

Our purpose is to provide our students with the skills and knowledge they need to make wise decisions and be good productive citizens in our community.



GEORGE WASHINGTON HIGH SCHOOL
SCHOOL YEAR 2022-2023

Student Handbook

CONTACT INFORMATION

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THIS HANDBOOK BELONGS TO:



LIVE



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Håfa Adai, Geckos! Welcome to another school year!

As the oldest high school on the island, GWHS is an institution rich with history and tradition. For many of you, your parents and grandparents may have hailed the purple and gold that now belongs to you. Out of our campus, there have been many lessons learned, countless friendships made, and numerous leaders born. Now, you will write your own histories as Geckos at GWHS. You all have the opportunity to create a future that hasn't yet been conceptualized. Each of you have the power to be great! We are excited to help you discover your inner greatness.

There's much to be done in a year, and we're confident that we, at GWHS, have the grit it takes to get the work done! We will work diligently to ensure that teaching and learning is happening in every classroom and through various means. We will rise.

The whole of the GWHS community will be better thinkers than we are today. We will be innovators. We will learn to problem solve. We will be resilient. We will put in our best efforts. We will settle for nothing less than great...because each of you deserve it.

I know that you all will make GW proud. But even more - that YOU will be proud to be a part of the George Washington High School.

This **Student Handbook** serves as a guide to board policies and GDOE standard operating procedures (SOPs) along with the rules and policies that guide us here at GWHS. Understand that as we move forward, the school administration has broad authority to amend, introduce, and nullify any provision in this handbook in order to maintain the health and safety standards for our students. More importantly, this handbook is a resource for you to use as you navigate your way, to document your progress and set goals as you discover and harness your potential.

Let's be great!

Mr. Dexter Fullo
Principal

We Believe...

GDOE Vision GWHS Vision

Every student: Responsible, Respectful, Ready for Life

Shaping a better community by developing college and career-ready students through quality education

GDOE Mission GWHS Mission

Our educational community... Prepares all students for life, promotes excellence, and provides support.

Our purpose is to provide our students with the skills and knowledge they need to make wise decisions and be good productive citizens in our community.

Gecko Learner Outcomes

- G - Goal Oriented Individuals
- E - Effective Communicators
 - C - Critical Thinkers
 - K - Keen on Technology
- O - Outstanding Community Members
- S - Self-Directed Learners who Value Education

Expected Schoolwide Behavior Results

- G - Give respect to self and others
- E - Exercise good character
- C - Come to class prepared and on time
 - K - Keep GW clean
 - O - Obey all school rules
- S - Speak in appropriate language and volume

SCHOOL INFORMATION

Colors: Purple and Gold
Mascot: Geckos
Accreditation: Western Association of Schools and Colleges, 2024

Address: 298 Washington Drive, Mangilao, Guam 96913
Website: www.gwhsgeckos.com
Email : gwhs@gdoe.net
Facebook: @gwhsguam
Instagram: @gu.gwhs

Hours of Operation
Campus Hours: 6:30am-2:30pm
Counseling: 7:00am-2:00pm
Nurse's Office: 7:00am-2:00pm



Alma Mater

Far above the wide Pacific
with its waves of blue,
stands our noble Alma Mater
ever bold and true

Lift her chorus, speed it onward,
praise on every tongue
Hail to thee, our Alma Mater
Hail, George Washington

Far above the noisy humming
of the busy town
Reared against the arch of heaven
Looks she proudly down

Lift her chorus, speed it onward,
praise on every tongue
Hail to thee, our Alma Mater
Hail, George Washington

Inifresi

Ginen i mas takhelo'gi Hinasso-ku,
I mas takhalom gi Kurason-hu yan
I mas figo' na Nina'siñã-hu,
Hu ufresen maisa yu' para bai hu
Prutehi yan Difende i Hinengge,
I Kottura, i Lengguahi, I Aire,
I Hanom yan i tano' Chamoru,
ni' Irensiã-ku Direcho ginen as
Yu'os Tãta.
Este hu Afitma gi hilo' i bipblia
yan i banderã-hu, I banderan
Guãhan.

Bendision

Umukon i kulu, ginen san haya.
Umukon i kulu ginen san lagu.
Man danña' i aniten i taotao-ta,
para u esgaihon mo'na
i manelu-ta
Sainan mãmi, chãhlao ham.
Sainan mãmi pulan ham
Esgaihon mo'na i galaide'
gi tutuhon-ña i lina'lã'-ta

O' Asaina, o' aniti
ni mu nã'i ham minesngon
yan minãolek

Saina, Sainan mãmi,
nã'i ham siñãt para en guadok
i tano'-mu

Saina, Sainan mãmi, hãtme ham yan na
fitme i latten-mãmi
Susteni i pã'an-mãmi
guini gi tano'



Fanohe Chamoru

Fanohe CHamoru put i tano'-ta
Kãnta i ma tunã-ña gi todu i lugãt.
Para i Onra, Para i Gloria
Abiba i isla sinparat.

Todu i tiempo i pas para hita
Yan ginen i langet na bendision.
Kontra i piligru na'fansãfo' ham
Yu'os prutehi i islan Guam.





General Information

The authority of GWHS/GDOE jurisdiction extends to all students on campus; all school-sanctioned activities off campus, regardless of time and location; school busses while en route; and school bus stops. As such, students engaging in any activity on or off campus and regardless of time, that casts the school or the GDOE in a negative light or which might endanger the safety or wellbeing of others may be subject to disciplinary action by the school.

CLOSED CAMPUS POLICY / VISITOR POLICY

In the interest of safety for our school community, GWHS maintains a "closed campus" policy. This means that all visitors will be thoroughly screened upon entry.

VISITORS ON CAMPUS

1. At the MAIN entrance sentry, visitors are to present valid photo identification and state intention of visit. GWHS staff will input information into a logbook.
2. After checking in at the main entrance sentry, proceed to the MAIN OFFICE to sign in in the Visitor's Logbook. Visitors may remain in the main office; if they are to go to another location on campus, they are to surrender a valid ID and will need to wear a Visitors Pass throughout the duration of their stay. Lack of valid identification may result in denial to enter GWHS campus.
3. Both the visitor and receiving GWHS Personnel should practice appropriate conduct and follow all laws, policies, and procedures while on campus.
4. Teachers are to notify administration if there are to be any guests in the classroom or on school grounds.
5. Visitors should not have any contact with students without first obtaining proper clearance for their visit.

The school reserves the right to deny entry to those visitors whose presence is not school-related. Unauthorized visitors found on campus will be detained and referred to the Guam Police Department (GPD) for trespassing.

Additionally, students may not leave the school or its grounds at any time without the permission of school administration and/or designees. This includes before school begins and after school while waiting for their bus/ride. Students must stay within designated areas on campus during morning, break, lunch, and after school periods.

PROCEDURES FOR LEAVING CAMPUS

Once arriving onto campus, students will not be permitted to leave unless they have written permission from their parent/guardian AND the approval of the administration to do so (BP 440).

1. Parents/guardians must come into the main office to sign the student out, and must also present valid photo identification.
2. If someone other than the student's parent/guardian will be signing the student out, they must be registered into the school's data base as an Emergency Contact or other authorized person. *Frequent updating of the Emergency Form is necessary to ensure information is up to date. Forms are available in the main office or on the school website (www.gwhsgeckos.com).*

STUDENT DROP OFF/PICK UP

Classes begin promptly at 7:15am.

1. The drop off and pick up points are in the **parking lot behind the cafeteria**. Entrance into the drop-off/ pick-up area is at the gate closest to the cafeteria. The exit is the gate closest to GCC. ***To alleviate traffic during peak hours, car riders are not allowed to enter through the main gate and SHOULD NOT be dropped off/picked up in the front office parking lot.***
2. Students who arrive after 8:00am will be placed in a holding tank to prevent classroom disruption and will be released in time for the next block. Such tardiness will incur an unexcused absence for the block missed.
3. Students who are habitually tardy will be subject to a mandatory parent meeting and incur possible disciplinary action.

All students will be expected to LEAVE campus by 2:45pm, with the exception of school-sanctioned school activities such as:

1. Eskuelan Puengi – EP students must report immediately to their EP classroom. EP students who leave campus will not be allowed to return onto campus.
2. Athletics - Athletes must report to their practice location immediately after the school day. Otherwise, they are to leave after dismissal and return during the practice time.
3. Clubs and Organizations - Club advisors will need to submit a list of names to the main office and the front gate for those who will be attending meetings beyond 2:45pm. Students will be expected to leave campus immediately after the club meeting ends.
4. Tutoring or other interventions provided by teachers – administration should be notified of any scheduled sessions and parent approval must be garnered beforehand.



Individuals who remain on campus without purpose or who refuse to leave when asked will be subject to removal by law enforcement.

WALKERS: STUDENT WALK THRU GATE & CROSSWALK

Students who walk to and from school must follow expectations to ensure safety. After school, walkers are to remain on campus until clearance is given to be released. Thereafter, they are to use crosswalks and should not cross the road anywhere else. Students are expected to cross safely and should demonstrate appropriate behavior when doing so (no horse playing or display of conduct unbecoming of a GWHS Gecko).

OFF-LIMITS AREAS

Off-limit areas before school, during break, lunch, and after dismissal include:

1. The entire 2nd floor
2. All staircases
3. Areas behind B-Wing, D-Wing, E-Wing, F-Wing
4. Parking lots*
5. Areas around the gym
6. All other areas marked "off limits"

*The student parking lot area is off limits during instructional time, break, and lunch.

Students who have arrangements to meet with teachers in an off-limit space during these hours are required to present written note/pass from the teacher when asked by school personnel

During Lunch Periods

1. **Freshmen Academy (FA) Lunch** – In addition to off-limit areas listed, FA students are not allowed where upperclassmen classes are being held (A-Wing, C-Wing, D-Wing)
2. **Upperclassmen Lunch** – In addition to off-limit areas listed, upperclassmen are not allowed where FA classes are being held (C-Wing, F-Wing)

LOCKOUTS

To ensure that all students are ready to learn and in classes on time, random lockouts will be implemented. Students found to be habitually locked out will be met with disciplinary action.

HOME-SCHOOL PARTNERSHIP: IT TAKES A VILLAGE

At GWHS, we understand that the success of our students depends on our collective efforts – at home and at school. As Carol Dweck says, "Important achievements require a clear focus, all-out effort, and bottomless trunk full of strategies, plus allies in learning." Here are the roles and responsibilities expected of teachers, students, and parents/guardians:

HOME-SCHOOL PARTNERSHIP IT TAKES A VILLAGE

TEACHERS	STUDENTS	PARENTS/GUARDIANS
<ul style="list-style-type: none">• Provide detailed syllabi• Provide quality instruction and/or coursework• Provide students/parents with an update of academic performance on a weekly basis• Maintain frequent communication with students and/or their families• Be positive role models and examples of the Gecko ESBRS	<ul style="list-style-type: none">• Put in the effort and COMMIT to learning• Be an active participant during scheduled days/times for instruction• Check email DAILY and maintain communication with teachers• Submit all work in a timely manner• Notify teachers and/or the school of any changes IMMEDIATELY• Practice the Gecko ESBRS	<ul style="list-style-type: none">• Provide support at home and the means for your child to work independently• Ensure your child is actively participating and is diligent about submitting assignments• Stay current with information and any changes in effect with school operations• Check email, school website, social media sites, power announcements often• Encourage extension of the Gecko ESBRS outside of the school setting



GWHS promotes positive collaboration and communication between school and home. Should issues arise, parents are encouraged to bring up concerns to appropriate school personnel. The following steps should be taken when bringing forth a legitimate concern:

1. Discussion with involved School Personnel (without interrupting instruction)
2. Join meeting with School Administrator/s
3. Appeal to the Superintendent
4. Appeal to the Guam Education Board

STUDENT INFORMATION

Family Educational Rights and Privacy Act (FERPA)

Requires that the Guam Department of Education, with certain exceptions, obtain written consent prior to the disclosure of identifiable information from a student's education records. However, GDOE may disclose appropriately designated "Directory Information" without written consent unless parents, legal guardians, or students of age (18+ years old) have notified the school that they do not want GDOE to disclose directory information. The following are considered directory information:

1. Student's Name
2. Dates of Attendance
3. Grade Level
4. School
5. Honors and Awards Received
6. Weight and Height of Athletic Team Members
7. Village
8. Participation in Sports and Activities

Students' Demographic Information

1. Parents/guardians must inform the school whenever there is a change to their child's custody, guardianship, living arrangements, residential address, contact numbers, or authorized emergency contacts.
2. Legal guardianship or Special Power-of-Attorney documents must be provided to the school. Documents will be filed in the student's cumulative folder.
3. Relevant information will only be released to persons listed as the student's legal parents/guardians.
4. Students of age (18+ years old) will have exclusive access to information and records unless they have signed the FERPA Declaration releasing access to their parents/guardians.

Academic Affairs

GRADUATION REQUIREMENTS

The faculty and staff at George Washington High School work alongside students to ensure that all graduation requirements are met and credit hours fulfilled. A minimum of 24 specified credits is required for graduation from a Guam public high school. In addition, seniors are required to complete 75 service learning (PL 30-53 and BP 381) hours prior to graduation.

High School Graduation Requirements (BP 351.4)

Adopted by the Guam Education Board, July 18, 2017

Required Courses	College & Career Readiness
Language Arts	4
Social Studies*	3
Math**	4
Science***	3
Health	1
Physical Education	1
CHamoru	1
Fine Arts	1
Total Core Requirements	18
College, Career, and Life Courses (Electives)	6
Total Credits Required	24

* Social Studies Requirements

Students must complete the following:

- 1 credit – Guam History. Unless taken and passed in middle school. If this is the case, student may choose any other social studies course to fulfill this credit.
- 1 credit – World Studies (World History or World Geography), and
- 1 credit – Citizenship Studies (American Government/, Civics, U.S. History)

**Math Requirements

Students must complete the following:

- 1 credit of Algebra I and 1 credit of Geometry, Remedial Math, General Math and Pre-Algebra may be taken as needed to ensure readiness for Algebra I and Geometry and will count toward their overall math requirements but will account for no more than two math credits. In cases where a student needs to take more



than 2 credits of these developmental courses, or if the total number of credits for math exceed the required number, excess credits will count towards the students CCL requirements.

- Upon completion of the Algebra I and Geometry requirements, students can take any combination of advanced coursework, applied mathematics, practical math, and financial literacy.

Science Requirements

Students must complete the following:

- 1 credit – Life Science (Biology, or Living Biology, or other life science), and
- 1 credit – Physical Science (Physical Science, Chemistry, or Physics)

A minimum of 24 credits is required for a diploma from a Guam public high school.

1. Together with guidance counselors, students will be able to set goals, create a personal Graduation Progress Plan, and learn how to track credits. Counselors will provide guidance throughout the course of the school year, and at the end of the 1st and 3rd quarter to review credits earned and credits still needed.
2. Additional credits may be required for students seeking Career and Technical Education (CTE) program certificates, which are awarded in addition to the diploma.
3. Students with an IEP may, at the discretions of the IEP team, have specific courses waived and a course of study designed that is deemed appropriate for the student.
4. Administrative or Technical Errors in student course work must be addressed and corrected immediately by the school administration. Corrective action must always address the specific error and must not result in any adverse effect on the student.
5. In special circumstances, the Superintendent of Education shall have the authority to waive and replace certain courses provided that the student achieves a minimum of 24 credits. In such cases, requests can be made by the student, parent/guardian, or school personnel. Requests should include background information, proposed course of action, and justification. *Requests shall be submitted to the Principal who will, in turn, submit to the Superintendent for action.*

SERVICE LEARNING POLICY

The GEB (BP 381) and the GDOE Superintendent shall create the Service Learning Framework in accordance with PL 30-53, which states that “each student shall complete seventy-five (75) hours of service learning as a requirement for high school graduation.”

Additionally, the PL 30-53 specifies that “The mission of Service Learning is to allow each student to gain knowledge of the community’s needs, to expand their learning beyond the four walls of the classroom, to provide opportunities for lifelong intellectual and personal growth, and to feel the intrinsic rewards associated with giving back to society.” For the purposes of the policy, Service Learning is defined as “a teaching and learning approach that integrates service to the community with academic study to enrich learning, teach civic responsibility, and strengthen communities” (National Commission on Service Learning, 2011). This standards-based curriculum must comply with all the above:

1. It meets the needs of the community;
2. It is coordinated with an elementary school and/or secondary school;
3. It helps foster civic responsibility; and
4. It is used to integrate and enhance the academic curriculum of the students, and to provide structured time for the pupils to reflect on their service experience.

Therefore, a Service Learning Standard Operating Procedure will be established by the Superintendent of Education to address the following requirements as mandated by law:

1. How Service Learning hours will be met, inclusive of prorating the number of hours of Service Learning of students transferring into the Department of Education from off-island or private schools.
2. No service assigned, or work performed, as a component of any penalty or disciplinary action, is eligible for Service Learning.
3. Service Learning through religiously affiliated organizations is permitted, provided that the service rendered shall not be religious in nature.
4. Students shall not receive monetary compensation for Service Learning; and
5. Only governmental entities and non-profit organizations can be partnered with Service Learning activities unless otherwise approved by the Board.

Each school shall encourage its students to attain civic responsibility. This program will work in conjunction with the students’ families, as well as, in partnership with the community at large. *ADOPTED: Guam Education Board 11/30/11*



GRADE LEVEL / SERVICE LEARNING REQUIREMENTS*

As per BP 330, students shall be given six (6) continuous calendar years to fulfil graduation requirements, commencing from their first day in the 9th grade. Students who do not complete their graduation requirements by the end of this six-year period may be denied entrance to school in subsequent years. A student’s grade level is determined by the *number of credits* earned and *not* by the number of years he/she has been in attendance in high school.

Grade Level	Credits	Target # of Service Learning Hours	Max # of Service Learning Hours
9 th Grade	0 – 5.5	20	20
10 th Grade	6.0 – 11.5	20	40
11 th Grade	12.0 – 17.5	20*	60*
12 th Grade	18.0 or more	15	75

*A student must acquire a minimum of 60 Service Learning Hours and 18.0 credits to be eligible for Senior Status, as cited in BP 351.4. A total of 75 Service Learning Hours must be attained and in conjunction with the required graduation credits.

*NOTE: As a result of the COVID-19 Pandemic, Cohorts from the **only the Class of 2023 are exempt** from fulfilling the 75 hours of service learning hours.

Visit the www.GuamServiceLearning.com website for more.

GRADUATION PROGRESS and CREDIT CHECK

- Guidance counselors will provide and review graduation progress reports with all students during the 1st and 3rd quarters in a designated class period.
- Students should take personal responsibility for the tracking of their progress through tracking of credit acquisition and documentation of service learning hours. This handbook includes pages in which such tracking can be recorded (on pages 25-32).
- To balance their records, students (and/or parents/guardians) may request for an updated graduation progress report that details the student’s graduation status.
- Counselors will contact students who have failed one or more classes to develop a personalized academic plan.

GRADING POLICY (Approved by the GEB, July 20, 2021)

- 1st and 3rd Quarter (Mid-Semester)** will be used as a **Progress Period/Grade or “Point-in-time”** snapshot for each semester and NOT a summative quarter grade. Summative, or FINAL GRADES, will be given at the end of the **1st and 2nd Semesters**.
- Progress reporting* in the following terms are defined as follows:
 - Pass (P):** Enough evidence to determine passing
 - Fail (F):** Not enough evidence to determine passing
 - No Grade (NG):** No contact with student or no evidence submitted. This grade will remain until changed by the teacher or school official and will NOT automatically convert to an “F”
- Grading for **2nd Quarter/1st Semester** and **4th Quarter / 2nd Semester** will be reflected in a **percentage grade**.
- If Standards-Based Grading (SBG) will be used, students’ final grades will still reflect as a percentage grade (through use of conversion scale). Using the 4-point scale, the conversion will be as follows for those using SBG to assess student progress:
 - 4.0 = 100%
 - 3.5 = 95%
 - 3.0 = 90%
 - 2.5 = 80%
 - 2.0 = 70%
 - Below 2.0 = 50%

CITIZENSHIP and LIFE READINESS

Citizenship and Life Readiness Skills will be determined by the following criteria:

- Engagement** – Participates in class discussions and activities, asks and answers questions, and is on-task either in-person or on video conferences, depending on model of learning and event.
- Organization and Planning** – Organizes notes, handouts, supplies and instructional materials, plans assignments, activities and tasks effectively, and manages time efficiently to meet deadlines.
- Completion and Submission of Assignments** – Completes and submits assignments regularly and on time.
- Conduct** – Follows school rules and displays respectful and appropriate behavior when communicating with teachers, peers, and others regardless of model of instruction.
- Accountability** – Takes responsibility for actions
- Attendance and Punctuality** – Attends class regularly and on time.



Citizenship Grading Criteria

- **E – Excellent** – Consistently demonstrates 5-6 of the behavior standards
- **S – Satisfactory** – Consistently demonstrates 3-4 of the behavior standards
- **U – Unsatisfactory** – Consistently demonstrates 2 or less of the behavior standards

GRADING RESPONSIBILITY

Grading is the responsibility of teachers, and should reflect an evaluation of the student's progress and level of proficiency. Teachers shall be able to measure students' academic competency, as measured against priority standards and proficiency scales. With the teacher's guidance, students are responsible for putting in effort and hard work in order to meet course requirements.

Teachers will input grades at least on a weekly basis. Students and parents will then be able to see students' progress/grades. Should students be failing or near failing, communication efforts should be employed in order to provide interventions and supports where necessary. Scheduling of a parent-teacher-student conference, whether via telephone, or in-person, should also be arranged.

In the event a student or parent wishes to appeal a grade, the respective student and parent should contact the assigned teacher to schedule a three-way conference to discuss academic grades / concerns.

HONORS / ADVANCED PLACEMENT (AP) COURSES

1. Students who elect to take Honors or AP Courses must obtain a written letter of recommendation from a teacher in the content area.
2. Additionally, they must have been able to maintain a grade point average of 85% or better for each semester of the previous school year.
3. Students taking AP courses must agree to take the AP exam.
4. A 70% is a passing semester grade for Honors / AP Courses. A 69% and below is considered a failing grade and shall be grounds for removal from the Honors / AP course. To earn the additional 10% per semester, students must meet the following criteria:
 - have a passing grade of 70% or higher
 - have remained in the Honors / AP class for the full school year.

OPPORTUNITIES FOR POST-SECONDARY PREPARATION

Our GWHS campus is nestled Guam Community College (GCC) and the University of Guam (UOG), which makes us the "Mecca of Opportunities for Higher Education."

1. Counselors will meet with and develop an academic plan for students who are interested in advancement in post-secondary opportunities to include preparation for the military, dual-enrollment, participation classes for certification, etc.
2. Students should visit these websites for more information on neighboring post-secondary institutions and/or opportunities for dual-enrollment:
 - GCC: www.guamcc.edu
 - UOG: www.uog.edu

GUAM COMMUNITY COLLEGE (GCC) CROSS ENROLLMENT

Students enrolled in a GCC/GWHS course must abide by the following expectations:

1. A GCC Code of Conduct document must be signed and kept on file for all cross-enrolled students.
2. Students will not be allowed to exit the GWHS campus without presenting their GCC ID (**printout of class schedules and/or photo on a phone will NOT suffice**)
3. Students are responsible for being prompt to class and for adhering to all school rules and policies.
4. Students must stay in walking routes to ensure safety.
5. Suspension from GCC and/or GW is a suspension from both campuses as stated.
6. Students will not be allowed to leave GWHS to go to GCC during lunch (for lunch).
7. Students are not allowed to drive to or park at GCC or KGTF. They must use the GCC/GWHS gate and walking paths at all times. Vehicles parked in these areas will be towed at the owner's expense and risk being removed from the GCC program.

CUMULATIVE GRADE POINT AVERAGE (GPA)

Class ranking is based on students' cumulative GPA, calculated after the official semester grades have been processed.

POWERSCHOOL and PARENT PORTAL

Teachers are required to update grades weekly via PowerTeacher. Parents/guardians and students are encouraged to monitor progress through the Parent Portal. Parents who do not know of or have access should email bbreyes@gdoe.net to request for access information.



REPORT CARDS / PROGRESS REPORTS

Report cards/progress reports are issued no later than a week and half after the end of a quarter. Report cards/progress reports reflect students' academic progress, rates of attendance, and citizenship. It also delineates the number of credit hours and service learning hours earned.

PARENT-TEACHER CONFERENCE (PTC)

Parent Teacher Conference for SY 22-23 is scheduled for Wednesday, **October 26, 2022** and Monday, **March 20, 2023**. Parents/guardians should make every effort to monitor their child's progress throughout the school year, and are welcome to contact/communicate with teachers before and after the established PTC dates. Teachers' contact information can be found on our school website: www.gwhsgeckos.com under the "Directory" tab.

HALF DAY/ UNSCHEDULED CLASSES and PASSES

1. Students who have met eligibility – seniors needing no more than six (6) credits to graduate, have good academic standing (not failing or below proficiency), and have demonstrated positive behavior – may be considered for an unscheduled block.
2. All unscheduled courses must be approved by the Assistant Principal of Academic Affairs.
3. Students who are unscheduled should NOT be on campus during the unscheduled period; otherwise, will be scheduled into a class and will be expected to be in attendance throughout the course of the semester/s.
4. Unscheduled / half day passes must be shown to school aides when asked and must be presented at the gate upon exiting the campus.
5. Students without their own transportation to either arrive before their scheduled class or leave immediately after their last class (with an unscheduled block to follow), will *not be allowed* to remain unscheduled and will instead be scheduled into full day of classes.
6. Students consistently without their unscheduled/ half day passes may incur disciplinary action
7. Students who are unscheduled and noncompliant with expectations, or who are failing classes, may incur revocation of the unscheduled period and will be scheduled into a class.

SENIORS

Clearance and Obligations

Seniors should be in constant contact with their respective counselors to ensure that they are on track to graduate. Additionally, all efforts should be made to clear any obligations as soon as possible to prevent possible roadblocks as graduation nears.

Such obligations include: school issued books/materials, athletic equipment, and/or financial obligations. Senior clearance forms are required for the release of a student's diploma and transcript.

Graduation Ceremony

Participation in the graduation ceremony is a privilege and not a right; therefore, students may be banned from participation should dress codes, protocols, school rules and policies, Guam laws, or board policies be violated. Additionally, seniors who incur a disciplinary referral/action during the 4th quarter may not be able to participate in the graduation ceremony.

UPDATING DEMOGRAPHIC and HEALTH INFORMATION

Students' records should be kept up-to-date. Should any changes need to be made, parents/guardians should notify the Curriculum Office and/or nurse in order to update records.

Students' Emergency Health Forms are filed with the School's Nurse's Office and inputted into the school's database. Parents/Guardians must:

1. Provide current and valid emergency contact numbers. In case of emergencies, it will be critical to have working numbers. **Under no circumstances will students be released to an individual whose name is not included in his/her Emergency Health Forms.**
2. Provide documentation of physical or medical conditions that prohibit student from specific school activities.
3. Provide the Nurse's Office with a signed Medical Consent Form which permits the nurse to dispense prescribed over-the-counter medication.

REGISTRATION OF NON-COMPULSORY-AGED STUDENTS

A student over the compulsory age (18 years or older) may not register for school after the second week of the first or second semester of the school year unless he/she is a transferee from another school and has been in attendance during the school year. These restrictions shall not apply to students whose absences from school are determined to be excusable as defined in the Department of Education's Student Conduct Procedural Manual and Board Policy.

REMOVAL OF NON-COMPULSORY-AGED STUDENTS

1. A student of non-compulsory age (18 years old or older) who has accumulated a total of twenty-five (25) days of absence may be dropped from school for the balance of the academic year provided interventions for attendance issues have been formally addressed by the



school-level support team to include but not limited to: administrator, teachers, guidance counselor, social worker, school health counselor, school resource officer/attendance officer, and psychologist.

2. If a student of non-compulsory age fails all classes despite interventions and supports, the student may be dropped.
3. If the withdrawal is voluntary on the part of the student of non-compulsory age, he/she is to complete a Withdrawal Form, stating reason for withdrawal and alternate plan.

WITHDRAWALS / TRANSFERS

1. Students planning to withdraw or transfer to another public school or school district must inform their counselor of their intentions.
2. To be valid, a withdrawal/ transfer form must be signed by the parent/guardian at least three (3) school days prior to the date of withdrawal.
3. Students' grades will reflect their current progress in the form of a percentage grade.
4. All school-issued books and/or materials and financial obligations must be settled before records will be released.
5. Official student records will not be released to the student or parent/guardians – only copies may be provided, and upon request
6. A student's withdrawal form is sufficient for admission into another school.
7. The receiving school will request for the official transcript and record form from the releasing school.
8. For students withdrawing due to relocation off-island, proof of intent to relocate (airline ticket or other arrangements) must be presented.

CHANGE OF RESIDENCE

Should a student change place of residence during the school year, a Change of Residence Form should be completed. If the change of residence places the student outside of the school's district, the student must transfer to the school within his/her district, or otherwise request to stay at GWHS through Out of District approval by administration. Students found to be out of district due to change of residence and/or have not been approved as an out of district enrollee, will be subject to immediate termination of their enrollment and will be transferred to their district school.

OUT OF DISTRICT (BP 318)

Parents not within the GWHS district areas are able to request for their child/ren to be enrolled at the school;

however, requests are at the discretion of the school principal. Out of District enrollment is a privilege; as such, students may be withdrawn at any time they are non-compliant with school rules and/or policies.

Attendance

Teachers will enter students' attendance in every class, daily into PowerSchool.

1. Students who are not in attendance for 15% or less for a 50 minute class will be considered **tardy (T)**.
 - Freshmen: 11 minutes or less considered tardy
 - Upperclassmen - 15 minutes or less considered tardy
2. Students who are tardy to class *after* 11/15 minutes, respectively, will constitute a **technical absence (TA)**.
3. Students who are not present in class will be marked as **absent (A)**.

COMPULSORY EDUCATION

PL 34-104 requires students 5-18 years of age to enroll and attend a school full time (17GCA, §6102 and BP411). "Any parent, guardian, or other person having control or charge of any such child who is at least five (5) years of age and has not yet reached the age of eighteen (18) years, who fails to comply with the provisions of this section, *unless* excused or exempted therefrom, is guilty of a violation for the first offense, and subject to perform one hundred (100) hours of community service at the school of the student. For each subsequent offense, the person is guilty of a petty misdemeanor."

DEFINITIONS

1. **Truant** – Student found to be absent without reasonable and bona fide excuse from a parent or certified doctor
2. **Habitual Truant** – Student who is of compulsory attendance age and has incurred twelve (12) or more unexcused absences in a quarter, semester, or school year
3. **Office Truancy Referral Form (OTRF)** – Teachers document interventions on each interval of absences – 3, 6, 9, 12 days. Referrals are submitted to the Assistance Principal of Attendance.
4. **Student Attendance Referral Form (SARF)** – If a student below 18 years of age continues to have unexcused absences of 12 days or more, an SARF is completed by the AP of Attendance and submitted to the School Attendance Officer (SAO). The SAO will thereafter submit Habitual Truancy Petition to the Family Court.



EXCUSED ABSENCES (BP411)

Teachers, the school nurse, and administration have the discretion to determine whether an absence is considered excused. A student who is absent (excused) shall have the opportunity to make up assignments missed in class.

Absences incurred for the following reasons are to be considered excused with proper supporting documentation, validated by parent or guardian (for those below compulsory age):

- a. When the absence is addressed in a student's Individualized Education Plan (IEP) and/or Educational Accommodation Plan (EAP)
- b. Illness, disease or accident of the student (doctor's note is required for 3 or more consecutive days of absence)
- c. Regularly or periodically scheduled medical or dental visits
- d. Death in the immediate family provided that all absences incurred for this reason have the approval of a school administrator. Immediate family is defined as: mother, father, stepmother, stepfather, guardian (legal or actual), brother, sister, stepbrother, stepsister, spouse, grandparent, and child
- e. Required appearances at court or other legally related proceedings (parent/guardian must submit court-issued excuse note upon return)
- f. Natural catastrophe or disaster
- g. Travel which had the prior approval of a school administrator (25 days maximum). Depending on health crises, students on travel arrangements may be subjected to DPHSS and Gov't Executive Order reporting and quarantine regulations.
- h. Lack of available bus transportation, provided the student relied on the bus transportation to school (verification of late bus will be made to DPW).
Missing the bus due to waking up late or running late is considered unexcused.
- i. Participation in authorized related activities, such as field trips, or compliance with administrative actions taken by the school, such as, conferences called by administrators/counselors, suspensions, going home due to illness/injury
- j. Observance of holidays recognized by a religion of which the student is a member. Parents/guardians must present evidence of religious affiliation.
- k. Students having, or suspected of having, a communicable disease (defined by the Center for

Disease Control) or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard. Some examples include head lice, pink eye, scabies, impetigo, COVID-19. Students must present doctor's clearance/excuse note upon return.

The school administrator shall have the final authority to decide whether a tardy or an absence is considered excused within the limits contained in the Student Conduct Procedural Manual (SCPM), Chapter 2, Absences and Truancy (SOP 1200-018).

EXCUSE NOTES

Students have (2) instructional days from the day they return to submit excuse letters/certification to the teacher in their first class of the day (for the block missed – purple or gold day)

1. Students' excuse notes should be seen and initialed by each teacher for whose class was missed. The teacher in the student's last block shall retain all excuse notes.
2. Notes should contain the following information, whether written by parent/guardian or student (18+ years old)
 - a. Date of letter
 - b. Student's name
 - c. Date(s) of absence
 - d. Reason for absence
 - e. Parent/guardian's/designee of agency's full name, printed legibly (if for student below 18 years)
 - f. Parent/guardian's/designee of agency's signature (if for student below 18 years)
 - g. Parent/guardian's/ designee of agency's contact information (if for student below 18 years)
 - h. Doctor's notes must include dates of absence where the student was seen, treated, or hospitalized.

RETURN FROM SUSPENSION (or Other Agency)

Students who are readmitted after suspension must obtain clearance from the Student Support Office before reporting to class. Students who are returning from the Department of Youth Affairs (DYA) must obtain clearance from the Discipline Office before reporting to class.

PRE-ARRANGED ABSENCES

1. Pre-arranged absences may be arranged with the AP for Attendance. Such allowances for pre-arranged absences include attendance for funerals, illness, or off-island travel.
2. Pre-Arranged Absence Request Forms are available in our school offices or on the school website. Completed forms may be submitted to the Main Office.
3. Proper supporting documentation from parents/guardians or adult students must be provided (airline ticket, funeral announcement, medical referral, etc)
4. Any absences in excess of the pre-arranged absence dates will be unexcused.
5. The school administrator shall take into consideration the nature of the trip, the academic standing, and attendance of the student when considering approval and/or requests for extensions.
6. It is the responsibility of the student and parents/guardians to communicate with teachers in advance or upon returning to school on make up work and tests
7. Upon return, the Student must submit boarding passes (to and from) - or other supporting documentation to substantiate the reason for the absences - to the Attendance Clerk in the Main Office. Thereafter, an admit slip will be issued from the office as clearance for return to school.

Student Support

POSITIVE BEHAVIOR INTERVENTIONS and SUPPORTS (PBIS)

GWHS will utilize the PBIS Framework to ensure behavior is taught, modeled, and reinforced. PBIS is an approach that emphasizes classroom management and preventative school discipline to support teaching and learning by monitoring student conduct, defining appropriate student behavior, and identifying effective management practices.

STUDENT DRESS CODE / MANDATORY UNIFORM POLICY

In line with BP401, GWHS looks to further enhance the learning environment in the implementation of the district's Uniform Policy. The policy aims to:

1. Improve student behavior
2. Promote appropriate attire
3. Promote unity and pride
4. Promote safety and security of all school personnel
5. Minimize socio-economic distinction
6. Promote an environment free of harassment

What does it mean to be in FULL uniform?



Uniforms may be purchased at *Moda Gino's* located in Tamuning, (671)477-8945 / 7139. Students may also request for uniforms from the school for a one-time issue of 5 sets. Email esarriola@gdoe.net for more information.

Appropriate school uniform attire is as follows (see photo):

1. Gold / Yellow Uniform top for Freshmen
2. Purple Uniform top for Upperclassmen (Grades 10-12)
3. Khaki bottom (appropriately sized, see photo for details, *does not need* to be vendor-issued)
 - Uniform bottoms must not be excessively tight or constrictive
 - Proper undergarments must be worn and not visible
 - Bottoms with holes or are ripped that exposes the skin, tights, or leggings worn underneath are NOT allowed
4. Closed toe shoes
5. Sweaters are allowed ONLY for classroom use, and with teacher permission (and must also be free of any suggestive images/text that might be offensive or drug-related); **Sweaters / hoodies of any kind will NOT be allowed to be worn outside of the classroom.**
6. Use of face masks is optional



DRESS DOWN DAYS

1. For dress down occasions such as Spirit Week, or on administrator-approved dress-down days, students are encouraged to show their school pride through participation. However, **those not in Spirit Wear MUST be in FULL school uniform.**
2. **Dress Code for Uniform Tops, to include Spirit Wear:** NOT allowed: spaghetti straps, halter tops, crop tops, low cut necklines, tank tops, mini-skirts,
3. Students with repeated violations will be met with disciplinary action and/or revocation of privileges.

PROHIBITED ITEMS

All prohibited items are considered contraband and will be To further ensure the safety of all students, the following items will not be allowed on campus, and will be subject to confiscation (*Medical exemptions can be made with administration knowledge and approval)

1. **Bandanas** of any color
2. **Headwear*** (hats, beanies, or other item that conceals the head)
3. **Sunglasses, shades,** or any other item used to conceal the eyes*
4. **Earbuds and headphones** of any kind*
5. **Speakers** of any kind
6. Footballs, rugby balls, baseballs, or other **sports equipment** that requires or encourages body contact, or rough play (NOTE: Such equipment may be provided by the club or designated school-personnel for organized play)
7. **Recreational items for leisure** to include, but not limited to, rollerblades, roller skates, heelys, blades, skateboards, portable chairs, hammocks, or other items that require set-up or may hamper with existing structures (exemptions may be made only through administrative approval and for school-sanctioned activities)
8. **Pornographic material** such as, but not limited to - magazines, video files, access to or promotion of viewing through knowledge and/or distribution of internet sites, etc.
9. **Large toys and accessories that could be used as a weapon** such as, but not limited to, large belt buckles, chains, large keychains, yo-yos, sling shots, etc.
10. **Celebratory-type material** such as, but not limited to, fireworks, poppers, smoke/stink bombs, flares, whistles
11. **Writing implements** that might be used to deface school property such as, but to limited to - spray paint, permanent markers, correction pens, etc.
12. **Betel nut** and related items, including, but not limited to lime, papulu, betel nut cutter, etc.

13. **All tobacco products** to include, but not limited to - cigarettes, e-cigarettes, pipe tobacco, cigars, chew, twist, snuff, tobacco accessories, vape, vape juice, mods, puffs, flame-producing materials, etc.
14. **All illegal drugs,** including marijuana, spice, drug-related accessories such as grinder, zig zag, scale, dab pens, dab, etc; unauthorized prescription or over-the-counter medication.
15. **Alcoholic beverages** or other items containing alcohol that might be used for unsafe consumption.
16. **Weapons of any kind,** to include, but not limited to - firearms, explosive devices, spears, arrows, darts, knives, items with blades, California seals. Mock/fake weapon-like items are also prohibited.
17. **Unusually large sum of money** – *In such cases, parents may be notified and may be asked to report to school to obtain the money.*

In addition to the items listed here, the school administration retains the right to confiscate any item that might jeopardize the safety or well-being of the students and/or the school community and/or disrupts or interferes with school operations.

CONFISCATED ITEMS

Students are encouraged to be familiarized with items that are not allowable. School personnel will confiscate items and submit to the Student Support Office for pick up.

1. Confiscated items will **NOT be released to the student**
2. Confiscated items (see #6 below) may be picked up by **parent/guardian** from the **Student Support Office on Tuesdays or Thursdays between 8:30am-9:30am.**
3. Should non-allowable items continue to be brought after first confiscation, progressive disciplinary action will result
4. Students who are **18 years or older will be allowed to pick up their item after one week,** and will follow progressive discipline should there be need for confiscation of items after the first instance.
5. The school administration will not be responsible for the loss or replacement of any confiscated items. Additionally, the school is not liable for any personal items that are stolen, lost, or damaged.
6. The following confiscated items will NOT be returned to students.
 - Bandanas
 - Writing implements
 - Contraband (illegal substances or materials, alcoholic beverages, tobacco/nicotine products, weapons, pornographic material) - *will result in disciplinary action and possible involvement of law enforcement*



LOST and FOUND

In the event items are found, they may be turned in to the "Lost and Found" in the Student Support Office. Students may inquire about their lost items during break, lunch, before or after school. Students may file a report for the missing item/s; however, its function will be solely to aid in the recovery of the found item to its rightful owner. GWHS is not responsible for personal belongings left unattended.

The SSO does NOT investigate reports of lost or stolen personal items. Students are strongly advised to keep their belongings on their person, in safekeeping and permanently marked to show ownership.

CLASSROOM PARTIES

In accordance with BP705, classroom parties of any type and for any reason are not permitted.

STUDENT PARKING

1. Parking decals are **mandatory** (\$15.00 per vehicle to be registered at GW, forms and payment can be made in the Main Office). All unauthorized vehicles will be towed at the owner's expense.
2. Student vehicles are subject to search by school authorities at any time while on campus.
3. Parking on campus is a privilege; as such, can be revoked as disciplinary action.

HALLWAY PASSES

Students are not permitted to leave class at any time without a proper pass.

1. Students found outside of class during instructional time *without a valid hallway pass* may incur disciplinary action for skipping or leaving class without permission.
2. Only ONE name is permitted per pass.
3. Items to constitute 'passes' (such as lanyards/cards, school supplies, etc) are NOT acceptable. Passes must be handwritten, with the date of issuance, time of departure from the classroom, student's name, and student's destination.
4. Students are expected to furnish their pass to school personnel when requested.

LOCK OUT POLICY

Lockouts will occur randomly throughout the school day. A student is considered "locked out" when he/she is not physically present at the time of the tardy bell ring and lockout in progress. Students have ample passing time and should make every effort to report to class on time. Students with excessive tardiness and/or frequently locked out will be referred to the SSO for disciplinary action.

NON-COMPULSORY AGE – SIGNING OUT RESTRICTIONS

1. Students 18 years or older may sign themselves out of school for the remainder of the school day if they have good academic and behavioral standing; for valid reason/s; and with administrator approval.
2. Students who sign but will not be allowed re-entry onto campus unless they provide either an appointment card or other document(s) supporting their absence.
3. Students who are 18 and above shall NOT take other students off campus without prior written approval from students' parents/guardians. Violations or abuse of rules and policies will be subject to revocation of parking privilege and a conference with the Attendance Administrator.

SEARCH and SEIZURE

1. Searches of students' belongings, vehicles, or persons may take place if there is reason to suspect possession of an illegal substance, contraband, or instrument that is generally considered to be dangerous to the health and safety of self or others.
2. Additionally, students in attendance at any school-sponsored activity whether on- or off-campus may be subject to searches if there is reason for suspicion.
3. There are three types of searches authorized by DOE:
 - Search of **individual student** or group of students based on reasonable suspicion of possession of contraband;
 - **Random searches** of classrooms, vehicles, or lockers;
 - **Blanket searches** of the entire student body
4. Contraband items found in the possession of a student will be presumed the property of said student, and therefore will be subject to disciplinary action.
5. Confiscated items will not be returned to students, unless otherwise allowable by policy. Items that are illegal in nature will be turned over to law enforcement officials.

BUS RIDERS: EXPECTATIONS WHILE ON THE BUS

Bus transportation is a privilege provided for all students. As such, students are under the direct authority of the bus driver and must abide by behavior expectations. Additionally, student conduct while at bus stop/boarding areas and while on the bus is subject to all school rules. For more information regarding DPW operations and/or routes, contact Barrigada Bus Operations (Station #5): 671-734-6660.



STUDENT CONDUCT

Note that the following are violations of GWHS and GDOE policies; however, some are also violations of the Guam Criminal Code. Students will be referred to GPD for certain situations when appropriate. Students charged with committing criminal offenses off campus may also be subject to disciplinary action by the school.

In accordance with PL23-087, GWHS is a Smoke Free, Drug-Free and Gun-Free Safe School Zoned campus. See section on Prohibited Items.

TOBACCO USE

With the passing of Bill 9-34, effective January 1, 2018, students under 21 years of age will NOT be allowed to use any tobacco products – including, but not limited to: cigarette smoking, vaping, tobacco chew, etc. Any student caught using such products will be violating Guam Law and may be subject to searches and legal action.

Harassment, Intimidation, Bullying, Cyberbullying, Sexting, Sexual Harassment (BP409). Violation of the following prohibitions may be subject to civil and/or criminal penalties.

1. **Harassment, Intimidation, and Bullying** are defined as any gesture or written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of harming a student or damaging a student's property or placing a student in reasonable fear of injury to his or her person or property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student, and includes those actions reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, or socioeconomic status, or by any distinguishing characteristic. [17GCA §3112.1(a)]
2. **Cyberbullying** As stated in 17GCA §3112.1, "...harassment, intimidation, bullying" and "cyberbullying" are CRIMINAL IN NATURE and any of these actions can constitute a criminal offense that is chargeable under Guam law."
3. **Sexting** As stated in 9GCA §28.100: "A minor is guilty of...Sexting, if the minor, by use of a computer or any telecommunications device, recklessly or knowingly creates, receives, exchanges, sends, disseminates,

transmits, stores, or possesses a photograph, video, depiction, or other material that shows himself or herself or of another minor in a state of nudity."

4. **Sexual Harassment** is defined as an unwelcome conduct of a sexual nature and includes unwelcomed sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of students is a form of sexual discrimination.

Dangerous Weapons (BP 425) & Guam Gun Free Zone Act of 2004 Guns are not allowed on school campuses (to include any area, such as parking lots, vehicles, fields, etc). Those in violation will be guilty of a felony.. [9GCA §71.30 and §31.60] Any student in possession of an instrument or weapon while on school grounds (to include school bus stop and/or school busses) or at school-related activities will be suspended immediately and a complete investigation shall be conducted.

TYPES OF INFRACTIONS

The following infractions are some of the most common; however, the Office of Discipline Referral (ODR) lists all punishable offenses.

1. **Academic Dishonesty** As stated in the District Data Dictionary (DDD): "Any fraudulent use of material/information/graphics/electronics for the purpose to gain academic gain or credit." Consequence for Academic Dishonesty will result in a Level Two category consequence as indicated in the Office Discipline Referral Form (ODRF).
2. **Destruction of School Property (to include Graffiti)** Any student who willfully cuts, defaces, breaks, or otherwise damages any school property, or marks any item or surface, including walls, furniture, equipment, materials, or other school property will be subject to disciplinary action, including financial liability for repairing or replacing the damaged property.
3. **Disorderly Conduct** is described as any behavior that causes public inconvenience, annoyance, or alarm. Any student who disrupts the teaching/learning environment in the classroom OR interferes in the operation of the school will be subject to disciplinary action. If school operations are significantly interrupted, further action may be warranted in the involvement and/or referral to GPD.



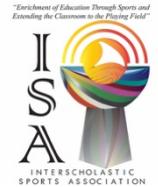
4. **Fighting** - Fighting in school or during any school-sponsored activity on or off campus is strictly prohibited. Every effort will be made to determine fault, and all involved students will be subject to disciplinary action, with possibility of maximum of 10 day suspension and referral to GPD for criminal charges.
5. **Insubordination** is defined as the defiant or repeated refusal to comply with any valid directive issued by school personnel, such as teachers, school aides, staff, or administrators. All lawful directives to students by school personnel must be complied with, otherwise disciplinary actions will be imposed.
6. **Public Display of Affection (PDA)** - Any public display of affection, such as prolonged kissing or hugging, caressing, sitting on another's lap, or sexual acts are inappropriate and are expressly prohibited. Inappropriate displays of affection may lead to notification of parents/guardians and disciplinary action.
7. **Terroristic Conduct** Any threat to commit a crime of violence with the intent to cause the evacuation of a building or place of assembly or to cause significant public inconvenience, such as reporting a false bomb threat or pulling the fire alarm at school when no fire is present may be considered to be terroristic conduct and are subject to disciplinary action and referral to GPD.
8. **Threats of Violence** - Students who verbally threaten with physical harm, or who act in a physically aggressive manner toward other students, faculty, or staff will be subject to disciplinary action and referral to GPD
9. **Contraband** - See Section on Prohibited Items. Depending on severity, disciplinary action will be imposed and as well as potential involvement of law enforcement.

4. Cell phones are to be turned off during any school level crisis, drill, or disaster
5. Cell phones shall not be used to take pictures of students and/or school personnel or uploaded/posted to internet sites unless authorized by a school administrator, advisor/teacher, student or parent/guardian as applicable.

Extracurricular Activities

ATHLETICS

Students have the opportunity to participate in the Interscholastic Sports Association (ISA) program as long as the following eligibility requirements have been met:



- Parent/Guardian Approval
- Complete submission of Athletic Packet
- An overall GPA of 65% with no Fs from the quarter before OR
- Have ONE F, but an overall GPA of 70% from the quarter before. In this case, students will be on probationary status until mid-quarter progress reporting, where they must reflect passing grades in all classes.
- If more than one F from the quarter before, the student will not be eligible to participate

Athletic packets can be found on the school website, or in the Main Office. Completion of packets will be reviewed by the school's Athletic Director.

The calendar for sports is as follows:

1 st Quarter Sports (Start date: July 18)	Boys Soccer Girls Volleyball Cross Country Wrestling
2 nd Quarter Sports (Start date: Sept 26)	Girls Basketball Paddling Football
3 rd Quarter Sports (Start date: Dec 5)	Boys Basketball Softball Rugby Tennis
4 th Quarter Sports (Start date: Feb 13)	Track and Field Boys Volleyball Baseball Girls Soccer

CELL PHONE USE POLICY (BP406)

Cell phone use is a privilege, not a right; as such, the following conditions must be adhered to:

1. Students and parents/guardians must sign a **Cell Phone Disclosure Statement** to authorize a student to possess and use a cell phone on campus.
2. Cell phone use is *allowed* in the classroom, if it is part of academic instruction; otherwise, cell phones are to be turned off during instructional time
3. Students may use cell phones to report violence, crimes, or threats to safety



CLUBS and ORGANIZATIONS

Students are able to participate in extracurricular activities through involvement in Clubs and Organizations, and may join that which he/she qualifies.

Clubs and organizations will need to become chartered through the GWHS Student Body Association prior to any fundraising activities. Any inquiries regarding Charter Applications can be addressed to the SBA Advisor.

All clubs and organizations will be expected to adhere to all Guam law, and GDOE and GWHS policies and procedures.

Health Services

HEALTH SERVICES

The Nurse's Office is open during school hours for students to receive immediate care for medical illnesses, school injuries, and counseling relative to health concerns. The school nurse also provides information on drug awareness, teenage parenting, and conducts various screenings (e.g. hearing, vision, and body mass index).

The school nurse is required to:

1. Keep all medical records intact, accurate, and confidential.
2. Inform students, parents, and guardians regarding health requirements and their child's well-being.

The following forms MUST be submitted and will be kept on file with the school nurse (BP337):

1. Physical Examination Form for all incoming 9th graders and new students
2. TB skin test for students incoming 9th graders and new students
3. **Updated Emergency Information and Health Form (EIHf) ANNUALLY.** An updated EIHf ensures that, in the event of emergencies, those picking students up are authorized. Updated information on the EIHf includes:
 - Current and valid emergency contact numbers
 - Doctor's certification of any physical or medical conditions, including any allergies

Emergency Information and Health Forms can be found on our school website, in the Main Office, or in the Nurse's Office.

Students found to be in noncompliance are to be immediately excluded from school and all activities until valid documentation is submitted, showing compliance has occurred.

ILLNESS

In the event of injury or illness on campus, the Nurse's Office is to be contacted immediately. If a student becomes ill during class, he/she should be given a pass to the Nurse's Office. Unless it is an emergency, students are not to go directly to the nurse's office without a pass. The nurse will screen the student and contact parents/guardians if necessary.

DISPENSING OF MEDICATION (BP421)

Only the school nurse (licensed health care professional) are allowed to administer medications in the school setting.

Procedures for dispensing medication:

1. Parent must sign the medical consent form prior to dispensing any medication.
2. The school nurse will be responsible for holding and dispensing the medication.
3. At the end of the school day, the student will retrieve the prescription medication.
4. Students are prohibited from bringing non-prescription drugs to school or transferring any medication (prescription or non-prescription) to other students.

Finance and Operations

CAFETERIA

Through the Community Eligibility Program, breakfast and lunch are served daily at no cost to students.

TEXTBOOKS, LAPTOPS, and SCHOOL-RELATED MATERIALS

1. All books, laptops, and other school-issued materials or devices are expected to be returned in good condition at the end of the school year. Teachers will make periodic checks to confirm their condition.
2. Students will be required to pay for lost, stolen, or damaged textbooks, workbooks, laptops or other materials issued to them by teachers or school personnel.
3. Graduating students and students withdrawing or transferring will not be cleared unless all financial obligations and responsibilities are met by the student.

RECORDS and FEES (rates effective August 2022)

Only cash payments are being accepted at this time. All payments should be handled at the Main Office. Absolutely no transactions will be conducted during students' instructional time.



FORMS

Forms are available in the Main Office, and may also be downloaded from the school website: <https://www.gwhsgeckos.com/all-forms.html>. Completed forms can be brought to the main office for processing.

Transcript request forms are available digitally at www.bit.ly/gwhstranscript.

Fees are used to upkeep our school grounds/campus beautification. Requests can be made in the main office. Note that fees are subject to change.

Document	Cost	Processing Time
Transcripts Official Transcript Unofficial Transcript	\$10.00/copy \$5.00/copy	5 days
Unofficial Transcripts for Students Currently Enrolled	No Cost	3 days
*Half-Day/Lunch Pass Per Semester Replacement	\$10.00/sem \$5.00	5 days
Students' Parking Decals Per Vehicle Replacement	\$15.00 \$10.00	5 days
Unscheduled ID	1st, no cost, then \$10.00	5 days
Certificate of Graduation	\$5.00/copy	5 days
Copy of Medical Records	\$2.00 copy	3 days
Student Verification	No Cost	3 days
Postal Fees for mail out requests	\$3.00/envelope	5 days
Copy of any document	\$0.25 /page	

** Seniors must have parent authorization if under 18; have 18+ credits, & at least 60 service learning hours, maintain a C average and not have incurred a U for citizenship*

Emergency Response Plan

In the event of schoolwide emergency, GWHS will be guided by, and will be working collaboratively with: Guam Homeland Security, Guam Police Department, GDOE Management Team and Emergency Response Personnel, however applicable.

The GWHS school community have made preparations to respond effectively to situations as they arise. We ask that parents/guardians assist school personnel during such time in the following ways:

1. Do not call the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at the school site until they are picked up by an identified, responsible adult who has been identified as such on the EIHF.
3. Press Releases will be made via the GDOE Public Information Officer. Stay tuned to radio stations for updates depending on the school's situation.
4. Impress upon your children the need for them to follow directions of any school personnel in times of an emergency.

See the chart below, detailing what to do and signals to be aware of for each type of emergency.



Type of Emergency	SIGNAL
<p>Fire / General Evacuation</p> <ol style="list-style-type: none"> Students should follow evacuation routes if there is a need to evacuate campus All belongings are to be left behind Stay with teacher/class/responsible school personnel until all-clear is given Attendance / Accountability Forms to be completed 	<p>Increments of THREE Pulsed Rings of School Bell</p> <p>(whistle 3 continuous times)</p>
<p>Bomb Threat / General Evacuation</p> <ol style="list-style-type: none"> Students should follow evacuation routes if there is a need to evacuate campus All belongings are to be left behind Stay with teacher/class/responsible school personnel until all-clear is given Attendance / Accountability Forms to be completed 	<p>Increments of THREE Pulsed Rings of School Bell</p> <p>(whistle 3 continuous times)</p>
<p>Earthquake <i>During an actual earthquake, the bell will not ring. Students and personnel are to seek shelter and await an evacuation bell if necessary</i></p> <ol style="list-style-type: none"> If indoors, move away from objects which may break or fall Drop, Cover, and Hold! Do not attempt to run out of the classroom If outdoors, move away from buildings, trees, power and light poles, or overhead utility wires. 	<p>Single Continuous Ring of School Bell (for drill)</p> <p>(usually short ring, for simulated duration of an actual earthquake)</p>
<p>Modified Lockdown <i>For incidents such blanket search, riot, unruly student, medical emergency, etc.</i></p> <ol style="list-style-type: none"> Three minutes before the signal: All students not in class will be sent back to their classes. Rooms are to be secured by locking doors No interruption, instruction continues Doors to be opened when admin or designees need to enter Students are not to leave classes until all clear is given by Incident Commander 	<p>Single Continuous Ring of School Bell</p> <p>(other means of communication + door-to-door announcement of "modified lockdown")</p>
<p>Lockdown <i>A lockdown is warranted when there is a threat or hazard outside of the school building</i></p> <ol style="list-style-type: none"> Three minutes before the signal: All students not in class will be sent back to their classes. Rooms are to be secured by locking doors. Doors should NOT be opened. If entry is needed, ADMIN or emergency responders will open. No one enters or exits the room 	<p>Single Continuous Ring of School Bell</p> <p>(door-to-door announcement of "lockdown")</p>



<ol style="list-style-type: none"> 5. Students should remain quiet, lights off, stay away from doors and windows. <i>(Locks, lights, out of sight!)</i> 6. There may be a need to either evacuate, shelter-in-place; otherwise, doors shall remain locked until all-clear is given 	
<p>Shelter-in-Place <i>The need to shelter-in-place is warranted when there is a clear and imminent threat that may result in harm to those on the school grounds. The entire school community must immediately take shelter and find safety.</i></p> <ol style="list-style-type: none"> 1. All students, staff, personnel should find shelter in the nearest room 2. Stay away from windows and doors 3. Lock classroom doors and barricade as much as possible with furniture 4. Turn off all lights and audio equipment 5. All cell phones should be on SILENT mode 6. Plan for alternate routes via window or plan to escape (if possible) 7. Maintain silence 8. No one enters or exits the rooms 9. Classrooms should NOT be opened until police or administration unlocks the classroom; or until the all-clear is given by law enforcement or Incident Commander 	<p style="text-align: center;">Single Continuous Ring of School Bell</p> <p style="text-align: center;"><i>(OR NO SIGNAL)</i></p> <p style="text-align: center;"><i>In a real active threat scenario that requires shelter-in-place, the bell may ring indefinitely</i></p>
<p>In addition, several means of communication will be in full effect: email, mobile broadcast, or text messaging.</p>	



Contact Information

Contact information for all faculty and staff can be found on our school website under the 'Directory' tab.

Administrative Team

Mr. Dexter Fullo, Principal
dbfullo@gdoe.net

Mr. Eric Dela Cruz, Assistant Principal
Academic Affairs
edelacruz@gdoe.net

Mr. Chris Castro, Assistant Principal
Student Support
clcastro@gdoe.net

Ms. Noshista Delgado, Assistant Principal
Special Programs
nbdelgado@gdoe.net

Mrs. Joni Serisola, Assistant Principal
Student Life
jrserisola@gdoe.net

Mrs. Lina Taimanglo, Administrative Officer
Facilities & Maintenance
lbtaimanglo@gdoe.net

For Student Records and Support

Registration, PowerSchool/Parent Portal Information
Brenda Reyes, bbreyes@gdoe.net

Student Records, Transcripts & Verification Requests
Aaron Pehipol, abpehipol@gdoe.net
Tessa Borja, tgborja@gdoe.net

Parking Decals (Seniors only), Verification Requests,
Withdrawals, Uniform Requests
Eva Arriola, esarriola@gdoe.net

Technology Requests / Returns
Tessa Borja, tgborja@gdoe.net

Counselors

Last Name: A – Castro
Dr. Ichihara-Rosario, Elisabeth
emichihara-rosario@gdoe.net 300-2975, Room A100

Last Name: Ceasar - Flores, Chereese
Agar, Lauren
lmtagar@gdoe.net Room B100

Last Name: Flores, Chloe - Kaim
Comia, Gian Carlo
gccomia@gdoe.net Room B100

Last Name: Kaius - Ogo, Deztinie
Cruz, Nadine
nccruz@gdoe.net Room B100

Last Name: Ogo, Donicio - Samuel
Posadas, Gabriel
gtposadas@gdoe.net Room B100

Last Name: Samurai - Z
Lujan, Monica
matlujan@gdoe.net Room B100

GCC Programs
Analista, Hernalin (GCC)
hernalin.analista@guamcc.edu Room B100

School Health Counselor

Meghan Amparo, BSN, RN
mcamparo@gdoe.net

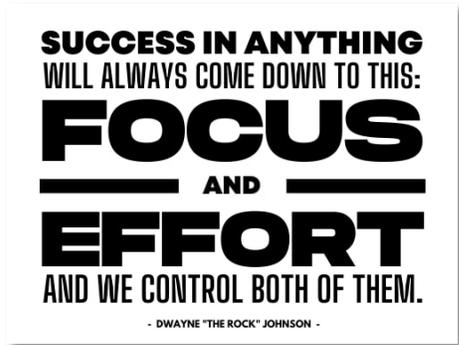
Librarian

Aileen Canos
aocanos@gdoe.net



GRADUATION PROGRESS and CREDIT CHECK

Together with guidance counselors, students will be able to set goals, create a personal Graduation Progress Plan, and learn how to track credits. Counselors will provide guidance throughout the course of the school year to review credits earned and credits still needed. Students: See your counselors if you need assistance completing this progress sheet.



Track Your Progress

Track your progress accordingly. List your courses in each required content area, as they are completed and passed.

REQUIRED COURSES				
Language Arts (4 credits)	Social Studies (3 credits)	Math (4 credits)	Science (3 credits)	Electives: College, Career, & Life Courses (6 credits)

Health (1 credit)	Physical Education (1 credit)	Chamorro (1 credit)	Fine Arts (1 credit)



Yearly Tracking of Classes Taken and Credits Earned

YEAR 1				
	Course	Teacher	Grade	Credit(s)
SEM 1				
<i>Total Credits – Year 1 / Semester 1</i>				
	Course	Teacher	Grade	Credit(s)
SEM 2				
<i>Total Credits – Year 1 / Semester 2</i>				
<i>TOTAL CREDITS for YEAR 1 - Credits earned Semester 1 + Semester 2 =</i>				

Notes:



Yearly Tracking of Classes Taken and Credits Earned

YEAR 2				
	Course	Teacher	Grade	Credit(s)
SEM 1				
<i>Total Credits – Year 2 / Semester 1</i>				
SEM 2				
<i>Total Credits – Year 2 / Semester 2</i>				
<i>TOTAL CREDITS for YEAR 2 - Credits earned Semester 1 + Semester 2 =</i>				

Notes:



Yearly Tracking of Classes Taken and Credits Earned

YEAR 3				
	Course	Teacher	Grade	Credit(s)
SEM 1				
<i>Total Credits – Year 3 / Semester 1</i>				
SEM 2				
<i>Total Credits – Year 3 / Semester 2</i>				
<i>TOTAL CREDITS for YEAR 3 - Credits earned Semester 1 + Semester 2 =</i>				

Notes:



Yearly Tracking of Classes Taken and Credits Earned

YEAR 4			
	Course	Teacher	Grade
SEM 1			
<i>Total Credits – Year 4 / Semester 1</i>			
	Course	Teacher	Grade
SEM 2			
<i>Total Credits – Year 4 / Semester 2</i>			
<i>TOTAL CREDITS for YEAR 4 - Credits earned Semester 1 + Semester 2 =</i>			

Notes:



Service Learning Log

Date	Service Description / Activity	Location	Hours
Subtotal Hours			
Date	Service Description / Activity	Location	Hours
Subtotal Hours			
Date	Service Description / Activity	Location	Hours
TOTAL Hours			



Service Learning Log

Date	Service Description / Activity	Location	Hours
Subtotal Hours			
Date	Service Description / Activity	Location	Hours
Subtotal Hours			
Date	Service Description / Activity	Location	Hours
TOTAL Hours			



Abbreviations

AP -	Assistant Principal
BP -	Board Policy
CCL -	College, Career, and Life Courses
CDC -	Center for Disease Control
CTE -	Career and Technical Education
DPHSS -	Department of Public Health and Social Services
DPW -	Department of Public Works
DYA -	Department of Youth Affairs
EAP -	Educational Accommodation Plan
EHIF -	Emergency Health and Information Form
EO -	Executive Order
FA -	Freshman Academy
GCA -	Guam Code Annotated
GCC -	Guam Community College
GDOE -	Guam Department of Education
GEB -	Guam Education Board
GPA -	Grade Point Average
GPD -	Guam Police Department
IEP -	Individualized Education Plan
ISA -	Interscholastic Sports Association
ODRF -	Office Discipline Referral Form
OTRF -	Office Truancy Referral Form
PBIS -	Positive Behavior Interventions and Supports
PL -	Public Law
PTC -	Parent Teacher Conference
SARF -	Student Attendance Referral Form
SBA -	Student Body Association
SBG -	Standards-Based Grading
SCPM -	Student Conduct Procedural Manual
SOP -	Standard Operating Procedures
SSO -	Student Support Office
UOG -	University of Guam



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



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

Updated: February 25, 2022



GWHS BELL SCHEDULE School Year 2022-2023

(As of July 2022)

FRESHMAN ACADEMY BELL SCHEDULE			
PERIOD	START	END	LENGTH
WARNING BELL <i>CBA 2.A.9</i>	7:10am		
1st / 5th Period	7:15am	8:30am	75 minutes
BREAK	8:30am	8:40am	10 minutes
2nd / 6th Period	8:45am	10:00am	75 minutes
LUNCH	10:00am	11:00am	60 minutes
3rd / 7th Period	11:05am	12:20pm	75 minutes
BREAK	12:20pm	12:30pm	10 minutes
4th / 8th Period / *HOMEROOM	12:35pm 1:50pm	1:50pm 2:15pm	75 minutes + 25 minutes
DISMISSAL	2:15pm		

** Homeroom is embedded into the class period. Attendance is MANDATORY.*

UPPERCLASSMEN BELL SCHEDULE			
PERIOD	START	END	LENGTH
WARNING BELL <i>CBA 2.A.9</i>	7:10am		
*HOMEROOM / 1st / 4th Period	7:15am 7:30am	7:30am 9:15am	15 minutes + 105 minutes
BREAK	9:15am	9:30am	15 minutes
2nd / 5th Period	9:35am	11:20am	105 minutes
LUNCH	11:20am	12:25pm	65 minutes
3rd / 6th Period	12:30pm	2:15pm	105 minutes
DISMISSAL	2:15pm		

** Homeroom is embedded into the class period. Attendance is MANDATORY.*

CBA 2.A.9 – Teachers in the Secondary School must be at their duty station (assigned classroom) by the warning bell (7:10am) or school identified indicator that must not be less than five minutes and no more than ten minutes prior to the start of instruction

GEORGE WASHINGTON HIGH SCHOOL

298 Washington Drive
Mangilao, Guam 96913



KEY	
RR	RESTROOM
S	STORAGE ROOM
	STAIRCASE
	2ND FLOOR

