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1 Our Core

The Father Dueñas Memorial School (FDMS) Parent-Student Handbook has been prepared to enable the student and parents¹ to be aware of general information about the school, student services, school programs and activities. It contains policies so that students, parents, faculty, staff and administration of FDMS may work together in achieving an environment of educational excellence and fraternal support to inspire young men to develop their full potential.

These policies remain in effect until the school administration amends or repeals them. Any changes to school policies will be posted on the school's website (www.fatherduenas.com). For this reason please regularly check the website for the latest information about FDMS. Students and their parents are expected to read, acknowledge, and sign the FDMS Parent-Student Agreement Form (located on page 5) indicating agreement with the policies in the Parent-Student Handbook.

1.1 History of Father Dueñas Memorial School

Father Dueñas Memorial School (FDMS) was founded in 1948 by the Most Rev. Apollinaris W. Baumgartner, OFM Cap., then Vicar Apostolic and later first bishop of Agaña. It was named after Father Jesus Baza Dueñas, the native Chamorro priest who was beheaded during the Second World War for protecting the innocent lives of others. FDMS was established originally as a minor seminary to train young men for the priesthood and as a college preparatory high school for boys.

1.2 Archdiocese of Agaña Philosophy of Education

The philosophy of education in the Archdiocese of Agaña is centered on the creation of a Christian environment. It is based on the belief that Christian education is to be integrated into the patterns of human life; that man has a supernatural destiny beyond his natural capacities. Catholic education acknowledges the dignity of the human person with respect to his ultimate goal, recognizing that the person contributes to the good of the society of which he is a member.

The family is recognized as having the primary responsibility in providing education. Responding as an extension of the family, Catholic education has the task of working within the framework of home, church, and government in molding the students into men of Christian character. Its primary purpose is to make students aware of their baptismal gift of faith, and of making students fit for the roles they must play, hand in hand with Christ in His redemption of society.

While Catholic schools adjust to the circumstances of changing times, they also educate students to promote the welfare of the earthly city and prepare them to serve the advancement of the reign of God. Among the goals of Catholic education for the Archdiocese of Agaña are:

- the encouragement of Christian attitudes and behavior patterns based on the gospel;
- the building of genuine witness of Christian leadership in service to the believing community;
- the furthering of authentic values based on Christian morality;
- the fostering of appreciation for and practice of local culture, and development within the students, of a genuine understanding and appreciation of other people, and acceptance of peoples of the world who differ culturally, racially, religiously, and socially; and
- the involvement of the school community in promoting social justice to develop a sense of responsibility for their solutions.

In following these goals, the purpose in view is that by living an exemplary and apostolic life, the graduate of the Catholic schools can become, as it were, the saving leaven of the human family.

1.3 A Faith Community

More than just a school, FDMS is a faith community striving for continuous spiritual formation of all its members. FDMS strongly encourages all members of the community to keep up with the developments in theology and to deepen their faith. Doing this, the community will be in a better position to form the students in knowledge and practice of their faith.

The students study theology as an integral part of the curriculum, celebrate the sacraments as an affirmation of their communitarian character, and involve themselves in communal activities to promote social justice. FDMS is a Catholic school, under the auspices of the Archdiocese of Agaña and all members of our school community adhere to the following conditions: (1) They shall take part in all activities of the school; (2) They shall not carry out direct or indirect non-Catholic proselytizing.

1.4 Parental Involvement

The school does not substitute for parents but works with parents in the formation of their children. It is for this reason that FDMS reminds and encourages parents to be actively and consistently involved in their son's studies. Additionally, we invite parents to keep informed of their child's academics and other school activity. In section 6 "Communication," please read more about keeping in good communication with the school and teachers.

¹Within this handbook the use of the term "parent(s)" is to be understood as "parent(s) and legal guardian(s)."

1.5 Parent Advisory Board

The school invites parents to serve on various school committees and to volunteer service through the Parent Advisory Board.

The Parent Advisory Board (PAB) is a consultative body of volunteer parents whose task is to assist, support, or contribute to the attainment of strategic goals and other plans of the school. The PAB also offers advice to the Principal and supports the curricular and co-curricular programs of the school. The president of the Parent Advisory Board, together with another officer of the Board, may be invited to meetings with the principal, as parental advice is needed. At the start of the school year, the general assembly of parents nominates officers for the school year. From this list, the principal appoints the president, vice president, secretary and treasurer. General membership, however, remains open to all parents who want to volunteer their time and efforts to help the school.

1.6 Vision Statement

We at FDMS form an evolving educating Christian community. We grow as mentors, role models, and good examples to students and colleagues alike. Strong in the faith and steeped in tradition, and in close collaboration with parents and the community at large, we constantly pursue excellence in education and the development of responsible and productive citizens.

1.7 Mission Statement

In the Spirit of Jesus Christ in the Catholic community, the Father Dueñas Memorial School family, comprised of the administration, faculty, staff, parents, guardians and students is committed to:

- Preparing our students for college;
- Fostering growth and development spiritually, intellectually, emotionally and physically;
- Preparing and empowering our young men for leadership in service of the Church and the larger community.

1.8 Expected School-wide Learning results (ESLRS)

Fully participating in the life of Father Dueñas Memorial School, our students grow to be:

Faithful Christians who:

- Appreciate the teachings of Jesus Christ as shared through the Word of God and the Church
- Integrate faith and reason in moral decision making
- Act with integrity to promote justice
- Possess a sense of self-acceptance with humility and gratitude

Responsible Individuals who:

- Demonstrate respect and empathy for others
- Practice habits conducive to physical and emotional well being
- Exhibit a sense of brotherhood shown through interdependence, team work and *ina fa maulek*

Intellectual Young Adults who:

- Use logic and analysis to identify and solve problems creatively
- Integrate ideas, skills, and information into new situations
- Demonstrate curiosity in the pursuit of new information
- Take ownership and responsibility for their continued learning

Accomplished Communicators who:

- Demonstrate proficiency in oral, written and visual communication
- Understand the influence of digital communication
- Use technology responsibly and effectively
- Actively listen and engage others in their ideas and concerns

Responsible Citizens who:

- Understand the history and socio-political issues of Guam and our nation within the context of the global community
- Understand the basic tenets of our nation's government and the rights and responsibilities of all citizens
- Derive satisfaction from serving others and serving with others
- Appreciate the differences of others

Servant Leaders who:

- Balance personal initiative with collaboration to serve the common good

- Employ goal setting skills and effectively communicate vision to accomplish results
- Are able to trust and model trustworthiness

1.9 Memberships and Accreditation

Father Dueñas Memorial School is a member of the National Catholic Educational Association (NCEA), the Western Catholic Educational Association (WCEA), ASCD, National Association of Secondary School Principals (NASSP), National Association for College Admissions Counseling (NACAC), and the College Board.

Additionally, FDMS receives funding from the United States Federal Government through Title V-A Consolidated Grants Program.

FDMS is accredited through the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA).

2 Student Life

2.1 Campus Ministry

FDMS seeks to provide an atmosphere conducive to growth in the Catholic faith and spirituality. Eucharistic celebrations may be provided on campus for those who want to take part. School-wide Masses are celebrated during feast days and special occasions. Additionally, retreats, recollections, and the Sacrament of Reconciliation are made available for members of the FDMS community.

2.2 Student Council

The FDMS Student Council (STUCO) is a student-run organization that functions as the governing body of the student population. It is led by a president, vice president, secretary, and treasurer. These individuals are elected into office during the month of May in the preceding school year. Additionally, members of the student council consist of two homeroom representatives who are elected by their respective homerooms at the start of the school year. Once elected, members must maintain a good attendance record at all weekly STUCO meetings. Members of STUCO are expected to exhibit leadership, responsibility, and organizational skills. They are to serve as role models and follow the rules and regulations promulgated by the school. STUCO acts as a bridge that relays concerns, ideas, and proposals to the administration of the school or vice versa.

The FDMS Student Council is the lead student organization on campus responsible for overseeing all student clubs and organizations, as well as for proposing measures that will benefit the school's mission and the overall student body. STUCO is responsible for organizing activities and programs, and sponsoring religious functions that are in the best interest of the student population and promote the mission of the school. To qualify for office, students must have a minimum GPA of 2.0 and have no failing grades.

2.3 Class Officers

Class officers are the individuals responsible for the events sponsored by each grade level. Class officers are elected during the first month of each school year. There are four class officers per grade level. Each grade level shall have a president, vice president, secretary and treasurer. These individuals shall work in conjunction with STUCO, report directly to their class advisor/s and attend weekly STUCO meetings. In order to seek office, students must have a minimum GPA of 2.0 and have no failing grades.

2.4 Student Organizations

Student organizations must have the approval of both the Student Council and the principal. Each organization must have a designated student leader and faculty advisor.

2.5 Interscholastic Program

FDMS participates in a variety of interscholastic programs. These programs include academic activities such as mock trial, forensics, academic challenge bowl, as well as athletic activities such as football, cross country, basketball, volleyball, tennis, golf, track and field, rugby, baseball, soccer, bowling, and paddling. Participation in an interscholastic program may require a yearly physical exam, drug clearance, appropriate waiver forms, and other requirements. Parents are encouraged and invited to get involved in these activities to give the school teams moral and financial support. To participate, students must have a minimum GPA of 2.0 and no failing grades from the appropriate grading period. Student athletes must take proper care of all school sports equipment that has been issued to them for their use and must return equipment clean and in acceptable condition to the responsible party. Students who fail to take care of and return their equipment are liable for their replacement cost and must make payment to the business office.

2.6 Assemblies

Assemblies are part of the school program and attendance is required. Students are directly supervised by the homeroom teacher or the teacher of the class that they last attended. Unexcused absence or tardiness (see section 4.4) from an assembly will be subject to appropriate consequences. Students are required to be in appropriate uniform at assemblies. No food, drinks or snacks are allowed during assemblies.

2.7 Library and Media Center

The Media Center houses the library, a conference room, and the John Paul the Great Theatre. These facilities are for the use of the school community and may be reserved for classes or events. The conference room and mini-theatre may be reserved and used by student organizations provided there is proper supervision.

The library is a place for research and serious study. It opens at 7:30 a.m. and closes at 3:30 p.m. An item may be taken out from the library for two (2) weeks and may be renewed once. Overdue items are charged 25 cents a day. Lost items must be paid for in full.

The library is fully automated and has an online catalog system. Reference books, periodicals and magazines may not be taken out of the library.

Photocopying and printing services for students are available in the library for a fee. Computers and printers are provided for student use in accordance with library policy. Food and drinks are never permitted in the library. Library privileges may be suspended or revoked for failure to follow the policies of the library.

2.8 Guidance Counseling

Academic counseling and pastoral care are offered to students. In regards to academics, planning and scheduling can be guided by class advisors or a college counselor in determining elective classes that will be beneficial for a student's educational goals. Pastoral care is also provided through supportive faculty and staff who have training in psychology, pastoral ministry, and suicide prevention. Students are encouraged to seek out a trusted teacher or administrator when in need of support whether it is for a personal reason or for a concern of a classmate.

2.9 Career and College Advising

The career and college advising staff of FDMS is responsible for: (1) assisting students in mapping out their career goals, (2) helping facilitate the admission of students into colleges and universities of their choice, and (3) guiding students in seeking financial grants and loans for college studies. The staff is also responsible for coordinating college recruiting visits. The staff works with parents and organizes meetings with them several times a year.

2.10 Tutoring Opportunities

Students in need of academic assistance have the opportunity to work with teachers in and out of the class period. Additionally, tutoring opportunities are available through the National Honor Society, the NJROTC program, and the Freshman After School Tutoring (FAST) program, all of which provide peer tutoring.

2.11 Student Lockers

All students are provided a locker for their use during the academic year. Lockers are not to be shared. Lockers are to be locked with an adequate padlock at all times and are to be kept neat and clean. Personal valuables are not to be stored in lockers. Student requests to cut locks will only be honored with parental permission.

Lockers are the property of FDMS. A school official may open and search a student locker in instances where there exist reasonable grounds to do so and without prior notice in order to ensure compliance with school policies. Effort will be made to ensure that the student and an additional staff member will be present when a locker is searched, except in an emergency situation.

Reasonable grounds for searching a locker:

- a. Information received that is considered to be credible
- b. A teacher's or administrator's own observation.

2.12 Valuables

Students are discouraged from bringing valuable objects or large sums of money to school. If something is so valuable, either for sentimental or monetary reasons, that its loss would entail hardship, please do not permit your son to bring it to school.

Musical instruments must be checked into the office at the beginning of the school day and may be used only with permission.

FDMS will not be held liable for any damage or loss for any items not required for school deemed necessary by school administration, faculty, or staff.

2.13 Cafeteria and Food Sales

FDMS employs the services of private caterers to serve food during breakfast, snack time and lunch periods. Students are free to buy their meals from the caterer or bring their own food to the cafeteria. Students are expected to line up in an orderly fashion and wait for their turn. Failure to do so may result in the student being denied access to the catering service. Students are not allowed to order lunch to be delivered to the school without the permission of the principal. In the case of special school events, parents may be asked to provide a pot-luck dish and deliver it to school. FDMS does not issue lunch passes for students to eat off campus. Students shall keep the cafeteria and all eating areas clean by properly disposing of their own trash.

2.14 Vendors

Vendors authorized by the school to sell items to students (*e.g.*, class rings, jackets, *etc.*) are required to issue receipts. Students are advised to save all their receipts for purchases and payments.

2.15 Student Fundraising Activities

All student fundraising activities must be approved by the FDMS administration.

The business office receives, secures, and records all student funds.

All student funds are to be deposited with the school's business office. In turn, the business office will issue a receipt for all funds it receives. Funds collected during the school day must be deposited by the end of that school day. Funds collected outside of the school day should be given to an administrator to secure.

Every student organization collecting funds must have a treasurer. Organization treasurers are responsible for handling student funds according to the procedures established by the business office.

The business office is also responsible for processing disbursements of student funds with proper prior written approval and documentation. Check requests and reimbursement forms are available at the business office.

While a student organization may receive permission to conduct fundraising activities on campus or at school functions, individual students are not allowed to conduct any form of personal financial transactions with fellow students.

3 Admission

3.1 Non-Discrimination

Father Dueñas Memorial School admits boys of any race, color, national and ethnic origin, and extends all rights, privileges, programs and activities generally accorded or made available to students at the school.

Father Dueñas Memorial School does not discriminate on the basis of race, color or national and ethnic origin in administration of educational policies, loan programs, athletic programs or other school-administered programs.

Father Dueñas Memorial School may admit students who are not Catholic provided that these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities related to the Catholic identity of the school is required.

3.2 Class Size

At Father Dueñas Memorial School, the school's overall student to teacher ratio is approximately 13 to 1. This permits the teacher to spend more time with each student and teachers get to know the strengths and weaknesses of the students. Our teachers take a professional interest in each student's development and academic achievement.

To maintain a quality education for the students attending Father Dueñas Memorial School, a conscientious effort is made by the administration to keep classes as small as possible with the consideration of the school's financial and scheduling restraints.

3.3 Admissions Process

New Student Admissions Process

Our admissions process can be divided into three steps:

(1) Submit Documentation

The necessary documents for applying to Father Dueñas Memorial School include the following:

- A completed Application for Admission Form,
- A photocopy of applicant's most recent report card,
- Current standardized test scores (for example, SAT 10 scores), and
- A photocopy of the applicant's birth certificate

Completed applications may be mailed or hand delivered to:

Father Dueñas Memorial School
119 Dueñas Lane
Chalan Pago, Guam 96910

Please submit your application as soon as possible. Applications cannot be reviewed until all required documents are turned in to the school.

(2) Pay Application Fee

The required application fee is \$45.00. Please make check payable to Father Dueñas Memorial School and the payment can be made to the FD Business Office. If you are mailing your application documents to FD you may also include your payments with your documents.

(3) Take Entrance Exam

After submitting a completed application and paying the application/exam fee, prospective students must take an entrance exam.

There are three sections for the entrance exam: mathematics, reasoning and reading.

Middle of the Year Transfers

For prospective students seeking to transfer to FDMS in the middle of the school year, all provisions of the school's admission policy apply but the timeline may be adjusted to meet the needs of the student as well as the school. FDMS does not typically accept students in the middle of a semester.

Re-Admission Process for Former Students

A student who transferred out of Father Dueñas Memorial School and who later desires to return must reapply as a new student. (See section "New Student Admissions Process" above.)

Admission Decisions

Based on the dignity and God-given worth of every individual, each applicant to Father Dueñas Memorial School deserves serious consideration as a potential recipient of this organization's best efforts to provide a quality Catholic education for young men. Yet, the school's physical plant, faculty, program of studies and guidance resources are essentially limited. Thus, FDMS strives to select students who have the ability to complete the program successfully.

The primary concern of the FD Administration, who makes the final decision for the admission of students into FDMS, is fostering the mission of the school through the acceptance of applicants who demonstrate:

- intellectual ability to succeed in a rigorous academic environment
- a history of earning the respect of adults through hard work and good behavior
- involvement in activities outside of the classroom
- a sincere desire to attend FDMS

After completing the required steps of the admission process, parents will be notified by email of their son's acceptance status. If accepted, parents will receive all the necessary information to complete the registration process for their new FDMS student.

3.4 Waiting List Policy

Students accepted to Father Dueñas Memorial School after a class has been filled will be placed on a waiting list. Should a vacancy occur in the class applied for, the family will be notified, so that any remaining steps in the registration procedure can be completed. A student must be formally accepted to Father Dueñas and *the registration fee must be paid in order for a student to be placed on the waiting list.* While on the waiting list, the registration fee is refundable. However, if a refund is given, the student will lose his place on the waiting list.

3.5 Financial Assistance

FD's financial assistance process is separate from our admission process. A student must be admitted into FDMS before his family may apply for financial assistance through the school. (Please see Section 3.3 above for more information about FD's admission process.) FDMS offers two basic types of financial assistance, grants and scholarships.

Grants

FDMS grants may be available to accepted students whose families have demonstrated financial need. The amount of an award is dependent upon the resources available as well as the family's level of unmet need. Families applying for an FDMS grant must complete a financial aid assessment survey known as "FACTS." More information about FACTS can be found at www.factsmgmt.com/parent-resources/grant-and-aid/.

While not all students may qualify for a grant award, other assistance programs, such as scholarships, may be available to families who desire an FDMS education for their son.

Scholarships

Scholarships may be available to incoming and current students. The number of scholarships for students is growing for this coming school year 2019-2020. For the latest information about the scholarships currently available, and the requirements and application process for each of them, please visit our website at www.fatherduenas.com/aid.

3.6 Registration Process

Returning students have the first opportunity to register for the upcoming school year by (1) submitting the necessary registration forms and (2) making full payment of the registration fee on or before March 31. Registering on or before this date assists FD in preparing for the coming school year and increases the likelihood of the student enrolling in his desired elective courses since elective courses are filled on a first come, first serve basis. Additionally, prompt registration offers the lowest registration fee available.

(1) Submit Registration forms

Registration forms for following school year will be shared with returning students and parents in February. If you have not received your son's registration form by that date, please contact the administration office as soon as possible. Please complete the forms and return them to the Administration Office.

(2) Pay Registration Fee

Payment of the registration fee is considered as a commitment by the parent that the registered student will indeed be a student at Father Dueñas Memorial School the following school year. Therefore, FDMS commits itself to reserve a seat, purchase books, and employ teachers based upon receipt of this registration fee.

- On or before July 15, registration for SY 2020-2021 is \$355.00.
- On July 15, registration for SY 2020-2021 increases to \$400.00.

3.7 Tuition and Fees

Tuition

Tuition is for the direct and actual cost of instruction. Typical annual tuition and fees at FDMS for school year 2020-2021 are \$7250.00. This amount reflects the direct and actual cost of instruction and is inclusive of operational, instructional, laboratory, building maintenance and development fees. (Note: In previous years, these various fees were due at different times of the year. At the request of parents and to simplify our business operations, they have been incorporated into our annual tuition.)

Tuition Payment Options

FD offers several different tuition payment options:

- Full annual tuition payment by July 15 \$ 7250.00
- Semi-annual tuition payment on July 15 and January 15 \$ 3625.00
- 10-month tuition payment plan due on or before the 15th of the month, July to April \$ 725.00
- 11-month tuition payment plan due on or before the 15th of the month, June to April \$ 659.09
- 12-month tuition payment plan due on or before the 15th of the month, June to May \$ 604.16

There are discounts on **tuition** for incoming middle school valedictorians, salutatorians and multiple sons attending FDMS. This does not include a reduction on fees.

The business office receives and records tuition payments and all other fees from students and parents. All payments can be made in the form of check, cash, and select credit cards. Payments may be made online.

The school will not accept checks from individuals who have had two occurrences of checks returned by a bank for any reason. A returned check fee will be charged for each check that is returned.

Other Fees That May Apply

Other fees may be required during the school year based on the student's grade level as well as participation in clubs, activities and sports. The full Schedule of Fees is available from the business office or via www.fatherduenas.com.

3.8 Tuition Delinquency Restrictions

The school makes sincere efforts to help keep parents aware of their financial obligations to FDMS. However, parents who are in arrears in their tuition payments for more than two (2) months may be asked to withdraw their student from the school. If a student account becomes delinquent and the services of a collection agency become necessary, the parents will assume the cost of collection, legal fees and a seven percent (7%) interest charge on the unpaid amount.

Students who have arrears in tuition and other fees may be restricted from:

- a. Requesting for transcripts to be sent;
- b. On & off-island class trips;
- c. Baccalaureate and Commencement participation;
- d. Receiving a Diploma;
- e. Registration for the following school year; and
- f. Other activity determined by the Administration

3.9 Transfers

When a student transfers to another school, it is necessary to make a formal transfer through the administration office. A Withdrawal Form must be completed and signed to document the handover of student records (See also Section 5.6: Student Records)

The principal may also request an exit interview with the parent(s) to inquire about their experience of Father Dueñas Memorial School and to understand the reason for the transfer.

If a transfer occurs during the school year, all fees are non-refundable. Tuition is based on the amount of the school year that has elapsed, and a full month's tuition is charged if the student attends four (4) full days of school within the month. All accounts with the school office must be settled before a transfer of student records can be completed. Delinquent accounts will delay the transfer process.

Student records are sent to the receiving school via the United States Postal System, DHL or Federal Express.

Students who seek re-admission are advised that this will only be undertaken after consultation and at the discretion of the principal. Former students applying for re-admission must do so following the procedures of a new student.

4 Attendance

4.1 The School Day

The Father Dueñas Memorial School instructional day begins at 7:50 AM and ends at 2:50 PM. During the day, students are expected to be prompt to classes, to be prepared to learn and demonstrate a positive, cooperative attitude.

The school campus is open at 7:00 AM and closes at 3:45 PM. No student is allowed on campus outside of these times unless engaged in a supervised activity. Otherwise, parents are asked to ensure that their sons are in their care outside of these times.

4.2 Attendance Marks

It is the educational philosophy of Father Dueñas Memorial School that regular attendance at school by all students is essential and lost instructional time cannot be fully replicated by any other means. Only through regular attendance at scheduled classes and activities can students obtain the maximum opportunity from the educational program offered at Father Dueñas Memorial School.

Father Dueñas Memorial School uses three types of categories to keep track of student attendance. Every school day a student will receive one of the following three marks:

- a. **Present:** Present means the student was on time for homeroom or assembly at 7:55 a.m. Furthermore, the student did not leave school early or miss any portion of the school day. A student who is not at school due to a medical or dental appointment only, missing less than 90 minutes of the school day still will be marked present for the school day. The student must submit to the office verification of the medical or dental appointment. This grace will be granted only twice during the school year. Otherwise, missing any part of a school day will be marked either as "Tardy," if missing less than 90 minutes of the school day, or "Absent," if missing 90 minutes or more of the school day.
- b. **Tardy:** Tardy means the student was not present when the late bell rang at 7:55 AM, but subsequently arrived at school, missing less than 90 minutes of the school day. Every three (3) tardies will be recorded as one (1) absence in the student's permanent record.
- c. **Absent:** Absent means the student missed 90 minutes or more of the school day.

These three marks are also assigned by teachers to monitor a student's attendance in a particular class. Correspondingly, the marks for class attendance have the following meaning:

- a. **Present:** Present means the student was on time and ready to begin class before the ringing of the late bell. Furthermore, the student did not leave class early for any reason.
- b. **Tardy:** Tardy means the student was not present when the late bell rang, but subsequently arrived missing less than 15 minutes of class time. Every three (3) tardies within a quarter will be counted as one (1) absence for the purpose of assessing minimum attendance requirements. Please see "Repeated Absences" under Section 4.7 below.
- c. **Absent:** Absent means the student missed 15 minutes or more of class time.

4.3 Excused Absences and Tardies

A reasonable cause for which an absence or tardy will be considered excused may include but is not limited to the following:

- a. The student has a medical or dental appointment that could not otherwise be scheduled outside of the school day. (A doctor's note of verification is required.)
- b. The student is ill. (For an extended illness of three or more days absent, a health care professional's note of verification is required.)
- c. The student is seriously injured, preventing him from concentrating on learning.
- d. A death of an immediate family member of the student.
- e. The student is participating in a school sponsored or approved activity.
- f. The bus was late.
- g. The bus failed to pick up the student.
- h. The student was in conference with the principal or a teacher.
- i. The student was in the office because of an illness or injury.
- j. Pre-arranged travel off-island with permission from the principal or vice principal.
- k. Catastrophe or disaster.
- l. Traffic due to a verifiable car crash or similar incident.

Additionally, a student may have a valid reason for being tardy for class because he is meeting with a teacher, counselor, or administrator. A teacher may also have released the students late from their last class. These students must always obtain an admit slip by presenting a note from that teacher, counselor, or administrator to the registrar before proceeding to their next class.

4.4 Unexcused Absences and Tardies

Absences and tardies are considered “unexcused” if the student missed any portion of the school day without having a reasonable and *bona fide* excuse from a parent. FDMS considers the following items to be unreasonable excuses for being absent or tardy from school:

- a. personal errands
- b. baby-sitting
- c. oversleeping
- d. missing the bus
- e. tiredness
- f. car trouble
- g. general, daily traffic
- h. work or assisting with a family business
- i. homework
- j. studying for a test or exam

As this is not an exhaustive list and unforeseen situations may arise, FDMS reserves the right to determine the reasonableness of an excuse for an absence or tardiness.

Any missed assignments, tests, quizzes and projects due to an unexcused absence or tardy *cannot* be made-up (*i.e.*, homework due, class work, tests and quizzes of that time missing from school will be marked as zero “0”). For additional consequences, please read subsection “Repeated Absences” under section 4.7 below.

4.5 Makeup Work for Excused Absences and Tardiness

Except in the case of unexcused absences and unexcused tardies, students must make up all work missed due to an absence or tardy in order to receive credit for the assignments. It is the responsibility of the student to ask his teacher for any missed assignments and to complete the work.

Work or tests that have been previously assigned before the student was absent are due the day he returns unless his teacher states otherwise.

Upon returning to school after any absence, students must bring a written note of explanation from their parent. A written note from a doctor may be required in some instances verifying the illness and the necessity for an extended absence from school.

4.6 Tardy Procedures

Students are held responsible for being punctual to class and homeroom. A student who is tardy must go immediately to the office to obtain an admit slip for class, as teachers may not allow a tardy student to enter class without one. A 15 minute lunch detention for each incidence of tardiness to homeroom or to class may be issued.

Repeated Unexcused Tardiness

For the purpose of deterring habitual tardiness, and to support learning in the classroom, FDMS adheres to the following measures:

- a. Teachers may consider punctuality to class to be a certain percentage of the participation grade.
- b. Parents will be called or emailed a notification when their son has repeated unexcused tardies in a class or homeroom. Parents are also asked to regularly check their son’s attendance records on VISION. (See section 6.4 “VISION: Student Information Management System.”)
- c. Students who have excessive tardies in a class or homeroom may receive lunchtime detention or jug (See section 8.5 “Types of Disciplinary Actions.”)

4.7 Absence Procedures

The school is very concerned for the safe arrival of each student every day. To ensure that the student who has not arrived to school is safe, the school adheres to the following procedures:

- a. Before 8:30 AM, please contact the school at 734-2261 or 2263 if your son is going to be late or absent due to an appointment, illness, or any other cause. A staff member will be present in the office by 7:30 AM on school days to receive your call.
- b. If a student is absent and the school has *not* been notified by 8:30 AM, the office will call the student’s parent using the contact information we have on file.
- c. If there is no answer at the home or mobile phone, we may contact a parent at work.
- d. If the student’s primary and secondary contact cannot be reached, the school will call the student’s emergency contact.

The school realizes that these phone calls may be a nuisance for some parents, but we believe it is worth the effort to know that all of our students have either arrived at school or are in your care. Safety is our main concern and we thank you in advance for your cooperation.

When arriving to school after an absence or tardy, the student must report to the office before going to class. He is to present to the registrar a note from his parent stating the reason for his absence or tardiness. A written verification

from a health care professional is required for absences due to medical/dental appointment or extended absences (three or more days) due to illness. Without such note from a parent or verification from a health care professional the absence may be counted as unexcused. (See section 4.4 Unexcused Absences and Tardies.)

After being absent from a class, the student will not be allowed to return to that class without an admission slip from the registrar. This admission slip is to be signed by teachers of the classes he missed. The teacher of the last period of the day is to collect the admit slip and submit it to the registrar.

Repeated Absences

For the purpose of deterring habitual absences and to support learning in the classroom, FDMS adheres to the following measures:

- a. After three (3) unexcused absences in one quarter for any class, a student will not be admitted back to school until a parent of the student speaks with an administrator.
- b. Unless extenuating circumstances exist, five (5) unexcused absences in one quarter will result in failing the quarter in all subjects affected by the absences.
- c. Unless extenuating circumstances exist, twenty (20) unexcused absences in one school year will result in failing the year in all the subjects affected by the absences. No credit will be received for those classes unless summer school requirements are met. Please see "Summer School" under Section 5.4 below.
- d. For the purpose of these calculations, three (3) tardies count as (1) one absence.

4.8 Extended Absence

If you know that your son will be absent for an extended time (three or more days), please let the school know as soon as possible. The "Extended Absence Pre-arrangement Form" is available in the office or can be downloaded from our website. The school discourages extended absences during the school year when at all possible. You may request homework from the teacher prior to or in the midst of an extended absence, but the teacher is not required to provide advanced assignments. Upon returning, the student may have additional work to complete other than what was assigned prior to the absence. All work assigned to the student prior to the extended absence is due the day they return unless otherwise stated by his teacher.

5 Academics

5.1 Academic Honor Code

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of violating the FDMS Academic Honor Code. Students who violate this Honor Code may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to disciplinary procedures including a conference between the principal and the student's parents, academic probation, and in cases of repeated academic dishonesty, the student may be dismissed from FDMS.

5.2 Curriculum

FDMS offers a four-year program of college-preparatory courses and each student is required to take seven courses each year while at FDMS. By the end of the course of studies, all students typically have four credits of theology, four credits of English, four credits of mathematics, four credits of science, four credits of social studies, at least two years of a world language, one credit of Guam Studies, and five more courses. Courses may be selected from the following listings:

FRESHMEN

| | |
|-------------------------------------------|----------|
| Theology I | 1 credit |
| Algebra I | 1 credit |
| Environmental Science | 1 credit |
| Geography or AP Geography | 1 credit |
| Introduction to Literature | 1 credit |
| Chamorro I, Spanish I or Japanese I | 1 credit |
| Health/P.E. I or Naval Science I (NJROTC) | 1 credit |

SOPHOMORES

| | |
|---------------------------------------------|----------|
| Theology II | 1 credit |
| Geometry | 1 credit |
| Biology | 1 credit |
| World History or AP World History | 1 credit |
| World Literature | 1 credit |
| Spanish II or Japanese II | 1 credit |
| Health/P.E. II or Naval Science II (NJROTC) | 1 credit |

JUNIORS

| | |
|-------------------------------------------|----------|
| Theology III | 1 credit |
| Algebra II | 1 credit |
| Chemistry | 1 credit |
| U.S. History or AP U.S. History | 1 credit |
| American Literature | 1 credit |
| Spanish III, Japanese III, or Composition | 1 credit |
| Elective | 1 credit |

SENIORS

| | |
|---------------------------------------------|----------|
| Theology IV | 1 credit |
| Pre-Calculus or AP Calculus | 1 credit |
| Physics | 1 credit |
| American Government or AP Government | 1 credit |
| British Literature or AP Lit. & Composition | 1 credit |
| Guam Studies | 1 credit |
| Elective | 1 credit |

Electives (Junior and Senior year):

Electives for juniors and seniors include but are not limited to the following: Accounting, Anatomy & Physiology, Art, AP Biology, AP Chemistry, Chorus, Computer Science, Composition, AP Economics, Journalism & Yearbook, Naval Science, AP Psychology, AP Statistics, and Weight Training.

Community Servant Hours

Theology teachers require students to participate in worthy community, church and/or school projects aligned with Catholic social teachings. The purpose for requiring these “Community Servant Hours” is to promote the Christ-like virtues of selflessness, humility, justice and charity. During the course of the school year, theology teachers will provide more information and project details. This requirement is 20 hours per semester.

The spiritual development of the FDMS student is inherent and vital to the mission of the school. Campus Ministry team coordinates the monthly school-wide and daily Masses, annual senior retreat and class days of prayer, as well as the Sacrament of Reconciliation to help the student strengthen his faith.

Academic Credits from Other Institutions

The school reserves the right to recognize or deny credits from other schools or certified tutors. Only with prior explicit permission from the school principal may FDMS students take courses at other institutions and apply earned credits toward graduation requirements. These credits will not affect GPA or class rank at FDMS.

Advanced Placement (AP) Program

To prepare students for college level work and to provide a more challenging academic experience, FDMS offers Advanced Placement (AP) courses that are audited annually by The College Board. Through the AP program’s college-level courses and exams, students can earn college credit and advanced placement, stand out in the college admission process, and learn from some of the most skilled and dedicated teachers at FDMS.

The AP program is for students with exceptional ability, commitment, and interest in the subject. Students may choose to take one or more if qualified.

All students enrolled in an AP course are required to take the AP exam in May to earn the AP designation for the course.

Participation in Theology Curriculum

All students enrolled in Father Dueñas Memorial School automatically commit themselves to participate in the school’s theology program. Although Catholic schools do not compel students to profess any religious belief, it is expected that all students, regardless of their beliefs, will participate fully in the theology education program at the school. Students are required to attend all theology classes, retreats and worship services. Students are expected to conduct themselves respectfully and reverently during prayer, worship and theology class.

5.3 Grading System

Grade Scale and Description

Student achievement is evaluated and marked according to the following scale:

| Letter | Percentage | Points | Description |
|--------|--------------|--------|------------------------------------------|
| A | 93 and above | 4.0 | Exceptional and Superior Achievement |
| B | 85 to 92 | 3.0 | Outstanding, Notable, Above Average Work |
| C | 77 to 84 | 2.0 | Average Achievement |
| D | 70 to 76 | 1.0 | Below Average, but Passing Minimally |
| F | Below 70 | 0.0 | Failure |
| I | -- | -- | Incomplete |

Grade Point Average

Each student earns a grade point average (GPA) in relation to the letter grades given on the student's report card each quarter and cumulatively. A student's grade point average is used in assessing a student's eligibility for academic honors, participation in certain student activities, and the student's academic rank in class at FDMS. Colleges and universities also use the GPA in their admissions process.

Report Cards

Report cards are available online and may be given out on a quarterly basis. After the first and third quarters report cards are available to be picked up by parents or guardians. (See section 6.7 "Parent-Teacher Conferences.") Second and fourth quarter report cards may be mailed directly to parents at their mailing addresses currently on file. Fourth quarter report cards will be released only to those parents whose financial accounts with the school are current.

All report card grades are given in percent equivalents. The final grade of a course is determined by averaging the four quarters. Questions concerning grades are best directed to the student's teachers.

Depotment in the classroom is graded by the teacher in consideration of a student's honesty, courtesy, respectfulness, helpfulness, and willingness to abide by classroom and school policies. Depotment is graded on a scale of 1 to 5:

| Mark | Meaning |
|------|--------------------------------------------------|
| 5 | Exceeds Conduct Standards |
| 4 | Meets and Occasionally Exceeds Conduct Standards |
| 3 | Meets Conduct Standards |
| 2 | Minor Infractions of Conduct Standards |
| 1 | Notable Infraction of Conduct Standards |

5.4 Scholastic Standards

Each student must take and pass seven approved classes each academic year.

Failures

Any student who fails a course(s) and considers returning to FDMS the following school year must make up all credits lost due to these failures before he is reinstated.

Eligibility for Co-curricular Activities

Students who maintain a passing grade of 70% or above in all subjects and achieve a quarter GPA of 2.0 or better are eligible to participate in co-curricular activities such as athletics, performing arts, and academic competitions.

Students who do not meet these standards are not to participate in these activities until the standards are met in a subsequent quarter.

Academic Probation and Dismissal

Academic probation is a warning measure imposed on students who receive a grade of 69% or below in two (2) or more subjects within the same grading period. Students on probation are not allowed to participate in clubs, organizations, student council and certain social activities.

If a student earns a failing grade (below 70%) in the same two (2) or more subjects for the first two (2) successive quarters, he will receive a notice of academic dismissal.

A student who leaves FDMS because of a notice of academic dismissal may be considered for re-admission for the following school year. If accepted, he will automatically be placed on Academic Probation.

A student is automatically released from Academic Probation once he passes all of his subjects for the quarter.

Summer School

Any student failing a subject at the end of the school year must attend summer school at FDMS if the course is offered or at an institution with which summer school was approved by FDMS. The student must also pass the course requirements before receiving credit.

A student who fails two (2) or more subjects at the end of the school year and subsequently received credit for the courses in an approved summer school program will be on Academic Probation when he returns for the new school year.

Summer school grades do not affect a student's grade point average or rank in class.

Any student who has received a failing grade for any of the first three quarters or who is in danger of failing the fourth quarter should free his summer schedule in case summer school may be required of him. The FDMS summer school session is announced each spring.

5.5 Honors

Honor Roll System

Father Dueñas Memorial School maintains three honor rolls.

- a. **First Honors** are awarded to students who earn no less than 93% in all subjects.
- b. **Second Honors** are awarded to students who earn no less than 85% in all subjects.
- c. **Third Honors** are awarded to students who earn no less than 77% in all subjects for the quarter with an average of at least 85%.

National Honor Society

The National Honor Society is a student organization whose purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. Father Dueñas Memorial School is a charter member of this organization and abides by its rules.

Membership in a local chapter is an honor bestowed upon a student. The candidate must be a sophomore, junior or senior and designated as eligible by the chapter bylaws. Candidates must have a cumulative GPA of at least 3.2 after at least one semester of attendance at FDMS and are asked to complete a form detailing their service and leadership activities. Candidates are then evaluated on the basis of service, leadership, and character.

Failure to maintain grades, service, or leadership, plus any serious breach of conduct, may cause dismissal which would deny further membership in any chapter of the National Honor Society.

Academic Honors

Academic honors are given to top outstanding graduating seniors. To be considered for valedictorian and salutatorian, a student must have been enrolled at FDMS for the last two (2) high school years (Junior and Senior years). The valedictorian and salutatorian honors shall be based on the highest numerical percentage grade from sophomore to senior years calculated using only final averages. At the commencement exercises, students may be bestowed the honor of High Honors or Honors. High honors designate students graduating with a GPA of 3.5 or higher. Honors designate students graduating with a 3.2 or higher.

Students of the Quarter

At the end of every quarter, faculty members vote on one student per class level who represents the best in terms of academic performance, attitude, deportment, spirit of service, and campus leadership. Students can only be chosen once each academic year for this award,

5.6 Student Records

Father Dueñas Memorial School maintains an educational file for each of its students. These educational records are the property of FDMS and may include:

- a. identification and contact information;
- b. family data;
- c. attendance records;
- d. scholastic records;
- e. standardized test scores;
- f. records of students interests, activities, and honors;
- g. information pertaining to special services provided for students;
- h. shared teacher evaluations;
- i. shared counselor evaluations;
- j. shared medical & health information; and
- k. disciplinary information.

For the purpose of educational planning and improving the academic achievement, FDMS educational records may be disclosed to school officials (i.e., administration, faculty, and staff) without prior written consent.

Additionally, student directory information, such as contact information, may also be shared.

Privacy

FDMS maintains a policy of compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) 20 U.S.C. 1232g. The parents of students under the age of eighteen years and eligible students who are eighteen years and older have rights under FERPA including the right to:

- a. inspect and review education records;
- b. seek to amend education records, and
- c. have some control over the disclosure of information from educational records.

The student or parent (if student has not reached legal age) has a right to consent to disclosure of educational records, except in special cases such as:

- a. a judicial order or lawfully issued subpoena;
- b. medical and safety emergencies;
- c. a request by state and local authorities, within a juvenile justice system, pursuant to specific territorial law.

The student or parent (if student has not reached legal age) has a right to file a complaint with the U.S. Department of Education.

Request to View Student Education File

Eligible parents and students may inspect and review their education records upon request to the registrar. A "Request to View Education Records Form" must be completed and signed. This form may be obtained from the registrar.

- a. Inspection and review shall be permitted within 5 working days from the receipt of the request.
- b. A designated administrator must supervise the review of the contents of the record with the student and/or parent.
- c. Parent and/or student will be free to make notes concerning the contents but will not be allowed to remove any materials from the records at the time of inspection.

Request for Transcripts

A transcript is the official record of a student's grades and standardized test scores. The student or parent (if student has not reached legal age) may request copies of the student's transcript. These requests are made in writing to the school registrar and require a processing fee. Payment is made through the cashier prior to the release of the transcript.

5.7 Homework

Homework is a necessary part of each student's education. It is a constructive supplement to classroom work and serves the following purposes:

- a. additional practice and reinforcement in skill areas;
- b. remedial work in weak areas;
- c. foster creativity and application of knowledge or skills; and
- d. development of self-discipline and time management skills to responsibly follow instructions and complete a project on time.

There are many factors which determine the amount of time a student may expect to devote to study and homework assignments. The student's abilities, the due dates of projects, and the overlapping of various class assignments are just some factors that affect the time needed for daily homework. Time management and the setting of priorities are necessary skills for all students of FDMS. A student's failure to complete written assignments or to spend an appropriate amount of time in study will affect his ability to learn and thus his grades will suffer.

Students may be required to have access to special equipment and services (such as a scientific calculator and Internet access) for successful completion of certain courses. Additionally, students should have access to a computer with a printer since many assignments must be typewritten.

5.8 Quarter Exams

Exams are taken on the announced dates and students are expected to be present for all quarter exams. In the event that a student is unable to take a test as scheduled because of an illness, a doctor's certificate and written request for a special exam from the parents must be presented to the principal.

In case of off-island travel that conflicts with an exam, a request for a special exam must be presented to the principal and all specially scheduled exams in this situation shall be taken before leaving off-island.

In any case, whether an exam is allowed to be taken early or late, a Special Exam Administration fee of forty dollars (\$40.00) per test will be charged. The fee shall be paid before taking the exam.

Financial obligations with the school must be current prior to taking quarterly exams. Non-payment of tuition may disqualify students from taking the quarter exams.

5.9 Graduation

In order to participate in the Commencement Exercises, a student must meet all the requirements for graduation. Additionally, all fees including tuition must be paid before a student is allowed to receive his diploma.

Each student is required to take a minimum of seven courses each year. One credit is awarded for completion of each annual course. A student must earn 28 credits to graduate. The following units are required for graduation:

- | | |
|-----------------------|-----------|
| a. English Literature | 4 credits |
| b. Guam Studies | 1 credit |
| c. Mathematics | 4 credits |
| d. Science | 4 credits |
| e. Social Science | 4 credits |
| f. Theology | 4 credits |
| g. World Languages | 2 credits |
| h. Other Courses | 5 credits |

If a student transfers from a non-Catholic school, the requirement for Theology may be waived for the time he spent at the non-Catholic school.

Summer courses may be available for students who need to fulfill requirements or make up missing credits.

5.10 Textbooks and School Property

Textbooks at FDMS are loaned to the students by the school or the government. Each student is responsible for properly securing, protecting and caring for the textbooks and other school property assigned to him. Lost or damaged textbooks must be reported to the teacher. The replacement price of the textbook including shipping and handling costs must be paid before a replacement can be issued. As storms approach, students are to take their books and belongings from their lockers to secure them at home in a waterproof means, like a tied up trash bag, to prevent damage.

Students are expected to respect the school building and facilities as well as all school property and equipment.

5.11 Standardized Testing

FDMS administers the PSAT each year to freshmen, sophomores and juniors and the ACT Aspire to freshmen and sophomores. Similar to the SAT, these tests seek to measure critical reading skills, math problem-solving skills and writing skills. Scores from the PSAT are used to determine eligibility and qualification for the National Merit Scholarship Program. There are other possible tests that may be administered in addition to these tests. Announcements regarding standardized testing will be on the school website.

5.12 Co-Curricular Activity Expectations

An important part of students' education is their voluntary participation in one or more of the many co-curricular activities offered. Students who choose to participate accept the responsibilities and rules associated with each activity. Father Dueñas Memorial School regards participation in any of the co-curricular activities as a privilege. Parents should make sure that students balance their time and energy so that participation in co-curricular activities does not become a detriment to our students' education.

Students not present for at least half of the scheduled school day, on the day of the co-curricular activity, will not be permitted to compete, practice, perform, or participate in the activity. Students not present in school on the day of an activity because of an excused absence other than illness will be permitted to participate in the activity while those with an unexcused absence will not. Additionally, if a co-curricular activity falls on a weekend or a non-scheduled school day, the student must have been in attendance on the last scheduled school day prior to the activity.

"Sleeping in" for all or part of the school day after a co-curricular event will be considered an unexcused absence with the resulting penalties.

Students who anticipate missing a class because of their participation in activities are required to inform their teachers personally at least two days in advance of the absence. Students who fail to do so may be subject to the penalties for missed class work.

5.13 Off-Campus Activities

Off-campus activities may be organized by the school to enhance and supplement classroom instruction and learning. These activities are privileges afforded to students. A student may be refused participation in an activity for administrative or disciplinary reasons.

While some field trips may require students to pay a fee, the school tries to keep costs to a minimum. Participation in such excursions is always a parental decision. An "Off-Campus Activity Permission Form" must be signed by parents or legal guardians prior to the trip and returned to the teacher in-charge. A student who does not have a signed permission form will not be allowed to participate. A phone call from a parent will not be accepted in place of the signed form.

If a parent is asked to provide transportation for a school trip, it is important that the parent contact his/her insurance company regarding liability insurance for passengers. Parent and/or student drivers must possess a valid driver's license, adequate insurance and a respectable driving record. This policy is for the safety of our students.

6 Communication

FDMS values the importance of good communication with parents and students as we work together for our mission. In this section are listed the various means we use to communicate with the FDMS community at large. A lesser used means, but still a very important one, is the student himself. We hope that parents encourage their sons to be responsible enough to convey information that is pertinent to their family and friends as needed. This section also contains other topics related to school communication. All communications between the administration, parents and teachers are to be conducted professionally, reasonably, and respectfully.

6.1 PA System and Bulletin Boards

Announcements are made regularly during homeroom and when necessary during the school day. At the beginning of each week announcements are also printed and posted on homeroom bulletin boards. Only approved announcements are to be placed on these boards. Requests for items to be added to the school announcements are to be submitted to the administrative office for approval.

6.2 Monthly Newsletter and Announcements

Another means of communication is through the school's newsletter, *FDMS Update*. These will be emailed to parents who have authorized us to contact them through this means. If you do not receive emails from the school you may also go online to our website to view archived copies of newsletters from the beginning of the school year. Additionally, you may call the school (734-2261) to request a copy.

When the information cannot wait for the monthly newsletter, the administration and faculty will also keep you up-to-date through letters and memos sent home through the students and posted on our website.

6.3 Official Website and Online Communication

The school normally communicates with the parents via the school website, www.fatherduenas.com. During the school year, periodic newsletters and mass e-mails may be sent and activity calendars will be posted on the website. The purpose of the website is to keep the FDMS community and the general public well informed with the academic, athletic, religious, art and social programs of the school. The website also indicates the ways in which parent support and involvement may be needed.

Parents and students may also keep informed of the activities of FDMS by liking us on Facebook, or subscribing to FDMS on social media outlets like Twitter (@fdmsguam) and Instagram (@fdmsguam).

6.4 VISION: Student Information Management System

VISION is an online student information service that provides dedicated access to students and parents. Students and parents can each have their respective accounts. Each should use the account designated for them.

Through the online Parent Portal, parents have real-time online access to their son's attendance, assignments, and grades. FDMS encourages all parents to check on their son's academic progress frequently through VISION. (Teachers may also send home written mid-term progress reports that require a parent signature.)

6.5 School Phone

The office telephone is a business phone. We hope all parents feel free to call the school to ask for clarification and additional information about any school event or activity. The school may also call parents in cases of emergency or when a message is urgent.

Except in case of an emergency, parents are requested not to ask school personnel to deliver messages to their son during the course of the day. Arrangements for after school pickup are not considered an emergency and are expected to be done before the beginning of homeroom. Please respect this policy as the staff is busy throughout the day and the school would like to keep phone lines open and classroom disruptions to a minimum.

6.6 Change of Contact Information

It is essential that parents notify the school immediately of any change in address, telephone numbers or emails. Each family must also submit the names and contact information of two people to act as emergency contacts in case the parents or legal guardians of a student cannot be reached.

6.7 Parent-Teacher Conferences

Scheduled by School

FDMS has set two days in the school's annual calendar for parent-teacher conferences. The first is scheduled after the end of the first quarter and the second is after the end of the third quarter.

All parents are invited to pick up their son's report card in the cafeteria during the conference time. After receiving the report card you may visit your son's teachers in their respective classrooms. Depending on the number of parents waiting to see a particular teacher, a parent-teacher conference within this setting is typically five minutes long. If you would like more time, a follow up meeting may be arranged.

Parents are encouraged to prepare themselves by making a list of any questions they may have about how their son is doing academically and/or socially.

Requested by Parent or Teacher

Our students will benefit from close contact between home and school. As needed, please feel free to contact your son's teacher to arrange for a mutually-arranged and reasonable meeting. You may contact your son's teacher through the school office, the online student information system (VISION), or through the teacher's school email address that can be found on our website (www.fatherduenas.com).

Please also take the initiative to contact your son's teacher especially if you have concerns about your son's progress, or if there is special information about your son that you feel the teacher should know.

Teachers may similarly contact you at various times throughout the year if they need to share information about your son's progress.

6.8 Mid-quarter progress reports

Mid-quarter progress reports are prepared and distributed by teachers by the third (3rd), fifth (5th), and seventh (7th) weeks of each quarter. These reports are indicators of your son's progress in his studies. Our teachers share this report with you in one of three ways. They may direct you to view your son's progress on the VISION parent portal, they may attach your son's progress report to an email or they may send a hand written progress report to you through your son that will require your signature. Please see section 6.4 "VISION: Student Information Management System."

6.9 Crisis at Home

If there is a crisis at home, such as, but not limited to, a death or illness of a family member or friend who is close to your son, please inform the school. Crisis situations in the home can affect your son's ability to learn and perform at his best. By letting us know of the situation we can provide support for your son at school.

6.10 Custody of Minors

With single-parent families or blended families becoming increasingly common in contemporary society, on occasion the school is faced with the difficult situation of a non-custodial parent or other family members arriving at our school asking to visit with a student or to take the student home after school. In light of these situations, FDMS is best able to serve and protect its students when we are aware of:

- a. custody arrangements
- b. visitation restrictions
- c. special powers of attorney and
- d. restraining orders

If your family has these particular circumstances, please ensure that our administration, office staff, and classroom teachers are made aware of the legal agreements between separated, divorced or otherwise estranged parents before the first day of attendance or as soon as the special custody arrangements take effect.

6.11 Visitors

A visitor is defined as any person seeking to enter the school campus who is neither a part of the FDMS personnel nor a student currently enrolled at FDMS. For the safety of all, please understand that even parents are considered visitors when they would like to enter the campus during the normal school day.

All visitors to the school are required to sign in at the administration office upon arrival. This is for the protection of our students and there shall be no exceptions to this rule. No parent or visitor may go directly to any student, approach any teacher, or proceed to any location on campus without first signing-in at the front office and securing permission from the school authorities.

All visitors shall be requested to wear an appropriate form of identification when on school premises. Badges are to be secured from the front office. Visitors may be asked to show identification upon sign in.

All school visitors must comply at all times with the school's policies and regulations.

6.12 Student Photos and Videos

The images, likeness, voice and or video recordings of students may be used by school officials for marketing, publicity, or recognition of the students and the school. This policy applies to all students who enroll in FDMS unless a parent expresses otherwise with a written statement before such transactions take place.

7 Code of Conduct

7.1 The Foundation of Our Code of Conduct

Father Dueñas Memorial School strives to provide an environment of educational excellence and fraternal support to inspire young men to develop their full potential. Creating such an environment in this educational community requires in each member Christian charity, mature judgment, and a respect for the common good. This is the basic responsibility of each member of the FDMS community and it is the foundation of our code of conduct.

7.2 Student Responsibilities

More explicitly, students at FDMS have the responsibility to:

- participate fully in the religious life of the school, including attending the celebration of the Eucharist, religious education courses, and related activities;
- develop personal skills and talents to serve God and neighbor;
- contribute positively to the climate of the school;
- respect the dignity and the rights of all members of the school community;
- respect, obey and cooperate with all adults in positions of responsibility in the school community;
- comply with school expectations and policies regarding student behavior;
- use language that is appropriate to their dignity as children of God;
- adhere to the school dress code (See section 7.12 "Dress Code")
- respect the property of the school at all times: building, grounds, equipment, and supplies; and
- be in attendance and punctual at all classes and scheduled activities ready to properly participate.

7.3 Student Rights

Father Dueñas Memorial School also recognizes that within this educational community each student has the right to:

- be treated with dignity;
- pursue his education in a classroom conducive to learning;
- propose actions for his own betterment;
- participate in school programs for which he is eligible;
- be free of intimidation;
- have his work evaluated without prejudice, thus receiving the grade he earns;
- have the counsel of his parents;
- a hearing from those in authority in case of grievances; and

- have his record accurately reported to other schools and employers upon request, after all obligations to FDMS are met. (See Section 5.6 “Student Records” for further details.)

All members of the FDMS community enjoy rights that are to be mutually respected.

7.4 Personal Electronic Devices

Each student is responsible for properly securing his electronic devices and is expected to protect and care for his property. FDMS assumes no liability or responsibility if a personal electronic item is damaged, lost, or stolen. The school discourages the bringing of electronic games, MP3 players, and other gadgets that do not serve an educational purpose.

Any personal electronic device that accesses the FDMS Computer Network is subject to the school’s Acceptable Use Policy. (Please see section 7.5) The use of a personal device as a "hot spot" for the owner and others to bypass the school network is prohibited while on the school campus.

The school prohibits the use of any and all electronic devices in the classrooms unless authorized by the teacher in connection with a school or class activity. In this limited case, a teacher may authorize the use of electronic devices in that particular class.

The use of personal electronic devices may be allowed on campus as long as that use complies with the school’s Acceptable Use Policy and all applicable rules and laws.

Unauthorized use of personal electronic devices include but not limited to:

- a. making or receiving phone calls or text messages during class or during a school activity;
- b. taking pictures at any time;
- c. recording audio at any time;
- d. recording video at any time

Unauthorized use of a personal electronic device will result in automatic confiscation of said item. The student can only receive the electronic device back by paying a fine of \$20.00 to the business office. It is the student’s responsibility to inform his parents that his electronic device has been confiscated. Other consequences may also apply.

Only with specific permission from a teacher and approval from the administration, a recording device or video camera might be allowed for classroom use only. Such recordings are never to be distributed in any manner or made available on the Internet without written permission from the school administration. Violators may be subject to disciplinary actions.

7.5 Computer Network Usage (i.e., Acceptable Use Policy)

Purpose of these Policies

The Acceptable Use Policy of FDMS is an integral part of our school’s overall school policy. It serves to define the responsible and ethical use of the FDMS Computer Network, whether access occurs on or off campus, and it is intended to protect both the student and the school. Additionally, all content created, sent, accessed or downloaded using any part of the FDMS Computer Network is subject to the FDMS Acceptable Use Policy as well as all other applicable FDMS policies.

FDMS Computer Network

The FDMS Computer Network refers to all aspects of FDMS’ owned or leased equipment, including computers, tablets, printers, scanners and other peripherals, email, Internet services, servers, cabling, network files and folders and all other technology-related equipment and services.

This Acceptable Use Policy also governs the use of student-owned personal electronic devices including wired or wireless desktop, portable and handheld computing devices, cameras, and mobile phones when these electronics access the FDMS Computer Network.

Acceptable Educational Use of the FDMS Computer Network

Educational Purpose

Father Dueñas Memorial School endeavors to provide appropriate communication and educational technology as an integral part of the student’s learning environment. All student uses of the FDMS Computer Network must be in support of the educational objectives and mission of FDMS. Acceptable use of the FDMS Computer Network may include, but is not limited to the following:

1. Research related to class assignments and approved co-curricular activities
2. Enhancing student team work
3. Communication with teachers, staff, administration and fellow students regarding approved school activities
4. Fostering the development of critical thinking
5. Use of online learning resources, services and apps

Respecting Resource Limits

All FDMS Computer Network users are expected to use network resources in the spirit of cooperation.

Parental Consent and Supervision

Parents are required to sign the Parent-Student Handbook Agreement Form to consent to their son's use of the FDMS Computer Network and as a formal expression that they have read, understand and fully agree to the policies herein. This agreement must be renewed on an annual basis. A parent may withdraw their consent at any time. The withdrawal of consent must be in writing and submitted to the FDMS administration office. A student whose parent withdraws consent will be restricted from using parts of the FDMS Computer Network.

Students are not to meet with anyone they have met online without their parent's approval. Parents are encouraged to accompany their sons to any such meeting.

Students are to disclose promptly to your parents, teachers or other school employee any message they receive that is inappropriate or obscene.

Accessing the FDMS Computer Network

Each registered student within the current school year will be issued

1. A Google Apps for Education account via our domain name (@fatherduenas.com);
2. WiFi access for one registered laptop, tablet or electronic device

All electronic devices that connect to the FDMS Computer Network are to be registered with the school. For answers to technical questions regarding device registration, please contact our Information Technology Manager. For policies regulating the use of electronic devices that do not connect to the FDMS Computer Network, please see section 7.4 above.

Security

Students are responsible for their network account and are to take reasonable precautions to prevent others from being able to use their account. Passwords are not to be shared with other students or friends.

Students are to use anti-virus software on any personal electronic device they may connect to the FDMS Computer Network.

Students are to notify a teacher or the system administrator immediately if they have identified a possible security problem.

Unacceptable Uses

The FDMS Computer Network has not been established as a public access service or a public forum. FDMS has the right to place reasonable restrictions on the material you access or post through the system.

Unacceptable use of the FDMS Computer Network is considered a violation of school policy and may result in disciplinary action including but not limited to restricted network access privileges, detention, suspension, expulsion and/or legal action. Please see Section 8 "Discipline" for more information.

The unacceptable uses of the FDMS Computer Network can be divided into three categories: (1) inappropriate use, (2) illegal use and (3) subversive use

Inappropriate Use

Inappropriate uses are activities violating the intended educational purpose of the network. Examples of inappropriate use of the FDMS Computer Network include, but are not limited to the following:

1. using the network for playing games, online chatting, watching entertainment videos not associated with a class and without permission from the faculty member in charge of the activity;
2. using the network to store or download music, videos, games, files or personal photos;
3. accessing, executing or installing Internet and/or peer-to-peer file sharing software for the purpose of trafficking or disseminating non-public-domain content and entertainment including, but not limited to, MP3 audio files, videos, movies, and executable software code;
4. downloading, transferring, accessing or otherwise installing programs and/or executable code or files onto any part the FDMS Computer Network without teacher permission and supervision;
5. using the FDMS Computer Network to offer, provide, distribute or sell products or services for commercial or financial gain;
6. downloading, transferring, accessing or viewing any form of obscene or pornographic material;
7. using the FDMS Computer Network to access material that advocates violence or discrimination towards other people (A special exception may be made for hate literature if the purpose of your access is to conduct research and you have the approval of both your teacher and at least one of your parents in advance.);
8. posting confidential information about other people or groups (This may include contact information if proper permission is not expressly given to share the information.);
9. engaging in the spread of unsolicited messages to a large number of people otherwise known as spamming;
10. using the network for any reason not related to its intended educational purpose.

Illegal Uses

Illegal uses are activities violating local, state and/or federal laws. Examples of illegal uses of the FDMS Computer Network include, but are not limited to the following:

1. using of the network to commit plagiarism, forgery or fraud;
2. Using the network to violate copyright or licensing agreements;
3. attempting to gain unauthorized access to the FDMS Computer Network or to any other computer system through the FDMS Computer Network or go beyond authorized access;
4. using the FDMS Computer Network to coordinate, plan or initiate any illegal act.

Subversive Uses

Subversive uses are activities intended to undermine the FDMS Computer Network itself or intended to cause mental anguish, bodily injury or harm in any way, to any person or group. Examples of subversive misuse of the FDMS Computer Network include but are not limited to the following:

1. using the network for any form of cyberbullying (see also section 7.8 Harassment (Bullying));
2. using the network for hostile or insulting interaction, commonly known as “flaming”;
3. using the network for lurking anonymously on message boards for the purpose of disparaging other users or for the purpose of undermining the network itself, commonly known as “trolling”;
4. attempting to use the network to disclose, discover or use another person’s password;
5. invading or assisting others in invading the privacy of an individual or group, or their resources, including the use or deployment of any form of virus/worm, Trojan (a program appearing to be beneficial while serving as a delivery vehicle for malicious content), identity theft, phishing (gaining personal information through nefarious means) executable code or software;
6. intentionally bypassing the technological blocks that have been placed on the FDMS Computer Network to filter content that FDMS has classified as objectionable;
7. damaging or destroying the FDMS Computer Network or deliberately degrading or disrupting the system performance;
8. using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

Limitation of Free Speech and Privacy

The FDMS Computer Network is considered a limited forum, similar to a school bulletin board, and therefore the school may restrict your speech for valid educational and institutional reasons. FDMS may monitor the network while it is being used, and users should never assume that anything done on FDMS Computer Network is private.

Students should expect only limited privacy in the contents of their personal files on the FDMS Computer Network. The situation is similar to the rights you have in the privacy of your locker. For more information, please see section 9.5 Search and Seizure.

School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school are used in an acceptable manner. Routine maintenance of the FDMS Computer Network also may lead to the discovery of violations of school policy or applicable laws.

Generally, parents have the right to request to view the contents of their son’s email files.

Content Filtering

Father Dueñas Memorial School utilizes secure access firewalls and content-filtering software in order to protect students from inappropriate content on the Internet/World Wide Web. While FDMS’ intent is to make Internet access available for educational goals and objectives, account holders may have the ability to access other materials. Therefore, we expect users to act responsibly in their searches and to disengage immediately from any materials that are inappropriate and to report the situation to a faculty member or administrator.

Limitation of Liability

FDMS makes no guarantee that the functions or the services provided by or through the FDMS Computer Network will be error-free or without defect. FDMS will not be responsible for any damage the user may suffer, including but not limited to loss of data or interruptions of service. FDMS is not responsible for the accuracy or quality of the information obtained through or stored on the system. FDMS will not be responsible for financial obligations arising through the unauthorized use of the system.

7.6 Social Networking and Texting

Social Networking and Texting can have an impact on the school community. While FDMS does not actively pursue or routinely view personal networking sites or student cell phones, when objectionable or disrespectful material is brought to administration’s attention, the school reserves the right to address the content and conduct if it creates a hostile or disrespectful environment. The school does encourage parents to view and monitor their son’s technology usage routinely to ensure that information and content shared does not place any student at risk.

Any student who receives harassing, threatening or inappropriate materials via email or on the Internet must immediately report the concern to the school administration so that the situation can be investigated and appropriately addressed.

7.7 Prohibited Items

The following items are not allowed on campus or at school related events:

- a. Weapons of any type including guns, knives, blades, batons, etc.
- b. Cigarettes and tobacco products
- c. E-cigarettes and vaping products
- d. Lighters and matches
- e. Materials or clothing of any form displaying violence or promoting illegal or lewd behavior (See also subsection in 7.12, entitled “Special Dress Days”)
- f. Skates, skateboards, hover boards, or other similar items are not allowed in school at any time.
- g. Paintball guns and equipment
- h. Other items that may be perceived to be dangerous, illegal, immoral, or against the policies of the school or the teaching of the Catholic church

If the above items are found on campus they will be confiscated and returned only to parents. A student who refuses or fails to relinquish a prohibited item to a teacher or staff will be reported to the administration.

Alcohol and Drugs

Mindful of the best interest of the members of the FDMS community and the students in particular, FDMS employs a drug policy to deter the illegal use of drugs and alcohol. This proactive stance is in hopes that all members of our community will be aware of the dangers involved and be encouraged to refrain from such illegal use of drugs and alcohol.

FDMS does not condone the illegal use, possession and/or distribution or selling of alcohol or illicit drugs (marijuana, spice, ice, etc.), by students or by any member of the academic community. Information about such matters is taken seriously by the school administration.

Reporting

FDMS recognizes the jurisdiction of legal authorities over any criminal conduct of any of the students or members of the academic community. Possession of drugs will be reported to the proper officials. Students caught in possession of such drugs will have to comply with all court orders and complete a drug counseling program if they want to continue attending FDMS.

Testing

FDMS reserves the right to perform random drug tests of its students. The school shall make efforts to inform parents whose sons are called for testing. Parents who refuse to cooperate on this matter will have to withdraw their sons from the school. If a drug test turns out to be positive, the school will call for an immediate parent-administration conference. Continued attendance in school of the student concerned shall be conditional upon the conference’s result and bi-monthly negative testing at the expense of the parents. This testing will continue for a two-month period. If students are taking prescription drugs that may affect the testing results, the registrar is to be notified.

7.8 Harassment (Bullying)

Father Dueñas Memorial School and the Archdiocese of Agaña are committed to providing an educational environment for all members of the community that is based on mutual respect and belief in the dignity of each individual regardless of age, sex, ethnicity, personal appearance, race, religion, sexual orientation, academic/athletic abilities, or economic status.

FDMS strives to maintain a community that is free of all forms of intimidation and harassment. Harassment (also known as bullying) is defined as behavior that is intentionally harmful or hurtful to another. It also includes unwelcomed sexual advances that cause intimidation or humiliation. This is strictly prohibited within the FDMS community.

Harassment is not acceptable behavior by any member of the FDMS community at any time during school, after school, out of school, or during school related activities. This includes, but is not limited to, any or all of the following:

- a. Verbal Harassment: Derogatory comments and jokes, threatening words spoken to another person
- b. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- c. Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, gestures
- d. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment includes but is not limited to:
 - Sex-oriented verbal “kidding,” abuse, or harassment
 - Pressure for sexual activity
 - Engaging in inappropriate sexual activity
 - Repeated remarks to a person with sexual or demeaning implications
 - Unwelcome touching such as patting, pinching, or constant brushing against another’s body.

- e. Hazing: Forcing students to perform ridiculous, humiliating, or painful actions
- f. Cyberbullying: The intentional act of causing harm to others through any electronic device. (For more information see the sub-section "Subversive Uses" under section 7.5 Computer Network Usage)

Harassment Reporting Procedure

Any student who feels that he is a victim of harassment shall bring the problem to the attention of any member of the faculty, administration or staff. A student is also encouraged to report the harassing behavior to his parents who in turn are asked to talk with a teacher or administrator to address the situation through proper means.

FDMS uses the following general steps to address issues of harassment:

- a. If the student feels safe, the student will be asked to first talk to the bully to clearly and calmly tell the aggressor to stop the unwelcome behavior.
- b. If this first step has already been done or cannot be done, and the harassment does not stop, the student is asked to tell any member of the faculty, administration or staff. The complaint will be recorded and the situation will be forwarded to the appropriate investigative body of FDMS and, if required, the Archdiocesan and/or civil authorities.
- c. The designated investigator will investigate the situation and talk with the bully and any witnesses. When necessary an appropriate punishment will be assigned and parents will be contacted.
- d. If the harassing behavior continues, a conference with the bully's parents may be necessary and a more severe punishment may be appropriate.

In certain circumstances, even a single incident may establish grounds for severe disciplinary action, to include suspension and expulsion.

Retaliation

Retaliation against a student after he has complained about harassment or participated in an investigation of harassment is unacceptable and can lead to serious consequences, including suspension and expulsion.

7.9 Conduct Unbecoming a Friar

Any behavior on a student's part which constitutes or can be construed as constituting public embarrassment, public scandal, or public disturbance shall be grounds for his exclusion from any and all official functions of the school such as graduation, chorale or academic theatrical performance, public competition, sporting events, athletic activities, and similar public appearances. The student may also be subject to suspension or expulsion proceedings depending on the nature of the offense.

7.10 Unlawful Acts

Any unlawful act taking place on school grounds, school activities, buses, cyberspace, social networking sites, or the like, such as cyber bullying or any form of sexual harassment, may be subject to legal and administrative action as described in the section "Disciplinary Action," below.

7.11 Respect for Teachers

Consistent with the expectation that all interactions within the FDMS community be conducted professionally and respectfully, students must show respect to teachers, address them by their proper titles, and recognize their authority to maintain order in the classroom and in the overall school. At all times students are to respect the professional relationship they have with their teachers.

7.12 Dress Code

Our standards of dress and appearance are an important element in creating a communal nature, an atmosphere of self-respect, and seriousness about learning. Registering to attend FDMS is an indication that the parents and students agree to abide by the dress code as interpreted by the FDMS Administration. The use of a uniform creates a unity within our school community and encourages students not to view others differently because of outward appearance. We look primarily to parents to make certain that their son comes to school in appropriate attire, guided by the principle of simplicity and unpretentiousness. Active parental involvement in this matter usually eliminates the need for the school to play the undesirable role of censor, having to make sensitive judgments on what is appropriate and acceptable.

Students are expected to follow the FDMS dress code while on campus during the school day and at designated school functions. Please keep in mind the following policies regarding attire.

Daily Uniform

The Daily Uniform is the standard dress code requirement for all students unless otherwise directed by the administration. The Daily Uniform includes:

- A uniform short-sleeved polo shirt with the FDMS logo.
- Inside shirts must be white, short sleeve and not have any visible design.
- A uniform pair of gray pants or shorts with the FDMS logo on the waistline.

- A closed toed pair of leather, canvas, or rubber shoes must be worn with socks. Slippers, *zorries*, or sandals are never permitted. Any exceptions require a health professional's note.

Formal Uniform

On certain times, the administration may call for Formal Uniform. The Formal Uniform dress code requires:

- An approved uniform white button-up shirt with the FDMS logo.
- Inside shirts must be white, short sleeve and not have visible any inappropriate material
- A uniform pair of charcoal gray slacks with the FDMS logo on the waistline must be worn with an appropriate belt.
- A pair of black shoes with black or dark gray socks must be worn. Any exceptions require a health professional's note.
- Please note that shorts are *not* to be worn when the school calls for "Formal Uniform."

General Appearance

The dress of code of FDMS includes not only the items that should be worn, but also the manner in which the items are worn. Neatness and simplicity are overriding considerations.

- **Outerwear** such as jackets must be FDMS designed and approved. Only FDMS approved outerwear may be worn on campus between the first bell and the last bell of the school day.
- **Hair** is to be neat, clean, and combed so as not to cover the student's eyes. Use of dyes and bleach should be limited to natural colors. Spikes, Mohawks, topknots, and other extreme hairstyles are not acceptable. Hair length, styled or not, must not touch his uniform collar. Beards and mustaches must be kept neat, clean, and trimmed. The administration will assist students understand this rule on hair so there is no confusion.
- **Jewelry** should be kept to a minimum and should be appropriate for school wear and not attract undue attention. Earrings or any other visible body piercings are not permitted.
- **Dark glasses** of any kind are not allowed except for medical reasons with a doctor's note and the permission of the principal. The only exception will be on activity days or on days of outside activities.
- **Hats**, whether for baseball or otherwise, are not to be worn in school except during outdoor physical education activities. Hats will be confiscated and may be picked up at the end of the school day.

Physical Education Uniform

All students enrolled in physical education classes must purchase and wear a P.E. uniform. The P.E. uniform is purchased at the library. Students are to change into the uniform in the locker room before each P.E. class and change back into the school uniform before leaving the locker room. Students are not permitted to wear the P.E. uniform to school.

Special Dress Days

Occasionally, a dress-down day will be allowed. All clothing shall be within the guidelines of decency and good taste as appropriate for school. No garment may be worn that is cut-off, ragged, or depicts drugs, alcohol/tobacco products, nudity, obscene content, graphic distaste, or anything incongruous with the Catholic environment. Additionally, students may not wear sandals, *zorries*, or slippers. Tank tops and sleeveless shirts are not allowed.

When necessary, final determination of acceptable dress will be made by the administration. Students breaking the dress code will be given detention for a minor violation. For major uniform violations, (i.e., wearing jeans or a non-uniform shirt) a student may be sent home.

If a student is unable to wear the school uniform on a particular day for valid reasons, he must bring a note from his parent to the administration office.

7.13 Classroom Rules

Students are not to eat, chew gum or betel nuts, or drink in the classroom.

Students are to keep the classrooms neat, clean, and orderly at all times, and show respect for the school property, grounds and buildings.

Each teacher may have additional classroom rules that summarize or expound on the school code of conduct. The teacher will work to make sure these rules are understood and the reasons for the rules are taught. It is the responsibility of each student to know and follow the rules of the classroom.

7.14 Lunch and Break Time Rules

Safety of our students is an important concern during lunch and break times. Approved organized games are encouraged. Activities that threaten the health and safety of students will not be permitted. Activities *not allowed* include pushing, tripping, wrestling, fighting, tackling, or throwing any objects other than soft sport balls and Frisbees.

Students are to remain within the designated supervised areas during break and lunch and are to enter a classroom only when properly supervised.

7.15 Lost and Found

Items that are found during the school year will be kept in the administration office for a reasonable period of time. If you have lost an item please come by the administration office to check if any lost items have been turned in. At intervals throughout the year, the office will make them available for perusal by all the students. Articles remaining after such inspections will be donated to a charitable organization that can make good use of them. To help avoid loss, please label your son's clothes, books, and personal items. Do not bring items of great value to school.

7.16 School Campus

Closed Campus

FDMS is a closed campus. Students are not to leave the campus during the school day without the following:

- a. Written Parental Permission. If a parent wishes a student to leave school before dismissal, a written excuse must be presented to the office before the student is to leave campus. Only parents are authorized to allow their son to leave campus early.
- b. Signing Out at the Administration Office. No student will be granted early dismissal without signing out with the office. Note: An admission slip will be needed for the student to enter the classes he missed resulting from the early dismissal. Please see Section 4.7 "Absence Procedures."

A student who becomes ill at school must contact a parent or guardian to pick him up at school. A student who drove to school and who becomes ill at school is not allowed to drive himself home unless specified otherwise by a parent.

No students may receive visitors except at the Administration Office. Anyone coming on campus must secure permission from the Administration Office. (Please read section 6.11 "Visitors" for more information)

Off-Limits

The following areas are off-limits to students:

- a. areas under construction;
- b. the faculty lounge and faculty restrooms;
- c. storage rooms;
- d. student and faculty parking lot;
- e. the gymnasiums unless supervised by a teacher;
- f. classrooms during break or lunch period unless a teacher is present;
- g. the NJROTC room, except to cadets;
- h. under the gym bleachers;
- i. under any building;
- j. behind the Phoenix Center or Jungle;
- k. between and behind the Lockwood classrooms;
- l. the residence area of the Media Center;
- m. any location that is unsupervised; or
- n. any location that has been designated as off-limits.

Violation of these limits is subject to disciplinary action.

Use of School Grounds

After school use of campus facilities by those other than FDMS students is by written contract only.

Unauthorized presence of a student or group of students may result in disciplinary action. FDMS being a closed campus, students who are not involved in supervised co-curricular activities or other supervised activity must vacate the campus. FDMS is neither responsible nor liable for students or others who are unauthorized to be on campus.

7.17 Student Vehicles

FDMS is not responsible for transporting students to and from school, or for injuries incurred to students while driving to and from school. Parents should use care in deciding how and with whom their sons come to school.

Who Can Drive to School?

Licensed junior and senior students can purchase parking permits and register vehicles with the business office. Other students with a driver's license can apply for a parking permit if parking spaces are still available.

Only students with FDMS parking permits may drive school-registered cars to school. Any switching of cars being used by a student must be cleared with the business office. Vehicles not registered with the school are subject to be towed at the vehicle owner's expense.

Registering Car with the School

All student vehicles that are parked on campus must be registered with the business office. Upon registering, a FDMS Parking Permit will be issued. Students must park in their assigned slots. The student's Parking Permit must be displayed visibly on the dashboard or hanging from the car's rear view mirror.

To register for an FDMS parking permit, the student must present all of the following:

- a. proof of valid vehicle registration with the Department of Revenue & Taxation;
- b. proof of valid insurance for car and for liability;
- c. written authorization from the registered owner to use the car;
- d. valid driver's license; and
- e. full payment of Parking Permit.

Additionally, the student and parent must sign a "FDMS Parking Permit Agreement Form" that contains additional FDMS student driver regulations.

The business office issues parking permits for a period of one school year. In case of necessity, permits for one month or a single day may also be issued.

Parking Lot

Once the school day has started, no student is allowed to go to the parking area under any circumstances without permission. The parking lot is off-limits for the duration of the school day.

7.18 Bus Rules

When riding on Government of Guam school buses, Father Dueñas Memorial School students must follow all rules and policies of FDMS and the Department of Public Works bus rules and regulations.

8 Discipline

8.1 The Foundation of Our Discipline Policy

This discipline policy addresses situations when students fail to live up to the Code of Conduct described above. When implementing this policy, the school administration will be mindful of the following priorities:

- a. the safety of all students and personnel;
- b. the student's need for counseling or treatment;
- c. the learning atmosphere of the school;
- d. the uninterrupted education of the student; and
- e. the prevention of future infractions.

It is the student's responsibility to adhere to the standards of conduct established by the school and society.

When students fail to adhere to these standards, it is necessary and appropriate for the school to take disciplinary action. As a Catholic community, we recognize our responsibility to nurture the students in our charge. Mindful of the Christian virtues of forgiveness and charity, students will not be separated from the FDMS community except when:

- a. a student's behavior presents a danger to himself or others, or
- b. the administration determines that such an interruption is necessary and in the best interest of the student or the school, or
- c. there is evidence that a student is unable to meet the minimum standards of academic achievement.

8.2 Scope of Discipline

Students are expected to act morally, ethically, and legally at all times, whether on campus or off, and whether participating in FDMS functions or on their own free time. Therefore, disciplinary action may be taken for actions that breach the Code of Conduct required of students, regardless of when or where the actions occur. This is so because, as a Catholic community, the school's duty to its students does not end when they are off campus.

A policy that demands high moral standards and integrity when on campus or at school functions, but otherwise ignores ethical lapses off campus or during non-school functions, communicates the wrong educational message to our students and to our community.

While it is impossible for FDMS to monitor student behavior at all times, it is the school's intention to assist students in forming good moral judgment. Therefore, when it comes to the school's attention that its Code of Conduct has not been upheld, appropriate action may be taken consistent with the school's discipline policy.

8.3 Types of Misconduct

It is impossible to enumerate all the possible infractions that could be classified as minor or major violations. The circumstances of any violation and their frequency may also influence its category.

Minor Offenses

Nevertheless, as a general guide, the school considers minor violations as infractions of class rules (talking, out of seat, etc.) neglect of homework, minor dress code violations, not having required materials for class, failure to return signed papers, disruptive behavior, and chewing gum. These and similar offenses are usually handled directly by a teacher or school personnel supervising the student at the time of the offense. The punishment is to be determined by the nature of the offense and the frequency of occurrence.

Successive violations may result in a conduct referral to the administration office. Depending on the nature of the referral, the principal or his designee may warn the student, assign lunch detention or JUG, send a note home to the parent to be signed and returned, talk to the student's parent over the phone, and/or require the parents to attend a conference in order to address the student's behavior.

A single conduct referral to the principal's office may be grounds for a teacher to give a student a mark of "1" for conduct on his report card.

Major Offenses

FDMS considers the following to be among the most serious offenses:

- a. disrespect, harassment, threatening, fighting, bullying, extortion, or causing harm to faculty, staff, and fellow students including off campus and online or electronic incidents (such as abusive posts on social networking sites or harassing via text or instant messages);
- b. vandalism, stealing, defacing, destruction, or misuse of any school property or the property of students, faculty, and staff;
- c. cheating, academic dishonesty, forgery, falsification, or tampering with documents;
- d. possession or use of any firearms, knives, batons, or the like;
- e. serious disciplinary or academic problems;
- f. truancy, skipping classes, or leaving before dismissal without permission from proper authorities;
- g. interfering, disrupting, or impeding classroom instruction, religious observances, and the operations of the school;
- h. repeated minor and serious infractions
- i. possession, selling, distribution, or use of cigarettes, alcohol or any controlled substance as defined by school officials or the legal authorities;
- j. misuse of automobiles,
- k. all other offenses which the school considers objectionable;
- l. engaging in or promoting any other unlawful activities as defined by law.

All major violations of school policy are to be referred to the administration. The principal or his designee will address these violations on a case-by-case manner in consultation with the parent(s) and the adult(s) supervising the student at the time of the violation.

8.4 Due Process

In arriving at a decision regarding a serious disciplinary matter, due process is followed:

- a. Report of the matter is made to the administration
- b. Student and parents are informed on the nature of accusation.
- c. Student shall have the right to answer charges.
- d. Student shall be informed of the evidence against him.
- e. Student shall have the right to present evidence in his defense.
- f. The disciplinary report and recommended consequences are forwarded to the principal for approval.

The administration, after a fair hearing, reserves the right to dismiss students following a single serious infraction. If parents fail to respond to a conference requested by the administration, the student may be withdrawn. In addition, a student found guilty of vandalizing, defacing or destroying any school property, or the property of students, faculty, and staff, will be required to pay for any damage caused.

The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted on the FDMS campus, at a school sponsored event or through the FDMS Computer Network.

8.5 Types of Disciplinary Actions

In order to preserve the common good, the school takes disciplinary action in proportion to the offense committed. The following disciplinary actions may be applied by the administration for a violation of school policies. This list should not be considered exhaustive.

Expulsion

The student is dismissed from FDMS. This consequence may be prescribed by the principal or his designee. Expulsion from school is always a serious matter and necessitates a conference with parents before such a decision is made. Sometimes, however, it is the only recourse a school has in order to ensure the safety and protection of all students.

Suspension

The student is not allowed to attend classes or enter the campus for a period of one day to one semester. Student may not participate in school activities. Tests, quizzes and assignments may be made up within a reasonable period of time as determined by his teachers.

In-School Suspension

In-school suspension is a type of suspension where the student will do community service work and/or other tasks in isolation from other students and under the supervision of an adult while at school. In certain cases, in-school suspension may be an interim measure before a full suspension or expulsion is issued.

Classroom Dismissal

The student is asked to leave a classroom and report to the administration office due to a major misbehavior and/or dress code violation that cannot be immediately resolved. Parents will be notified regarding the situation. At the teacher's discretion a student may earn "0" points for that day's class work.

Ineligibility

The student may lose privileges, such as participation in student activities, athletics, attendance at school events, or use of the FDMS Computer Network. An administrator may assign loss of privileges.

After School Detention (also known as "JUG")

The student is required to report to a designated area at a specific date and time immediately outside of school hours or on Saturday. A parent is notified by the administration office with an email, phone call or written note given to the student. A parent is required to acknowledge the date and time of the detention. If a note is sent home, the student is to have the note signed by a parent and return the note back to the administration office. JUG may entail community service for the benefit of the school. Faculty, staff, and/or administrators supervise the detention. Failure to appear will result in a double consequence. A repeat failure to appear may result in a suspension.

In-School Detention

Student is required to report to a designated area at a specific date and time during school hours. In-school detention is usually served during the morning break or during lunch and may entail community service for the benefit of the school. Faculty, staff, and/or administrators supervise the in-school detention. Failure to appear will result in a double consequence. A repeat failure to appear may result in a JUG.

9 Health and Safety

9.1 Medication

School staff will not assist parents by administering medication without the "Medication Consent Form" completed and signed by the parent. Responsibility for administering the medications always remains with the parents. Medication must be in its original labeled container and must contain instructions and conditions that are to be adhered.

It is the school's policy *not* to dispense common "over-the-counter" medicines, such as aspirin and Tylenol, to the students unless the same consent is provided along with the medication. All medication must be sent to the office for safekeeping and administering. Only the principal or appointed personnel will dispense the medication.

9.2 Health Services

If any student is injured or becomes ill at school, the school will call a parent as soon as possible to keep the parent informed of the wellbeing of their son. If a parent cannot be reached, the student's emergency contacts will be called.

A record of all known injuries at school will be maintained.

9.3 Information Regarding Physical Health

Parents are held responsible for informing teachers and the school about their son's physical disabilities, such as impaired vision or hearing and conditions that would prevent or limit participation in physical and educational activities. If your son is badly bruised or marked from an accident, you may wish to let the teacher know of the circumstances of the injuries.

9.4 Child Abuse

The law requires all teachers and other professionals to report any reasonable suspicion that a student has been abused at home or elsewhere.

As some injuries such as repeated bruising on a student may cause suspicion of abuse, it is everyone's duty to pay close attention to such situations. It is the role of Child Protective Services or other authorities, to whom we report, to investigate such injuries. Should a report be made by the school to Child Protective Services or other authorities, this report will be in compliance with the law and have the best interest of your son in mind.

9.5 Search and Seizure

School authorities may, without notice or a search warrant, search student lockers, desks, work areas, bags, clothing, student vehicles, student electronics, student emails, or student computer network files based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students and school personnel.

Reasonable grounds for a search include but are not limited to:

- a. information received that is considered to be credible; or
- b. a teacher's or administrator's own observation.

School authorities may also seize illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to non-prescription controlled substances, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Possession of such items will be grounds for disciplinary action including suspension and expulsion.

9.6 Emergency Situations, Procedures and Drills

Emergency and safety drills are held at various times in the year. Students will be instructed as to the proper procedures for evacuation.

When the island is placed under Typhoon Condition of Readiness 2 (COR2), school personnel will concentrate on security preparations and classes will be canceled. Upon notification from the proper authorities, students will be released by bus or private transportation. Parents are advised to listen to the public service announcements and information.

In the event of an earthquake or natural disaster, students are advised to remain calm and listen for instructions. Teachers will assess the situation and instruct students accordingly, keeping in mind the safety and wellbeing of everyone. Parents are again asked to listen to public service announcements and information.

In case of a devastating earthquake or other event where communication and transportation arteries are cut off, all students must stay at the school site. No student will be released to go home without a parent (or a parent's authorized representative) providing transportation. The school is responsible for the students' well-being and safety during the school day and beyond in the case of a catastrophe; therefore the school must be accountable for the whereabouts of each student during a disaster.

9.7 Water Outage

In the event of a water outage during the course of the school day students may be released by bus or private transportation. No water in the early morning may also be a reason for school to be cancelled. Parents are advised to listen to public service announcements and check the FDMS website for the latest information.

10 Grievance Procedure

Students, parents, guardians, teachers and other school employees who feel that they have a legitimate grievance resulting from a violation of school policy and procedures are asked to:

10.1 Discussion with Concerned parties

Discuss the grievance or complaint with the parties concerned at an informal meeting as soon as possible after the incident.

10.2 Joint Meetings

If the matter cannot be settled informally by the parties concerned, they must request a joint meeting with the principal.

10.3 Appeal to the Superintendent of Catholic Education

If after this meeting the aggrieved feels the matter is not resolved, he or she may submit the grievance in writing to the Superintendent of Catholic Education. The Superintendent of Catholic Education can be contacted by phone at (671) 472-6116. The purpose of this procedure is to support, at the lowest possible administrative level, a just response to all grievances.

11 Principal's Right to Amend

The principal reserves the right to add, amend and interpret at any time, any or all sections of this handbook. This includes the right to make the final determination of satisfactory compliance of this handbook. The additions and amendments to this handbook will be posted on the official school website (www.fatherduenas.com).

12 Parental Agreement

Full agreement with this handbook is necessary for a student's enrollment in Father Dueñas Memorial School. If you have any questions about this handbook or if you would like to discuss any specific policy that has caused you to be concerned, please feel free to call or visit with the principal.

Parents and/or legal guardians must sign the FDMS Parent-Student Handbook Agreement Form and return it to their son's homeroom teacher.