

Note: Please fill out this page, remove from handbook, and return the page to your child's homeroom teacher.

PARENT/STUDENT ACKNOWLEDGEMENT

I/We acknowledge that I/we have read the John F. Kennedy High School Student/Parent Handbook for School Year 2006-07 and that I/we agree to abide by the policies and procedures as established herein. I/We have retained a copy of this Handbook for reference purposes.

Student Name (Print)

Date of Birth

Grade

Student Signature

Date

Parent Signature

Date

Parent Contact Information:

Home: _____
Phone #

Name

Father: _____
Phone #

Name

Mother: _____
Phone #

Name

Other: _____
Phone #

Name

Please return this completed form to your homeroom teacher.

Of Special Importance to Parents

❑ **Parent/Guardian Status**

Schools are constrained by law (Family Educational Rights and Privacy Act) to release certain student information regarding attendance, health, grades, health, discipline, etc. only to those persons listed as the legal parents or court-appointed legal guardians of a student. Relatives, neighbors, and friends of the family, unless they are court-appointed legal guardians of the student, may not receive any information concerning the student. Directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance may be released without consent. Parents who do not wish to have directory information about their child released without their consent, must notify the school in writing no later than four weeks after the student is enrolled that they do not want the school to disclose directory information about their child without their consent. Additionally, students will not be released to any person other than the student's legal parents, court-appointed guardians, and those persons listed on the student's Emergency Health Card. Parents and guardians are requested to inform the school whenever their child's custody, guardianship, or living arrangement changes.

❑ **Emergency Health Cards**

Ensure that your child's Emergency Health Card is up-to-date and accurate. The information contained on this Card is essential to the safety and well-being of your child. If your child does not have an updated Emergency Health Card on file each school year, your child will be refused admittance to school.

❑ **Verify Information**

For various reasons, the information students give their parents about school is often inaccurate or incomplete. Always verify the information your child gives you about school and classroom policies, requests for money or supplies, days off from school, what their teachers say and do in class, etc. The school may be reached by calling 642-2100~8 between 6:30 AM and 3:30 PM.

❑ **Addressing Concerns**

If you have questions or concerns related to the school's personnel, policies, procedures, practices, actions, activities, or conditions please address them with the correct persons and in the proper manner. After verifying the facts of an issue, make sure you are dealing with the person who is responsible for that area. If you are not satisfied with the resolution of an issue, follow the procedures for parental or student grievances prescribed within this handbook.

❑ **School-to-Home Communication**

From time to time, important information regarding school events and issues is transmitted to parents through letters or memos issued to students in their homeroom classes. Unfortunately, this method is not very effective as many students tend to lose, forget, or deliberately ignore the messages. There is no single method that will ensure all parents receive timely information. For this reason, the school also provides information for parents through other venues, such as the Education Update section of the Pacific Daily News, the school's marquee, and radio public service announcements in order to maximize the possibility of successful communication with parents. Parents are therefore encouraged to regularly and frequently monitor these venues in order to stay abreast of information regarding JFKHS.

❑ **Student Care**

The faculty, staff, and administration of JFKHS are dedicated the mental, emotional, and physical well-being of your child. It is our mission to help each student realize 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 his/her family, and the community to accomplish our mission. Your involvement in this process is strongly encouraged, expected, and appreciated.

❑ **Final Word**

This handbook does not contain all the rules and policies of JFKHS. Some information can change during the year. Parents should read this entire handbook and maintain it in a safe place for future reference.

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Guam Public School System Vision Statement

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

John F. Kennedy High School Mission Statement

The mission of John F. Kennedy High School is to educate students who will be responsible, caring citizens prepared for the 21st century. The students will learn self-sufficiency and problem solving. Through their innovation and creativity, students will be able to adapt to the future and to changes in their lives and the global environment. Being able to function in and appreciate the multi-cultural community in and around the school, the students will become participatory members of society. Students will take steps toward personal success through the planning of their career paths for higher education and job opportunities. Quality education at JFKHS will continue through a collaborative effort of parents, community, administration, staff, teachers, and students.

John F. Kennedy High School Expected School-Wide Learning Results (ESLRs)

John F. Kennedy High School Graduates will be:

I. Responsible citizens who:

- a. Develop as mature and productive members of community
- b. Display responsible behavior and are accountable for their actions
- c. Involve themselves in activities that promote good citizenship and healthy lifestyle
- d. Respect and understand the multi-cultural society, and
- e. Respect diversity in others.

II. Problem solvers who:

- a. Demonstrate competency and self-discipline in their required courses
- b. Move through the steps of knowledge, comprehension, application, analysis, synthesis, and evaluation
- c. Acquire necessary skills to prepare for the challenges of the workplace and society
- d. Use reasoning and research skills.

III. Effective communicators who:

- a. Speak, read, and write with confidence and clarity in a multi-cultural community
- b. Appreciate various forms of expression
- c. Read and comprehend a variety of materials
- d. Demonstrate active listening skills
- e. Question to obtain information
- f. Use interpersonal skills to interact, participate and share knowledge.

IV. Technologically literate by:

- a. Being prepared for the workplace of the 21st century
- b. Overcoming difficulties and adapting to a progressive environment.

PRINCIPAL'S MESSAGE

Welcome to all our new and returning students!

The faculty, staff, and administration of John F. Kennedy High School hope that you have enjoyed your summer break and that you are now eager to return to your studies, preparing yourselves to become "responsible, caring citizens prepared for the 21st century."

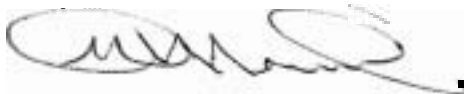
This school year sees the advent of several significant changes on our campus. The first is an innovative method of focusing more attention, effort, and resources on our entering freshman class. Experience has shown us that the initial year of high school can be quite difficult for students as they transition from the routines and expectations of middle school to a system which places greater emphasis on individual academic achievement and demands greater commitment and effort from students. The Freshman Academy is designed to help "bridge the gap" between middle and high school, softening what can sometimes be a disorienting experience for many and providing our **freshmen** with extra support and recognition, minimizing the anonymity which is usually present on large campuses. It is our hope that the Freshman Academy will allow our **freshmen** to enjoy a more positive, successful experience in their first year at JFKHS.

Another significant change on our campus, although it is not evident yet, will directly affect all students at JFKHS. Beginning with the start of the second quarter, all students will be required to wear the new student-selected school uniform. The new student uniform policy originated with JFKHS's Parent-Teacher-Student Association. It involved a long and much-discussed process, and reflects input from students, parents, faculty, and staff. While not all students may welcome this particular change, it is believed that student uniforms will develop a greater sense of purposefulness, identity, and pride within the JFKHS community; promote an enhanced image in the public eye; and improve the safety and security of all our students.

Students should understand that the Freshman Academy and student uniforms are not changes simply for the sake of change; they are positive solutions to serious challenges that should result in a better, more productive high school experience for all students.

President John F. Kennedy, our school's namesake, once observed, "Change is the law of life. And those who look only to the past or the present are certain to miss the future." As we undergo these changes -- and there will be more forthcoming -- let us remember that what we do today is preparing us for tomorrow. Let us endeavor, therefore, to put aside the issues that are inconsequential, to diligently prepare ourselves, and to stride confidently toward our future.

Again, welcome to a new school year at JFKHS. May it be your best yet!



Ulric Mark
Principal

SCHOOL ADMINISTRATION

Mr. Ulric Mark
Principal

Mr. Irenio San Nicolas
Assistant Principal, Business & Facilities

Mrs. Gerardlyn Mandell
Assistant Principal, Curriculum

Miss. Luz Annette Payumo
Assistant Principal, Attendance SPED & LOTE

Miss. Patricia Bilbao
Assistant Principal, Student Personnel

Mrs. Juanita Lujan
Administrative Officer

DEPARTMENT CHAIRPERSONS

Mrs. Dolores Aguon
Chamorro

Mrs. Karen Howe
Fine/Practical Arts

Mrs. Jannie DeVera
World Languages

Mr. John Hernandez
Health

Mr. Sanjay H. Sharma
Science

Mrs. Chona Iriarte
Math

Mr. Steve Protasio
Language Arts

Mr. James Lujan
Physical Education

Mrs. Alice Orot
Social Studies

Col. Walter Merritt
ROTC

Mrs. Royanne Salas
Special Education

Mr. Francis Ballares
Counseling

FACULTY

Business	Science	Language Arts	Social Studies
Lourdes Borja	Lyle Babberl	Roberta Abaday	Angelo Andres
Dolores Quinata	Colette Beausoliel	Jessilyn Aguigui	Melanie Arciaga
Conrado Salvador	Jonah Concepcion	Vito Calvo	Hazel Basilio
	Dana Figirliyong	Zhanienne Davis	Soledad Cabrera
Chamoru	Karen Garrod	Ron Guerrero	Betty Cruz
Dolores Aguon*	Leynebel Leysa	Terry Huber	Roque Eustaquio
Francisco Castro	Dennis Malilay	Arlene Mad	Stephanie Frias
Tedy Chargualaf	Paul Manby	Sarah Martin	Chris Garcia
Teresita Flores	Gilbert Mangosong	Lorena Montague	Ray Guerrero
	Patrick Manibusan	Anna Palacios	Jack Hattig
Fine/Practical Arts	Paulette Marta	Steve Protasio*	Tricia Bautista
Aileen Sablan	Maria Milligan	Paul Rabago	Alice Orot*
Sonny Chargualaf	Virginia Salas-Oppus	Denise Richards	Phillip Protasio
Cecile Gombar	Anita Samson	Beverly Ronquillo	Carmencita Serrano
Karyn Howe*	John San Nicolas	Christina Santos	Mike Shelton
Francis Labrador	Sanjay H. Sharma*	Russel Tapar	Joshlyn Velasco
Ben Quinata		Rosalina Villafior-Torres	Cecilio Veloria
Bennet Torres		Jessica Weikle	Patrick Paulino
	Math		
	Francis Aguilar		
World Language	Christopher Callaway	P.E.	ROTC
Leslie Avila	Ruby Dela Cruz	Tori Circo	Agusto Cepeda
Jannie DeVera*	Lenett Estay	Barbara Gilman	Joseph Mafnas
Dana Nickerson	Elena Groza	James Lujan*	Walter Merritt*
Tara Tydingco	Scott Hoeck	Jerard Lujan	
	Chona Iriarte*	Eladio Manansala	Special Education
Health	Lionel Junsay	Jasmine Taitano	Teresita Baldovino
John Hernandez*	Alfredo Mendoza	Jimmy Taitano	Michael Castro
Peter Linn	Eleuterio Mesa		Florence Ganacias
Herminio Martinez	Kenneth Murphy	Guidance Counselors	Leilani Nelson
Matthew Muna	Jonathan Pilarca	Francis Ballares	John Russel
Robert Vasquez	Christine Pinzon	Michelle Blend	Charlene Sakisat
	Floraine San Pable	Francisco Castro	Royanne Salas*
LOTE Coordinator	James Santiago	Chelsa Muna-Brecht	Jennifer San Nicolas
Joan Monforte	Maryann Santos	Flora Dela Rosa	Peter Toves
	Pramila Sullivan	Gina Santos-Yoon	Alexandra Ulrich
Health Counselor		Joseph von Rodeck	
Victoria Ballares	CRT		
	Neeti Prakash		GCC/VOC
	Rosalina San Nicolas		Carol Cruz
	Willard Harris		Joel Egana
	Marie Echipare		Nenita Perez
			David Santos
			Susan Seay
			Tricia Taylor
			Jovita Valenzuela
			Rosemarie Nanpei

* - Denotes Department Chairperson

BELL SCHEDULE

Regular Bell Schedule

7:45 am	First Bell	
7:55 am	Warning Bell	
7:55 am – 8:05 am	Passing Time	10 min.
8:05 am – 9:45 am	First Block	100 min.
9:45 am – 10:00 am	Break	15 min.
10:00 am – 10:05 am	Passing Time	5 min.
10:05 am – 11:45 am	Second Block	100 min.
11:45 am – 1:00 pm	Lunch	60 min.
1:00 pm – 1:05 pm	Passing Time	5 min.
1:05 pm – 2:45 pm	Third Block	100 min.
2:45 pm	Dismissal from Class	
2:55 pm	Release from School	

Islander Day Bell Schedule

7:45 am	First Bell	
7:55 am	Warning Bell	
7:55 am – 8:05 am	Passing Time	10 min.
8:05 am – 8:53 am	First Block	48 min.
8:53 am – 8:58 am	Passing Time	5 min.
8:58 am – 9:46 am	Second Block	48 min.
9:46 am – 10:01 am	Break	15 min.
10:01 am – 10:06 am	Passing Time	5 min.
10:06 am – 10:54 am	Third Block	48 min.
10:54 am – 10:59 am	Passing Time	5 min.
10:59 am – 11:47 am	Fourth Block	48 min.
11:47 am – 12:44 pm	Lunch	57 min.
12:44 pm – 12:49 pm	Passing Time	5 min.
12:49 pm - 1:37 pm	Fifth Block	48 min.
1:37 pm – 1:42 pm	Passing Time	5 min.
1:42 pm – 2:30 pm	Sixth Block	48 min.
2:30 pm	Dismissal from Class	
2:45 pm	Release from School	

Activity Day Bell Schedule

7:45 am	First Bell	
7:55 am	Warning Bell	
7:55 am – 8:05 am	Passing Time	10 min.
8:05 am – 9:20 am	First Block	75 min.
9:20 am – 9:25 am	Passing Time	5 min.
9:25 am – 10:40 am	Second Block	75 min.
10:40 am – 10:45 am	Passing Time	5 min.
10:45 am – 12:00 pm	Third Block	75 min.
12:00 pm – 1:00 pm	Lunch	60 min.
1:00 pm – 2:30 pm	Activity	90 min.
2:30 pm	Release from Activity	
2:45 pm	Release from School	

Assembly Bell Schedule

7:45 am	First Bell	
7:55 am	Warning Bell	
7:55 am – 8:05 am	Passing Time	10 min.
8:05 am – 9:25 am	First Block	80 min.
9:30 am – 10:30 am	Assembly	60 min.
10:30 am - 10:45 am	Break	15 min.
10:45 am - 10:50 am	Passing Time	5 min.
10:50 am - 12:10 pm	Second Block	80 min.
12:10 pm – 1:05 pm	Lunch	55 min.
1:05 pm – 1:10 pm	Passing Time	5 min.
1:10 pm – 2:30 pm	Third Block	80 min.
2:30 pm	Dismissal from Class	
2:45 pm	Release from School	

Students are reminded that the bell announcing passing time is the signal to go to class and students should immediately comply. Students should already be in their classrooms when the tardy bell rings.

SCHOOL HISTORY

In September 2006, John F. Kennedy High School will celebrate its 47th birthday. Originally called Tumon Junior/Senior High School, the school opened its doors to approximately 1200 students from grades seven through twelve in September, 1959. The following year the school graduated its first class.

The student body chose the school colors of Green and Gold that first year. The school newspaper was named *Sand Prints*, but was later renamed *The Kennedy Chronicle*. *Kanton Ladera* became the name for the yearbook. Mr. Al Fain served as the school's first principal.

In 1962, Super Typhoon Karen devastated the island, destroying George Washington High School, the only other public high school at the time (which was then located in Mongmong), and forcing GWHS to hold double sessions at the Tamuning campus. Forty years later, GWHS returned the favor by hosting JFKHS in double sessions when Typhoon Pongsona severely damaged the JFKHS campus.

The school remained Tumon Junior/Senior High School until January 1965, when the name was changed by the Guam Legislature to honor the late U.S. President John F. Kennedy, a change that was not without controversy.

As junior high schools were built and district lines were established the school transitioned into a true high school. In 1966 the Department of Education moved the seventh and eight graders to Dededo Junior High School (what is now Benavente Middle School). In 1969, the ninth graders were sent to Dededo Junior High School, making JFKHS a three-year high school. Then, in 1982, JFKHS became a four-year high school again when the ninth grade moved back in, a transfer which occurred when the island's public junior high schools became middle schools.

Today, JFKHS serves a population of approximately 2,500 students with a faculty of 130 instructors of college preparatory and vocational programs.

Over the years, the campus has seen new construction since the original "quad" design: the section housing the band and ROTC rooms was added in the early 1970's; the "annex" was built in the late 1980's; and the back section where the GCC classes are held was built in the early 1990's.

Some notable firsts include the chartering of JFKHS's National Honor Society in 1962; Air Force Junior Reserve Officers Training Corps (AFJROTC) was added to the curriculum in 1970.

In SY 05-06, the JFKPTSA voted to adopt a mandatory student uniform policy. The following year, students were required to be in uniforms that had olive green bottoms and white tops.

Kennedy Alma Mater	Kennedy "Fight" Song
<p>Kennedy, Kennedy, we sing to you, Our alma mater dear, A home to youth – you have us knowledge, You taught the power of truth.</p> <p>Kennedy, Kennedy, we sing and praise, You gave us love and friendship. You showed the ways of paths of learning, For future days.</p> <p>Kennedy, Kennedy, we hold thee dear, Tho' we may roam and wander Tho' we may fail, we'll long remember thee, Our Tumon home.</p> <p>Chorus: Kennedy, Kennedy, our alma mater, Kennedy, Kennedy, our Tumon home.</p>	<p>Come on and fight, fight, fight, fight, for Kennedy High! Get up and raise your banners to the sky. We have a school of honor, brave, and bold. And with our colors green and gold, So green and gold.</p> <p>Among the palms we'll have a jubilee, For Kennedy's the best school by the sea. We have the finest school you'll all agree You'll all agree.</p> <p>It's Kennedy!</p>

SY 2006-2007 DOE SCHOOL CALENDAR

(These dates are subject to change)

Tuesday	August 15, 2006	FIRST DAY OF CLASSES/First Quarter Begins
Monday	September 4, 2006	HOLIDAY - Labor Day
Friday	September 15, 2006	First Quarter Progress Report Due
Monday	October 9, 2006	Flexible Make-Up Day #1*
Wednesday	October 18, 2006	End of First Quarter
Thursday	October 19, 2006	Second Quarter Begins
Wednesday	November 1, 2006	High School Parent-Teacher Conference
Thursday	November 3, 2006	HOLIDAY - All Soul's Day
Tuesday	November 7, 2006	Professional/Staff Development Day #1
Friday	November 10, 2006	Flexible Make-Up Day #2*
Thursday	November 23, 2006	HOLIDAY - Thanksgiving Day
Friday	November 24, 2006	Thanksgiving Break
Tuesday	November 28, 2006	Second Quarter Progress Report Due
Friday	December 8, 2006	HOLIDAY - Our Lady of Camarin Day
Monday	December 18, 2006	Christmas Break Begins
Monday	January 1, 2007	Christmas Break Ends
Tuesday	January 2, 2007	Flexible Make-Up Day #3*
Wednesday	January 3, 2007	Classes Resume
Monday	January 15, 2007	Flexible Make-Up Day #4*
Wednesday	January 17, 2007	End of Second Quarter/First Semester
Thursday	January 18, 2007	Third Quarter/Second Semester Begins
Monday	February 5, 2007	Flexible Make-Up Day #5*
Monday	February 19, 2007	Flexible Make-Up Day #6*
Wednesday	February 21, 2007	Third Quarter Progress Report Due
Friday	March 2, 2007	Professional/Staff Development Day
Monday	March 5, 2007	Flexible Make-Up Day #7*
Tuesday	March 27, 2007	End of Third Quarter
Wednesday	March 28, 2007	Fourth Quarter Begins
Monday	April 2, 2007	Easter Break Begins
Monday	April 9, 2007	Easter Break Ends
Tuesday	April 10, 2007	Classes Resume
Monday	April 16, 2007	High School Parent-Teacher Conference
Monday	April 30, 2007	SAT-10 Testing Begins
Friday	May 11, 2007	SAT-10 testing Ends
Tuesday	May 8, 2007	Fourth Quarter Progress Reports Due
Monday	May 28, 2007	HOLIDAY - Memorial Day
Friday	June 8, 2007	End of Fourth Quarter/Second Semester/Last Day of School
Tuesday-Monday	June 12 - 18, 2007	Flexible Make-Up Days #8 - #12
Tuesday	June 12, 2007	Summer Vacation Begins
Friday	August 10, 2007	Summer School Ends

* In the event the quarter has missed days, the end of the quarter will be adjusted to complete the required number of days for the quarter. If the flexible make-up day is not needed to make up missed school, the day will be a holiday.

Parents are advised to consult the calendar before planning any Prearranged Absences from school so as to minimize the interruption to their child's education.

PARENTAL RESPONSIBILITIES

JFKHS is an academically-focused school with the goal of ensuring that every graduating student has the knowledge, skills, and experience to succeed in high school and be successful in college or the career path of their choice. In order for our faculty and administration to achieve this goal, we are committed to working with each student and every parent, sharing the responsibility for every student's educational success.

Just as parents have expectations of the teachers and school, so do the school's administration and teachers have expectations of every parent. Parents should ensure that the student:

- attends school regularly;
- arrives on time to school and is prepared for each class;
- completes all assignments on time;
- is respectful toward all others;
- does not cause or contribute to classroom disruptions; and
- follows the school uniform and dress code policy and all other school rules.

Additionally, parents should be responsible to:

- support the school and its efforts to maintain a safe, focused environment in which all teachers are able to teach and all students have the opportunity to learn;
- participate and assist in maintaining communication with the school;
- monitor the student's academic progress;
- put forth a continuous effort to listen to, encourage, and assist the student;
- develop and reinforce in the student a respect for school policies and procedures and the rights of others;
- provide a safe, nurturing home environment in which the student's physical, mental, and emotional needs are met.

STUDENT RESPONSIBILITIES

At first glance it would seem that a student's only responsibility is to study hard and get good grades. But experience shows us that if a student is surrounded by disorder, uncertainty, and confusion and concerned with his/her safety, or hears rumors or gossip by others about themselves, or becomes caught up in trying to impress others through inappropriate conduct, mannerisms, language, or attitudes, then that student cannot focus fully on the duty of learning.

Likewise, it would appear that a teacher's only responsibility is to teach. But experience also shows us that if a teacher's time and energies are primarily used to maintain control of a student or classroom or continually enforce policies, procedures, and consequences, then that teacher cannot focus fully on the duty of teaching.

The purpose of school policies and procedures is to provide students and teachers with a safe, orderly, and consistent environment in which student and teacher can succeed in accomplishing their respective duties. To that end, it is necessary that the school establish and maintain standards regarding the conduct of students, reinforce those expectations, and consistently enforce appropriate consequences for transgressions of those standards. Therefore, all students are expected to:

- attend school and class regularly and punctually;
- devote their energies to learning;
- be prepared for class and complete all assignments;
- respect the rights of all others, including their ideas, opinions, and beliefs;
- promote tolerance among their peers, rejecting prejudice or stereotypes based on gender, ability, social status, race, religion, culture, or lifestyle;

- recognize the importance of their own involvement in maintaining an appropriate educational environment by holding their peers accountable for their behavior;
- know and obey all school policies and procedures related to student behavior and expectations;
- regard and utilize school facilities, property, and materials with care;
- comply with directions given by school personnel;
- use the established grievances procedures when distressed by specific conditions, behavior, or treatment;
- expect that all other students will be held to the same expectations they are, thereby ensuring that all students are treated in an equitable manner.

If a student becomes aware that a possible threat to the safety of any student or school personnel exists or is imminent, that student has the duty to report such conditions to any school personnel so that proper steps may be taken to prevent the threat. If a student has knowledge of a possible fight, persons in possession of weapons (guns, knives, etc) or dangerous substances (drugs, chemicals, etc), or that hazardous conditions exist or are possible (slippery floors, broken glass, bare electrical wiring, etc) or that any other unsafe condition exists, that student has the duty to report the condition to any school personnel.

The above expectations are general guidelines intended to promote the responsible citizenship of students and requiring students' adherence to them is consistent with the school's mission of preparing each student to become a caring, responsible citizen.

PARENT GRIEVANCE PROCEDURES

Parents who feel they may have a legitimate grievance related to student-teacher relationships shall take the following steps to address the issue:

STEP 1: Discussion with Teacher.

Schedule an appointment via the Principal's office to meet with the teacher to attempt to resolve the issue. Maintain an open mind as you hear the other side of the story and learn the facts or verify the information. If the parent is not satisfied with the disposition of the issue at this stage, proceed to Step 2.

STEP 2: Discussion with Teacher and Principal.

Schedule an appointment via the Principal's office to meet with both the Teacher and Principal. The Principal has the authority to order certain actions to resolve the issue but may need to determine additional information in order to do so. If the parent is not satisfied with the disposition of the issue at this stage, proceed to Step 3.

STEP 3: Written appeal to the Superintendent of Education

An appeal of the Principal's decision regarding the issue may be made in writing to the Superintendent, whose decision shall be final.

STUDENT GRIEVANCE PROCEDURES

Students who feel they may have a legitimate grievance related to actions taken by school personnel regarding them shall take the following steps to address the issue:

STEP 1: Discussion with the Individual

If at all possible, attempt first to resolve the issue as soon as is practical with the person involved. Remain calm, avoid making accusations or jumping to conclusions, and maintain an open mind. The goal of the discussion should not be to prove oneself right or the other wrong but to clarify and understand, allowing involved parties to take responsibility, and restore the relationship between the student and the other party. If resolution is not possible, proceed to the next step.

STEP 2: Discussion with the Principal

Schedule an appointment with the Principal via the Principal's secretary. The Principal may want to conduct some fact-finding prior to resolving the issue. If the student is not satisfied with the outcome, he/she may proceed to the next step.

STEP 3: Appeal to the Superintendent

The student is advised to involve his/her parents at this step, if it has not been done yet. An appointment may be scheduled via the school principal. The Superintendent's decision shall be final.

FAMILY-SCHOOL PARTNERSHIP

Family-school partnerships are fundamental to a student's academic success, and communication between the school and parents is essential in achieving and maintaining that partnership. Teachers are required to provide each student a copy of the syllabus for each class in which the student is enrolled. If parents do not receive a syllabus for each class, they should request one from the teacher or inform the administration so that one can be provided. These syllabi are to include the following:

- Course Description
- Course Outline
- Grading System
- Classroom Policies and Procedures
- Teacher Contact Information

Teachers are also required to keep parents informed about the academic progress of each student. There are a number of ways this can be accomplished. Some possible methods include:

- Student planners
- Letters to the parents via the student
- Class websites may include student grades and attendance that parents can monitor
- Assignment logs for parents to sign and return
- Email messages to parents
- Telephone calls to parents
- Assignments may be sent home for parents to review, sign, and return.

Teachers may employ any or all of the above methods to keep parents informed about the academic progress of their student. Teachers are also expected to contact the parents regarding any behavior or attendance problems before referring the student to the office for disciplinary action.

Teachers are also required to provide mid-quarterly progress reports for parents to review, sign, and return. If parents do not receive a progress report from each of their child's teachers every mid-quarter, they should request one from the teacher or inform the administration so that one can be provided to the parent. Quarterly report cards are another method of informing parents of the academic progress of the student.

Parents should not be passive when it comes to monitoring their child's academic progress; diligence in supervising their child's education is essential. Some ways that parents can monitor their child's progress include:

- Ask the child on a regular basis what he/she is doing in each class each day.
- Know your child's abilities and interests.
- Ask to see homework and class assignments and projects.
- Scrutinize mid-quarter progress reports and quarterly report cards closely for trends or habits.
- Monitor the child's attendance closely, insisting the child attend every class every day.
- Attend the Annual Open House and meet your child's teachers.
- Attend Parent-Teacher Conferences.
- Attend Parent-Teacher-Student-Association meetings.

- If you observe a problem area in one subject, check to see if it exists in other subjects.

When a student will be absent for circumstances considered to be excused absences (BP411) as defined in this handbook (p 26) or as a result of suspension for longer than three days, the parent may request that teachers provide advance written make-up assignments and due dates to minimize the negative impact of the absence on the child's academic progress. In order to facilitate this arrangement, parents must complete and submit a Prearranged Absence Form. Completing and submitting a Prearranged Absence Form does not necessarily mean that the request will be approved. Therefore, it is the parent's responsibility to check on the status of their prearranged absence request.

By working together, establishing strong communication methods, and making the most of the above opportunities, parents and teachers can accomplish a lot to improve the academic performance of each child.

GENERAL INFORMATION

Bulletin Announcements: Announcements to be placed in the bulletin must be submitted to the office of the Assistant Principal of Curriculum no later than 12:00 PM of the day preceding publication. All announcements must receive the prior approval of the activity's advisor and subject to the approval of the Assistant Principal of Curriculum.

Cafeteria: The cafeteria will be open before school to serve breakfast and during the lunch break to serve lunch. Students may purchase meal tickets from the Business Office before school and during break and lunch. Arrangements may be made to pay for any number of meals in advance. Students are encouraged to apply for the Free/Reduced Lunch Program.

Campus Hours: The school day is from 7:45 AM to 2:45 PM. The Main Office is open for business from 7:00 AM to 3:00 PM. Students may not arrive on campus before 6:30 AM and must leave by 3:00 PM. The school is unable to provide supervision for students outside of these hours and will not be responsible for their safety. Any students remaining on campus after school is dismissed must be participating in an authorized activity or program and under the direct supervision of a staff or faculty member (teacher, coach, administrator, etc).

Campus Pride: Students are encouraged to take pride in the JFKHS campus. What individuals do on and around our campus reflects on the entire school. Students should practice responsible citizenship by picking up after themselves and making sure others do also. Please throw trash into trash cans.

Classroom Maintenance: Students may be required by teachers to assist in light housekeeping duties within or around the classroom. Such duties might include picking up and disposing of trash, cleaning blackboards, sweeping floors, dusting, arranging desks, etc.

Closed Campus: JFKHS maintains a "closed campus" policy. This means non-students are not allowed on campus and students cannot leave campus during school hours without parent and administrative approval. Once a student arrives on campus the student may not leave without clearance from the Main Office. In the interest of campus security, all visitors are required to check-in at the sentry post as they arrive on campus then proceed directly to the Main Office to register as a visitor, in accordance with the laws of Guam. Unauthorized visitors found on campus will be detained and referred to GPD (Guam Police Department) for trespassing. At no time may a student bring to school their children, siblings, or friends. Parents are always welcome, provided they first register in the Main Office.

Confiscated Items: Any confiscated items will be turned in to the Student Personnel Office and returned only to the student's parents. Any confiscated items unclaimed for more than ten days past the end of the school year will be considered abandoned by the student and will be donated to a charitable organization. Because confiscated items are contraband and not permitted on campus, JFKHS will not be responsible for the loss or replacement of any confiscated item. Students are expected to be aware of what items are prohibited and to use good judgment in selecting what items to bring on campus.

Crowded Hallways: The hallways at JFKHS become extremely crowded during passing time and breaks, making passage difficult and time-consuming. Students wearing backpacks or carrying large bags or heavy loads contribute to the overcrowding by taking up more space than they realize. Stopping suddenly while walking can cause collisions, sometimes leading to misunderstandings. Doors opening unexpectedly can cause injury. Students lingering outside their classrooms can cause traffic jams, making it difficult to pass through.

For these reasons students are advised to:

- Be aware of the student traffic situation
- Be alert as to possible obstructions and barriers they may encounter or create
- As much as possible, try to walk on the right-hand side of the walkway
- Be aware of doors that may open suddenly
- Avoid lingering next to the railings
- Walk single file, not side-by-side.

Deliveries: Students are not allowed to arrange or receive deliveries to campus. Deliveries will be refused at the Main Office and students will not be called out of class to receive them.

Immunizations: Students attending JFKHS are required to have all immunizations up to date. Students are encouraged to obtain TB clearance every school year. Failure to present documentation indicating student is free of any contagious disease is grounds for denying attendance to the student. All questions regarding immunizations should be addressed to the school nurse.

Interscholastic Activities: JFKHS offers the following competitive activities open to eligible students:

Football	Boy's Volleyball	Boy's Basketball	Girl's Basketball
Girl's Volleyball	Girl's Soccer	Girl's Softball	Track and Field
Cross Country	Wrestling	Tennis	Golf
Cheerleading	Boy's Soccer	Boy's Basketball	Academic Challenge Bowl
Mock Trial	National Forensics League	Rugby	Paddling

Lockers: Homeroom teachers assign lockers to their homeroom students on a first come, first served basis. Lockers are usually located outside the student's homeroom. Unfortunately, there are not always enough lockers for all students in a homeroom. Students without a locker must request permission from other teachers to use excess available lockers. When assigned a locker, the student must provide the lock combination to the teacher assigning the locker. Only combination locks may be used; all other locks will be removed by the school. Students are cautioned against sharing their lockers with other students or allowing others access to them or the locker combination. Students should not have any expectation of absolute privacy with respect to the contents of their assigned locker. The student assigned the locker will be held responsible for the contents of the locker. **Lockers are the property of JFKHS and are subject to search by authorized school personnel at any time without warrant or consent of the student assigned the locker.** Students are not permitted to connect multiple lockers together nor are they allowed to claim any unused locker without the teacher's permission. The school will not be responsible for any items missing from the locker.

Lockouts: Students are advised that lockouts may occur at any time during the school day. Lockouts are intended to address an ongoing problem with students arriving late to school and class. Students caught in lockouts **must** comply with the directions given them at the time by school personnel. The student's tardiness will be documented and the student will be sent to class as quickly as possible. Students are advised to adjust their daily routines so they are able to arrive at school and in class on time. The habit of punctuality is established and reinforced through correct choices and the decision to use your time responsibly.

Lost and Found: Found items should be turned in at the Business Office where they may be reclaimed during break, lunch, or before/after school.

Make-Up Work for Absences: When a student is absent from school because of an excused absence, that student may make up any assignments missed during the period of absence. Students are responsible for obtaining make-up

assignments from their teachers the first day they return to school. Requests for make-up work beyond the first day of return are at the teacher's discretion. Make-up work is generally expected to be turned in the next school day after the student's return. Work missed due to an extended period of absence must be made up in a reasonable period of time, usually equal to the number of days missed by the student. Teachers are not required to provide make-up work for unexcused absences or unexcused tardies.

Office Phones: The office phones are for official business only and may be used by students only with permission. The school will only accept phone messages for students that are of an emergency nature.

Parent/Guardian Status: Public schools are constrained by law to release information on attendance, grades, health, discipline, etc. only to those persons listed as legal parents or court-appointed legal guardians of the student. Relatives, neighbors, and friends of the family, unless they are court-appointed legal guardians of the student, may not receive any information concerning the student. Additionally, students will not be released to any person other than the student's legal parents, court-appointed legal guardians, and those persons listed on the student's Emergency Health Card. Parents and guardians are requested to inform the school whenever their child's custody, guardianship, or living arrangements changes.

Peer Mediation: Peer mediation is a non-adversarial process in which trained student mediators assist students in conflict situations to resolve their differences. Both sides are guided to a mutual understanding of the problem and its causes. Possible solutions are discussed and agreed to by both sides. All issues and identities are held in strict confidence. Students experiencing conflict are encouraged to take advantage of peer mediation. Students should inform a teacher, counselor, or administrator if they desire mediation.

Progress Reports: Each teacher is required to issue a mid-quarter progress report to each student. The report is to be taken home and signed by the parent, then returned to the teacher.

School Buses: Free school bus transportation is provided to all students residing within the school's district. Students being transported are under the direct supervision and authority of the bus driver. All school rules apply when the student is on the bus, at the bus stop, and at boarding areas. No student shall exit a bus until it has arrived at its destination. Students electing to use their own transportation in lieu of school bus transportation, may not use car unavailability or malfunctioning, dropping off/picking up other riders, flat tires, etc as excuses for absences or tardiness.

School District/Change of Residence: Students must attend the school within the district in which their parents/legal guardian resides. A student whose residence changes during the school year must notify the school and fill out a Change of Residence form. 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 JFKHS found to be residing outside of the school's district will be subject to immediate termination of their enrollment. For the purpose of establishing residency student must be living with his/her legal custodial parent or court-appointed guardian. Residency must be established at the beginning of the school year.

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 Enrollment Verification: Parents wishing to verify student enrollment at JFKHS are asked to submit the proper form from the relevant agency to the Attendance Office. Please allow 24 hours for processing. The school reserves the right to include additional information on the form relevant to the student's attendance.

Student Parking Permits: Controlling access to the campus is an important element in ensuring the safety of students and school personnel. Therefore, students are required to obtain the necessary permits to park their vehicle on campus.

Applications for parking permits may be obtained from the Administrator of Student Personnel. Students are reminded that parking on campus is a privilege, not a right, and they will be held to stringent expectations. Students not in possession of a parking permit will not be allowed to park their cars on campus. Unauthorized vehicles will be towed at the owner's expense and without prior notice or warning.

The parking permit is intended to ensure the student is licensed and authorized to drive a vehicle which is also registered, licensed, and insured. A parking permit is assigned to a specific vehicle, if students use more than one vehicle for transportation, each vehicle must have a permit. A fee of \$10.00 is charged per semester for a parking permit. The fee for additional vehicles used by the same driver is \$5.00 per vehicle per semester.

All students must park in the designated student parking area. Once students arrive on campus they must leave their vehicle and enter the school; loitering in or around the vehicle is not permitted. Students will not be permitted to return to their vehicles unless they are leaving campus. Students are required to operate their vehicles in a safe and prudent manner on campus and follow all laws regarding the use of vehicles. Students are advised to keep their vehicles locked while on campus and not to store any valuable items in them. JFKHS is not responsible for vehicles stolen, damaged, or vandalized or for items stolen from the vehicles while on campus. JFKHS reserves the right to revoke and-or deny parking permits for violation of the Student Code of Conduct.

When applying for a parking permit, students must present, in addition to payment, a valid driver's license, vehicle registration, vehicle insurance, and owner authorization. A limited number of parking permits is issued, so students should pay attention to bulletin announcements regarding the application deadlines.

Student Searches: It may be necessary, in the judgment of the school administration, to conduct a search of a student's person, possessions, locker, and/or vehicle. A decision to search a student is not taken lightly or with little forethought. Students and parents need to understand that there is a difference between the criteria necessary for the school to conduct a search and the criteria necessary for law enforcement officials to conduct a search; law enforcement officials must have probable cause, whereas school officials need only have reasonable suspicion. Every effort will be made to protect the student's privacy.

Syllabus: Teachers are required to issue each student a syllabus for each class that outlines, at a minimum, the classroom policies, procedures, and rules; course description; method of grading; required materials; and any special information for the student and/or parents. Parents and students should take note of the information contained in the syllabus, as it describes the teacher's operating procedures and expectations.

Textbooks: Today's textbooks and workbooks are very expensive and difficult to replace. Textbooks and workbooks are loaned to students and students are expected to return them in good condition. Students are required to pay for lost, stolen, or damaged materials issued to them by the school. These materials must be paid for in order for the student to be issued replacements. Graduating students and students withdrawing or transferring will not be cleared unless all financial obligations and responsibilities are met by the student. It is recommended that parents maintain a list of the textbook and workbook titles and numbers issued to the child.

CURRICULAR INFORMATION

Earning Credit: In accordance with Board Policy (BP351), students earn credit upon completion of a course with a “D” (60%) grade or better. A semester course earns 1/2 credit; a full year (two semesters) course earns 1 credit. First and third quarter grades are considered progress grades toward a semester grade. A passing grade at mid-semester (the end of the first or third quarter) does not guarantee a passing grade for the semester. Students will be allowed to take a maximum of eight (8) credits during a school year.

Graduation Requirements: JFKHS offers a curriculum designed to prepare students to enter the job market (Career Preparation) or to enter college (College Preparation). Students need to accumulate a certain number of credits in specific courses to successfully complete high school graduation requirements. Students who began attending high school in SY 2001-02 are required to acquire twenty-four (24) credits in order to graduate. Students have six (6) consecutive years, starting the first year of attendance in high school, in which to complete their graduation requirements. Failure to do so will result in the student being denied admission to school or termination of their enrollment.

Grade Level: Each student’s grade level is determined not by the number of years he/she has been attending high school but by the number of credits he/she has earned, as the following indicates:

Freshman	Sophomore	Junior	Senior
0 – 5.5	6 – 11.5	12 – 17.5	18 or more

Required Courses for Graduation: Effective SY 2001-02, students must earn credits in each area as shown below, depending on the preparation path in which they are placed.

Subject Area	College Preparation Path	Career Preparation Path
Language Arts	4	4
Social Studies	4	3
Math	4	3
Science	4	3
Health	1	1
Physical Education	1	1
Chamorro Language	1	1
Fine Arts	1	1
Vocational Courses	0	4 - 6
Selected Electives	4	2 - 4
Total Minimum Required	24	24

Specific requirements for a Guam Public high school diploma include:

- **Math Requirements:** Students must complete 1 credit of Algebra II or Geometry (Algebra I is a prerequisite for these courses). Career Prep students may substitute Applied Math for Algebra II or Geometry.
- **Science Requirements:** Students must complete 1 credit of Life Science (Biology or Living Biology), and 1 credit of Physical Science (Physical Science, Chemistry, or Physics).
- **Social Studies Requirements:** Students must complete 1 credit of Guam History, 1 credit of World Studies (World History or World Geography), and 1 credit of Citizenship Studies (American Government/Civics or U.S. History). College Prep students must take U.S. History and American Government.

Progress Reports: Parents may request a progress report from the counselor’s office at any time. Mid-Quarter Progress Reports are issued by teachers.

Advanced Placement and Honors Classes: All students have an opportunity to pursue challenging learning opportunities. Advanced Placement and Honors courses provide such challenges in a supportive environment. The Advanced Placement program also provides the opportunity to earn college credits or its equivalent through the advanced placement-testing program. At the conclusion of each advanced placement courses, students are expected to take the corresponding advanced placement examination. Students who wish to enroll in Advanced Placement and Honors courses should see their counselor or the course instructor for application and procedures. Students are advised that AP and Honors courses usually require summer assignments that the student will have to complete before the start of school.

Languages Other Than English (LOTE): All students who enter JFKHS are required to fill out a Home Language Survey. Students who enter from off-island schools may also be given a test of language proficiency to determine their placement in classes.

Students for whom English is a second language, JFKHS offers beginning and sheltered classes that ease the student's transition into the school, to enable them to complete the requirements for graduation. When needed, translators will be found to help students and parents who have difficulty understanding the requirements or filling out required forms.

GRADUATION REQUIREMENTS

JFKHS offers a curriculum that prepares high school graduates to enter the job market (Career Preparation) or to enter college (College Preparation). Students need to accumulate a set number of credits within specific subject areas in order to successfully complete high school. Effective SY 2001-2002, the graduation requirements changed from 21 credits to 24 credits. Students who were attending high school prior to SY 2001-2002 are required to complete 21 credits in order to graduate. Credits are earned only by passing the class with a "D" grade or better; there is no automatic promotion to the next level.

Students have 6 consecutive years, beginning when they first entered high school, to complete their graduation requirements. Students who are unable to graduate within this time frame may be refused admission to school or their enrollment terminated. If a student voluntarily withdraws from school and is over the compulsory attendance age requirement (16 years or older) the student may only be re-admitted to school if space is available and their disciplinary history is acceptable.

Once a student has completed the graduation requirements, he/she may participate in the graduation ceremony, provided the student is not under suspension or other disciplinary action. Students who have not cleared all their financial obligations to the school (lost textbooks, library late charges, lab fees, athletic equipment deposits, etc) may not receive their diplomas until all obligations have been settled. Students and parents are advised to check with the Business Office well in advance of graduation to make sure the student is cleared of any obligation.

STUDENT ORGANIZATIONS

Part of the school's purpose is to develop the social skills of students. JFKHS strongly encourages students to join and participate in the school's clubs, organizations, and interscholastic athletic and academic teams. Many opportunities exist for students to join school-sponsored groups or even to form a new organization. While many clubs, organizations, and teams may have membership requirements, most are open to any students who wants to join.

Student Government: The student government at JFKHS is called WAY (We Are You). In addition to the WAY officers, the WAY Council is made up of the class officers, the presidents of the clubs/organizations and the homeroom representatives. To be eligible to hold office a student must 1) Have a GPA of 2.5 or better, 2) Maintain satisfactory citizenship, 3) Have attended JFKHS for at least one school year (Freshmen excluded), 4) Be a Junior to

run for WAY President and Vice-President at the time of the election, 5) Give a speech before the entire student body.

National Honor Society: Membership is open to Sophomores, Juniors, and Seniors with at least a 90% cumulative grade point average and exemplify leadership, service, and character. Eligible students must be active in extracurricular activities and community service and must provide recommendations for the advisors. Students must have at least 3 teacher recommendations. Selection takes place during the first semester.

National Vocational-Technical Honor Society: Membership is open to Sophomores, Juniors, and Seniors with at least an overall grade point average of 80% or better in all vocation-technical courses. Eligible students must have successfully completed two semesters at JFKHS and be currently enrolled in at least one vocational-technical course. Two vocational-technical teachers and one academic instructor must nominate candidates; candidates must be able to demonstrate scholastic achievement, honesty, leadership, responsibility, skill development, and character. Additionally, eligible candidates must submit an information form and complete a one-page essay addressing the career path they've chosen and the reason for their choices.

INTERSCHOLASTIC ATHLETIC PROGRAM

The vision of the athletic program at JFKHS is to provide every student an equitable opportunity to participate in interscholastic sports. The athletic program functions as an integral part of the curriculum and supports goodwill; promotes self-realization with physical, mental and emotional growth; and encourages the qualities of good citizenship.

JFKHS provides students the opportunities to participate in the following sports:

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Girl's Volleyball	Girl's Basketball	Girl's Softball	Track and Field
Cross-Country	Tennis	Wrestling	Paddling
Football	Boy's Soccer	Boy's Basketball	Girl's Soccer
Cheerleading	Baseball	Golf	Boy's Volleyball
	Cheerleading	Rugby	Cheerleading
		Cheerleading	

In general, all students enrolled at JFKHS are eligible to participate in interscholastic sports if they are under 19 years of age on the first of September of the current school year, meet the school's eligibility requirements, and have parental approval.

To be eligible, a student must meet the physical requirements as judged by a physician's physical examination, be an active participant and in regular attendance, and have a 70% grade point average, which is verified each quarter. Any student who receives a U for citizenship or an F for a course grade will not be permitted to participate in sports. Students who have been suspended will not be permitted to participate during the suspension and/or for the remainder of the season.

Following is a checklist of requirements that need to be completed before any student athlete may participate. Student-Athlete Packages that contain all the required forms can be obtained from the Athletic Director.

- **Semester Limitation:** May participate for a total of 8 consecutive semesters starting when the students enters the 9th grade. Fifth year seniors are not eligible to participate in the athletic program.
- **Parent Consent Form:** Before a student can start practice, a signed parent/guardian consent form for the current school year must be on file with the Athletic Director.
- **Medical Clearance:** Before a student can start practice, a signed and dated athletic physical examination certification from a medical doctor that states the student is physically able to participate must be on file with the Athletic Director.

- **Academic Requirements:** All students must be enrolled in a minimum of 2 classes for the semester. All students must have a 70% GPA or better for the quarter prior to participation. Additionally, students cannot have an “F” (failing grade) or a “U” (unsatisfactory citizenship) for any course to participate.
- **Student-Athlete Pledge and Code of Conduct:** All students are required to sign the Student–Athlete Pledge and Code of Conduct prior to participation in the athletic program.

JFKHS Letters: Students who participate in a competitive activity that requires practice after school and competes against other high schools are eligible to earn a Letter. After earning a Letter, the student may then receive additional pins for participation in additional competitive activities.

AIR FORCE JUNIOR RESERVE OFFICERS TRAINING CORPS AEROSPACE SCIENCE PROGRAM

The mission of the Aerospace Science Program is to build better citizens for America by instilling in the cadets the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. The program’s cadets, instructors, and school counselors continually try to increase the enrollment in the Aerospace Science Program so that more students will have an opportunity to develop leadership skills and have a better understanding of the program, thereby becoming more productive citizens.

Our program is community service oriented and as such we endeavor to develop community service projects which will benefit our school and our island. We provide color guards and honor guards for community functions to increase the visibility of the Aerospace Science Program. We participate in such activities as trash pickup, projects to help village mayors, and volunteer to help other organizations in their efforts to serve the community. Our unit has two awareness presentation teams whose job is to provide drug/alcohol awareness training for our cadets and our feeder schools.

Each year level course is divided into two categories: Aerospace Science Academics and Leadership. Aerospace Science Academics includes one year of aerospace history, two years of aerospace science, and one year of optional studies. Leadership studies include Air Force customs and courtesies, cadet corps activities, study habits, time management, communication skills, and leadership and management studies. The management of the cadet corps is by a cadet staff which is rotated each semester so that as many cadets as possible have the opportunity to serve in a leadership position.

Aerospace Science cadets are taught using conventional lesson planning and teaching methods, in addition to innovative techniques, such as curriculum-in-action trips, drill team and color guard activities, social activities (Dining-in, Military Ball, Spring Ball, and picnics), community service activities (parades, funeral honor guards, assist in environmental projects) and hands-on activities (model rocketry, model airplane building).

GUIDANCE AND COUNSELING SERVICES

JFKHS has eight (8) full-time counselors available to assist students with planning their schedules, preparing for college and career, help with school-related problems. The counselors also are readily available to help students cope with personal crisis. Parents are always welcome to talk with a counselor concerning their child.

The Counseling Office is open from 7:30 AM to 11:30 AM and 1:30 PM-2:30 PM for registration and withdrawals counselors are available from 8:00 AM until 2:45 PM.

Seeing a Counselor: If there is anything students want to talk about, personal or academic, with their counselor, they should follow these easy steps: (1) Obtain a call-out slip from the Counseling Office or any of their teachers, fill it out, and turn it in at the Counseling Office, (2) When the counselor is available, the student will be called out

of class. In the meantime, the student must attend class. ***Students must have a pass from their teacher to see their counselor during class time.***

Student Assessment: Besides the tests given by teachers for assessment of classroom learning, the Guam Public School System administers the SAT-10 to all students. The results of these exams are usually received by the school during the summer or early fall and are made available to students and parents.

The following assessment tools are administered during the school year and can be used to assist students in making plans regarding college and vocation: PSAT, SAT, ASVAB, and SAT10. Information concerning these exams is available from the College and Career Counselor. Students taking AP classes are encouraged to take the AP exams for those courses. Many colleges give college credits for these classes if the student receives certain scores on these tests. Students who take tests seriously are rewarded by better grades and higher scores. They also have more opportunities to take advanced classes and to qualify for scholarships and admissions to the colleges of their choice.

Withdrawal and Transfer of Students: Students must be eighteen (18) years or older to withdrawal without parent permission. The parent/guardian or qualified student must sign a withdrawal form at least five (5) days before the actual date of withdrawal. Forms will be sent to the student's teachers for grades, attendance, and any obligations and returned to the Counseling office within three (3) days.

The student will return all books to their teachers and/or business office and will have to pay for lost or damaged books before records will be released. A copy of the withdrawal form, latest report card, transcripts/grad status report and shot records will be provided for the student to present to his/her next school. Upon receipt of an official request form from the receiving school the original records will be forwarded directly to the receiving school. ***Student records will not be released to the students or parents.*** (See Board Policy 339 for early granting of credits)

Transcript Requests: Prepare and submit your transcript request as early as possible for prompt attention. Transcript request forms are available in the Main Office. During busy periods it may take up to two (2) weeks to process transcript requests depending on the workload of the Counseling office. Official transcripts cost \$7.00 per copy and unofficial transcripts cost \$5.00 per copy. There is an additional \$5.00 mailing fee and a \$15.00 same day fee. Transcripts and diplomas will not be released until all financial obligations have been met by the student as reported by the Business Office. Only cashier checks or money orders, payable to John F. Kennedy High School, will be accepted.

Student Schedule Changes: Changing student schedule can be a very difficult and complex process. There must be a substantial reason to justify a student schedule change. Some justifiable reasons for changing a schedule are:

- To satisfy course pre-requisite
- Student has already taken and passed the course
- Student has a medical excuse from Physical Education
- Student is not scheduled for a class needed for graduation

Sometimes students prefer a schedule change for inappropriate reasons. Counselors will not honor the following reasons given by students for schedule changes:

- I don't like the subject
- I don't get along with the teacher or classmates
- I don't like the class location or time
- I think I might flunk the class

The process for effecting a schedule change is as follows:

- The student picks up a Schedule Change Request Form from the Counseling Office.
- The student completes and returns the form to the Counseling Office.
- The student's counselor determines if change is warranted.
- The Counseling Office circulates form to affected teachers for their approval.

- The request is approved or disapproved by Assistant Principal of Curriculum (after the first 10 days of class only).
- The student is notified of outcome by the counselor.
- The student *continues attending class until and unless directed to change* by his/her counselor.

STUDENT HEALTH SERVICES

In accordance with Guam law, all students must have valid documentations showing that they have received all required immunizations as a condition of school attendance. The Nurse's Office has the responsibility of monitoring compliance with this law.

The Nurse's Office is open daily during school hours and gives immediate care for minor illnesses, school injuries, and counseling for health problems. Board Policy does not permit the nurse to dispense any kind of medication unless prescribed by a licensed physician.

Every student is required to have an up-to-date Health Record Card on file with the Nurse's Office. The name and contact phone numbers of the person or persons to be called when a student needs medication attention or is ill and needs to be sent home MUST be listed on this card.

The School's Health Program also includes preventative health strategies, such as STD/AIDS information, teen parenting, drug awareness, vision and hearing screening; hygiene and pediculosis (lice) screening, dental, and blood pressure screening.

If a student becomes ill during class time, a student must have a pass from his or her teacher to the Nurse's Office. If you becomes ill and does not return to school, a note the following day is necessary to clear the absence. In the event a student experiences a life threatening injury, the student will be transported to the hospital and the parent or guardian will be informed.

Physical or medical conditions requiring that a student not take part in required activities or needs special attention from teachers must have documentation from a physician on file in the Nurse's Office.

Students who need to take medication during the school day are to report to the school nurse who will be responsible for dispensing medication. Board Policy 421 allows School Health Counselors or Licensed Practical Nurses to administer medication to students in accordance with Public Health and Social Services and Board Policy, provided that parents/guardians have submitted the required written consent. See the Nurse for the **Medical Consent Form** which permits the Nurse to dispense prescribed and over-the-counter medications.

Students are prohibited from bringing non-prescription drugs to school or transferring prescription drugs to other students.

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

Required Immunizations for School Enrollment: The minimum immunizations required by the Department of Public Health and Social Services as a prerequisite for school attendance is as follows:

- Diphtheria/Tetanus/Pertussis: DTaP#1 or Tetanus/Diphtheria: Td#1 for students immunized in infancy and who are now seven years of age or older. (Pediatric DT may be substituted for DTP if the pertussis component is contraindicated.)
- Trivalent oral or inactivated polio vaccine: TOPV #1 or IPV #1.
- Measles/Mumps/Rubella: MMR #1 must be administered on or after twelve months of age in order to be considered valid.
- MMR #2 for all students, kindergarten through twelfth grade, effective January 3, 2006.
- Hepatitis B: Hep B #1 for all students, kindergarten through twelfth grade, effective January 3, 2006.

Students must also receive all follow-up immunizations needed to complete the series indicated by the above immunizations as required by the most current immunization advisory provided by the Department of Public Health and Social Services.

- Results of TB Skin Test done **within one year prior to registration**. Any student entering from places other than the US or its territories must show valid documentation of the results of a TB skin test done **within six months of entry** into the Guam Public School System. Any student who has a positive skin test result and/or is under medical treatment for Tuberculosis shall be required to submit a Certificate of Tuberculosis Evaluation from the Department of Public Health and Social Services.
- Physical Examination completed within one year prior to registration.
- Emergency Information Card completed and signed by parent. This information is good for only one year and must be updated annually or sooner if there are any changes in information.

LIBRARY SERVICES

The library is open from 7:30 AM to 3:00 PM daily for students to study, do research, or utilize the internet for educational purposes. The library uses an automated circulation and catalog system and the Library technician will assist students in their operation. All students are welcome to use the library in accordance with the following procedures:

- Students must have a bar-coded library card in order to checkout materials.
- Students who come to the library during class time must have a pass from their teacher.
- Students may use the library during break and lunch and before and after school as a privilege.
- Two books may be checked out for two weeks at a time.
- Students are allowed to check out one video per transaction for a day rental.
- The overdue charge is 25 cents a day for books and \$1.00 a day for videos.
- A fee to cover the cost of replacing a lost or damaged book or video will be charged, in addition to any late fees.
- Students may not check out any materials if they have an overdue item.
- A photocopier is available at 10 cents per page.
- Computers and Internet are available at no cost. Students must and have signed the school's Acceptable Use Policy.
- Students are permitted to go into their email for school-related work only under the supervision of the library staff.
- Color printing, poster boards, color paper, pens, pencils, sheet protectors, report covers, I.D. lamination pouches, glue, etc are available for purchase by students.

For any other information or questions about services offered by the library, please see the library staff at any time during school hours.

STUDENT ATTENDANCE POLICIES

There is a strong correlation between academic success and school attendance. Good attendance habits learned and developed in school will be carried over into the world of work. Remember, every school day counts. Being absent from class or from school is the most frequent reason for students failing. A student who attends class every day, on time and prepared, rarely fails.

The following is a brief summary of the attendance policies and definitions applicable to students of JFKHS:

1. **Tardy:** 1 second to 9 minutes and 59 seconds late entering the class after the tardy bell.
2. **Late Absence:** 10 or more minutes late to class. Counts as an absence even though the student is present in class.
3. **Absent:** Student does not attend class at any time during the period.
4. **3 Unexcused Tardies:** Every 3 unexcused tardies converts to 1 unexcused absence at the quarter's end.
5. **Clearing Absences/Tardies:** Students have 2 consecutive school days following their return, to clear absences or tardies with their 1st period teacher by bringing a note from parents. After 2 consecutive school days the unexcused absence or tardy becomes permanent.
6. **3 or more Consecutive Absences:** Students who have accumulated 3 unexcused absences will be referred to the Attendance Office. For subsequent absences, admit slips will be issued by the Attendance Office.
7. **No Credit (NC) Policy:** If a student accrues six or more unexcused absences in a class in a semester, the student cannot receive credit for that class, regardless of the grade (BP 411).
8. **3 Excused Absences:** Students who have accumulated 3 excused absences will be referred to the Attendance Office. For subsequent absences, admit slips will be issued by the Attendance Office.
9. **Habitual Truant:** Students of compulsory age (below 16 years) who accrue 9 or more unexcused absences in a semester will be referred to the Truant Officer for petition to the Family Court for declaration as a Habitual Truant.
10. **Non-compulsory Age:** Students of non-compulsory age (16 years and above).
11. **25⁺ Absences:** Students of non-compulsory age who accumulate 25 or more absences (excused or unexcused) in a school year may be withdrawn for the remainder of the school year.
12. **All Fail Rule:** A student of non-compulsory age who fails or receives an NC for 4 or more classes may be withdrawn for the remainder of the semester. Students may re-enroll the following semester.
13. **6-year Rule:** Each student has 6 continuous years to complete graduation requirements beginning with the freshmen year. Students who are unable to complete their graduation requirement during this period may be denied entrance to school in subsequent years (BP330).
14. **Out of District:** Students attending this school who do not reside within the district of this school may be withdrawn at any time by the school administration. For district purposes the student must be residing with his/her parents or court-appointed legal guardian.
15. **Pre-arranged Absences:** Students who are required to be absent from school for an extended length of time for emergency reasons (death of immediate family member, medical, etc.) may request to be excused for up to 6 school days. Parent/legal guardian must appear in person to the Attendance Office to submit the request prior to incurring the absences. The request may be approved or disapproved by the administrator based on need and the student's academic status. Conditional approval may be granted for the absence pending the school (Attendance Office) receiving evidence justifying the request (airline ticket, funeral announcement, medical referral, etc.) upon the student's return. Any absences in excess of the pre-arranged absence dates will be unexcused. Final approval/disapproval of pre-arranged absence requests is within the authority of the school administrator. It is the parent's responsibility to check on the status of their pre-arranged absence request.

School Attendance Reminders:

- Schedule doctor, dentist, and other appointments for after school hours or on weekends so that they do not conflict with the school day.
- If you must schedule appointments during the school day, plan them so that the student does not miss the same class every time.

- If the student must be out of school for part of the day, allow him/her to miss only that time necessary for the appointment.
- In case of prolonged absence due to hospitalization, etc., notify the school attendance office as soon as possible at 642-2100~8 and make arrangements to obtain the student's assignments.
- Parents should verify directly with the school any information the student relays concerning school not in session on certain days or school being dismissed for any reason.

Excuse Notes: Each note must contain the following information and be written legibly:

1. Student's full name (no nicknames)
2. Dates or periods of absence
3. Reason for the absence
4. Parent's full name
5. Parent's signature
6. Daytime contact phone number to verify note with parents.

Note: Only parents or court-appointed legal guardians may write excuse notes. Adult students may write their own notes, subject to the limitations prescribed in the school's policies and procedures.

Admit Slips: 1st period teachers will issue admit slips for any absences in accordance with the school's attendance policies. A teacher may write admit slips to cover a maximum of six (6) absences (non-consecutive) for a student per semester; for admit slips beyond the six absences the student must obtain an admit slip from the Attendance Office.

Unexcused Absence: The student has three (3) consecutive school days, beginning with the date of return to school, to submit a legitimate absence excuse, after which the unexcused absences will remain as an absence on the permanent attendance record. Unexcused absences will be handled in the following manner:

Step 1	3 rd Unexcused Absence	Teacher counsels student and contacts parent/guardian
Step 2	6 th Unexcused Absence	Teacher calls parent/guardian and refers student to counselor
Step 3	9 th Unexcused Absence	Teacher submits referral form and to the Attendance Office
Step 4	12 th Unexcused Absence	Teacher submits referral form to Attendance Office. Referral is handled by Truant Officer

Students who incur 6 unexcused absences in a course during the fall or spring semester will not receive a passing grade for that course in that semester.

Student Absences: Only the following circumstances are considered excused absences (BP411).

1. Illness of the student. However, students absent for 3 or more consecutive school days due to illness are required to present written confirmation from a physician attesting to the nature of the illness and the duration for which student was or should be absent from school.
2. Scheduled medical, optical or dental appointments.
3. Death in the immediate family. Immediate family is defined as mother, father, stepmother, stepfather, legal guardian, brother, sister, stepbrother, stepsister, spouse, grandparent, and child. The Attendance Office will clear absences that were as a result of a death in the immediate family.
4. Bus does not appear at the bus stop.
5. Off-island travel, which has prior approval from the school administrator.
6. Required appearances at court or other legally related proceedings.
7. Natural catastrophe or disaster.
8. Participation in authorized school related activities or to comply with administrative actions taken by the school, such as field trips, conference called by administrators or counselors, suspensions, going home because of illness or injury, etc.

Tardiness: Students tardy for reasons other than because of a late bus will not be considered excused. Students who are tardy are subject to the provisions in Board Policy 411. Students who accumulate excessive absences as a result of unexcused tardiness will be referred to the Attendance Office. Students may be subject to disciplinary action for unexcused tardies. For every 3 unexcused tardy to class, the student will be referred to the attendance office.

Consequences: Students found in violation of the Board policies and school rules regarding attendance may be subject to the following consequences:

Counseling by Administration	Referral to Counselor
Parent Notification	Referral to the Truant Officer
Attendance Contract	Attendance Monitoring
Parent Conference	Work Detail
Lunch/After School Detention	Suspension
No Credit (NC) Granted for Class	Termination of enrollment

Off-Campus Passes: Students who must leave the campus for reasons such as medical appointments or court appearances, etc. are required to have a pass from the Attendance Office. Students under 18 years of age will not be permitted to leave campus unless a parent or court-appointed legal guardian named in the **Emergency Health Record Card** personally comes into the office to sign the student out. Proof of identification (a picture I.D) will be required. Letters from parents, FAX transmissions, and phone calls will not be accepted for the purpose of authorizing the release of students.

Adult students may be permitted to leave campus when approved by the Attendance Office, provided they have a legitimate reason as evidenced by appropriate documentation.

Adult students who sign themselves out to go off campus without legitimate reasons will not be permitted to return to the campus for the remainder of the day and will incur unexcused absences in any classes missed as a result thereof.

Note: JFKHS does issue lunch passes to students who meet certain criteria to go off campus for lunch. An Off Campus Pass may not to be used to go off-campus for lunch.

Attendance at Activities: Activities held during the school day are considered part of the school day and students are expected to remain on campus. All activity day schedules will ensure that all classes meet either before or after the activity period, so whenever there is an activity, students will still have classes to attend.

Half-Day Passes: Only those students who are seniors and are enrolled in and passing the classes they need to graduate on time and who have their own transportation may receive half-day passes. A parent or legal guardian must come in to sign the application even if the student is an adult. If approved, a pass will be issued permitting the student to leave campus early or come to school late. There is a \$5.00 fee for the pass, per semester. Half-day passes must be renewed each semester.

Students who have been issued half-day passes must not be present on campus except for when their classes are in session. Exceptions may be made only by the administration. Students who abuse the pass may be subject to disciplinary action and their pass may be revoked.

If a student does not need to leave the campus early, it is recommended he/she make use of the time to take additional classes that will prepare them for college or work.

STUDENT DRESS CODE

The community of JFKHS is committed to maintaining a safe and appropriate educational climate on our campus. An environment conducive to teaching and learning that is free from unnecessary disturbances and outside

influences inconsistent with the school's mission. JFKHS asserts there is a strong correlation between personal grooming and attire and student achievement and behavior. One of our purposes as an educational institution is to assist students in presenting themselves in a manner that promotes a positive self-image, personal pride, academic success, and contributes to a productive school environment.

The Student Dress Code is reflective of the standards held in common by the JFKHS community. Parents, students, and faculty representatives had input in formulating this student uniform policy and dress code. The school will make every effort to be diligent and consistent in enforcing the dress requirements for all students.

All students are required to wear the school uniform. Any student, who for any reason does not wear the school uniform, is expected to comply with these requirements. Additionally, the dress code contains requirements which also apply to students in uniform. Students found to be in violation of these standards may be subject to disciplinary action, including confiscation of prohibited items and request for parents to bring a change of clothes.

Students exempted from wearing the school uniform shall adhere to the requirements of this dress code while on campus or attending school-sponsored activities off campus. Failure to comply will result in disciplinary action. Students with medical conditions or who have religious or philosophical reasons for not wearing the school uniform may be exempted subject to approval by the Principal. The Principal shall make the final determination as to whether any article of clothing, jewelry, or accessory violates this dress code.

Student Dress Requirements

Students whose personal attire distracts the attention of other students or teachers from school work or can be hazardous to themselves or others in the course of school activities, shall be required to make any necessary alterations the principal or designee may deem necessary to maintain standards appropriate for a conducive teaching and learning environment.

No article of clothing, accessory, jewelry, or other personal property (e.g. binders, bags) depicting any illegal activity; or is sexually related; or containing sexual innuendo, obscene or profane gestures, pictures, designs, logos, insignias, numbers, or words; or which references tobacco, drugs or drug paraphernalia, or alcohol; or includes any hate language, put-downs, profanities or obscenities; or is identified with gang membership; or which may incite others to misconduct; or provoke others to violence or causes others to be intimidated by the fear of violence; or poses a threat to the safety or well-being of any student is permitted.

All clothing must be hemmed (no cutoffs). Additionally, clothing may not contain tears or slits, may not be skin-tight (e.g. bike shorts or spandex), and may not expose undergarments. Underwear may not be worn as outerwear.

Shirts/Blouses:

No plunging necklines that expose breasts or cleavage; no tops or dresses that are strapless or have spaghetti straps; no tank tops, halter tops, tube tops, muscle shirts, shirts with open sides, rip-away jerseys, beach attire, swimsuits or any part of a swimsuit, bareback, net or see-through material, midriff or half-tops exposing the stomach area, pajamas, nightgowns, or other articles usually worn for sleep will be allowed. Any clothing which exposes the back, breasts, buttocks, or belly while standing or sitting is not permitted.

Dresses/Skirts:

No immodest or excessively short dresses or skirts will be allowed. These articles must have hems at the knee while standing naturally. Dresses must cover the shoulders and undergarments.

Head Coverings:

Hats, caps, and visors are not permitted. No bandanas, headbands, scarves, doo-rags, hair nets, stocking caps, hoods, sweatbands, beanies, hair picks, curlers, or combs are allowed. Most of these items or their colors represent certain gangs, groups, and rings. These are prohibited items.

Belts:

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

Shorts/Pants:

Shorts and pants must be worn at the waistline, the hipbone, or higher. Pants should reach the top of the foot but not touch the ground or be excessively baggy or sag below the waist. Pants and shorts may not be more than one waist size larger than the actual waist size of the student. Shorts must be worn so that the hem is at the knee while standing naturally.

Shoes:

Students are expected to wear closed-toe and closed-heel shoes at all times. Slippers, zories, flip-flops, sandals, platform or hi-heeled shoes, crocs or other slip-on type shoes, and steel-toed shoes are not permitted to be worn.

Jewelry:

Jewelry or accessories which pose a possible danger to others or oneself are not allowed, including earrings, bracelets, and necklaces which have pointed or sharp edges. For safety reasons, earrings larger than $\frac{3}{4}$ inch in diameter or length are not permitted. Earrings are permitted only to be worn on the ear lobe. No other jewelry may be worn on or about the face or tongue. Piercing retainers are not permitted.

Accessories:

Wallets with chains are not allowed. Chains and studded wristbands are not permitted. Sunglasses may be worn outdoors only and must be removed and put away while indoors.

Hairstyles:

Hair should be clean and well-groomed. Hairstyles which are distracting, impair vision, or are a hazard to others or themselves are not permitted.

Note: A coat, jacket, sweater or other article worn to cover inappropriate clothing will not be permitted.

School Uniform Policy

The 2006-07 school year marks the year that students were first required to wear school uniforms. The JFKHS PTSA had been exploring this issue for the past three years and, after careful consideration of the issue and gathering input from the school community, decided to implement mandatory school uniforms for all students.

Some of the reasons the PTSA identified for making the decision is that school uniforms help to:

- Create a sense of equity and community among the students,
- Promote a sense of pride and belonging in the school community,
- Give the school a unique identity,
- Ensure students observe health, safety, and decency standards,
- Eliminate the competition over clothing fads,
- Deter outsiders from entering campus,
- Eliminate the wearing of inappropriate clothing.

All students are required to wear the school uniform while school is in session or attending a school-related activity during school hours. Males have a choice of wearing pants or shorts with a polo-style, oxford-style long-sleeve or short-sleeve shirt. Females have a choice of wearing pants, shorts or shirt with a polo-style or oxford-style shirt. Only uniforms provided by the school's official vendor are permitted to be worn.

The Principal may authorize exemptions to students based on medical, religious, or philosophical reasons. Parents seeking an exemption should see the Principal. The Principal may modify the uniform requirement based on class or extracurricular activities in which a student is engaged or other circumstances that may arise. Except for any authorized modifications the student is expected to wear the school uniform. Examples of exemptions might include

National Honor Society members, JROTC cadets, athletes playing on game days, members of student organizations participating in a “Buy-Out” activity, Spirit Day participants, etc.

The following general points address the wearing of the school uniform:

- The uniform may not be modified in any way.
- No emblems, buttons, or patches may be affixed to the uniform.
- The whole uniform must be worn; students wearing only part of the uniform are considered to be out of uniform, unless authorized by the Principal.
- Uniforms must be sized appropriate to the individual.
- Undershirts must be white in color and may not bear any design or wording that is visible through the uniform shirt.
- Undergarments must not be visible.
- Skirts and shorts must be worn at the knee as measured while standing naturally.
- Uniform tops may be worn out as long as the JFK initials on the pocket are visible. If the initials are not visible, the top must be tucked in.
- Uniforms may not be worn by persons other than JFKHS students.

The following specific points address the wearing of the school uniform.

Pants, Shorts, and Skirts

- Pants/shorts/skirts must be worn on the natural waist above the point of the hip and must not be more than one size larger than the actual waist size of the student.
- Over-sized style pants/shorts/skirts that would give the appearance of being baggy or saggy are not permitted.
- Pants/shorts/skirt pockets must be visible at all times; otherwise, the shirt/blouse must be tucked in.
- Proper undergarments must be worn and not be visible.
- Pants hems must not touch the ground and must not be higher than the ankle when standing naturally.
- Wearing a belt is not mandatory; however, if a belt is worn, it must pass through all intended belt loops.
- Shorts/skirts must be hemmed at the knee when standing naturally.

Shirts and Blouses

- Blouses/short-sleeve shirts/polos are straight hemmed.
- Blouses/short-sleeve shirts/polos may be worn outside the pants/shorts/skirt and not lower than the bottom portion of the side pocket.
- Blouses/shirts must be worn with not more than the two top buttons unbuttoned.
- Long-sleeve shirts have a shirttail and must be tucked in.
- Long-sleeve shirts may be worn with shorts.
- Undershirts/camisoles/tanks must be white.
- Undershirts must be short-sleeve.
- Undershirts must not be longer than the shirt/blouse/polo hem; otherwise, they must be tucked in.

STUDENT DISCIPLINE POLICIES

The School’s Jurisdiction: Students are advised that the school’s jurisdiction includes the school campus; school-sponsored activities held away from campus, such as fieldtrips, dances, carwashes, etc; school buses; and the bus stops. The school can apply disciplinary action whenever a violation occurs in any of these places. Additionally, the action of students off campus which may impact the school environment may be subject to disciplinary action when the safety and well-being of students are concerned.

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 to the school the authority and the duty to require students to

conform to a specified code of conduct and to apply consequences when students are found to be in non-compliance with the code of conduct. School policies further an important government interest in providing a safe and respectful learning environment.

Problem Resolution: Students are encouraged to resolve their difference with others in a peaceful manner. If a student feels he or she has been mistreated, he or she should:

- Talk calmly to the person about what happened and try to understand the other person’s perspective.
- Talk to a teacher or counselor about the problem.
- Take advantage of the school’s Peer Mediation program to solve the problem.
- Let an administrator know if there is going to be “trouble” on campus.

Prohibited Conduct: The following are considered to be violations of the Student Code of Conduct and will result in the violator(s) being referred to the Discipline Office for action.

Failure / Refusal to provide identity	Disrespect towards authority
Using profanity / vulgar language	Obscene gesture
Insubordination	Making threats to do immediate harm
Fighting / Instigating / Participating	Verbal assault / harassment / bullying
Sexual Harassment	Unwelcome touching
Inappropriate / Disorderly Conduct	Endangers others health / safety
Forgery / Fraud / Academic dishonesty	Coerce others to break rules
Disrupts classroom learning process	Continued rule breaking
Property damage	Stealing
Under the influence of intoxicant	Skipping / Tardiness / Lock-out
Leaving campus w/o permission	Found in off-limit / no loitering area
Inappropriate clothing, dress code violation	Kissing / petting / public display of affection
Possession / use of weapons / explosives (guns, knives, California seals, matches, lighters, etc.)	Littering
Possession / use of contraband (Tobacco, pugga, alcohol, markers, porn, etc.)	Any inappropriate behavior as determined by the administration.

Student Conduct: Each student should be aware of the following:

- Every teacher in the public schools shall hold students accountable for their conduct while on school premises and while in attendance at off-campus school-related activities. Each teacher may refer an offending student to the school administration for discipline, if necessary.
- A teacher meeting a student on campus during school hours has the right to ask to see a corridor pass and to have the student identified. Failure or refusal to identify oneself when requested is subject to disciplinary action by the administration.
- Any school employee observing a breach of discipline shall attempt to apprehend the offending student.
- Students experiencing conflict with other students or school staff are expected to bring the situation to the attention of school administrators, school counselor, or a trusted teacher. Students are encouraged to take advantage of the Peer Mediation Program at our school.
- All lockers, book bags, and cars located on school property may be subject to search without prior warning by the principal or designee if reasonable suspicion exists.
- The school is not liable for any personal items that are stolen, broken, or lost. If you value the item, don’t bring it to school. Somebody might “value” it more than you.

Criminal Offenses: The following is a partial list of criminal offenses that are applicable to students, relative to crimes committed on school campus.

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 in threats)	Felony 3 rd degree
Aggravated Assault (Weapons used)	Felony 2 nd degree
Aggravated Assault (Multiple assailants)	Felony 3 rd degree
Assault (Mutual consent to fight, punching, kicking or other actions intended to cause bodily harm)	Misdemeanor
Disorderly Conduct	Misdemeanor
Criminal Mischief (Tagging, damaging school property)	Depends on amount of damage
Theft of property	Depends on amount of damage
Harassment (Offensive touching or action)	Misdemeanor
Criminal Sexual Conduct	Felony
Criminal Trespass	Misdemeanor

No Smoking Policy: In accordance with the Board Policy 430, smoking and/or possession of cigarettes or tobacco products is prohibited. Lighters or matches are not permitted at any time while on school property, in all school buses, and at all school activities, both on and off campus, including outside the gate, along the sidewalk and by the statue area in front of the school.

Students are also advised that possession of lighters or matches may constitute possession of dangerous weapons. Students using or in possession of tobacco products (cigarettes, snuff, leaf, etc.) will be subject to discipline as mandated by Board Policy 430. Additionally, violators will be subject to locally mandated fines.

- 1st Offense 3 day suspension
- 2nd Offense 6 day suspension
- 3rd Offense 9 day suspension
- 4th Offense Suspension up to 10 days and referral to Disciplinary Advisory Council for consideration of further disciplinary action.

Disciplinary Advisory Council (DAC): A DAC hearing may be called any time the administration seeks to extend a suspension beyond ten days or seeks to have a student expelled by the Superintendent of Education. Students who commit offenses such as rioting (four or more individuals fighting), or distribution of controlled substances, or who have been suspended at least four times in a school year may be subject to a DAC hearing. Students who bring weapons to school or who continue to be referred for major offenses may also be subject to DAC hearings.

Skipping School/Class: Students found to be skipping school or class will be subject to disciplinary action. Students who are not where they are supposed to be when they are supposed to be there and do not have a pass to be there, are skipping. Students found on Chief Brodie Elementary School Campus may be detained by the Chief Brodie Elementary School Administration and referred to GPD for trespassing.

Drugs: The illegal possession, use, sale, and distribution of controlled substances as defined in Public Law 10-194 on campus is against school policy and Guam laws. 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. Furthermore, the offending student will be referred to the Guam Police Department for investigation and possible criminal prosecution. The possession of drug paraphernalia (papers, pipes, etc.) is also prohibited and may be cause for searching the offender's lockers, car, and possessions.

Insubordination: Defined as the defiant refusal to comply with any valid directive issued by authorized personnel. In other words, if any teacher, aide, staff member, or administrator gives a valid direction to you, you must immediately comply. To not do so, is insubordination.

Fighting: Take all necessary measures to avoid a confrontation that may lead to a fight. A student is guilty of rioting if he participates with three or more others in a fight. All students involved in a riot will be suspended for 10 days and referred to GPD for rioting. Any student running toward the scene of a fight is as guilty as the ones fighting.

If a fight occurs, do not encourage the fighters or even stay to watch the fight. Many times the absence of an audience is all it takes to end a fight, and sometimes bystanders are injured when they are watching a fight. Students who encourage students to fight, by cheering or applauding, are also as guilty as the ones fighting and will be subject to disciplinary action.

Violence towards others is a serious offense and will be dealt with in the strictest manner and subject to the most severe consequence. Students must understand that violence is never a solution to any problem. Violators will be suspended and referred to GPD. Parents of victims will be encouraged to file criminal and/or civil charges against the perpetrator(s).

Dangerous Weapons: The possession or use of dangerous weapons, such as guns, knives, throwing darts, California seals, fireworks, or other explosives or flammable materials, chains, clubs, or any ordinary object which is used to physically injure or attempt or threaten to injure will warrant severe disciplinary action, including expulsion from school and referred to GPD.

Disorderly Conduct: 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, and may be referred to GPD if he/she:

- Engages in or instigates a fight or is involved in violent behavior.
- Makes unreasonable noise or offensive coarse utterances, gestures, or display, or addresses abusive language to any person present; or
- Creates a hazardous or physically offensive condition by any act which serves no legitimate purpose.

A student may also be referred for disorderly conduct if he/she intentionally makes any unreasonable or inappropriate loud noise, such as whistling, clapping, stomping, or shouting, etc.

Types of Harassment: Students found guilty of racial or sexual harassment or hate language/action will be subject to disciplinary action. Additionally, in every instance the incident will be documented and the victim's parents will be informed of their right to charge the instigator of the action. If a situation arises where the victim and instigator can resolve the problem, that avenue may be taken rather than suspension. However, documentation and parent contact will continue.

Sexual Harassment: The listing below cites examples of sexual harassment, but is not limited to this listing.

- Rape or sexual assault (attempted or actual); or
- Asking another person about sexual fantasies; unwanted sexual teasing, jokes, remarks, or questions; personal questions about social life or sexual experience; questions or comments about a person's clothing, anatomy, or looks; telling lies or rumors about a person's personal sex experience; or
- Cat calls, whistling, kissing sounds, howling, smacking lips while using obscenities or vulgarities; or
- Unwanted pressure for sexual favors, unwanted letters, messages, telephone calls, pages, or gestures of a sexual nature; unwanted pressure for dates; giving intimate gifts; stalking or hanging around a person; or
- Unwanted sexual looks or gestures; elevator eyes (looking a person's body up and down); sexually suggestive visuals, drawings, or graphics; facial expressions, winking, throwing kisses, or licking lips; making sexual gestures with hands or through body movements; staring at body parts; or
- Unwanted deliberate touching, leaning over, cornering or pinching; offering massages; unwanted hugging, kissing, patting, or stroking, touching a person; touching a person's hair, clothing, or body; or
- Demeaning remarks about a person's sexual orientation; or
- Referring to a person as a hunk, baby doll, babe, sweetie, honey, cherry, cheesecake, or other forms of name-calling.

Racial Harassment: Can be defined as any derogatory word or action used with the intent to incite or demean a person because of race.

Hate Language/Action: Defined as any communication through language, gesture, or visual or graphic display, or action that is intended to demean or insult, frighten or cause a person to be concerned for his or her personal safety, or which creates a hostile or unsafe environment and is based in prejudice against race, religion, gender, ethnic group, sexual persuasion, disability or handicap, physical appearance, or national origin.

Misuse and/or Destruction of Government Property: Any student who willfully cuts, defaces, marks with gang symbols or other forms of graffiti, or otherwise injures, in any way, any property, real or personal, belonging to the school will be suspended and liable for all damages caused. Students will be subject to disciplinary action (Board Policy 405) and referred to GPD for appropriate action, in addition to either repairing or replacing the item damaged.

Outside Food: Students are allowed to bring their personal lunch to school. Students are not allowed to order food to be delivered on to the campus or have food delivered to them on campus. Students, who go off campus for lunch, are not to bring food on to the campus to share with others.

Prohibited Items: These items include but are not limited to: gang related clothing, symbols, and accessories; portable communication devices, such as cassette recorders, radios, Walkman/CD players, personal music devices, or hand-computer games; permanent ink markers; white-out, skateboards; yo-yo's; stink bombs; chewing gum, betel nut or tobacco products, as well as lighters, matches, and other flame producing items. Items confiscated by school personnel will be returned only to parents or guardians. Parents or guardians of students have five (5) school days to pick up confiscated items. The administration will take appropriate action to remove from campus any confiscated items not picked up with five (5) days of confiscation. Students who continue to bring prohibited items to school will be subject to further disciplinary proceedings. The school will not be responsible for these items if not picked up within five (5) days of confiscation or if loss/theft occurs.

Amnesty Trash Cans: Amnesty trash cans give the student an opportunity to discard any prohibited materials in their possession before entering school. Students will not be chargeable for surrendering prohibited materials. These trash cans are located at the point of student entry at the front of the school. Such prohibited items will be discarded by the school and will not be returned to the students or parents.

Public Display of Affection (PDA): Public display of affection is not acceptable while on school property or in attendance at off-campus school related activities. Prolonged hugging, kissing, and caressing are not acceptable. Any inappropriate display of affection may lead to disciplinary action.

Graffiti: Graffiti is any inscription or drawing made on some public surface. These acts are against the law and will be harshly dealt with. Graffiti markers, permanent markers, and the like are prohibited materials and students are not allowed to have them in their possession while on school property or in attendance at off-campus school related activities.

Drink Machines: Drink dispensing machines are for the convenience of students; however, they are off limits during class time. Students may not purchase drinks from these machines during class time.

No Loitering Areas: Several areas on campus are marked "No Loitering" to ensure safe passage and allow easy access. Areas marked with "No Loitering" may be passed through by students, but they are not permitted to stay or linger within those areas. Examples include the stairwells, the area outside the Main Office entrance, the "tunnels" located between Rooms 113 and 115, and Rooms 212 and 214, the balcony area outside Room 206, the walkway to/from the Annex, etc. Disciplinary action may be brought against students found loitering in these areas.

Off-Limit Areas: Some areas of the campus are off limits at all times. Students may not sit or loiter in the stairwells because doing so creates a hazard to others passing through. Students should comply with posted signs declaring areas to be off limits. Students should be aware of the limits on where and when they can be in a specific

place. Infractions are usually dealt with through warnings; continued violations will warrant more severe disciplinary action.

Students are not permitted to be in the staff or faculty parking lots, book lockers, or Faculty Lounge at any time. Before and after school the following areas are off-limits to students:

- Math and Science Buildings,
- The second floor unless during inclement weather,
- Outside the woodshop and auto shop,
- Student store area,
- Behind the Gym and Cafeteria,
- The area from the Administrative offices to Room 133B,
- In front of the boy's locker room,
- Any other area marked "off-limits".

EMERGENCY OPERATIONS

John F. Kennedy High School recognizes three classes of school-wide emergencies. The first is when it is necessary to evacuate all personnel from the school building, as in the case of a fire or bomb threat. The second is when it becomes necessary to close the campus and send students home, as in the case of an approaching typhoon or an event that is disruptive to school operations. 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 intrusion.

Regardless of which type of emergency confronts the school, it is essential that all students remain calm and quickly follow the directions of school personnel.

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

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 quickly and quietly exit the school along the appropriate evacuation route. Stops at your locker, the bathroom, or water fountains are not permitted.
3. Students are to remain with the teacher while evacuating and when they are 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.

Fire (Drill or Real): If it is necessary to evacuate the school building, the bells will ring in short, regular bursts for four minutes. Students should leave their belongings in the classroom they are in and proceed with their teacher to a pre-arranged site. Maps are posted in the classroom 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, evacuation in the manner of the regular fire drill will be initiated. (See above)

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:

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. 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 and 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. It may be necessary to evacuate the building but do not do so unless directed. Teachers should give directions to students. When the all-clear signal is given, return to the classroom you were in when the earthquake occurred. If you are outside, proceed directly to the nearest exit and go to a location a safe distance from the school building. When the all-clear signal is given and if the class was not in session during the earthquake, report to your homeroom. Attendance will be taken there. Be careful of aftershocks.

Typhoon and Tropical Storms:

Typhoon Condition IV: Guam is always in typhoon condition IV, which means that typhoon winds over 75 miles per hour are possible within 72 hours. During typhoon condition IV school is in session and students should report to school.

Typhoon Condition III: Typhoon strength winds are anticipated within 48 hours. School remains open and the school buses operate on their usual schedule. Students are to report to school.

Typhoon Condition II: Typhoon strength winds expected within 24 hours. If the Governor announces typhoon condition II and school is in session, buses will be sent to all schools and students will be sent home. If school is not in session when typhoon condition II is announced, students should remain at home. Listen to your radio or TV for information about the condition and don't pay attention to rumors.

Typhoon Condition I: Typhoon strength winds are expected within 12 hours or are currently occurring. Students should remain at home until the Governor announces Typhoon Condition IV.

Power/Water Outages: In the event of a power or water outage during the school day, all students and teachers will continue with their regular class unless school administration directs them to leave. School will not ordinarily be evacuated when power or water outage occurs.

If a power or water outage occurs during break, lunch, or other non-instructional time during the school day, students and teachers shall proceed to their assigned classroom at the usual time or as directed by school personnel.

During a power outage, window and doors may be opened to allow sunlight and ventilation into the classrooms. Teachers are expected to continue their instruction and are asked to minimize the number of corridor passes they issue to students so as to prevent interruptions to other classrooms.

Campus Lock-Down: Very rarely is it necessary to lock down the campus. This is done only in extreme emergencies when severe violence has occurred or is eminent. Basically, a lock-down means that all personnel must immediately take shelter in order to avoid injury. Students will be directed to remain calm and follow the directions of school personnel. If it is necessary to lock down the campus, a single continuous bell lasting one minute or longer will sound.

If class is not in session (before school begins, during lunch, etc.) students will immediately seek shelter in the nearest open classroom that is available to them. Teachers will allow students to seek shelter in order to avoid

injury. Students should not go to their lockers, find their friends, or try to see what's happening. Your immediate compliance is critical to everyone's safety.

If class is in session and lock-down signal is given, students should remain in the classroom, move away from doors and windows, lie on the floor and be absolutely quiet. Remain calm. Teachers shall exercise strict control over their students so as to avoid exposing them to risk.

It cannot be stressed enough that during a campus lock-down, it is critical that students immediately follow all directions given them by school personnel.