

Okkodo High School

Home of the Bulldogs

**660 Route 3
Dededo, Guam 96929**

**Student Handbook
SY 2023 - 2024**



***Accredited by Western Association of School and Colleges
533 Airport Boulevard, Suite 200, Burlingame, California 94010***

The school logo is a registered trademark bearing the "Bulldogs" name.
The use of the trademark requires
written permission from the principal.

School Address

660 Route 3 Dededo, Guam 96929

Campus Hours

Main Office: 6:15 a.m. – 3:15 p.m.

Telephone

(671) 300-1870

School Website

www.okkodohighschool.net

Principal

Rita Flores

Assistant Principals

Gene Dydasco

Melissa Flores

Ulric Mark

Vicky Sablan

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Guam Department of Education Vision Statement

Every student: Responsible, Respectful, and Ready for Life.

Guam Department of Education Mission Statement

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

Okkodo High School Mission Statement

Okkodo High School provides a respectful environment for quality learning that builds knowledge and skills to succeed in the 21st century.

OHS School-wide Learner Outcomes (SLOs)

Effectively communicate with others
Excellence in academics
Embrace cultural diversity
Environmentally respectful
Exercise Total Wellness: Social-Emotional, Mental, and Physical

BELL SCHEDULES

See School Website
www.okkodohighschool.net

***Schedules are subject to change.**

SCHOOL BACKGROUND

Okkodo is located in the northern part of Guam in the village of Dededo. Situated along Route 3 (NCS road), the school is named after the location in which it is built. “Okkodo” is a Chamorro word for “trap”. It is also the name of a Chamorro Chief who resided in the village of Dededo. Its mascot is the bulldog, and the school colors are cardinal red, gray and navy blue.

Plans to build OHS began in 2005 and construction of the school was completed in July 2008. OHS officially opened its doors on August 21, 2008.

The administration and faculty of OHS are committed to preparing students to enter the job market or enter college by offering career readiness skills along with college preparatory courses.

In June 2018, Okkodo High School received a six-year accreditation term from the Western Association of Schools and Colleges with a Mid-cycle two-day visit through June 30, 2024.

PROGRAMS

Students are able to earn both high school and postsecondary credits by enrolling in the Guam Community College (GCC) and the University of Guam’s (UOG) Dual Enrollment Program.

OHS is also proud to be the only high school on Guam that offers a Marine Corps Junior Reserve Officers’ Training Corps (MCJROTC) Program. The MCJROTC Program provides students with skills in citizenship and leadership. The program motivates students to learn, fosters a disciplined constructive learning environment and instills essential skills such as time organization, responsibility, goal setting, and teamwork.

The vocational programs available at OHS include Automotive, Construction Trades, Culinary Arts, Electronics, Marketing and Tourism. These programs are offered in partnership with the Guam Community College and provide students with the knowledge and skills for entry in the world of work or postsecondary college programs.

Mock Trial 3-Peat Mock Trial Champions! The 2020 Okkodo High School Mock Trial Team won its third consecutive island-wide championship on March 10, 2020, with an undefeated season. This year’s team picked up right where last year’s pioneer team and predominately seniors left off.

PURPOSE OF HANDBOOK

The Student Handbook was developed for students, parents, community, faculty, and staff of OHS. The policies and guidelines contained in this handbook will help ensure our school environment is consistent with the vision and mission of OHS and Department of Education (DOE). The handbook clearly sets forth the standards of behavior established by Guam Laws and Guam Education Board policies. It also describes the various administrative actions that will be taken for violation of the standards of behavior.

To ensure a successful school year, it is necessary to have all students follow the policies set forth in the student handbook. It is designed to foster better communication and cooperation among teachers, students, parents, and administration. It is hoped that all who use this handbook do so realizing the equal importance of the student’s responsibility for his or her behavior and the protection of students’ personal rights to due process and in addition, fair and just treatment.

The OHS Student Handbook serves as a general reference guide regarding OHS policies, procedures, and services. While every effort is made to validate the accuracy of information, OHS reserves the right to revise, amend, or change the items set forth in this Student Handbook. Stakeholders will be informed of changes.

PARENT/GUARDIAN INFORMATION

Family-School Partnership

A family and school partnership is important for all students to achieve academic success. Communication between the school and parents is the key factor in achieving and maintaining this partnership. Teachers are required to provide a course syllabus to students and families at the beginning of every school year or semester. The syllabus should include the following:

- (a) Course Description
- (b) Course Outline
- (c) Content Standards and Performance Indicators
- (d) Grading System
- (e) Classroom Policies and Procedures
- (f) Teacher Contact Information

Teachers shall keep parents informed about the academic progress of each student. Teachers may use different methods to fulfill this requirement such as:

- (a) Progress report
- (b) Telephone call to parents
- (c) E-mail messages to parents
- (d) Student planner
- (e) Assignment logs for parents to sign and return
- (f) Class websites that may include student grades and attendance for parents to monitor
- (g) Letters to parents via the student
- (h) Assignments sent home for parents to review, sign and return

Parents can help improve the academic performance of their child by monitoring their academic progress and communicating with their child's teachers, counselors, and school administrators. Parents are encouraged to:

- (a) Attend parent-teacher conferences
- (b) Attend parent, teacher, and student association meetings
- (c) Know their child's abilities and interests
- (d) Monitor their child's attendance
- (e) Ask their child, on a regular basis, what he/she is doing in each class
- (f) Ask to see homework, class assignments and projects; provide help and support, if needed
- (g) Communicate with their child's teachers if a problem is observed
- (h) Utilize the parent portal feature of the Guam DOE's student information system, PowerSchool. Parents will need to register at the school to use the parent portal.

Grievance Procedures for Parents/Guardians

A grievance is defined as a complaint. A parent/guardian with any school-related question, concern or complaint may take the following steps to address the issue in compliance with Board Policy 830. If a resolution is not achieved or the parent/guardian is not satisfied with the outcome, he or she may proceed to the next step.

Step I: Discussion with the schoolteacher or other school personnel involved. The parent or guardian must, via the principal's office, make an appointment to consult with the teacher or school personnel at a time, which will not interfere with the normal classroom or operating procedures.

Step II: Schedule a joint meeting with the school administrator. If, after consultation with the teacher, the parent or guardian still is not satisfied, he/she may then request a joint meeting with the teacher and the principal. If after consultation with the teacher and the principal, the parent or guardian is not satisfied, he/she may request a joint meeting with the teacher, the principal, and the Deputy Superintendent of Education.

Step III: Appeal to the Superintendent of Education. If the parent or guardian, teacher, principal, or Deputy Superintendent are unable to arrive at a satisfactory understanding of the problem involved, the parent or guardian may then appeal, in writing, to the Superintendent of Education.

Step IV: Appeal to the Board of Education. If, after a written appeal has been made to the Superintendent of Education, a satisfactory solution to the problem still cannot be reached, the parent or guardian may submit an appeal, in writing, to the Board of Education.

STUDENT INFORMATION

Expectations/Responsibilities

Okkodo High School's goal is to prepare students to be successful individuals. The faculty and administration are committed to ensuring that each student is provided with knowledge, skills, and experience to become productive citizens. Students will be able to achieve academic success by:

- (a) Attending each school day on time/being in your classroom when the tardy bell rings.
- (b) Being prepared with basic school supplies
- (c) Completing all assignments on time
- (d) Respecting all others and their property, including their ideas, opinions, and beliefs
- (e) Maintaining proper behavior at all times
- (f) Following all school rules and policies

Grievance Procedures for Students

A student with any school-related question, concern or complaint may take the following steps to address the issue. If a resolution is not achieved or the student is not satisfied with the outcome, he or she may proceed to the next step.

Step 1: Discussion with the schoolteacher or other school personnel involved.

Step 2: Schedule a joint meeting with the school counselor

Step 3: Schedule a joint meeting with the school administrator

Step 4: Appeal to the school principal

REGISTRATION INFORMATION

Registration of Students (Board Policy 330)

Guam law 26-104 requires students who are from five (5) years of age and have not reached the age of eighteen (18) years of age to attend school. High school students shall be given six (6) continuous calendar years to complete their graduation requirements, commencing from their first day in 9th grade. Students who do not complete their graduation requirements by the end of this period may be denied entrance to school in subsequent years. Permission to return to school may therefore be denied to dropout students if they are unable to complete their graduation requirements by the end of the six-year period.

Student Information

All information regarding a student (i.e., name, emergency contacts, guardianship, child's custody, living arrangements, address, telephone number, etc.) must be updated by the parent/guardian. It is the responsibility of the parent/guardian to check with the school to ensure that the correct information is provided. All court order documents must be filed with the school administration immediately. Okkodo High School will honor only legal documents.

In accordance with the Family Educational Rights and Privacy Act, schools are required by law to release certain student information (attendance, grades, discipline, health, etc.) only to those listed as the legal parents or court-appointed legal guardians of the student.

Emergency Health Form

All information about a student on the Emergency Health Form must be accurate and updated each school year. The information provided on the form is important for the safety and well-being of the student. A student without an updated Emergency Health Form can be refused admittance to school. In addition, 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 Form.

Change of Residence

A student enrolled in Okkodo High School must reside within the school's designated attendance area. Any changes during the school year, which places the student outside the attendance area of his/her present school, must be reported to the school and a Change of Residence Form must be filled out. The student must then transfer to the appropriate school. The withdrawal/entry procedures will be followed.

Withdrawal and Transfer of Students

Students must be 18 years or older to withdraw without parental consent. The parent/guardian or qualified student will 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 then returned to the counseling office 24 hours prior to the withdrawal date.

The student will return all books and items signed-out to his/her teachers and/or business office. Fees for lost or damaged books and school property must be paid in full before records are released. A copy of the withdrawal form, latest report card, cumulative card, and shot record will be provided to the student to present to his/her next school. Original records will be forwarded directly to the receiving school upon receipt of an official request from that school.

Credit in a course and/or the assignment of a final grade for a course or the year for students departing from the school system may be granted fifteen (15) school days before the last day of school or at the discretion of the teacher. Advance notification of at least ten (10) school days prior to the student's planned departure shall be made. (Board Policy 339)

GENERAL INFORMATION

Activities: School activities are student organized entertainment that promotes school spirit and unity. Examples of in-school and out-of-school activities include, but are not limited to, pep rallies, SLO ceremonies, Spirit showcase, student performances, etc. A modified bell schedule will be followed during in-school activity days. All activities must be approved by the school Principal. Students who are under suspension or other disciplinary action may not be allowed to participate in any school activities. Receiving three teacher reprimands or being tardy twice within the week may result in non-participation in the next activity.

Athletic Program: All students can participate in interscholastic sports if they are under 19 years of age on the first day of August the current school year, meet the school’s eligibility requirements, and have parental approval, if applicable.

To be eligible, a student must meet the physical requirements as determined by a physician’s physical examination, be an active participant and in regular attendance, and have a 70% or better cumulative average which is verified each quarter with no failing (F) grade or unsatisfactory citizenship (U). Note: Conversation will take place when Standard Based Grading is implemented.

A student on probation can participate with one failing (F) grade or one unsatisfactory citizenship (U) but must achieve a higher overall GPA of 75% or 2.5 or better. These students may participate but will be placed on academic probation for the first half of the grading period or season, whichever comes first. Students on academic probation must use mid-quarter report to finalize eligibility and meet requirements necessary for full participation. Students who have been suspended will not be permitted to participate during the suspension and/or for the remainder of the season.

The following requirements must be completed prior to a student’s participation in an athletic program:

- (a) Parent/guardian permission (expires at the end of the school year or when revoked by parent/guardian. Harmless agreement form expires at the end of the school year)
- (b) Medical physical examination (valid for one year or when revoked a doctor and/or parent). ISA appointed assessor will establish a weight loss/gain for a student participating in wrestling.
- (c) 10 practice days
- (d) Interscholastic Sports Association (ISA) forms

Okkodo High School’s sports program consists of the following sports:

1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr
Football	Boys’ Soccer	Tennis	Girls’ Soccer
Girls’ Volleyball	Girls’ BB	Boys’ BB	Track & Field
Cross Country	Wrestling	Girls’ Softball	Boys’ Volleyball
	Baseball	Boys’& Girls’ Rugby	Paddling

Assembly: An assembly is a gathering of school faculty and students for an instructional event. It is usually held

in the school cafeteria or gym. A modified bell schedule will be followed for these days.

Books: Textbooks and workbooks issued to students by the school are expected to be returned in the condition issued. Teachers will conduct a quarterly check on textbooks and workbooks. Students shall be responsible for returning the issued textbooks in the condition issued. Parents, guardians, or other persons having control or charge over students, and students of legal age, shall be financially responsible for lost, damaged, or destroyed textbooks and workbooks. Replacement fees for lost, damaged, or destroyed textbooks or workbooks must be paid in full before the student is issued replacements.

Laptops and MiFi Devices: Any laptop or MiFi device issued to students must be signed out by their parents/guardians. Office staff will conduct checks on these devices. Students will complete all technology agreement documents. They are responsible for returning them in the condition issued. They are not to alter or add software to any of these devices. Parents, guardians, or other persons having control or charge over students, and students of legal age, shall be financially responsible for lost, damaged, or destroyed devices. Replacement fees for lost, damaged, or destroyed devices must be paid in full before the student is issued a replacement.

Graduating students and students withdrawing or transferring will not be cleared unless all financial obligations and responsibilities are met by the student. Students and parents are encouraged to maintain a list of textbooks, workbook titles and numbers, along with any devices issued to the student.

Bulletin/Intercom Announcements: Announcements to be placed in the school bulletin must receive the prior approval of the activity’s advisor and subject to the approval of the school administration. Announcements must be submitted to the main office at least 24 hours prior to publication or announcement. Intercom announcements will only be made in the morning (during homeroom), break, lunch, five (5) minutes prior to the end of the school day, and in cases of emergency.

Business Office: All financial matters must be directed and cleared at the school’s Business Office. The Business Office will be open from 7:00 a.m. to 2:00 p.m. and is in the school’s main office.

Cafeteria: The cafeteria will be open before school to serve breakfast and during the lunch break to serve lunch.

Campus Hours: The school day is from 6:15 a.m. to 2:15 p.m. The campus gates will be open to receive students at 6:15 a.m. Students may not arrive on campus before 6:15 a.m. and must leave by 12:15 p.m. OHS is not able to provide supervision for students outside of these hours and will not be held responsible for their safety. Students will proceed to the Common Area (cafeteria) prior to the start of the school day or utilize the gym. Students should leave the campus at the end of the school day unless they have official business or are participating in an authorized activity or program. Students staying after school must be under the direct supervision of a staff, faculty member or coach.

Cell Phones: Board Policy 406 affords students the privilege of using cellular phones on campus. The policy ensures that student possession and use of cellular phones does not hinder the daily operations of schools, does not interfere with academic instruction, and does not disrupt school operations. Students and parents are required to sign a Student Cell Phone Usage Disclosure Statement. The following are standard operating procedures regarding cellular phone use on school campuses:

1. Cellular phone use by students is allowed before and after the instructional day, during break and lunch periods, (not passing time) provided such devices are not displayed, activated, or used during instructional time. Instructional time includes but is not limited to time spent in the school library, anytime spent in the school gymnasium, general assemblies, study halls and any other structured and unstructured instructional time that occurs during the normal school day. Exceptions will also be made for students with specific needs that require such devices as per their Individualized Education Plan (IEP).
2. All cellular phones brought to school by students must be turned off or in silent mode, and secured in a locker, backpack, or similar enclosure during instructional time. Cellular phone use by students is specifically prohibited during any class time, during assemblies, during school productions, while in restrooms, locker rooms, or gymnasiums.
3. Students may use cell phones to report violations of school rules, violence, or crimes on school campuses so long as it does not interfere with the academic process.

4. Cell phones are to be turned off during any school level crises, drill, or disaster at the direction of the school administrator.
5. Cell phones may not be used at any time to engage or facilitate academic dishonesty. This means using the phone's texting or messaging abilities to inform peers of the contents of the tests or other tools to measure academic mastery.
6. Cell phones may not be used at any time to take inappropriate pictures or video clips with malicious intent. Students may bring cell phones to school at their own risk. The school will not be responsible for any lost, stolen, or damaged cell phones. Improper use of a cell phone will be subject to confiscation by teachers or other school personnel. Inappropriate use of cell phones will result in disciplinary action.

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

Class Schedule: Students registered at Okkodo High School will receive their class schedule on the first day of school.

Closed Campus: OHS students are not permitted to leave the campus during school hours. Once the student arrives on campus, he or she may not leave without proper clearance from an administrator. Students not registered at OHS are also not permitted on campus without permission. Said students must check-in with the main office. Unauthorized visitors will be detained and referred to the Guam Police Department for trespassing.

Confiscated Items: Confiscated items that are not contraband will be returned only to parents or guardians. Any confiscated items not claimed within ten (10) days will be considered abandoned by the student and will be donated to a charitable organization. Okkodo High School will not be responsible for the loss, damage, or replacement of any confiscated item. Students are expected to be aware of prohibited items and to use good judgment in selecting what items to bring on campus.

Corridor Passes: Students with a valid corridor pass issued by a teacher or the office will be allowed to pass through the hallways at times other than those between class periods. A student will be subject to investigation and possible disciplinary action if he/she does not have a valid corridor pass. Students will not be issued a corridor pass during the first and last 20 minutes of each class period.

Deliveries: Any deliveries to the school campus must go through the Main Office for approval. Okkodo High School promotes healthy nutritious meals at no cost to our students. If students choose not to participate in the school meal program, they must bring their food with them when they come to school. No food will be accepted in the office for delivery to students.

Drinks and Food: Drinks and food are only permitted for consumption in the cafeteria during non-instructional time. Students are allowed to carry their drinks and food in their school bags. All drinks must be stored in a closed container. Drinks and food are not allowed to be stored in campus lockers.

Field Trips: Well-planned field trips can enhance the learning that takes place in the classroom and be an important addition to an instructional program. However, they are not a required part of the curriculum. No field trip shall be taken during exam weeks.

Students taking part in a field trip must:

1. Have the Notice of Field Trip form signed by all teachers at least five (5) days in advance.
2. Have form signed by a parent/guardian consenting to the field trip.
3. Return signed form to the teacher leading the field trip no later than three (3) school days prior to the actual field trip.
4. Wear the school uniform appropriately.
5. Be on their best behavior and follow all school rules and policies while on the field trip.
6. Present field trip form with chaperone's signature to teachers affected by the field trip.

A teacher may deny permission for a student to go on a field trip if the student:

1. Is currently failing.
2. Is on the sixth or more field trip for the semester.
3. Has excessive absences (12 days for the quarter, unexcused); or

4. Has incurred a Level Three Offense for the quarter.

Off-Island Field Trips: Off-island field trips are taken by students while accompanied by one or more employees of the Department of Education to a point outside of Guam.

Such trips must:

1. Be in compliance with the policy and guidelines as approved by the Board.
2. Be adequately financed from other than budgeted funds without undue hardship on the student.
3. Provide sufficient supervision.

Students must:

1. Return all parent permission and teacher notification forms to the teacher leading the trip no later than three school days prior to the actual trip.
2. Have all proper travel documents prior to departure.
3. Make-up work that is assigned. Students should notify teachers at least three (3) days in advance so that work may be assigned.

Half-Day Passes: Only seniors are eligible to apply for a half-day pass provided they need less than 6 credits to graduate, have a job, and have reliable transportation. A parent/guardian must sign the application in the presence of an authorized school personnel or have parental consent section of the application notarized. If the student is 17 years of age and below, the counselors will verify that the student is eligible to apply for a half-day pass. If approved, the student will be issued a half-day pass permitting the student to leave campus early or to come to school later. There is a \$5.00 fee per semester. A \$5.00 non-refundable replacement fee will be assessed for lost or damaged passes. Students with unscheduled classes and approved passes must leave campus immediately after their last scheduled class. Students who abuse the passes will be subject to disciplinary action.

Lockers: Lockers are the property of Okkodo High School and are subject to inspection by authorized school personnel at any time. Students may use the lockers available on campus for storing their books and other belongings required for school activities. Lockers will not be used to store food and beverage items. Students must provide their own locks. Only

combination locks are to be used. All other locks will be removed. Students are required to register the locker number, location, and locker combination with the Main Office. The school will not be liable for any articles lost from lockers. Unauthorized use of a locker may result in disciplinary action. Lockers must be cleared at the end of the school year; otherwise, locks and contents will be discarded.

Lost and Found: Found items should be submitted to the Main Office and may be reclaimed before the start of the school day, during break or lunch, or at the end of the school day. Items in the Lost and Found will be discarded at the end of each semester.

Off-Limit Areas: The A, B, D, E, F, G, & H wings are off limits to students prior to the start of the school day, during break, lunch and at the end of the school day. Students must have a legitimate reason and be escorted by a teacher when in these off-limit areas.

Office & Classroom Telephones: The office and classroom phones are for official business. Students must request and be granted permission to use office and classroom telephones. Students may not use these telephones during instructional times. The school will only accept phone messages for students that are of an emergency nature.

Parking Permits: Eligible students may apply for an on-campus parking permit. Applications are available in the school's main office. The following must accompany an application for an on-campus parking permit:

1. Valid Guam Driver's License
2. Current Vehicle Registration
3. Vehicle Insurance Policy (P.S. The student's name must be listed as an insured driver)
4. Parent/guardian photo identification

The parent/guardian must sign the application in the presence of an authorized school personnel or have parental consent section notarized. Parent/guardian must provide a valid identification for verification purposes.

The following non-refundable fees will be assessed with regard to parking permits:

- ✓ Initial permit - \$20.00 per school year
- ✓ Additional vehicle - \$5.00 for each additional vehicle
- ✓ Replacement fee - \$10.00

- ✓ Expired registration and/or insurance policy - \$10.00 penalty

Students with parking permits are to park in the designated student parking area. No student vehicles are allowed to be parked in the faculty, staff or visitor parking areas.

Students must adhere to the rules stated on the application. Three violations will result in the revocation of the parking permit for the remainder of the quarter. Students may register their vehicle the following quarter at a cost of \$20.00.

Only students with parking permits will be able to park in the designated student car park. Parking decals must be displayed on the vehicle's rear view mirror or dashboard. Students are not allowed to go to their vehicles during instructional time. A school administrator may revoke a parking permit under the following conditions:

- (a) Failure to return from lunch 15 minutes before the start of passing time at the end of the lunch period.
- (b) Major disciplinary referral.
- (c) Attendance concerns.
- (d) Failure to follow school dress code.
- (e) Failure to maintain a cumulative GPA of 70% or better.
- (f) Fails to present lunch pass when requested by authorized school personnel.
- (g) Lends lunch pass to anyone.
- (h) Receives an "F" or "U" in any subject.
- (i) Failure to adhere to parking/driving rules.

Vehicles should always be kept locked. The school will not be held liable for any vehicles damaged, vandalized, or items stolen from any vehicle.

Student Clubs and Organizations: Students may join any school-sponsored clubs or organizations at Okkodo High School. All school clubs must be chartered under the school's student governing body. Student Officer's code of conduct is guided by the club by-laws. Chartered clubs and organizations available include:

- Academic Challenge Bowl
- Animal Care Club
- Asian Fusion Club
- Basketball Club
- Classes of 2024, 2025, 2026 and 2027
- DECA
- Electronics Club

Engineering Society
 Health Oriented Program for Everyone (HOPE)
 How Young People Entertain (HYPE)
 Island-wide Board of Governing Students (IBOGS)
 Lend Earth A Friend (LEAF)
 Magnifico
 Marine Corps Jr. Reserve Officer Training Course (MCJROTC)
 Mock Trial Club
 Mu Alpha Theta Math Honor Society
 National Honor Society
 National Technical Honor Society
 ProStart Club (PSC)
 Running Club
 Student Body Association (SBA)
 Students Helping Students (SHS)
 Tourism Awareness Group (TAG)
 TRI-M Music Honor Society
 United Nesians of Okkodo (UNO)
 Volleyball Club
 Yearbook
 Youth Congress Representative

School Bus Rules: All students riding school buses shall adhere to the following:

- When at the bus stop, stay off the road while waiting for the bus.
- Walk on the side of the road facing traffic.
- Line up in an orderly manner when entering or exiting the bus.
- Refrain from littering or damaging property.
- Do not bring articles on the bus that may cause injury to others.
- Always keep hands and head inside the bus.
- Remain seated while the bus is in motion.
- Do not eat or drink on the bus.
- Follow mask wearing and social distancing guidelines.

Student Searches and Seizures (Board Policy 407):

The Department of Education (DOE) is tasked with the responsibility of providing a safe environment that is conducive to learning. To fulfill this responsibility, the DOE must protect the morals, health, and physical safety of students in our public schools. At times searches are necessary to ensure the health, safety, and well-being of students. All lockers, cellular phones, bags, cars, and school buses located on school property may be subject to search without warning by the principal or designee at any time, if reasonable suspicion exists. Three kinds of searches are also authorized in the DOE:

1. Searches based on a reasonable suspicion that a particular student or group of students that are in possession of contraband.
2. Random searches of student vehicles parked on school property and school lockers.
3. Blanket Administrative Searches are necessary to ensure the health, safety, and well-being of all the student body.

Student Verifications: Student verification requests may be submitted in the school’s Main Office. School verifications may take 48 hours or more to process especially if a mandatory parent, student and administrator meeting must be scheduled for attendance or grades concerns. A fee of \$2.00 for each request will be assessed if the school provides the form; otherwise, the request is free. Payments can be made in the school’s Business Office.

Visitors: All visitors to Okkodo High School must first report to the Main Office to sign the logbook and be issued a visitor’s pass. Visitors are required to provide a valid identification prior to receiving clearance. OHS reserves the right to deny access to visitors who do not have a legitimate school-related business. Unauthorized visitors will be detained and referred to the Guam Police Department for trespassing.

ATTENDANCE INFORMATION

Attendance is significant to academic success. Therefore, all students are strongly encouraged to strive to be present on every assigned attendance day during the calendar year. Disciplinary action will be enforced if attendance policies are violated. To minimize disciplinary action, the following attendance tips are provided:

- Try to schedule doctor, dentist, and other appointments before or after-school hours, on weekends, or teacher workdays.
- If appointments must be scheduled on school days, try to plan them so you are not absent for the same class again.
- If you must be absent for part of the school day, try to only allow time necessary for the appointment.
- Practice regular and timely attendance.
- In the event of any anticipated excused or prolonged absence, inform the school as soon as possible and request for assignments.
- Any information regarding school session changes should always be verified with the school.

Attendance Procedures

Teachers take attendance at the beginning of every class period. When the tardy bell rings, teachers will mark students either present, tardy, or absent. A student who reports to a class after the start of the period up to 15 % of the class period is tardy (T). A student who is tardy to class greater than 15% from the beginning of the period is Technically Absent (TA) from the class. Students that do not show up to class for the whole class period are Absent (A).

Tardiness

Excessive unexcused tardies will be subject to Office Disciplinary Referral for consequences. For non-compulsory aged students (18 years of age and older), the school level policy of three tardies equal an unexcused absence can be used towards the accumulation of 25 days absences articulated in Board Policy 330. An accumulation of unexcused tardies will be subject to the provisions of Board Policy 411.

In addition, student privileges (i.e., off-campus passes, parking permits, etc.) may be revoked. A tardy is considered excused if it is due to a late bus. Other circumstances may also arise warranting an excused tardy.

Lock-Out Policy

To curtail tardiness and skipping, lock-out procedures will be implemented randomly. A student is considered “locked-out” when he/she is not physically present in the classroom at the time the tardy bell rings. The following consequences will be imposed:

1 st Offense	Warning
2 nd Offense	Notify parents/counseling
3 rd Offense	Mandatory parent conference, consequences subject to Office Discipline Referral.

Procedures for Dealing with Absences (Board Policy 330)

When a student of non-compulsory age (above 18 years of age) accumulates a total of twenty-five (25) absences, she or he may be dropped from school for the balance of the academic year.

Excused Student Absences

Absences incurred for any of the following reasons are to be considered as excused absences. However,

the school administrator shall have the discretion to decide whether an absence is considered excused.

- (a) Illness of student. However, a student who is absent for three or more consecutive days due to illness is required to present a written certification from a physician attesting to the nature of the illness and the duration for which the student should be excused from school. In addition, school administrators may require written certification from a physician for any number of days of absences due to illness if a student’s past attendance records show patterns of illness or reasons for absences due to illness, which the administrator finds questionable.
- (b) Scheduled medical or dental visits.
- (c) Death in the immediate family. The immediate family is defined as mother, father, stepmother, stepfather, guardian or caretaker, brother, sister, stepbrother or stepsister, spouse, grandparent, and child.
- (d) Required appearances at court or other legal related proceedings.
- (e) Lack of available bus transportation provided the student relies on bus transportation to come to school.
- (f) Off-island travel, which has the prior approval of the school administrator.
- (g) Natural catastrophe or disaster.
- (h) Participation in authorized school-related activities or compliance with administrative actions taken by the school, such as field trips, conferences, called by administrators, counselors, or nurse, suspensions, going home because of illness or injury, etc.
- (i) Observance of holidays recognized by a religion of which the student is a member.

Unexcused Student Absences

Students are allowed one (1) week upon return from an absence to submit their excused absence note. Failure to submit an excuse note within one (1) week shall result in an unexcused absence. Teachers will make attendance referrals based on the following procedures:

Step 1	1 st Unexcused Absence	Teacher counsels the student and contacts parent or guardian.
Step 2	2 nd Unexcused Absence	Teacher refers student to counselor. Counselor counsels the student and contacts parent or guardian.

Step 3	3 rd Unexcused Absence	Teacher submits office truancy referral form (OTRF) to the administrator. Administration reviews referral and contacts parent or guardian. Excessive Unexcused absences of 9 or more will be referred to the Truant Officer.
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Admit Slips for Excused Absences

A student who is absent will be issued an admit slip provided he/she brings a parent note, and the absence does not exceed two consecutive days at any given time. The excuse note must include the following information:

- ✓ Student's first and last names (avoid nicknames)
- ✓ Date(s) or periods of absence
- ✓ Reason(s) for absence
- ✓ Parent's/Legal guardian's full name
- ✓ Parent's/Legal guardian's signature
- ✓ Daytime contact number for verification purposes

Students who have more than six (6) days of parent/guardian excuse notes in one semester shall be referred to the attendance administrator. This also applies to adult students (18 years of age and older) who write their own notes.

A student who is absent for three or more consecutive days must furnish a doctor's certification. The certification must attest to the nature of the illness and the duration for which the student should be excused from school.

Pre-Arranged/Anticipated Absence

A request for pre-arranged/anticipated absence(s) must be made in advance of the date of absence(s). The following steps are to be followed when requesting for approval:

- (a) The parent/guardian must come to the main office to sign a pre-arranged/anticipated absence(s) form and provide supporting documentation at least two weeks prior to the anticipated absence(s).
- (b) The pre-arranged/anticipated absence(s) form must be signed by all the teachers at least 24 hours in advance of the date of absence(s).
- (c) The Administrator will make the final decision whether the absence is excused or unexcused.

Make-Up Work/Advanced Assignments

A student is entitled to make-up work only for those days covered by an excused admit slip. It is the teacher's discretion to allow for appropriate time for the submission of any make-up work. In the case of a pre-arranged/anticipated absence, a student may request assignments in advance, provided that approval has been granted by the school administration.

Truancy

A student is defined as "truant" when he/she is absent from school and fails to submit a bona fide excuse note from a parent/guardian. A student 18 years of age or older may submit an excuse note for him/herself. In accordance with the Department of Education procedures, students of compulsory age (17 years old and below) who accumulate more than twelve (12) unexcused absences within the school year can be referred to Family Court.

Off-Campus Passes

Students who leave the campus during the school day must obtain an off campus pass from the main office. Students below the age of 18 will not be permitted to leave the campus unless the parent/guardian or an individual listed on the student's Emergency Health Form personally comes into the Main Office to sign the student out. Acceptable identification of the parent/guardian or authorized individual must be provided. Letters or notes from parents, fax transmission requests, email or text messages and phone calls will not be accepted. If the school offers a lunch pass due to a double session, all school rules will apply for eligibility.

DISCIPLINE INFORMATION

School Jurisdiction

Okkodo High School students are expected to exhibit good behavior and adhere to all school rules and policies in the following jurisdictions:

- All areas and at any time on campus.
- All school-related activities (i.e., field trips, dances, car washes, etc.) regardless of location
- All school bus stops and buses.
- At any time and place that the school determines the safety and well-being of other students are at risk from another student's actions.

Discipline Consequences

In the event proper behavior is not exhibited, disciplinary action will be taken. Disciplinary action may include, but is not limited to:

- Counseling
- Parental notification
- Detention
- Work detail on campus
- Community service
- Placement on behavior/attendance contract
- Parent shadowing
- Suspension
- Expulsion

Types of Violations

Okkodo High School is dedicated to developing young adults to become model citizens in our community. Students are highly encouraged to refrain from the following behavioral offenses that will result in disciplinary action:

- Academic dishonesty
- Acts that disrupt the educational process
- Breaking or entering any school building, bus, or other property
- Conduct that endangers the health or safety of others and/or self.
- Conduct which constitutes a violation of the Guam Code Annotated, federal or state statute.
- Destruction of school and personal property
- Disrespectful conduct
- Failure to comply with attendance policies.
- Failure to comply with bus rules.
- Failure to comply with classroom rules.
- Failure to comply with uniform policy or dress code.
- Failure to identify self.
- Failure to inform school officials of safety concerns.
- Forgery
- Graffiti
- Profanity or vulgarity
- Inappropriate behavior as defined by the school administration; behavior which may cause the student's continued presence in school to be offensive to the welfare of the school.
- Instigating a fight
- Insubordination: Open or persistent defiance of school authorities
- Leaving campus and/or taking others off-campus without permission
- Littering

- Loitering (i.e., hanging around) in restricted areas.
- Making threats of violence or physically abusing another
- Obscene gestures or wearing of clothing with obscene words, pictures, or drawings.
- Possession and use of electronic devices other than cellular phones
- **Possession of drugs, alcohol or drug paraphernalia** (OHS is a drug free zone which means any area within 500 feet of an educational institute of a public or private elem., secondary or post-secondary school.) Possession, use, sale, or distribution of controlled substance is against school policy and Guam laws as stated in PL 10-194. In accordance with PL 30-174, it is illegal to be in possession of chemicals found in the product commonly known as "SPICE". The offending student(s) will be referred to the Guam Police Department for investigation for possible criminal prosecution.
- Possession of prohibited items
- Possession of tobacco, betel nut, or lime
- Possession of e-cigarettes, vape juice and/or vape accessories.
- Possession of weapons and/or explosives
- Public displays of affection
- Spitting and chewing gum
- Using cell phones during passing or instructional time
- Under the influence of alcohol/intoxication
- Violation of campus parking rules
- Willful disobedience

School Uniform Policy and Dress Code

Effective School Year 2009-2010, Okkodo High School implemented its school-wide uniform policy. The intent of the policy is to promote appropriate attire, unity and pride, safety, and security of all school personnel, minimize or eliminate any socio-economic distinction, and promote an environment free of harassment. Students are expected to wear the official school uniform every day to school. The official school uniform may be purchased from Moda Ginos.

Students whose personal attire distracts the attention of other students or teachers from schoolwork, or can be hazardous to themselves or others in the course of school activities, shall be required to make the necessary alterations as the principal or designee may judge necessary to maintain social standards appropriate to a proper learning atmosphere. The following are minimal expectations for dress:

- Reasonable care and neatness regarding dress and appearance for all students is encouraged.
- Students shall wear clothing that allows for reasonable movement without inappropriate exposure. Students are not allowed to wear revealing clothes, blouses, spaghetti straps, midriffs, mini-skirts, and high heels.
- While students are in the hallways, cafeteria and gymnasium, sweaters or jackets must be unzipped so that the school uniform shirt is visible. Sweaters with no hoods are encouraged and allowed to be worn. However, if a student wears a sweater with a hood, the hood cannot be worn over their heads anywhere on campus.
- Sunglasses shall not be worn indoors or anywhere on the student’s head or neck. Proper medical certification must be presented and filed with the school health counselor if students must wear sunglasses indoors.
- Always wear closed-toed shoes (slippers, sandals, clogs, etc. are not allowed).
- Not wear any types of clothing or accessories that may be related to a group or gang which may provoke others to violence or to be intimidated by fear of violence.
- Not wear any types of clothing or accessories that are deemed by the school as a concern or danger to self or others.
- No student shall wear t-shirts, tattoos, or other objects that contain offensive wording, obscene, drug, alcohol, or gang-related symbols.
- Students may wear any color undershirt (unless there is reason to believe the color is gang affiliated) if there is no obscene language or pictures on the shirt. No long sleeve undershirts are to be worn at any time. Undershirts must always be tucked in.
- No student shall alter or deface the official school uniform.
- No hats or head coverings, such as jackets, shirts with hoods, bandanas, tank tops, etc. are to be worn on the school campus.
- No baggy pants are allowed to be worn.
- No “skinny jeans” and/or tight-fitting clothing are allowed to be worn.
- No torn or un-hemmed clothing is allowed.
- Hairstyles must not impair sight or prevent adults from seeing the student’s eyes.
- No rolled-up shirt sleeves or pant legs are allowed to be worn.
- The hem line, including of shorts, must not be shorter than two inches above the student’s knee.

Students who are not in compliance with the school uniform policy are subject to the following consequences:

1 st Offenses	Warning/Counseling
2 nd Offenses	Call parents/guardian
3 rd Offense	Referral to counseling department
4 th Offense	Referral to discipline office

Destruction and/or Misuse of Government Property

A student who intentionally defaces, destroys, or damages any property real or personal, will be suspended and financially liable for all damages caused. Students will be subject to disciplinary action and referred to the Guam Police Department.

Prohibited Items

These items include, but are not limited to, external speakers, Hydro Flasks, Yeti (or similar items) drugs, alcohol, cigarettes, e-cigarettes, Dab Pens, skateboards, Heelys, yo-yo’s, stink bombs, fireworks, dice, animals, gambling devices, pornographic material, water pistols, or any other projectile shooter, or facsimile of guns, bandanas, betel nut, lime, gum, tobacco products, spice, liquid whiteout, lighters, matches, permanent markers, weapons, chains, pullovers, clothing with hoods, Durags, beanies, scissors with pointed tips and bracelets with spikes. Guitars and ukuleles can only be used during non-instructional times (before school, during break or lunch, and after school). These items will be confiscated. Those items that are not illegal may be returned only to the parent or guardian. The school will not be responsible for the loss or damage of confiscated items.

Dangerous Weapons (Board Policy 425)

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

No Smoking Policy (Board Policy 430)

Smoking and possession of tobacco products by public school students is strictly prohibited on any school property, in school buses, at bus stops, and at school activities, both on and off-campus. Disciplinary procedures to be enforced for student violations of this policy are as follows:

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

Note: For safety reasons, students should not wear excessive jewelry, large hoop earrings, spikes/barbells etc. to school.

Graffiti

Graffiti is any writing, painting, or drawing of any inscription, figure or mark of any type on a public or private building or structure or other real or personal property owned. Graffiti markers, permanent markers, correction fluid and adhesive stickers/labels are prohibited items and students are not allowed to have them in their possession while on school property or in attendance at off-campus school-related activities. Graffiti is a crime. In accordance with the Anti-Graffiti Act Public Law 23-27, any person defacing someone else's real or personal property with spray painting, or any spray-painting device is punishable by imprisonment up to 60 days and/or a fine up to \$1,000 dollars.

Public Displays of Affection

Hugging, kissing, caressing, and sitting on another student are unacceptable behaviors. Any inappropriate displays of affection will lead to disciplinary action.

Electronic Devices

Electronic devices are not to be used during instructional and passing time. Any student found to be in violation will be subject to disciplinary action. The school will not be responsible for the loss or damage of any electronic device.

Bullying, Cyber bullying, Harassment, Sexting, and Sexual Harassment. (Board Policy 409)

It is the policy of the Department of Education to ensure that students are safe, secure, and treated with respect. Schools shall be free from bullying, cyber bullying, harassment, sexting, and sexual harassment and shall provide an environment that is conducive to learning.

Bullying, harassment, and intimidation are defined in 17 GCA Section 3112.1(a) as "any gesture or written or physical act that a reasonable person under the circumstances should know will have the effect of harming a pupil or damaging his or her property or placing a pupil in reasonable fear of his or her person or damage to his or her property, or has the effect of insulting or demeaning any pupil or group of pupils in such a way as to disrupt or interfere with the school's educational mission or the education of any pupil."

Cyber bullying is the use of any electronic communication device to harass, intimidate or bully. It is bullying through email, instant messaging, chat room exchanges, website posts, or digital messages or images sent to a cellular phone or personal digital assistant (PDA).

Sexting is the use of any telecommunications device to recklessly or knowingly create, receive, exchange, send, disseminate, transmit or possess a photograph, video, depiction, or other material that shows the minor in a state of nudity (9 GCS §28.100) or is sexual in nature.

It is the responsibility of students and/or parents to immediately report incidences of bullying, cyber bullying, harassment, sexting, or sexual harassment or any student that may lead to jeopardizing the safety of students to the school principal, teacher, and school aide or school employee. Students and/or parents will be subject to disciplinary action resulting from false accusations of bullying, cyber bullying, harassment, sexting, and sexual harassment. Students failing to report will also be subject to disciplinary action.

Self-defense vs. Mutual Combat

The school defines self-defense as actions taken by a student that demonstrate to the school administrator, he/she took all reasonable steps to prevent a fight and did no more than was necessary to protect him/herself from being physically injured. In other words, the student must show the school administrator that the instant he/had knew or should have known of the problem, he/she reported it to a responsible adult and thereafter took reasonable steps to avoid the fight or prevent it from occurring. If the administrator determines that the action(s) of the student was/were not consistent with the definition of self-defense but rather, mutual combat, the student will be found to be part of the fight and disciplined accordingly.

The following are examples of actions that are NOT consistent with the school's definition of self-defense:

- Failing to report a problem to a responsible adult that subsequently resulted in a fight.
- Putting oneself in a situation or location where you knew or should have known was problematic.
- Hitting a student because he/she hits you first.
- Confronting a student because he/she said bad or unkind things about you, a family member or friend.
- Going to "stop/break up" a fight.
- Confronting a student or group of students for any reason.

CURRICULUM INFORMATION

Grading System (Board Policy 350)

Teachers are considered the best qualified individuals to evaluate students' work and their integrity shall be respected. The grade given by a teacher is the teacher's evaluation of student achievement.

Secondary students' grades shall be assigned as either: a percentage grade, an incomplete (I), or a no grade (NG). Any incomplete grade which is not converted to another kind of grade within ten (10) school days after the end of a semester, or within two days prior to the commencement exercises for graduating students, automatically converts to a percentage grade of 50%.

Secondary students earn half (1/2) credit upon successful completion of every semester a course with a grade of 60% or higher for regular courses, or 70% or higher for weighted courses.

When required, percentage grades of secondary students shall be converted to alphabetic grades as follows:

Non-weighted Courses	Weighted Courses
90 to 100 = A	101 to 110 = A
80 to 89 = B	90 to 100 = B
70 to 79 = C	80 to 89 = C
60 to 69 = D	70 to 79 = D
59 or less = F	69 or less = F

Minimal Grade Level Designation

Each student's grade level is determined by the number of credits he/she has earned and not by the number of years he/she has been attending high school. The grade level designations are classified below:

Freshman (9 th Grade)	Sophomore (10 th Grade)	Junior (11 th Grade)	Senior (12 th Grade)
0.5 – 5.5 credits	6 – 11.5 credits	12 – 17.5 credits	18 or more credits

Honors, Advanced Placement, and College Courses

Okkodo High School offers students the opportunity to pursue challenging learning opportunities. Honors, Advanced Placement, and college courses offered to high school students provide such challenges in a supportive environment. Students who wish to enroll in Honors, Advanced Placement, or college courses should see their counselors for applications and procedures.

English Language Learners (ELL)

All students who enter Okkodo High School 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.

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

A consultation program is also provided for students that test out of the language proficiency test. These students are mainstreamed in the general curriculum with modifications made in their instruction.

Progress Reports, Report Cards, Parental Conferences

Teachers issue progress reports midway through each semester. Parent conferences are also scheduled at the midway point. Parents/guardians may request progress reports and copies of report cards from the counselor’s office at any time. Parents/guardians may request meetings with teachers or counselors.

GUIDANCE AND COUNSELING SERVICES

Okkodo High School has full-time counselors available to assist students in the following areas:

- Placement in academic classes
- Parent, student, and teacher concerns
- Personal issues
- Grade and transcript information
- College entrance and scholarship information
- Career and vocational information and planning
- Test score interpretation and information
- Recommendations and references
- Referrals to community service programs and organizations

Course Scheduling Procedures

During the second semester, the counseling department will coordinate a comprehensive enrollment program for all students for the following year. Each student will be scheduled for classes that the student and counselor have selected and required to fulfill graduation requirements. The electives chosen will be determined by what is available and not necessarily what the student would have chosen.

Students may request a schedule change within the first ten (10) days of the school year. Schedule change request forms can be obtained from the counseling office. Requests will be reviewed and approved for the following reasons:

- Improper student placement
- Credit previously received for class.
- Prerequisites not met.
- Balancing class size
- Changes as deemed necessary by the school administration.

Counselors will call-out students for schedule changes.

Transcripts

Transcript requests may be completed in person at the school’s Main Office. Requests will be completed according to the workload of the registrar. Requests may take up to two weeks to process, especially during busy periods of the school year. Transcripts and diplomas will not be released until financial obligations are satisfied. A \$2.00 fee will be assessed for each unofficial transcript and \$3.00 for each official transcript. A receipt will be issued upon receipt of payment by the school’s Business Office.

GRADUATION REQUIREMENTS

The counselors will help the student develop a four-year plan that ensures all requirements for graduation are met. Students are required to complete twenty-four (24) credits to graduate.

Starting the first year of attendance in high school, students have six (6) consecutive years to complete their graduation requirements. Students who fail to do so will be denied admission to school or their enrollment terminated. Students over the compulsory attendance age requirement (18 years or older) who voluntarily withdraw from school may only be readmitted to school if space is available and their disciplinary history is acceptable.

The requirements to receive a high school diploma from a Guam public high school are as follows (Board Policy 351.4):

Required Courses	College & Career Readiness Course of Study
Language Arts	4
Social Studies ¹	3
Math ²	4
Science ³	3
Health	1
Physical Education	1
Chamorro	1
Fine Arts	1
TOTAL CORE REQUIREMENTS	18
College, Career & Life Courses (CCL)	6
TOTAL CREDITS REQUIRED FOR A DIPLOMA	24

Specific Requirements

¹Social Studies – Students must complete the following:

- 1 credit – Guam History, unless taken and passed in middle school.
- 1 credit – World Studies (World History or World Geography, and
- 1 credit – Citizenship Studies (American Government/Civics, U.S. History)

²Math – Students must complete the following:

- 1 credit – Algebra I and 1 credit of Geometry.
- Upon completion of the Algebra I and Geometry requirements, students can take any combination of advanced coursework, applied mathematics, practical math, consumer math and financial literacy.

³Science – Students must complete the following:

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

Graduation Ceremony Participation

Participation is a privilege and not a right (*Williams v. Austin Independent School District, 796 F. Supp. 251, 1992*). Seniors must follow all school rules, Guam laws, and Board Policies or risk participating in the graduation ceremony. See the Assistant Principal of Curriculum for a senior contract.

Service Learning Policy (BP381)

In accordance with Public Law 30-53, this mandate became effective beginning with the incoming 9th graders in school year 2011-2012. According to this legislation, each student shall complete 75 hours of service learning as a requirement to graduate. Changes to this requirement may occur due to the pandemic, as determined by the Guam Legislature.

EDUCATION TECHNOLOGY USE POLICY

The technology equipment at OHS is available to support and enhance teaching and learning to prepare all students for success in lifelong learning. The use of technological equipment shall be in a manner that is responsible, efficient, ethical, legal and in accordance with the vision of DOE, local and federal regulations, and DOE policies. The use of such technological equipment is a privilege which may be revoked for inappropriate behavior.

Students using technology equipment will adhere to the following guidelines:

- Use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the DOE and OHS.
- Use proper codes of conduct that is acceptable for electronic communication. Giving out personal information is inappropriate and prohibited.
- Be polite and exhibit exemplary behavior.
- All communications and information accessible through technological equipment should not be assumed to be private property and is subject to random monitoring.
- Transmit material that is not in violation of any local or federal law.
- Use language that may not be misunderstood or interpreted as offensive.
- Do not vandalize (damage or disrupt the operation of) technology equipment.
- Do not use technology equipment for personal financial gain, commercial activity or illegal activity.
- Do not give out personal information about yourself or others, including home address or personal phone number.
- Do not use technology equipment for commercial advertisement or political lobbying.
- Do not seek out, obtain copies, modify files, data or passwords belonging to others, or misrepresent other users.
- Do not maliciously use technology equipment to harass other users.
- Do not maliciously infiltrate a computer system and/or damage software components of a computer or computer system.
- Do not send hate mail, chain letters, harassment, discriminatory remarks, and other unacceptable behavior.
- Download school approved software.
- Do not access or process pornographic material, inappropriate text files or files dangerous to the integrity of the technology equipment.
- Do not download entertainment software/files (videos, music, and non-instruction games) or other files not related to the mission of the DOE and OHS.
- Do not play games not approved by the school administration.

- The DOE and OHS cannot be held accountable for the information that is retrieved via the network.
- The DOE and OHS will not be responsible for any damage users may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by user negligence, errors, or omissions. Use of any information obtained is at the user's risk.
- The DOE and OHS makes no warranties with respect to: the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; costs, liabilities, or damages caused by the way the user chose to use his or her access to the network; the DOE and OHS reserves the right to change its policies regulations and guidelines at any time.
- Parent/guardian shall fully accept responsibility for supervision of their child's technology use when not in a school setting.

LIBRARY SERVICES

Library Policies and Procedures

Students may use the library during their lunch period. They must have a library-related purpose to utilize the facility. The following are examples of library-related work:

- Borrowing Resources
- Research
- Class assignment that requires library time
- Leisure or class-related reading
- Computer/Laptop work
- Printing
- Paper Cutter
- Laminating
- Die-Cut Machine
- Butcher Paper
- Board Games

Currently, OHS library has a collection of **16,000+** resources available in the library. Popular young adult fiction books as well as DVD education movies are available in the library. You may go to the library website at atrium.gdoe.net for additional information.

Library Rules

- Be respectful and considerate.
- No eating, drinking, or chewing gum.
- Keep food and drinks away from books.
- Do not write in library books.

- Ask the LIBRARIAN for help.
- Handle books with care
- Return library books on time.
- Electronic devices can be used for **EDUCATION PURPOSES ONLY**. Before it can be used, students must have the Acceptable Use Policy (**BP 379**) form signed and returned (Forms are given by OHS Class Instructor).
- Guam Department of Education (**GDOE**) board policies and Okkodo High School (**OHS**) Rules apply.

SCHOOL HEALTH SERVICES

The Nurse's office is open during school hours for students to receive immediate care for minor illnesses, injuries, and counseling for health problems. The school health counselor can also provide information on drug awareness, vision and hearing screening, hygiene, and pediculosis (lice) screening, dental, blood pressure screening, teen parenting, and STD/AIDS.

Students who become ill during class time must obtain permission and a corridor pass before visiting the nurse's office. Students must sign in the log sheet and wait to be seen by the nurse. Students returning to class after a visit to the nurse's office must have a corridor pass indicating the time they left and the nurse's signature. Students sent home after a visit to the nurse's office will be issued an off-campus pass and will be released only to the parent or guardian, or the person listed on the emergency information form.

Dispensing of Medication (Board Policy 421)

Students who need to take medication during the school day must first submit a medication consent form provided by the school and signed by a medical provider. The form and medication are to be brought to the nurse at the start of the school day. The school nurse will be responsible for holding and dispensing the medication. At the end of the school day, the student will visit the nurse to retrieve prescription medication. Students are prohibited from bringing non-prescription drugs to school or transferring prescription or non-prescription drugs to other students.

EMERGENCY PROCEDURES

Note: **Students are not allowed to use electronic devices when emergency procedures are in effect. Their phones must be turned off and put away/out of sight.**

The school's Emergency Response Plan (ERP) provides standard operating procedures governing emergency conduct procedures. The ERP shall be available in the Main Office. Teachers should familiarize themselves with the ERP.

All students and teachers are required to familiarize themselves with the emergency procedures.

Evacuation procedures and plan for quick and easy evacuation. Whenever the building must be evacuated, students must follow the assigned evacuation routes, and go to the assigned holding areas where the teacher will take roll. (Maps of building and evacuation routes are posted in the classrooms)

Teachers are responsible for informing the students in each of their classes about the evacuation plan and designated meeting place. Students are to be reminded that if they are out of the classroom when the **evacuation bell rings**, they are to immediately leave the building and proceed to the designated meeting place for the class. Teachers are to review and inform students of the Emergency Evacuation Procedures:

1. Teachers are to take their attendance records and accountability forms.
2. In case of a fire, bomb scare, or any other emergency evacuation, a series of **short bells** will ring for approximately thirty (30) seconds.
3. Teachers are to direct all students to take personal items that are of value with them. The last person should turn off the lights and close doors (do not lock doors).
4. Students must walk quietly with the teacher and follow the emergency escape route. Teachers and students must proceed to the evacuation area. Classes are to be at least 100 feet from the building.
5. Teachers will take attendance. Teachers are to make sure that students stay with their class and not be allowed to walk around.
6. Teachers are to listen for the all-clear signal. They are to remain in the designated areas until the signal is given.

In case an evacuation is in effect before class starts, during break, or during lunch, students are to proceed to the designated areas for their next period class.

1. Teachers with prep periods are to proceed to the designated area for their next period class.
2. All other faculty and staff members are to proceed to their designated areas.
3. Refer to evacuation plan and map.

NOTE: Rain or shine, all evacuation bells are to be followed, unless a prior given warning indicates it is a test or false alarm.

Fire/Bomb Threat Drills:

Signal-A series of **short bells** will ring for approximately thirty (30) seconds.

General Instructions – At the sound of the bell:

1. Turn off all electrical equipment.
2. Close your classroom door. Do not lock it.
3. Make sure all personal items and valuables are taken.
4. Take your class record or attendance book to the designated evacuation area.
5. For teachers on team planning or subject prep, do not go back to your classroom to unlock your doors.

Procedures:

1. Students are to form a single line in the classroom and await instructions from teacher.
2. The teacher and class will proceed to their designated evacuation area on the field. Students are to walk quickly and quietly in a single line with the teacher at the end of the line.
3. At the designated evacuation area, teachers will take attendance and complete the Evacuation Accountability Form. The form will be collected by school personnel.
4. Teachers will remain with their class throughout the evacuation or drill.
5. Teachers on subject preparation period are to report to the command center for adult accountability.
6. Absolute silence is to be observed throughout the evacuation or drill.

Shelter in place/Lockdown/Modified Lockdown – In the event of an extreme emergency or when severe violence has occurred or is eminent, a series of **prolonged bells** will ring for approximately thirty (30) seconds. If class is in session, students are to remain in the classroom, stay away from doors windows, and turn off lights and their cell phones. Students are to remain quiet, calm and follow directions from school personnel.

Reverse Evacuation

In the event a shelter in place/lockdown/modified lockdown is initiated when class is not in session (e.g., before school, break lunch period) students must immediately seek shelter in the nearest open classroom or locker room.

TARGETED VIOLENCE (ACTIVE SHOOTER)

- The lockdown/shelter in place signal will be given.
- Follow lockdown/shelter in place procedures and the instructions given by school personnel.
- Lock all doors.
- Cover windows or office/rooms.
- Stay away from windows and doors.
- Turn off cell phones.
- Get down on the floor low to the ground.
- Be aware of your surroundings.
- **Do not** open the door!
- **Prepare to run, hide, and fight!!!**

Bomb Threat – If the school receives a call relative to the presence of a bomb, the evacuation procedures will be initiated. Entry into the building will be prohibited for all personnel and students until clearance has been granted by the Department of Public Safety or Fire Department.

Earthquake – If an earthquake occurs when students are indoors, they are to take cover under a desk, table, bench, or in doorways, halls, and against inside walls. Students should not run through or near buildings. The greatest danger is from falling debris just outside doorways and close to outer walls.

If an earthquake occurs when students are outside, they are to move away from buildings and utility wires. Once in the open, they are to stay there until the shaking stops.

In the event the building is evacuated, students must go to the assigned holding areas where the teachers will take roll.

Power Outage - In the event of a power outage during class time, all students and teachers will remain in their classrooms until the school administrator directs otherwise. While many classrooms have emergency lights and/or windows, it is a good idea for all teachers to have a working flashlight available. When directed by an administrator to evacuate, each classroom will go to their designated evacuation area. If a power outage occurs during passing time, break, lunch, or before school, students are to proceed to the area directed by the administration.

Typhoons (Board Policy 510)

Typhoon Condition of Readiness III - The schools will remain open, and school buses will continue to operate on the usual schedule. Nothing will be done to change the normal everyday operations of the school.

Typhoon Condition of Readiness II, School is in Session - Students will be dismissed from school as soon as bus transportation arrives.

All School Personnel and Teachers shall begin securing buildings. Windows and doors will be protected as appropriate. In schools not designated as typhoon shelters, electrical switches shall be turned off, except those that control cafeteria refrigerators and freezers. The principal and other assigned staff members shall inspect buildings and grounds to ensure that all loose material, which may be hazardous, has been removed.

In classrooms and offices, books registers, students' report cards, and supplies will be placed in a safe part of the building. All rooms will be ready to withstand wind and rain damage. Teachers will be responsible for securing their own room(s).

After all precautions have been taken to ensure the safety of buildings and property, school personnel, not needed to operate the shelter, shall be released by the principal.

Typhoon Condition of Readiness II, School is not in Session - All school personnel, including instructional staff shall immediately report to their school and carry out all necessary damage precautions. School personnel who are not needed for shelter preparation and shelter

management assignments are to be dismissed upon completion of their securing duties.

Typhoon Condition of Readiness I - Stay under shelter and carry out the recommendations of the Director of Homeland Security.

When Typhoon Condition of Readiness IV is declared, and upon instruction of the Superintendent of Education, all school personnel shall report to their respective schools to assist in the cleanup and restoration of the facilities so instruction can resume.

USE OF SURVEILLANCE CAMERAS

Surveillance cameras are used to support our efforts in securing a safer school environment. The security system would enable the school to monitor and ensure public safety for all stakeholders and used as a deterrent to acts of vandalism. The security camera live feeds are secured, and access provided only to school administrators. Video recording may be shared with law enforcement officers, as warranted in police investigation of school-related cases.

Emergency Procedures-Quick Reference Guide

1. Make sure you are familiar with your evacuation route and assembly point.
2. Have the flag, Student Accountability form, and class roster with you.
3. Turn off the lights and close the door. Do not lock it.
4. Have students leave their belongings in the classroom. Quickly and calmly walk out of the building with them following your evacuation route.
5. Take attendance when you arrive at your assembly point. Hold up your flag - green if all students are present, red if student(s) is missing.
6. Fill out the Student Accountability form and give it to the school aide.
7. Wait with your students until the all clear signal is given. Walk with your students back to the classroom.
8. Students are not to be using electronic devices during a drill or emergency situation.

Special Situations

1. For classes outside: Get low to the ground and find a place to hide, out of sight.
2. If a person is in the corridors, they should immediately go to the closest classroom and follow emergency procedures.
3. If shelter in place or lockdown occurs before classes start, during break, lunchtime, or during an activity, faculty and staff will direct students to the closest open classroom, office, or locker room. All emergency procedures should be followed once you are secured in the room.

Modified Lockdown

A series of prolonged bells will ring and an announcement will be made.

1. In the event of a low-level security threat, a modified lockdown will take place.
2. Close and lock doors. Secure and cover windows.

3. Continue instruction as normal. Keep all students in the room. No one is to leave the room until the all-clear signal is given.

Earthquake

No pre-signal given.

1. **Drop** to the floor.
2. **Cover** your head and neck with one hand and get under a desk or table.
3. **Hold on** to the desk or table leg so that it will stay over you throughout the duration.
4. Students are not to be using electronic devices during a drill or emergency situation.
1. Teachers immediately check the area outside of the classroom to bring in students in the immediate vicinity.
2. Close and lock the door as quickly as possible.
3. Secure and cover all windows.
4. Move students away from windows and doors.
5. Get everyone down on the floor and remain as quiet as possible.
6. Teachers silently take attendance of students in the room, making note of extra students brought in. This will be collected at a later time.
7. **DO NOT OPEN YOUR DOOR.** At the end of the situation, a school aide, administrator, or police officer will open your door with a key.
8. Students are not to be using electronic devices during a drill or emergency situation.