and Positive Action and be able to articulate why they are in the class and what they must do before they are released to ensure their success back into the mainstream campus.
- ▶ The PLC classroom is staffed with a certified teacher and teacher aides to support instruction for all students as their regular teachers provide their daily assignments and homework.

PARENTAL CONFERENCE FOR DISCIPLINARY ACTION

Parents shall be informed that they may be referred to Family Court or Child Protective Service for educational neglect if they fail to attend, within any school year, the number of conference requested for the reason given below:

- ▶ Minor Offenses: 4 Conferences
- ▶ Major Offenses: 3 Conferences
- ▶ Suspension: 2 Conferences

The philosophy supporting the need for such a referral is that the lack of support from parents/guardians by not attending conferences, compromises the ability of the school to effectively deal with misbehavior committed by their children. If the parent/guardian does not agree to assignment of work detail or break/lunch detention, or if the child fails to attend, the student is liable for suspension.

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In addition, a student who is suspended for a third time during a school year shall be referred to his/her guidance counselor to:

1. Conduct or initiate and coordinate an evaluation of the reason(s) for the student's misbehavior;
2. Forward written recommendations which are based on said evaluation to the school administration regarding interventions that should be initiated to prevent the student's misbehavior from recurring.

Students and their parents/guardians shall be held responsible for paying for damages incurred by the student who defaces or destroys government or personal property.

DISCIPLINARY ACTIONS FOR STUDENTS WITH SPECIAL NEEDS

Students receiving **Special Education** services who are suspended for more than 10 days within a school year, a Manifestation Hearing **MUST** be scheduled to determine if the student's disability is associated with the student's behavior. If the behavior is determined not to be a manifestation of their disability, further action may be taken. Any student suspended from any school shall not be accepted into a GDOE school, until such time a due process review has been provided to the student and the consequences or conditions as stipulated have been met.

DISCIPLINARY ADVISORY COUNCIL (DAC)

The primary intent of the Disciplinary Advisory Council (DAC) hearing is to explore and formulate solutions to the disruptive behavior patterns being exhibited by students for whom the DAC is convened. While disciplinary action in terms of punishments is one of the issues the DAC needs to address, it should not be the focus of the DAC. Rather, students, their families, and the school should primarily concern the DAC with changes that need to be made in order to reduce the frequency and severity of the students' disruptive behavior.

DAC hearing is called when a student has violated a level 3 offense of the Office Discipline Referral (ODR) or has been suspended three or more times and/or is being suspended for 10 school days or more. The hearing will allow the student and their parents to further discuss the findings of guilt for the offense(s) and comment on the recommended disciplinary action from the Administration.

CELLULAR PHONES *Board Policy 406*

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

1. **CELL PHONES ARE TO BE TURNED OFF BEFORE YOU EXIT YOUR CAR OR BUS!**
2. Students must register their cell phones and their numbers with the Student Support Office. The make, model, and serial number are required to register the cell phone.
3. Teachers will be given discretionary authority in the usage of cellular phones and/or electronic devices in the classroom, to enhance the learning experience within the classroom.
4. Cell phones are not to be used during any school-level crisis, drill, or disaster.
5. Cell phones may not be used at any time to engage or facilitate academic dishonesty. This means using your phone texting or messaging abilities to inform peers of the contents of tests or other tools to measure academic mastery. (See Academic Dishonesty/Deceptive Behavior)
6. Any concerns regarding cell phones will be addressed at the discretion of school officials.
7. Parents and students are required to sign the AIJMS Student Cell Phone Usage Disclosure Statement document in order to carry a cell phone on-campus. **Note:** Students who bring cell phones to school are expected to follow the rules stipulated above and in the GDOE Standard Operating Procedures.

****VIOLATION OF CELL PHONE USAGE POLICY will result in confiscation of cell phone devices, suspension of privileges, and/or school suspension as per Board Policy 406 based on severity of the offenses. Cellphone/Electronic devices not picked up within 10 days after notification, the school will discard the item. Cellphones/Electronic devices confiscated and held for at the end of the year must be picked up within 15 days from the last day of school.**

LOST OR DAMAGED CELLPHONES

Cellphones are the personal responsibility of the student. The school is not responsible for the theft or damage of cell phones or other electronic devices. The school will not conduct searches to seek lost or stolen cell phones or other electronic devices.

SEARCH/SEIZURE *Board Policy 407*

All lockers, book bags, cellular phones, school busses and cars located on school property may be subject to search without warning by the Principal or designee at any time, if reasonable suspicion exists. Absolutely no search will be conducted for loss of personal items (iPods, cellular phones, electronic devices, etc.)

Three kinds of searches are authorized in the Guam Department of Education

1. Searches based on a reasonable suspicion that a particular student or group of students is in possession of contraband.
2. Random searches of student vehicles parked on school property and school lockers may be conducted according to procedures developed by the Superintendent and provide notice to students and parents of the possibility that searches may be conducted for student safety.
3. Blanket Administrative Searches are necessary to ensure the health, safety, and well-being of all the GDOE student body. School Administrators will notify the Superintendent when a search of the entire student body is conducted.

UNAUTHORIZED DRUGS, ALCOHOL AND OTHER INTOXICANTS *Board Policy 420*

School Administrators are authorized to conduct searches of students, their possessions, and their lockers whenever they have reasonable suspicion that the students are in possession of unauthorized medications, illegal drugs, or alcoholic beverages.

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1. It is unlawful for any person knowingly or intentionally to possess a controlled substance (i.e. marijuana, crystal methamphetamines, unless such substance was obtained directly from, or pursuant, to valid prescription or order of practitioner while acting on the course of his/her professional practice (9GCA Chapter 67s 67.62)
2. Any student who knowingly, intentionally, or unlawfully delivers or is in possession of a controlled substance, illegal substance, or alcohol with the intent to deliver, distribute, dispense or sell shall be immediately referred to the Guam Police Department and subject to further discipline action.

Drug-Free Zone (PUBLIC LAW 23-087) AIJMS is a drug-free zone. A drug-free zone means any area within 1000 feet of an educational institute of a public or private elementary, secondary or post-secondary.

Drugs: The illegal possession, use, sale and distribution of controlled substance as defined in **Public Law 10-194** on campus is against school policy and Guam laws.

1. In accordance to Public Law 30-174, this states that it is illegal to be in possession of chemicals found in the product commonly known as “**SPICE**”.
2. Disciplinary action will be taken against any student who is determined to be in possession of, using, under the influence of, selling or distributing any controlled substances.
3. Furthermore, the offending students will be referred to the Guam Police Department for investigation for possible criminal prosecution.

NO SMOKING POLICY *Board Policy 430*

Smoking and/or possession of cigarettes or tobacco products, to include electronic (Vapor) cigarettes are prohibited. Lighters or matches are not permitted at any time while on school property, in all school buses, and at all school activities. Students are also advised that possession of lighters or matches may constitute possession of dangerous weapons/combustible. Students will be subject to discipline as mandated by:

- 1st Offense:** 3-day suspension
- 2nd Offense:** 6-day suspension +Mandatory Referral for Tobacco/Drug Cessation Classes
- 3rd Offense:** 9-day suspension
- 4th Offense:** Up to 10-day suspension and referral to Disciplinary Advisory Council for consideration of further disciplinary actions.

HARRASSMENT, INTIMIDATION, OR BULLYING, CYBERBULLYING, SEXTING and SEXUAL HARASSMENT *Board Policy 409*

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.

Bullying behavior components:

1. Aggressive behavior that involves unwanted, negative actions;
2. Involves a pattern of behavior repeated over time; and/or
3. Involves an imbalance of power or strength.

Common forms of harassment, intimidation or bullying include:

1. Repeated negative behaviors intended to frighten or cause distress to a student or group of students. Behaviors also include assault & battery, pushing and shoving, teasing, and name-calling.
2. Posting of negative messages on the bathroom walls, school walls, and classroom walls thus creating an atmosphere, which causes distress to the point that a student or students are frightened to attend school or their classes.
3. Verbal expressions, physical acts, and gestures and antagonism intended to strike fear with students and school staff.
4. Threatening notes, phone calls, and other electronic communications, which indicate, some form of retaliation.
5. Aggressive behavior of an individual or group meant to use greater power by threatening and generally oppressing a targeted individual or group of individuals.
6. Acts of intimidation that prevents students from engaging in the academic and learning process.
7. An action that targets a student or group of students and cause distress or suggests oppression based on race, color, religion, disability and beliefs and further causes students to lose focus and performance in the learning process.
8. Physical aggression such as assault, kicking, punching, hitting and biting.
9. Physical and aggressive gestures imitating an action to hit another person.
10. Extortion for lunch money or other student property.
11. Teasing in such a manner as to impact a student’s, emotional, or academic functioning.
12. Writing nasty notes on walls, paper, or other surfaces in an attempt to demean and defame a person’s character or integrity.
13. Other behaviors meant to create a climate of fear and that affects the daily functioning on students on and off campus.
14. Behaviors that cause or intend to cause social exclusion or isolation of another student; lies, false rumors and/or other behaviors that promotes relational aggression.
15. Having money or other things taken or damaged or threatening or forced others to engage in bullying behaviors.

Cyberbullying: The use of any electronic communication device to harass, intimidate or bully as defined in 17 GCA Section 3112.1 (2). Cyber bullying is bullying through the email, instant messaging, (IMing), chat room exchanges, Web site posts, or digital messages or images send to a cellular phone or personal digital assistant. Cyber bullying, like traditional bullying, involves an imbalance of power, aggression, and a negative action that is often repeated.

AIJMS students will acquire knowledge and positive attitudes, become life-long learners and be responsible citizens.

Cyberbullying behavior components:

1. Aggressive behavior that involves unwanted, negative actions;
2. Involves a pattern of behavior repeated over time;
3. Involves an imbalance of power or strength; and/or
4. Involves the use of electronic device(s) or digital means.

Common forms of cyber bullying:

1. Harassment: Repeatedly sending offensive, rude, and insulting messages.
2. Denigration: Distributing information about another that is derogatory and untrue through posting it on a Web page, sending it to others through email or instant messaging, or posting or sending digitally altered photos of someone.
3. Flaming: Online "fighting" using electronic messages with angry, vulgar language.
4. Impersonation: Breaking into an email or social networking account and using that person's online identity to send or post vicious or embarrassing material to/about others.
5. Outing and Trickery: Sharing someone's secrets or embarrassing information, or tricking someone into revealing secrets or embarrassing information and forwarding it to others.
6. Cyber Stalking: Repeatedly sending messages that include threats of harm or are highly intimidating, or engaging in other online activities that make a person afraid for his or her safety (depending on the content of the message, it may be illegal).

Sexting (9 GCA §28.100): A minor is guilty of an offense of Illegal Use of a Computer Telecommunications Device Involving a Minor, otherwise known as sexting, if the minor, by use of a computer or any telecommunications device, recklessly or knowingly creates, receives, exchanges, sends, disseminates, transmits or possesses a photograph, video, depiction or other material that shows himself or herself, or of another minor, in a state of nudity. **IT DOES NOT MATTER WHO RECORDED OR TOOK THE PICTURE OF THE MINOR IN A STATE OF UNDRESS. IT IS A VIOLATION OF THE US CODE: 18 U.S.C. § 2251- Sexual Exploitation of Children. A referral the US Attorney General will be forthcoming if this violation occurs anywhere on the AIJM campus or on the phone of any student.**

Sexting behavior components include:

1. Aggressive behavior that involves unwanted, negative actions and/or material that is sexual in nature.
2. Involves the use of electronic device(s) or digital means to transmit or distribute material that are explicate and sexual in nature.

Examples and common forms of sexting include but not limited to:

1. Electronically transmitting offensive, sexually explicate and/or inappropriate pictures, images or drawings that damages a student's reputation, educational standing or social standing or that interferes with the educational mission of the school.
2. Electronically transmitting offensive messages, postings, texts, instant messages and/or other forms of written communication that contain sexual context that interferes with the educational mission of the school.
3. Electronically transmitting offensive music, sound bites, voices, noises or any recorded material that contain sexually explicate and/or inappropriate content that interferes with the educational mission of the school.

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

Forms of sexual harassment may include but not limited to the following:

Verbal, non-verbal, and physical sexual behaviors; Coerced sex; Sexual jokes and innuendoes; Remarks about a person's body; Turning discussions inappropriately to sexual topics; Whistling or cat calls; Looking a person up and down or staring in a sexually suggestive manner; Invading someone's personal space or blocking her/his path; Sexually explicit visuals such as pin-ups; Suggestions of sexual intimacy; Repeated requests for dates; Unwanted letters, electronic mail or other computer communications; Unwanted gifts; and/or Touching, hugging, massaging, and other gestures or sounds that a reasonable person of the same sex as the recipient would find offensive.

DANGEROUS WEAPONS *Board Policy 425*

Any student, while at a school site or riding on a school bus is found possessing an instrument which the Principal or his designee determines to be a deadly weapon shall be suspended immediately and a complete investigation shall be conducted. If it is determined that possession of an instrument is illegal under the laws of Guam, or if the student threatens or attacks another person with it on campus or at a school related activity, the student shall be referred to the Guam Police Department and dealt with according to the provisions of Board Policy 405.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily convert to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The possession or use of dangerous weapons, such as guns, knives, throwing darts, California seals or any ordinary object, which is used to physically injure or attempt or threaten to injure another student, will warrant severe disciplinary action, including referral to Guam Police Department. Note: Under the **Guam Gun-Free School Zone Act of 2004**, if you bring a gun to school, you will be guilty of felony in the third degree.

SCHOOL BUS RIDERS *Board Policy 435*

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All school bus riders will conform to school bus rules issued by the Superintendent of Education and the Director of Public Works. No students shall disembark from a school bus until it has arrived at its destination (either the school grounds or at the regular disembarkation stop), except for an emergency or except upon presentation of written permission of parent or guardian authorizing such disembarkation. Students electing to use their own transportation in lieu of school bus transportation, may not use car unavailability or malfunctioning, dropping of or picking up other riders, flat tires, etc as excuses for absences or tardiness.

In addition all students will adhere to the following:

1. When at the bus stop stay off the road while waiting for the bus.
2. Line up in an orderly manner when entering or exiting the bus.
3. Follow the bus driver's instructions at all times.
4. All school rules apply while on the bus.
5. Refrain from littering or damaging property.
6. Do not bring articles on the bus that may cause injury to others.
7. Absolutely NO SMOKING on the school bus.

Students should also know the following:

Fighting: Students are encouraged to take all necessary measures to avoid confrontation that may lead to a fight. Violence towards others is a serious offense and will be dealt with in a stringent manner and subject to the most severe consequence.

Disorderly Conduct (9 GCA §61.15) A student can be charged with disorderly conduct and suspended for up to 10 days if, with the intent to cause public inconvenience, annoyance, or alarm, the student recklessly interrupts the educational process.

Insubordination Defined as the defiant refusal to comply with any valid directive issued by school personnel. In other words, if any teacher, school aide, staff member or school administrator gives a directive to a student, such student must immediately comply.

Terroristic Conduct (Title 9 GCA§19.50) This is a threat to commit any crime of violence with intent to cause evacuation of a building or place of assembly, or to cause serious public inconvenience. This law also covers behaviors such as reporting a false bomb threat and pulling the fire alarm at school.

Personal Items The school is not liable for any personal items that are stolen, broken, or lost. If an item is of such great value, school personnel recommends students refrain from bring the item to school. School bags are not permitted on campus for security and safety purposes on the last day before Christmas Break and the last week ending of the school year. (e.g. Personal kandamas will not be allowed during instructional time and must be supervised during non-instructional time.)

Graffiti (9 GCA §34.70) Graffiti is any inscription or drawing/defacing made on some public surface. These acts are against the law and will be dealt with in accordance with the law. Parents will be responsible for any damage made by their child. Spray paint, permanent markers, and other like materials are prohibited and students are not allowed to have them in their possession while on school property or in attendance at off-campus school related activities.

Backpacks/Bags Students must be responsible for their personal backpacks/bags at all times. AIJMS will not be responsible for confiscated bags or their contents if found unattended.

Criminal Offenses: Students who commit any criminal offenses in violation of the Guam Code Annotated, (GCA), on/off campus are subject to disciplinary actions and may be detained by the police and charged with the violation of the GCA. **PARENTS WILL BE HELD ACCOUNTABLE FOR ANY DAMAGES BY THEIR CHILD!**

The following list is some examples of criminal offenses:

Riot (Three or more persons involved)	Felony 3 rd degree
Terrorist Conduct (Bomb threats etc.)	Felony 3 rd degree
Terrorizing (Verbal threats/use of weapons)	Felony 3 rd degree
Aggravated Assault (Weapons used)	Felony 2 nd degree
Criminal Sexual Misconduct	Felony
Criminal Trespass	Misdemeanor
Possession of paraphernalia (illegal drugs)	Misdemeanor
Cyber bullying/Sexting	Felony

Destruction of Government Property Any student who willfully cuts, defaces, graffiti or damages any school property will be suspended and liable for all damages caused. Students will be subject to disciplinary action (Board Policy 405) and referred to Guam Police Department for appropriate action, in addition to either repairing or replacing the item damaged. Parents maybe held financially accountable for their child's damage of school property.

Public Display of Affection (PDA) Public displays of affection, either to the same or opposite sex, are not acceptable while on school campus or in attendance at off-campus school related activities and will not be tolerated. Prolonged hugging, kissing, caressing and sitting on top of one another are not acceptable. Any inappropriate display of affection may lead to disciplinary action and notification to parent/guardian(s).

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Off-Limits Areas In order to ensure students safety during non-class times, certain areas are designated as off-limits, due to limited supervision. All students must remain downstairs during lunch and break times. Students should not be on the 2nd floor of the Quad and B-Wing. The breezeways connecting the east and west sides of B & C-wings are also off limits during lunch and break times. Students are also to refrain from leaning on the railings for the general safety of all, and any other area deemed unsafe by school personnel. Students are to remain out of stairways at both ends of B wing. Students are also to keep away from exterior concrete walkways connecting B wing and C wing. These areas are to be used for emergency purposes only. Students will use the main hallway and main stairway as their means of getting to and from class. Walkway between B wing and the library is off limits at all times. Students must also use the hallway and awning to get from the Quad area to E- Wing. Student must remain off the lawn between the Quad and Gym during passing times.

Electronic Devices Electronic devices are defined as portable devices such as tablets, iPads, cameras, iPODS, radios, headsets, walkman/CD players, personal music devices, hand-held computer games etc. Students are prohibited from using electronic devices during the school day unless under the direct supervision a teacher for the purpose of enhancing the learning environment.

Prohibited Items Students are reminded that the following items are prohibited on the school campus:

Electronic (Vapor) Cigarettes; Butane lighters; Gambling Devices (electronic, playing cards, etc.); Chewing Gum; Pornographic Materials (photographs, magazines, DVD, electronic copies, etc.); Headwear (bandanas, hats, beanies, etc.); Accessories (body piercings, studs, dangling/looped earrings, sunglasses, etc.); Clothing (Pull-over jackets, unpatriotic garments or clothing with designs that display or symbolize obscenities, drugs, alcohol, tobacco, offensive decoration/graphics, gang related insignia); and or Writing Materials (Permanent Markers, Liquid White Out etc.).

Confiscated Items Any confiscated items will be turned in to the SSO and returned only to the student's parent/guardian(s). Any confiscated items unclaimed for more than ten days will be considered abandoned by the student and will be disposed of promptly. Confiscated items are considered contraband and are not permitted on campus. Any contraband items confiscated will not be return to the students and/or parent/guardian. AIJMS will not be responsible for the loss or replacement of any confiscated items. Students are expected to be familiar with what items are prohibited and to use good judgment in selecting what items to bring on campus.

DRESS CODE / UNIFORM POLICY BOARD POLICY 401 and 405

All students are required to wear the approved Agueda I. Johnston Middle School uniforms while school is in session or attending a school related activity during school hours. The uniform shall consist of the AIJMS shirt and AIJMS khaki pants, skirts, skorts or shorts. Students wearing their uniform represent and exhibit AIJMS school pride and spirit in a manner that promotes a positive self-image, personal pride, academic success and contributes to a productive environment. Uniforms shall be properly maintained and kept neat. **Parents please ensure your child is neat, groomed and in compliance of the uniform policy before coming to school each and every day.** Considering the nature and conditions of living on Guam (power & water outages, etc.) please prepare in advance for such conditions.

- Girls will not alter their shorts to make them shorter.
- Mutilating (cutting off collars or sleeves, marking or writing, etc.), obscuring or adding accessories to the uniform is prohibited.
- Use of pullover jackets, vests, sweatshirts, or any other non-uniform clothing is prohibited in the hallways at all times unless inclement weather calls for students to wear a pullover. Three warnings/violations of this rule will constitute confiscation of the clothing by school personnel.
- Use of pullovers in classrooms with air-conditioning is at the discretion of the classroom teacher and/or school authority.
- T-shirts/ under shirts worn under the uniform must be tucked in at all times and shall not be visible below the uniform polo shirt.
- Sagging uniform shorts or pants will not be tolerated.

Refusal to wear the school uniform or wear it properly is considered non-compliance of school rules and is subject to disciplinary action.

SPIRIT DRESS DOWN DAYS

Upon approval of the Principal and in compliance of the conditions offered, students will be allowed to be out of uniform during certain activities and/or club-sponsored activities. All students must exercise proper grooming and appropriate attire. Through the collaboration of the Student Body Association (SBA), the school administration will designate and allow certain days as "Spirit Days" or "Dress Down Days", where students are afforded the opportunity to dress out of uniform. In addition student club/organization t-shirts may be worn on specified days. Appropriate attire must be worn and dress code/uniform policy must be adhered to.

Certain requirements will be adhered to:

1. Students must adhere to the specific theme of the day (i.e., Island wear day, red/hearts day, say no to drugs day).
2. Any article of clothing, accessory, jewelry or other personal item depicting any illegal activity will not be permitted.
3. Absolutely no plunging necklines that expose breasts or cleavage. Any clothing, which exposes the back, breast, buttocks, or belly while standing or sitting, is not permitted.
4. Students are not allowed to wear revealing clothes, blouses, spaghetti straps, and high heels.
5. See-through clothing, which exposes undergarments, will not be tolerated.
6. Immodest or excessively short skirts/shorts/ dresses, etc. will not be allowed.
7. Absolutely no hats, caps, visors, bandanas, head/wrist bands, beanies, sunglasses etc. Most of these items or their colors may represent certain gang-affiliations, which is prohibited.
8. Absolutely no oversized belt buckles or buckles with pointed sharp, or jagged edges are allowed.
9. All shorts and pants must be worn at the waistline, the hipbone or higher, absolutely no baggy or sagging pants are allowed.
10. No jewelry or accessories that have pointed or sharp edges are allowed (earrings, studs, bracelets etc.).

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11. Absolutely no wallets with chains are allowed. In addition, chains and studded wristbands are not permitted.
12. Hair should be clean and well groomed. Hairstyles, which are distracting, impair vision or are a hazard to others or to the students themselves is not permitted.

Students found in violation of these standards will be subjected to progressive disciplinary action, to include and not limited to parent notification and confiscation of prohibited items.

Consequences for Violations:

- 1st Offense: Warning - Parents notified to provide the AIJMS uniform for their child.
- 2nd Offense: Lunch Detention 2 (two) days. Parents notified to provide the AIJMS uniform for their child.
- 3rd Offense: Work Detail 5 (five) days. Parents notified to provide the AIJMS uniform for their child.
- 4th Offense: Activity Suspension/Loss of Privileges for upcoming Dress Down Days.

PHYSICAL EDUCATION UNIFORMS

If a student is enrolled in Physical Education (PE) as an elective, each child is expected to comply with the AIJMS PE Department Dress Code as per a school policy. Students are given 20 days to comply with the school policy and teacher/course syllabus.

1. P.E. shirt with AIJMS logo;
2. P.E. shorts with AIJMS logo;
3. Shoes and socks (non-marking soles only)

GENERAL INFORMATION

HOURS OF OPERATION

An official school day (instructional day) is from 8:30 a.m. to 3:30 p.m. The Main Office is open for business from 7:30 a.m. to 4:00 p.m. Students should not be on campus before 7:30 a.m. and after 4:00 p.m. This will be strictly adhered to. Additionally, if students are on the campus after working hours they must have an administrators approval, be with a teacher, or a coach.

USE OF SURVEILLANCE CAMERAS FOR SAFETY AND SECURITY PURPOSE

The School Administration has engaged in 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. The school recognizes that there is an expectation of privacy in certain areas of the school and will ensure that there is no violation of this right to privacy.

CLOSED CAMPUS

AIJMS maintains a “Closed Campus” policy. In the interest of campus security, all visitors are required to check-in at the main gate as they arrive on campus then proceed directly to the Main Office to sign-in as a visitor, in accordance with the laws of Guam. Unauthorized visitors found on campus will be detained and referred to GPD for trespassing. Students are not allowed to bring siblings, relatives or friends during the instructional day without permission from the school Principal. Parents are always welcome, provided they sign-in at the Main Office and obtain a “Visitor’s Pass”.

GATES

The main gate to the school will be monitored during instructional hours. The main gate will open at 7:30 a.m. and closed at 3:15 p.m. All visitors are to report directly to the main office to sign in and obtain a Visitor’s Pass. Parents/legal guardians are not to drop off their child/ren prior to the gates being opened because there will be no supervision for them. They are to drop off their child/ren at the drop off gate (front of school) in the morning. If your child eats breakfast in school, please drop them off affording them time to eat breakfast and allowing them ample time to report to class prior to the fist bell of the day. The back gate will be opened at 7:30 a.m. and closed at 8:30 a.m. The back gate will remain closed during instructional hours. This gate is strictly used for bus loading/off loading and access to the back of the school.

VISITORS ON CAMPUS

1. All visitors to AIJMS must sign in the Visitor Logbook and obtain a Visitor’s Pass at the main office before proceeding to other areas on campus.
2. Visitors are not allowed to enter classroom areas of campus without permission from the Principal.
3. The visitor(s) must then obtain a pass and then becomes the responsibility of the person being visited.
4. The pass must be returned to the main office after signing in the Visitor’s Logbook.
5. Visitors under the influence of drugs or alcohol are prohibited from entering the school campus at any time.

*Parents/legal guardians are encouraged to meet with their child’s teacher(s) or principal to discuss concerns regarding their child. It is recommended to complete the Parent Concern Form and make an appointment in advance, to ensure that the conference can occur at a convenient time for all. Please review the School and Team Schedule to minimize instructional interruption.

LEAVING THE SCHOOL GROUNDS

AIJMS is a closed campus. Once a student arrives on campus, he/she may not leave the school grounds before dismissal time without permission from parents and the principal or his/her designee. Students will not be released to someone other than a parent/guardian or someone on the emergency card/PowerSchool.

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STUDENT RELEASE/EARLY DISMISSAL

Students leaving campus prior to the end of the school day must be signed-out and be released at the main office by the parent/legal guardian or designee. Should parents or guardians need to pick up a student prior to dismissal time, the parents must come into the Main Office to sign the student out. Phone calls to the Main Office for such a dismissal will not be entertained. Parents are to allow ample time to come to the campus, enter the school office, make a formal request for Early Dismissal from school personnel, wait for their child to come to the Main Office, and then sign the student out. Students will only be called out of class when the parent is physically in the Main Office. Parents should anticipate roughly an additional 3-minute wait from the time the school personnel contacts the classroom teacher to the time the students gets to the Main Office. This will allow the student time to secure their assignments/ books/supplies/homework before walking to the office. No student will be released to any person that is not listed on the student emergency information form. Please remember to bring proper identification when picking up your child.

LATE PICKUP

Students who are constantly being picked up after 3:45 p.m. will be referred to the Child Protective Service (CPS).

OFFICE PHONES/ CLASSROOM PHONES

The office phones are for official business only and may be used by students only with permission from school personnel. The school will only accept phone messages for students in the event of an emergency and approval by a School Administrator. The use of classroom phones by the student must be under the supervision of the teacher if necessary. Although most teachers have an extension telephone line in their classroom, parents are asked to refrain from contacting teachers during instructional time since this is an interruption to learning. Parents may write a note in their child's student planner for the teacher they wish to contact and the teacher may reach the parent at an appropriate time (before classes, during their preparation period, after school, etc.) In addition, parents are not to call classrooms to ask to speak to their children during the course of the school day.

MESSAGES / DELIVERIES

Due to the large number of students in our school population, it is not possible to deliver various personal messages or items to students.

- ▶ Arrangements regarding lunch money, appointments, transportation, etc. must be taken care of before the student arrives at school. Only Emergency messages will be channeled through an Administrator before delivery.
- ▶ The office staff will not accept any items for delivery. Therefore, lunches, flowers, balloons, food, etc. should not be delivered to the school. Such items will not be accepted nor delivered by school personnel.
- ▶ Lunches can only be dropped off during the respective lunch times/ periods and only to the designated students. Students are not allowed to share dropped meals or snacks at any time.
- ▶ Students will not be called from class to accept messages or deliveries during the instructional day.

CHANGE OF ADDRESS AND/OR PHONE NUMBER

Parents please inform the main office when your address or phone number has changed. Updated information is essential to the school, most especially when there is an emergency or a need to communicate with you regarding your child.

PROPERTY IDENTIFICATION: LOST and FOUND

When articles are found, they are turned into the SSO and placed in the lost and found area. Any articles not claimed after five (5) working days will be destroyed. If your child's name is on the article it will be returned to your child. Remember to have your child write their name and grade level on their personal belongings. This will aid the return of items to the rightful owner. Items may be reclaimed during break, lunch, or before/after school only.

SUBSTANCE ABUSE

Guam's Clean Indoor Air Act (Public Law #21-139) prohibits smoking in enclosed public places like the schools. The signs at the main and back gate state "Absolutely no smoking, no display of tobacco products, any illegal drugs, alcohol or weapons." This includes before, during, and after school programs and activities.

CLASSROOM PARTIES

Absolutely no classroom parties are allowed on campus without the written consent of the school Principal only and contingent upon the acknowledgement of the parent food waiver.

CAMPUS PRIDE

Students are encouraged to take pride in the AIJMS campus. Students should practice responsible citizenship by picking up after themselves and making sure others do so as well. Please throw trash into trashcans and aluminum cans and plastic bottles in to the recycle bins.

CAMPUS MAINTENANCE

Students may be asked by school personnel to assist in light housekeeping duties within the campus. Such duties might include picking up and disposing of trash, cleaning whiteboards, sweeping floors, dusting, arranging desks and assisting with general campus cleanup.

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SCHOOL SUPPLIES

Students are expected to provide their own notebooks, paper, pens and pencils, binders, etc. some subjects may require additional materials; in this case, the materials will be listed in or attached to the course syllabus. Student Planners will be provided to each student and is a required supply in each class.

MAIN OFFICE

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

- ▶ Enter the Main Office front door only when you have business there.
- ▶ Conversations should be held in low tones.
- ▶ You may be asked to sign-in and write the purpose of your visit.
- ▶ If you are requested to wait, remain quietly seated until called upon.

NOTE: These rules apply to all offices on campus for students, parents/guardians and visitors.

REGISTRATION

On-Island Registration:

- ❖ Official Withdrawal form from previous school
- ❖ Health Audit (fulfilling all DPH&SS Immunization Scheduled Requirements)
- ❖ **Physical Examination/ TB Skin Test (both are a requirement for all incoming 6th graders)**
- ❖ Proof of Residency (Mayor's Verification)
- ❖ Completed Emergency Card
- ❖ School Acknowledgement Forms

Additional Requirements for Registration from Off-Island:

- ❖ Original Birth Certificate
- ❖ Official/Unofficial Transcript from transferring school
- ❖ Physical Exam and PPD or TB skin test (One year for U.S. and six months for foreign countries)

WITHDRAWALS

When withdrawing from AIJMS, the following should be followed:

- ▶ Parents must initiate the withdrawal through the Curriculum Office at least two to three (2-3) working days in advance to prepare documents. These documents will be ready for pickup on the last day of your child's attendance. Requests for withdrawals can only be made between 8:30-11:30 a.m. Monday through Friday.
- ▶ Proper forms must be obtained and all sections completed.
- ▶ Books must be returned to the respective classroom teachers.
- ▶ Outstanding obligations (textbook, library fines, etc) must be paid.

STUDENT VERIFICATION

Parents or Legal Guardians must request for Student Verification in the Main Office by completing a request form in person. Completed request for Student Verifications will be ready for pick-up the following school day. **Phone requests will not be accepted at any time unless there is a compelling reason for such request.**

PASSING TIME

In order to ease congestion during passing time, students should stay to the RIGHT side of all hallways, walkways, and stairwells. No whistling, yelling, screaming, shouting, or howling will be tolerated. No running in the hallways.

HALL PASSES

At no time should a student be in the hallways without a pass from his/her teacher. Passes are given for emergency use of the restroom, nurse's office, teacher errand, or if the student has been called to the office. Students must exercise proper behavior while passing through the hallways during instructional times. They must use the most direct routes to and from their destinations.

RESTROOM USE

Students are to use the restroom before and/or after school, during breaks, or lunchtime. Only in extreme situations should a student ask to leave a classroom to use the restroom. **In such cases, he/she must have a current pass filled out completely and signed by a teacher.**

- ▶ **Students who have urinary or bladder problems and need to use the restroom frequently should provide a doctor's note to administrators, nurse and teachers.**

SCHOOL LOCKERS

Use of school lockers are a privilege that may be revoked at the discretion of the Principal. Students may use lockers to keep their books and other belongings required for school activities. Students' lockers remain the property of Agueda I. Johnston Middle School and are "subject to searches at the school's discretion regardless of whether reasonable suspicion for a search exists" – Board Policy 420. Lockers must be cleared out one week prior to the end of school. Students are not to share lockers.

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EMERGENCY PROCEDURES

Emergency, fire, and earthquake drills will occur regularly within the school year. These drills are essential to the safety and welfare of all students. Students must adhere to signals and instructions given by administrators, teachers, aides, and support staff. All students must follow evacuation pathways and designated areas to ensure SAFETY.

Agueda I. Johnston Middle School recognizes three categories of school-wide emergencies.

1. The first is when it is necessary to evacuate all personnel and students from the school building, as in the case of a fire or bomb threat.
2. The second is when it becomes necessary to close the campus and send students home, as in the case of an approaching typhoon or natural calamity or event that is disruptive to school operations.
3. The third is when it is necessary to secure the campus against widespread or life-threatening violence, as in the case of rioting or armed intruder. Regardless of which type of emergency confronts the school, it is essential that all students remain calm and quickly follow the direction of school personnel.

Typhoon and Tropical Storms:

All students should come prepared to school and have wet-weather gear and/or a change of clothing. Please familiarize yourself with the following information and procedures in order to minimize risk of danger to yourself and others.

1. **Typhoon Condition Readiness IV/III:** School remains in session and the school buses operate on their usual schedule. Students are to report to school.
2. **Typhoon Condition Readiness II:** During school session and upon Governor's declaration, busses will be sent to all schools and students will be sent home. If school is not in session and the declaration of Condition II is announced, students should remain at home.
3. **Typhoon Condition Readiness I:** Students should remain at home until the declaration by the Governor that island is in Condition IV.
4. Listen to your radio or TV for information about the weather conditions.

Power/Water Outages: In the event of a power or water outage during the school day, all students and teachers will continue with regular the class schedule unless the school administration releases students. School will not be evacuated because of an outage. Teachers and students are to remain in the classroom to avoid disruptions in the hallways.

Evacuation Procedures:

1. Students will leave their belongings in the classroom. Students may bring any valuables with them. Book bags and backpacks are too bulky for the hallways and should be left in the classroom.
2. Students are to exit the school quickly and quietly along the appropriate evacuation route. (Stops at your locker, the bathroom, or water fountains are not permitted.)
3. Students are to remain with their teachers when evacuating and in the "holding area" outside.
4. Attendance will be taken at the holding area.
5. Students who are not with their teacher at all times during the evacuation will be subject to disciplinary action for skipping.
6. When the "All Clear" signal is given, students are to quickly and quietly return to the classroom they were in when the evacuation began and attendance will again be taken.

Active Shooter:

There will immediate lockdown following a notification/signal of an active shooter on campus. Refer to lockdown procedures to include a one-minute continuous ringing bell.

FIRE (Drill or Real): If it is necessary to evacuate the school building the fire alarm bells will ring in short, regular bursts for four minutes. Students should leave their belongings in the classroom they are in and precede with their teacher to a pre-arranged site. Maps are posted in the classrooms showing the route personnel should follow. Teachers will take attendance to account for student whereabouts. Students are to remain with their class until the all-clear signal is given. Students are to return to the classroom they were in prior to the evacuation.

Bomb Threats: If the school receives a notice relative to the presence of a bomb, immediate lock down will occur and assessment by school personnel will take place. Teachers would immediately conduct their own classroom clearance procedures. Evacuation will only be initiated when proper authorities provide guidance and procedures.

Earthquake: Earthquakes occur without warning. Usually they only last a few seconds and students should remain calm and ride it out. Occasionally, a more severe quake may last a lot longer and be quite violent. In the event of a severe earthquake, personnel should take the following steps:

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During the earthquake:

Don't panic. If you are inside, move away from objects such as shelves, ceiling fans, light fixtures, and windows, which may break, and fall on you. Sit on the floor to avoid falling. Try to protect your head by either holding your hands over your head and neck or take cover under a sturdy desk or table. Do not try to run outside unless the shaking escalates and warrants an evacuation of the building. If the earthquake occurs while you are outside, move away from buildings, trees, power and light poles, and overhead utility wires. Sit on the ground and remain calm.

After the earthquake:

Remain calm. Quickly follow directions from school personnel. Avoid any metal sharp objects or broken glass. Electrical power may be interrupted so regular bells and announcements may not be possible. Be quiet and wait for instruction. It may be necessary to evacuate the classroom you were in when the earthquake occurred. If students are outside, proceed directly to the nearest exit and go to a designated location. Report to your homebase teacher where attendance will be taken. Be careful of aftershocks.

Shelter-in-Place: This is done only in emergencies when there is a potential threat of harm to the school, students, and teacher exists because of information received. Simply put, "shelter in place" means that all personnel must immediately lock their doors but continue on with instruction and normal office routines until cleared by the Incident Commander, usually the Principal or their designee. No students are allowed outside of the classroom. If it is necessary to shelter in place on the campus, three short bells will sound. The all clear will be given by ringing a continuous bell for approximately 30 seconds.

Reverse Lockdown: If class is not in session (before school begins, during lunch, etc.)

1. Seek shelter indoors immediately,
2. Students will immediately seek shelter in the nearest open classroom that is available to them.
3. Teachers will allow all/any students to seek shelter in order to avoid injury.
4. Teachers take individuals who are seeking shelter and then teachers must lock doors immediately.
5. Do not unlock the door for any reason during the Lock Down.
6. Students should not go to their lockers, find their friends, or to try to see what is happening.
7. Students' immediate compliance is critical to everyone's safety.

Lockdown: If class is in session:

1. Students should remain in the classroom, move away from doors and windows, lie on the floor and be quiet.
2. Remain calm.
3. Teachers shall exercise strict control over their students to avoid exposing them to risk.
4. Doors should be locked until an All-Clear bell rings or Authorized Administrator or GPD makes an announcement.
5. Do not unlock the door for any reason during the Lock Down.
6. Students are not to be released until an All-Clear bell rings or Authorized Administrator or GPD makes an announcement.
7. It must be underscored that during a campus Lock Down, it is critical that students immediately follow all directions given them by school personnel.

Emergency Bells

Fire Drill - Fire Alarm Bell

Shelter in place- three short bells

Lock-Down – one-minute continuous bell (Lockdown)– evacuation bell may follow

Bomb Threat – one-minute continuous bell (Lockdown) – evacuation bell may follow

Active Shooter – one-minute continuous bell (Lockdown) – evacuation bell may follow

Earthquake Drill – Drop, cover, and hold, wait for clearance bell

OTHER SERVICES/PROGRAMS

AGENCY	PHONE NUMBER	AGENCY	PHONE NUMBER
CPS	475-2672	CRIME STOPPERS	477-4357
DYA: COUNSELING UNIT	735-5036-39	GPD (HAGATNA)	475-8537/41
DEPT. MENTAL HEALTH	647-8833 34	I FAMAGU'ON TA	477-8848/5338
GMH	647-2330	SANCTUARY INC	475-7101
MAYOR'S OFFICE (ORDOT/CHALAN PAGO)	477-1333	BUS OPERATION (ORDOT/CHALAN PAGO)	472-2722
SSO (DOE)	300-1623	BUS OPERATION (BARRIGADA)	734-6660

STUDENT SERVICES

- ▶ Parent-Family-Community Outreach Program (PFCO)- A Federally funded program geared to assist students from the FAS and at-risk students;
- ▶ Special Education Program (SPED)
- ▶ English as a Second Language Program – (ESL);
- ▶ Guidance & Counseling – Counselors for grades 6th, 7th & 8th;
- ▶ Tutoring – Lunch time tutoring (AmeriCorp/GCC/Big Brother and Big Sisters)
- ▶ Library – Open during instructional time and lunch;
- ▶ Nurse’s Office – Open during school hours;
- ▶ Cafeteria is outsourced and offers optional food items and beverages at additional cost.

ATHLETICS

Interscholastic sports is an after school program for 6th, 7th, and 8th graders. Agueda I. Johnston Middle School encourages all students to participate in interscholastic sports for boys and girls. Interscholastic Team participation is a privilege. It is a very competitive league designed to help prepare top athletes for high school competition. Playing time is usually determined by the skill level and attitude of the athlete. Specific sports are designated by each quarter. Be on the lookout for the announcement requesting students try out for the specific quarter sports.

Requirements for participation in interscholastic sports:

- ▶ Overall Grade Point Average of 70% or higher from the Quarter previous from participation;
- ▶ No F’s or grades 59% or lower in all classes;
- ▶ Satisfactory conduct (No U) in all classes;
- ▶ Present an information form signed by a parent or guardian to participate in sports program;
- ▶ Present a physician’s certificate stating that the student is physically fit for interscholastic athletic competition;
- ▶ Any athlete referred or suspended during various seasons may be subject to removal from participation for the remainder of the season they are participating in;
- ▶ Proper attire is mandatory for all practices and games.

AFTER SCHOOL ACTIVITIES

Students who are participating and/or staying after school for any after school activity must remain on the school campus designated for the activity. Students who walk out of the gate will not be permitted back on campus unless accompanied by their parent/guardian.

CLUBS & ORGANIZATIONS

Some Clubs and Organizations at AIJMS are: National Junior Honor Society (NJHS), Student Body Association (SBA), Yearbook Class, Kulu Natibu, AIJMS Academic Challenge Bowl (ACB) Team, Pacific Languages and Cultures Club (PLCC), Mock Trial, School Climate Cadre (SCC), and Close-Up Club.

PARENT TEACHER ORGANIZATION

All parents are highly encouraged to play an active role in their child’s educational welfare by attending AIJMS Parent/Teacher Organization (PTO) meetings, school beautification and events. **ALL OUT OF DISTRICT PARENTS WILL BE A PART OF THE PTO WHETHER THROUGH ATTENDANCE OR ACTIVE OFFICERS IN THE ORGANIZATION.**

EIGHTH GRADE AWARDS ASSEMBLY REQUIREMENTS

The decision to hold an 8th grade Awards Assembly will be made by considering input from all stakeholders – AIJMS community, teachers, and administration. Community input will come from Parent Teacher Organization (PTO). Participation in the 8th grade Awards Assembly and activities is considered a privilege for all 8th grade students.

- ▶ Students must satisfactorily complete all the academic requirements mandated by the Guam Department of Education.
- ▶ Student must meet the criteria set by AIJMS:
 1. Students must have a cumulative GPA of 60% or better by the end of the 4th quarter of their 8th grade year.
 2. Students must not have any financial or material obligations to the school. (i.e. library, textbook, club/organization, lab fees, uniform dues, etc.) All obligations must be cleared no later than one week prior to the promotional event.
 3. Student must have no in school or out of school suspensions during the 4th quarter of their 8th grade year.
 4. All school rules and expectations must be adhered to.

COMMUNITY ELIGIBILITY PROGRAM

A meal at no cost program is available to all students at Agueda I. Johnston Middle School. This program was successful during SY 2015-2016. In the event the program is discontinued, your child/ren will be given information regarding the cost of school breakfasts and lunches along with the free and reduced applications in accordance with Board Policy 705.

HEALTH AND HYGIENE

Your child’s health is essential to learning. “Healthy children learn better.” Nutritious food, daily exercise, good hygiene, and rest are important for good health.

- It is important that your child eats breakfast every morning. If your child has not had breakfast before coming to school, the cafeteria serves a nutritious breakfast.

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- A good night's rest is necessary for the body to function during the day. Please encourage your child to go to sleep before 9:00 p.m. on school nights.
- Exercise and physical activity are important for the body to be healthy and strong.
- Good hygiene and grooming are also important to feel good and confident. Your child should come to school with a clean body, teeth, well-groomed hair and nails, and clean clothes. Closed-toed shoes are required in order to prevent injury to feet; zories, sandals, and open-toed footwear is not allowed.
- Parents are reminded to provide female students their female hygiene products as necessary.

MEDICATION

All students who are required to take medication must submit a form from the doctor to the school Nurse. Information will include the name of medication, the dosage, the time to be administered and must be in the original container and clearly labeled with the student's name as received from the pharmacist. Over the counter medications will only be given to students whose parents provide the medication.

ALLERGIES

Children with specific life threatening allergies (anaphylactic) are usually required to carry an Epi-pen that is specifically prescribed for the child. Kindly arrange for this at the beginning of the school year. **DO NOT GIVE THE CHILD THE EPI-PEN** to give to the nurse. Parents must come in and get the medication form and follow directions as prescribed by a family physician.

LICE/NITS

If your child is found to have lice and/or nits, the school nurse will send your child home immediately. The first two (2) days of absence will be excused. If your child does not return back after the second day, subsequent absences will be unexcused. Your child will not be allowed to attend school until your child's hair has been treated and all lice/nits are removed. Upon return, your child's hair will be checked and must be cleared by the school nurse or designated personnel prior to an Admit Slip being issued.

EMERGENCY CARDS

Upon registration, a new emergency card is **REQUIRED** to be filled in with **UPDATED** information. Please be aware that there are medical questions at the back of the form that is used to alert school personnel about any medical problems that would assist the school in making an individualized care plan. Failure to provide updated phone numbers may cause a delay in medical interventions for your child if the need arises.

***As per Board Policy 337, all incoming kindergarten, sixth grade, and ninth grade students will require updated physical forms and a TB skin test. The physical exam should not be older than one year at the start of the school year or when enrolled. If your child is a positive reactor, or received treatment more than a year ago, you will still need clearance from DPHSS. Any student that enrolls for the first time in DOE irrespective of their grade level will require a TB skin test.**

****Please contact the School Health Counselor for further instructions and guidance.**

BUS CONDUCT

School buses are provided to transport students to and from school. It is a PRIVILEGE, not a right to ride the bus. Students who ride the bus are under the direct authority of the bus driver. The driver is responsible for the conduct of the students.

All school bus riders will conform to school bus rules issues under joint agreement of the Superintendent of Education and the Director of Public Works. In the interest and safety of all students, parents/legal guardians are urged to impress upon their child the necessity for strict compliance with the following rules:

1. Students are to remain well out of the roadway while waiting for the bus. No student shall disembark from the school bus until it has arrived at its destination. Getting on and off the bus should be done in an orderly manner. Students are to remain seated while the bus is in motion. No part of the body should ever be extended outside the bus. Aisles should be kept clear at all times. Conversations should take place in normal tones of voice. Nothing should be thrown either in or from the bus. Eating and drinking on the bus is strictly forbidden. Smoking on the bus is strictly forbidden. Crowding, pushing, shoving, etc., are not only unnecessary, but dangerous as well. Attitudes of helpfulness and cooperation will do much to insure safe and comfortable bus transportation for all.

When a bus rider does not conform to a bus driver's request for inappropriate behavior, these steps may be taken:

- First Offense: Oral and written reprimand
- Second Offense: Parent Conference
- Third Offense: Forfeiture of bus use

A written note must be sent with the student if there is a change in the mode of transportation after school. This note must be given to the bus driver. **ABSOLUTELY NO TELEPHONE REQUESTS** will be accepted.

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AIJMS Student/Parent Planner/Handbook Acknowledgement Page

Please initial on each line below when you have acknowledged the School form and submit to your child's team leader. This acknowledged form will be filed in the school folder and this form will be your copy and used as quick reference in your child's school planner.

AIJMS Student/Parent Planner/Handbook Review and Acknowledgement:

The AIJMS school community recognizes the importance of the Student/Parent Planner/Handbook. By informing our parents of the Board Policies and School Rules, we are encouraging parental involvement in the daily educational process of their child(ren). With this understanding, each student will be expected to use and keep an AIJMS Student/ Parent Planner/Handbook throughout the school year.

_____ I, have read the handbook with my child and understand the school policies, requirements and expectations

AIJMS Notice of Informed Consent for Student Searches Agreement:

_____ I, have read and understand that Random Searches and Reasonable Suspicion Searches are part of the overall Safety Plan for the Guam Department of Education and that my son/daughter is subject to search as provided by Board Policy 407.

AIJMS Acceptable Use Policy for Technology Use Review and Acknowledgement:

We agree to the following:

- I have fully read and understand the school Acceptable Use Policy
- To use school computers and the GDOE network responsibly and ethically and only for purposes stated in the policy.
- To use the Internet (browsing and e-mail) for appropriate purposes stated in this policy.
- To follow all directives specified in the policy.

_____ I have read the Acceptable Use Policy for Technology Use with my child and understand the school policies, requirements and expectations.

AIJMS Photo Release Consent:

In order to promote student achievement and awareness in the community, my child's picture may be used on the AIJMS website (www.aijms.net) or other official publications, unless I indicate below. I give AIJMS the perpetual, royalty-free right to use photos of my child. If at any point, I wish a particular photo to be removed, I reserve the right to notify the school in writing in order to have it removed.

_____ I, agree for my child's picture to appear on the website or any other publication for the school.

AIJMS Student Cell Phone Usage Disclosure Statement Review and Acknowledgement: Cell phones are turned off when students exit their buses or their vehicles during the instructional day. In the event they are walkers students are responsible for ensuring the cell phone is turned off. Students must also register their cell phones in the Student Support Office

_____ I, understand the rules stated in the Student Cell Phone Usage Disclosure Statement and agree to follow them.

Student Cell phone Identification #: _____

AIJMS Food Waiver Review and Acknowledgement:

_____ I, authorize and give my child permission to participate in purchasing and/or consuming food items during school activities that sell/serve prepackaged food and commodities (sponsored by their team or club organizations) outside of what is being served in the Cafeteria. My child is unable to consume the following _____.

GDOE Truancy Prevention Acknowledgement:

_____ I, have read the GDOE Notice to Parents and Guardians Truancy Prevention Letter with my child and understand the District's policy, requirements, and duty to send children to school. I also understand that it is my obligation to inform the school through written notes when my child is absent for less than two consecutive days and a Doctor's Certification for more than three consecutive days.

Student Name: _____
Grade Level: _____ Team: _____

Parent Name: _____
Contact #'s: _____

Student Signature /Date

Parent/Guardian Signature /Date

Team Teacher Acknowledgement: _____ **Date:** _____

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