

**FATHER DUEÑAS MEMORIAL SCHOOL**  
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**[www.fatherduenas.com](http://www.fatherduenas.com)**

**SY 2010-2011 Contract**

This is to acknowledge that we, the undersigned, are fully aware of the provisions printed in the Parent and Student Handbook of Father Dueñas Memorial School and we pledge to fully abide by them.

We also understand that since the school authorities promulgate these, the school reserves the right to add, interpret, amend, supplement, and apply these rules. The school authorities also feel themselves the best judge of what is or what is not satisfactory compliance.

\_\_\_\_\_  
Father's Printed Name

\_\_\_\_\_  
Mother's Printed Name

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Mother's Signature

*If a student resides with a guardian:*

\_\_\_\_\_  
Guardian's Printed Name

\_\_\_\_\_  
Guardian's Signature

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

Date: \_\_\_\_\_

**Note :** *Please return this form to the Principal's Office either by mail or by personal delivery. Falsification of these signatures is a serious offense and is punishable by expulsion from school.*



<b>REGULAR SCHEDULE</b>	<b>ADJUSTED SCHEDULE</b>
7:50 WARNING BELL 7:55 – 8:05 HOMEROOM	7:50 WARNING BELL 7:55 – 8:05 HOMEROOM
8:05 – 8:48 FIRST PERIOD	8:05 – 8:43 FIRST PERIOD
8:53 – 9:36 SECOND PERIOD	8:48 – 9:26 SECOND PERIOD
9:41 – 10:24 THIRD PERIOD	9:31 – 10:09 THIRD PERIOD
10:24 – 10:44 BREAK	10:09 – 10:29 BREAK
10:49 – 11:32 FOURTH PERIOD	10:34 – 11:12 FOURTH PERIOD
11:37 – 12:20 FIFTH PERIOD	11:17 – 11:55 FIFTH PERIOD
12:20 – 1:14 LUNCH	11:55 – 12:33 ACTIVITY
1:19 – 2:02 SIXTH PERIOD	12:33 – 1:24 LUNCH
2:07 – 2:50 SEVENTH PERIOD	1:29 – 2:07 SIXTH PERIOD
	2:12 – 2:50 SEVENTH PERIOD

<b>MASS SCHEDULE</b>	<b>PEP RALLY SCHEDULE</b>
7:50 WARNING BELL 7:55 – 8:05 HOMEROOM	7:50 WARNING BELL 7:55 – 8:05 HOMEROOM
8:05 – 8:41 FIRST PERIOD	8:05- 8:45 FIRST PERIOD
8:46 – 9:22 SECOND PERIOD	8:50 – 9:30 SECOND PERIOD
9:27 – 10:03 THIRD PERIOD	9:35 – 10:15 THIRD PERIOD
10:03 – 10:23 BREAK	10:15 – 10:30 BREAK
10:28 – 11:04 FOURTH PERIOD	10:35 – 11:15 FOURTH PERIOD
11:09 – 11:45 FIFTH PERIOD	11:20 – 12:00 FIFTH PERIOD
11:45 – 12:30 MASS	12:00 – 12:45 LUNCH
12:30 – 1:28 LUNCH	12:50 – 1:30 SIXTH PERIOD
1:33 – 2:09 SIXTH PERIOD	1:35 – 2:15 SEVENTH PERIOD
2:14 – 2:50 SEVENTH PERIOD	2:20 – 2:50 PEP RALLY

# CONTENTS

## Introduction

### Fr. Dueñas Memorial School

1. A Brief Historical Background
2. Vision-Mission Statements
3. Expected School-wide Learning Results (ESLR)
4. FDMS – a Faith Community
5. Parental involvement  
The Parents Advisory Board (PAB)

### Academic Offerings and Requirements

1. Brief Description
2. Course Offerings
3. Scholastic Standards
  - a. Evaluation and Ineligibility
  - b. Probation, Withdrawal, Exclusion
  - c. Summer School
4. Grading System
5. Textbooks and Supplies
6. Homework
7. Quarterly Exam
8. Report Cards
9. Honors
  - a. Honor Roll System
  - b. National Honor Society (NHS)
  - c. Academic Honors
10. Graduation

### Administrative Services

1. Admissions
2. Registrar's Office
3. Business Office

### Student Services

1. Guidance and Counseling
  - a. Guidance Counselor
  - b. Drug Policy
2. College Advisor
3. Library
4. Cafeteria
5. PA System and Bulletin Boards
6. Sales to Students and Fundraising activities

### **Student Organizations and Activities**

1. Student Council
2. Class Officers
3. Student Organizations
4. Interscholastic Program
5. Assemblies

### **Student's Rights and Responsibilities**

1. Students' Rights
2. Students' Responsibilities
  - a. Conduct/Behavior, & Deportment
  - b. Conduct/Behavior & Deportment Defined
  - c. Absence and Tardiness
  - d. Dress Code
  - e. Disallowed Items/Articles

### **Discipline and Grievance**

1. Disciplinary Measures
  - a. Investigation/Discipline Committee
  - b. Disciplinary Action
  - c. Note on Cheating
  - d. Dismissal/Expulsion/Exclusion
2. Grievance Procedures

### **On/Off-Campus Regulations**

1. School Campus
  - a. Use of School Grounds
  - b. Off-Limits
  - c. A Closed Campus
2. Transportation and Field Trips
  - a. Student Automobiles
  - b. School Bus Passengers Regulations
  - c. Off-Island Trips
  - d. Field Trips
3. Outside Communication
  - a. Visitors
  - b. Messages

### **Calendar Activities – SY 2010-2011**

### **Basic Prayers**

# FORTES IN FIDE

## INTRODUCTION

This manual contains the policies, rules and regulations of Fr. Duenas Memorial School. These policies remain in effect until the school administration amends or repeals them. Should there be any change in the school policies, all interested parties will be promptly notified.

Students and their parents are expected to read, acknowledge, and sign the contract form above, indicating approval of, and agreement with the stipulations in the student handbook.

## HISTORY OF FATHER DUEÑAS MEMORIAL SCHOOL

Fr. Duenas Memorial School (henceforth FDMS) is owned by and operated under the auspices of the Archdiocese of Agaña, a corporation sole. The school was founded in 1948 by the Most Rev. Appolinaris W. Baumgartner, OFM Cap., then Vicar Apostolic and later first bishop of Hagatña. It was named after Fr. Jesus Baza Duenas, in memory of a Chamorro priest who was martyred during the Second World War.

Originally established as a minor seminary to train young men for the priesthood, FDMS has since evolved into a college preparatory high school for boys. It is a member of the National Catholic Education Association (NCEA) and is accredited through the Western Association of Schools and Colleges (WASC).

## SCHOOL VISION-MISSION STATEMENT

### 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.

### MISSION STATEMENT

In the Spirit of Jesus Christ in the Catholic community, the Fr. Duenas 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.

## **EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLR)**

In the course of their studies, FDMS expects its students to be growing into:

- Responsible individuals
- Critical thinkers
- Effective communicators
- Upright citizens
- Effective leaders
- Good Christians

## **FDMS – A FAITH COMMUNITY**

More than just a catholic school, FDMS is a faith community striving for continuous formation of all its members. Cognizant of the fact that no one gives what he/she does not have, FDMS strongly encourages all members of the community to keep up with the fast pace of development in theology and further deepen their faith. Doing this, the community will be in a better position to form the students in knowledge and practice of their faith. To this end, 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.

Since FDMS is a Catholic school, preference in terms of admittance, is ordinarily given to Catholics. Non-Catholics, if admitted, should 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 proselytizing.

## **PARENTAL INVOLVEMENT**

The school does not substitute for parents but works with them in the formation of their children. It is for this reason that FDMS reminds and encourages parents/guardians to be actively and consistently involved in their children's studies.

During the school year, parents receive periodic newsletters (via the website) and activity calendars both to keep them informed and to get them involved in the academic, athletic, art and culture programs of the school. Particularly in social and sports events sponsored by the school, direct parental supervision and involvement are needed.

The school invites parents to serve on various school committees and to volunteer service as the needs arise. Address and contact numbers of FDMS parents/guardians are regularly updated. The school can be contacted by phone



at 671-734-2261/3, by FAX at 671-734-5738, or email [fdms@guam.net](mailto:fdms@guam.net). Parents can avail themselves of the website: [www.fatherduenas.com](http://www.fatherduenas.com).

## **THE PARENTS' ADVISORY BOARD**

The Parents Advisory Board (PAB) is a consultative body of volunteer parents whose task is to assist, support, or otherwise, contribute to the attainment of strategic and holistic 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 PAB, together with another officer of the Board, may be invited to the meetings of the Principal's Council, at the Principal's discretion. At the start of the school year, the general assembly of parents elect among themselves eight (8) names to be proposed to the Principal as officers. From this list, the Principal appoints the President, Vice-President, Secretary, Treasurer, and four board members. General membership, however, remains open to all parents who want to volunteer their time and efforts to help the school.

## **ACADEMIC OFFERINGS AND REQUIREMENTS**

### **BRIEF DESCRIPTION**

FDMS offers a four-year program of college-preparatory courses, and every student takes a full program of studies. The school is a member of NCEA (National Catholic Education Association) and is accredited through the Western Association of Schools and Colleges (WASC).

The school reserves the right to recognize or deny credits from other schools or certified tutors. Only with explicit permission from the school principal may FDMS students take courses at other institutions and apply earned credits to their transcripts.

### **A. Course Offerings**

#### **FRESHMEN**

Theology 1	1 credit
Algebra 1	1 credit
General Science	1 credit
Geography	1 credit
Introduction to Literature	1 credit
Health/P.E. 1 or Naval Science 1 (NJROTC)	1 credit
Foreign Language I (Spanish I or Japanese I)	1 credit

## SOPHOMORES

Theology 2	1 credit
Geometry	1 credit
Biology	1 credit
World History	1 credit
World Literature	1 credit
Foreign Language II (Spanish II or Japanese II)	1 credit
Health/P.E. 2 or Naval Science 2 (NJROTC)	1 credit

## JUNIORS

Religious Studies	1 credit
Algebra 2	1 credit
Chemistry	1 credit
U.S. History	1 credit
American Literature	1 credit
Foreign Language III (Spanish III or Japanese III) or Composition	1 credit
Elective – Psychology	1 credit
– Naval Science 3	
– Computer Science	
– Accounting	
– Fine Arts	
– Chorus	
– Weight Training	
– Anatomy & Physiology	

## SENIORS

Theology 4	1 credit
Pre-Calculus/Calculus	1 credit
Physics	1 credit
American Government	1 credit
British Literature	1 credit
Guam Studies	1 credit
Elective – Psychology	1 credit
– Naval Science 3	
– Computer Science	
– Accounting	
– Fine Arts	
– Chorus	
– Weight Training	
– Anatomy & Physiology	

**Note:** Some courses may be offered as AP Courses

## **B. Scholastic Standards**

### **Evaluation and Ineligibility**

1. Every teacher periodically evaluates his/her students and turns in to the office the names of students who are not performing satisfactorily. These names will be placed on a list of students with academic deficiencies and entered in an Ineligibility List.
2. Students who maintain a passing grade of 70% and above in all subjects are eligible for participation in extra curricular activities (academic competitions, performing arts events, clubs/organizations, social activities, etc.)
3. Students on the Ineligibility List are not allowed to participate in athletic events and social activities (field trips and club or organizational activities) until such time as their names are removed from the list. Removable from the list will be determined upon recommendation by the teacher/s concerned.
4. Parents of students who are on the Ineligibility List will be notified.

## **C. Probation, Withdrawal, Exclusion**

Academic or conduct probation is a restraining measure imposed on students who fall under all or any of the following conditions:

1. Failure in two (2) or more subjects in any grading period;
2. Habitual neglect of assigned work;
3. Poor classroom attitude; habitually disruptive of classes;
4. Poor academic performance.
5. Poor conduct and deportment. A grade of "1" in Conduct in any quarter automatically merits a probationary status the following quarter. Another grade of 1 the following quarter will mean dismissal from the school. Two consecutive grades of "2" in conduct will mean the student is on conduct probation the following quarter. A third consecutive grade of "2" will mean exclusion from the rolls. In short, two grades of "1" or three or more grades of "2" in Conduct would mean exclusion from the rolls in the following school year.
6. Any student who gets one grade of "1" or two grades of "2" throughout the year will automatically be on conduct probation the following year.

A student on academic or conduct probation must show positive efforts to improve his school performance. The student on academic or conduct probation is excluded from all extra-curricular activities. Failure in any subject in any given quarter disqualifies a student from participating in all academic and athletic interscholastic events. A GPA of 2.0 must also be maintained in order to participate in these activities.

If a student gets a failing grade (F) in the same two (2) or more subjects for the first two (2) successive quarters, he will get a notice for withdrawal.

A student who fails two (2) or more subjects at the end of the academic year may be allowed to return only if he has made up the failed courses by the beginning of the next fall term and only upon request to the principal by the parents and student. The principal may, at his discretion, accept the student on academic probation if a “contract” for redemption is signed. After academic dismissal, the School Principal and Assistant Principal may consider a student for re-admission for the following academic year upon favorable review.

A student on conduct probation is one who has incurred a grade of “1” or two grades of “2” in Conduct/Department in any quarter of the previous year.

#### **D. Summer School**

Any student failing one subject at the end of the school year must attend summer school either at FDMS or at an institution with which summer school was arranged by FDMS. The student must also pass a final exam showing that he has mastered the material of the course before he can receive credit. After summer school, he must have the GPA required to be promoted to the next grade level. The summer school grade does not affect grade point average or rank in class.

Any student at risk of receiving less than a 70% (F) in a subject and receives a deficiency notice in the fourth quarter should register for summer school.

#### **E. Grading System**

The interpretation of our marking system is as follows:

<b>Grade (%)</b>		<b>Letter Equivalent</b>		<b>Number Equivalent</b>
93-100	=	A	=	4
85-92	=	B	=	3
77-84	=	C	=	2
70-76	=	D	=	1
0-69	=	F	=	0

#### **F. Textbooks and Supplies**

Students must have the necessary books and supplementary materials for their courses. Upperclassmen should have a scientific calculator for use at school and at home. Students should have access to a computer with a printer, since many assignments must be submitted in typewritten form. Students are assessed a textbook fee at the start of each school year.

Books at FDMS are loaned to the students by the school or the Government of Guam. Students who lose or damage a book must pay the book’s current price, plus its shipping cost. Payment must be made to the business office. A replacement copy may then be requested, depending on the availability of the textbook.

## **G. Homework**

To meet academic requirements at FDMS, students are expected to devote two (2) to three (3) hours per day at home for study and assignments. Ninth and tenth graders may be provided with academic planners.

Previous absence from class does not absolve the student from the assigned tasks. It is incumbent on the student to ask the teacher/s concerned for a make up. The teacher sets the final deadline for all work (including make up tests). Failure to request and/or accomplish the work before the deadline shall be equivalent to a failing grade on that work.

## **H. Quarterly Exams**

Exams are taken on the announced dates. In case of illness, a doctor's certificate and written request from the parents must be presented to the principal before or on the day of the exams. The same procedure shall be observed on days when major projects, papers, or presentations are due.

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.

Students are expected to be present for all quarter exams. In the event that a student is unable to take a test as scheduled, whether due to illness, off-island travel, or any justifiable reason, an early or late exam fee of forty dollars (\$40.00) per test will be charged. The fee shall be paid before taking the exam. In case of off-island travel, all exams shall be taken before leaving.

## **I. Report Cards**

Report cards are given out on a quarterly basis. Parent-teacher conferences are scheduled after the first and third quarters, at which time report cards are available to be picked up.

Second and fourth quarter report cards are mailed directly to parents accompanied by a letter from the administrative office. Questions concerning the grades are to be forwarded to the registrar's office. Conference with individual teachers may also be scheduled through the registrar. 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. Department in the classroom is graded on a scale of 1:5 where 5 stands for "good" and 1 for "poor".

## **J. Honor Roll System**

The school maintains three (3) honor rolls. First honors include students who have earned all A's; second honors include students who

have no grade below 85; third honors include those students who average 85 or better with no grade below 77. A student receiving a grade below 77 is not eligible for honors.

#### **K. National Honor Society (NHS)**

FDMS maintains an honor society. Membership in the chapter of the National Honor Society is by election of the council only. It is based upon scholarship, leadership, service and character.

All sophomores, juniors, and seniors who maintain a cumulative GPA of 3.2 after at least one semester of attendance at FDMS are asked to fill out an application form detailing their service and leadership activities. Membership is a privilege, not a right. All those interested may go through the selection process for membership.

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.

#### **L. 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.

#### **M. Graduation**

Graduation, per se, is a privilege, not a right. Following the Archdiocesan School Policy, the student must have successfully completed all the required courses before he can graduate. Any student who has not passed all senior subjects or has an outstanding missing credit, or is suspended or excluded, may not participate in the graduation ceremonies. In order to be considered for graduation, a student must have successfully passed all required and elective courses. Any senior who fails a subject cannot take part in the commencement rites, and, in fact, must go to summer school and obtain a passing grade in order to receive a diploma. All financial responsibilities to the school must also be settled.

In addition, there is a graduation fee for seniors. This fee pays for 25 announcements, 1 box (100) of name cards, a cap, tassel, gown, diploma and diploma cover. It also covers the expenses of the graduation ceremony.

## **ADMINISTRATIVE SERVICES**

### **ADMISSIONS**

In the admission and retention of students, FDMS does not discriminate on the grounds of race, color, creed or national origin. Priority or preference,

however, is given to Catholic students. Non-Catholics, if admitted, are required to participate in ALL theology classes, and religious activities officially organized by the school.

To be considered for admission, candidates must submit transcripts, standardized test scores, and health records. Catholic applicants, in addition, must show a copy of their Baptismal and Confirmation Certificates. All must also pass the entrance examination which is administered each spring on specified dates.

Candidates who successfully pass the entrance exam and whose other documents indicate that they are likely to succeed in the school's college preparatory programs are notified of acceptance. Only then shall they pay the required and non-refundable registration fee in order to reserve a place in class.

Pre-registration of returning students is held each spring to determine class offerings for the following school year. Because FDMS maintains limited enrollment, the registration of qualified students is on a first come, first served basis.

## **REGISTRAR'S OFFICE**

The registrar's office manages all student records (report cards, health records, transcripts, etc.). Request for transcripts and any other pertinent documents have to be directed to this office. Such requests may require a processing fee. Payments are first made to the cashier before request.

## **BUSINESS OFFICE**

The business office oversees the financial activities of the school. It also receives and records payment of tuition and other applicable fees from students or parents.

Tuition is paid in ten (10) equal payments due on the fifteenth (15<sup>th</sup>) of each month from July through April. A late fee is charged for any payment received after the fifteenth (15<sup>th</sup>) of the month.

Arrangements may be made for quarterly payments. All payments can be made in the form of checks, cash, or credit cards.

In the event of withdrawal or expulsion from the school, four (4) instructional days require a full month tuition payment.

A listing of scheduled payments to the business office for the current school year is found in the pre-registration and registration forms.

The school makes every effort to help the students and parents with their financial obligations. However, all students who are in arrears in their tuition payments for more than two months are withdrawn from the school.

If a student account becomes delinquent and the services of a collection agency becomes necessary, the parents will assume the cost of collection, legal fees and a seven percent (7%) interest charge on the unpaid amount.

The business office makes disbursements of student funds on the signature of the treasurer and the faculty advisor of the organization, and the principal/

assistant principal. All student funds are deposited with the school's business office.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

### **GUIDANCE AND COUNSELING**

#### **Guidance Counselor**

FDMS employs a guidance counselor who works in close coordination with, and under the supervision of the Religious Affairs Director, together with other religious and/or members of the clergy who work at the school. Where possible, the Religious Affairs Director is a priest.

#### **Drug Policy**

FDMS recognizes the rights of legal authorities over any criminal conduct of any of the students or members of the academic community.

FDMS does not condone the illegal use, possession and/or distribution or selling of alcohol or illicit drugs by students or by any member of the academic community. The school has an administrative pool which, in conjunction with the guidance department of campus ministry, is responsible for advising the principal in matters of abuse, screening, disciplining and identification of anyone involved with drugs and alcohol.

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 continued attendance at FDMS.

FDMS reserves the right to perform random drug tests of its students. The school shall make all 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. A signature by parents/guardians on the contract at the front of this booklet denotes consent to such drug tests.

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 which result in a positive result, the registrar should be notified.

#### **College Advisor**

Being a college preparatory school, FDMS designates a faculty member to act as college advisor whose main responsibility is to help facilitate the admission of our Juniors and Seniors into colleges and universities of their choice, and also to guide them in seeking financial grants and loans for college studies. Students, however, are expected to initiate the process and follow it up. The College advisor is also responsible for coordinating college recruiting visits.



Students seeking admission into the college/s of their choice will be required to obtain letters of recommendation which will evaluate their academic standing and citizenship.

## **Library**

The library is a place for research and serious study and silence must be observed at all times. It opens at 7:15 a.m. and closes at 4:00 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, including weekends and holidays. Lost items must be paid for in full.

Catalog cards should not be removed from the file. Call numbers should be copied on a slip of paper. Reference books, periodicals and magazines may not be taken out of the library.

Photocopying service for students is 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 if students fail to use the library and its facilities with respect.

## **Cafeteria**

FDMS employs the services of a catering firm 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.

Students shall keep the cafeteria clean by properly disposing of their own trash.

## **PA System and Bulletin Boards**

Announcements and communications are issued regularly during homeroom period and as the needs arise.

Items for the official bulletin boards are submitted to the administrative office for approval. Homeroom bulletin boards are not available for use by non-FDMS persons or organizations without the permission of the school principal or assistant principal.

Only necessary messages will be announced through the PA system.

## **Sales to Students and Fundraising Activities**

Entities authorized by the school to sell items to students, such as rings, jackets, etc., always issue receipts. The school is not liable for money given without a receipt.

All moneys collected through fund-raisers are deposited to the school's business office.

All funds collected by the school are received through the business office and are issued receipts. All funds collected by the school organizations are received through the treasurer of the organization and are issued receipts.

# **STUDENT ORGANIZATIONS AND ACTIVITIES**

## **Student Council (STUCO)**

The student council of FDMS is a student-run organization that consists of 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. Thus, membership into the student council depends primarily on student-run elections. Once elected, members must maintain good attendance record at all weekly STUCO meetings.

Members of the student council 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.

The student council acts as a bridge that relates concerns, ideas, and proposals to the administration of the school or vice versa.

Additionally, the student council is to act as the main organization on campus whose responsibility is to oversee the other clubs and organization, as well as to propose measures that will benefit the overall student body. The student council is responsible for organizing activities, sponsoring religious functions and programs that are in the best interest of the student population.

The student council functions as the governing body of the student population. To qualify for office, students must have a GPA of 2.0 and have no failing grades.

## **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 GPA of 2.0 and have no failing grades.

## **Student Organizations**

Student organizations shall have the approval of both the student council and the principal. Each organization shall have a faculty advisor or moderator.

The treasurer of any organization collecting funds shall be governed by the procedure established by the business office. Money collected by student organizations shall be deposited with the business office the same day before leaving the campus.

## **Interscholastic Program**

FDMS participates in a variety of interscholastic programs. These programs include academic activities such as mock trial, forensics, academic challenge bowl, debate, etc., as well as athletic activities such as football, cross country, basketball, biking, volleyball, tennis, golf, track and field, rugby, table tennis, baseball, etc.

Participation in any interscholastic program requires a yearly physical exam, particularly for strenuous activities, and drug clearance via a drug test each time.

Parents are encouraged and invited to get involved in these activities to give the school teams financial and moral support. In order to participate, students must have a minimum GPA of 2.0 and no failing grades. Students must also maintain a passing grade in all classes in weekly evaluations.

Student athletes must take care of all sports equipment provided them by the school. They are also responsible for returning them to the P.E. Department. Students who fail to take care of and return their equipments are liable for their cost and shall make payment to the business office.

## **Assemblies**

Assemblies are part of the school program and attendance is required. Students are directly supervised by the homeroom teacher. Absence or tardiness from an assembly will be subject to appropriate penalty.

Students are required to be in full uniform in assemblies. Food, drinks, gum, betel nut are not allowed during assemblies, particularly during religious services which all students attend.

# **STUDENTS' RIGHTS AND RESPONSIBILITES**

## **A. STUDENTS' RIGHTS**

The students have the following rights which demand the response of duty from others:

1. The right to pursue their education in a classroom conducive to learning;
2. The right to propose actions for their own betterment;
3. The right to participate in school programs for which they are eligible;

4. The right to be free of intimidation;
5. The right to have their work evaluated without prejudice, thus receiving the grade they earn;
6. The right to have counsel of their parents;
7. The right to a hearing from those in authority in case of grievances;
8. The right to have their record accurately reported to other schools and employers upon request, but only if all obligations to FDMS (financial or otherwise) are current.

**Note:** The school records are the private property of FDMS. The school grants the right to inspect and review a student's records only to school officials, parents and legal guardians, and to the student if he is of age, in the presence of school administrators.

## **B. STUDENTS' RESPONSIBILITIES**

### **Conduct/Behavior & Department**

Every right has a corresponding duty. It is therefore important that students behave in a way that safeguards the common good of all. For this reason, students are to be graded every quarter on Conduct/Behavior and Department. Under the leadership of the Homeroom teacher, a consensus is gathered every quarter from all teachers and staff, including those who do not teach them directly, but who, nevertheless, get to see the students and interact with them in both formal (classroom) and informal (off-classroom) settings. Students who get a grade of either 1 or 2 will then be referred to the Discipline Committee, and when such grades are ratified are considered final. Parents who may have questions on the grade MAY NOT go directly to each and every teacher or member of the staff, but should direct their queries to the Assistant Principal for Discipline.

Conduct/Behavior & Department refers to the student's overall behavior in and out of the classroom that shows the student's capacity and willingness to own up to, and internalize, the culture, vision-mission, and long-standing motto of FDMS as a Catholic school, along with his willingness to abide by the rules stipulated in the Students' Handbook. More precisely, behavior refers to the manner of conducting oneself, while conduct is a mode or standard of personal behavior. In our case, this refers to the ability to abide by, and comply with the stipulations of the Students' Handbook. Department includes participation in class, and an overall bearing that is conducive to, facilitative, and supportive of a healthy learning atmosphere in the classroom.

### **Conduct/Behavior & Department Defined in Detail**

For as long as they are officially enrolled in the school, all students are expected to conduct themselves on and off-campus in a manner consistent with the school's vision-mission. 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, and similar public appearances. The student may also be subject to suspension or expulsion proceedings depending on the nature of the offense.

Any unlawful act taking place on school grounds or buses, or in cyberspace posted via social networking sites is subject to legal and administrative action.

Students must show respect to teachers and address them by their proper titles. Fraternalizing between students and teachers is considered to be inappropriate conduct in the academic community. Teachers are not buddies of students. Students must remember that classroom management is under the control of the teacher.

Students are expected to show respect to fellow students at all times. Horseplay, bullying, and any form of intimidation in or out of the classroom shall not be tolerated.

Students must wear their uniform properly and neatly at all times during class sessions. They are not to eat, chew gum or betel nuts, or drink any and all kinds of drink in the classroom. They are to keep the classrooms neat, clean, and orderly at all times, and show great respect for the school property/grounds and buildings which parents and volunteers continue to develop and beautify.

Conduct/Behavior and Deportment includes observing the uniform code, personal grooming and hygiene, the capacity to fall in line at the cafeteria, wait for his turn, behave in a gentlemanly manner on and off-campus, and the ability to manifest proper decorum during prayer and school liturgical celebrations, and an overall behavior that speaks well for, and of one's alma mater.

Any public postings in cyberspace of any student activity that violates the stipulations of the student handbook, via social networking sites will be subject to the same disciplinary action, and will be dealt with exactly like student behavior off-campus.

### **Absence and Tardiness**

Students are expected to get to school on time and to attend all classes each day. Dental, medical, driving tests and any other routine appointments should, as much as possible, be made after school hours or on a free day.

Students are expected to arrive at school between 7:00 a.m. and 7:50 a.m. They must be inside the homeroom at the sound of the bell at 7:55 a.m. Homeroom is an important part of the school day. Being sent for errands by parents does not count as acceptable excuse. A student who is absent without the consent of his parent/guardian is truant. This is an unexcused absence and the student will not be re-admitted to the school unless there

is a conference with his parents. Any truancy is a cause for suspension or expulsion. Three unexcused tardiness count as one unexcused absence.

Ten unexcused absences in a year will result in a loss of credit and a failing grade for the quarter in all the subjects affected by the absences. Additional unexcused absences in the 4<sup>th</sup> quarter will result to probationary status in the following school year. If a student accumulates six unexcused absences, a conference between the parents and the principal is required for the student to be re-admitted to class.

A student who has been absent must report to the registrar's office before classes the following morning with a written excuse from the parents stating the reason for absence. He will not be allowed into class without an admission slip which is to be signed by each period's teacher, and returned to the registrar's office at the end of the day. This is the responsibility of the student. If the student fails to bring a note signed by a parent/guardian or a doctor's excuse when returning from an absence, the student will not be given make-up work for assignments or tests missed.

Whilst ordinarily, absences owing to medical reasons are excused, the maximum allowable absences for medical reasons cannot exceed 20% of the total number of school days in a year, that is, 36 class days. Beyond this number of maximum allowable absences due to sickness, the student is dropped from the rolls and he gets no credit in all classes.

Parents are asked to call the office at 734-2261/2263 between 7:30 a.m. and 10:00 a.m. on any day that a student will be absent.

Students who are tardy for homeroom or any class will serve a 25-minute lunch-time detention, while those who are absent from homeroom will serve a one-hour after school detention. Frequent tardiness involving students who drive to school may result in the suspension of parking privileges.

Students who drive to school may not use car trouble or traffic, or the need to fill-up the gas tank as an excuse for being late.

Parents should pick up students not using the buses or private transportation by 3:45 p.m. They are not to be left sitting in front of the school. FDMS cannot be responsible for students who are left after school.

Barring real emergencies, parents asking their sons to do errands for them are not considered excused tardiness or absences. The following are excused absences or tardiness:

1. Ailment requiring three (3) or more days out of school and verified with a doctor's note;
2. Necessary medical or dental appointment with verifying documentation that it could not have been scheduled for another time;
3. Death in the immediate family (not acquaintances or neighbors);
4. Natural catastrophe or disaster;

5. Pre-arranged travel off-island with permission from the principal or assistant principal. (Students must request assignments before leaving);
6. School-sponsored events off-island;
7. Failure of school bus to pick up students – i.e., non-arrival of the bus. (This needs to be verified with DOE – Bus operations);
8. School-related field trips.

**Note:** It is the student’s responsibility to ask teachers for make-up work or assignments missed. The teacher may set deadlines for make-up work to be handed in.

### **Dress Code**

- A. The school uniform is mandatory and should be worn properly on all regular school days, unless students are instructed otherwise, i.e., activity days or dress-down days. 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 or undershirt, the student may be given a suspension or may be sent home. If a student is unable to wear the uniform on a particular day for valid reasons, he must bring a note from his parent or guardian to the principal’s office.

Wearing the school uniform means that the student is representing FDMS, therefore the uniform should be kept neat and be worn properly. Undershirts may not have any visible logos.

- B. The **school uniform** for FDMS students consists of:
1. Shirts: white polo shirt, with FDMS school logo;
  2. Pants or shorts: charcoal gray slacks with FDMS logo with a belt;
  3. Shoes: Enclosed leather or rubber shoes. Zories and sandals are never permitted, even on activity days.
  4. Only the prescribed school jackets may be worn on campus.
- C. On days approved by the principal, students may dress out of uniform as a means to raise funds for various causes. On these days, students may not wear sandals or zories. Students may not wear sleeveless shirts or those depicting drugs, alcohol/tobacco products, nudity, obscene content, graphic distaste, or anything incongruous with the catholic environment.
- D. **Haircuts** must be neat and not unusual. Tails, mohawks and mullets, and dyed hair will not be tolerated. Hair must not cover one’s face and ears. Students not in compliance with this rule will be sent home. No excuses to sport long hair will be tolerated, including charitable motives like “Locks of Love.” There are other ways of doing charity. If hair is a big issue, students are asked to attend a school where it is not.

- E. Beards and mustaches must be kept neat, clean, and trimmed.
- F. **Jewelry**, such as ear or nosepieces or any other jewelry worn that requires body piercing is not permitted on campus under any circumstance and will be confiscated and not returned. Excessive jewelry is discouraged and is an invitation to theft and other complications. The school will not be responsible in any way for loss or theft of jewelry.
- G. **Sunglasses or 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. They should never be worn inside the classroom.

All dark glasses will be confiscated and will not be returned except to parents or Guardians. Students are responsible for informing their parents or guardians that their sunglasses have been confiscated.
- H. **Hats**, whether for baseball or otherwise, are not allowed at any time on the school grounds, except during outdoor physical education activities. Hats will be confiscated and will not be returned except to parents. Students are responsible for informing their parents or guardians that their hats have been confiscated.

### **Disallowed Items/Articles**

The school prohibits the use of any and all **electronic gadgets** in the classrooms unless required and authorized by the teachers in connection with a school or class project or activity. The school, furthermore, discourages the bringing of electronic games, MP3 players, and other gadgets that have nothing to do with academics.

The use of **cellular phones**, therefore, is never allowed during class hours, inside the library, and most especially in the chapel during religious services. At all these times, cellphones need to be switched off. Use of such articles inside the classroom will result in confiscation and they will not be returned except to parents or guardians. It is the student's responsibility to inform his parents/guardians that such items have been confiscated.

With specific permission from the teacher, and prior approval from the administrative office, 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 express written permission from the school administration. Violators will be automatically subject to a PUBLIC WARNING.

**Skateboards and paintball guns and equipment** are not allowed on campus. If found, they will be confiscated and returned only to parents.

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



# DISCIPLINE AND GRIEVANCE

## INVESTIGATION/DISCIPLINE COMMITTEE

The Investigation/Discipline Committee consists of the Vice Principal, and three other members of the faculty appointed by the Principal. When needed, the homeroom teacher and others may also take part in the meeting. In addition, the President and one other officer of the STUCO may be invited to the Committee, but may not vote.

The Investigation/Discipline committee meets to discuss cases reported in writing by any classroom teacher or non-academic personnel involving student misbehavior and misconduct.

The Investigation/Discipline Committee recommends a course of action and the Principal makes the final decision on the case.

## DISCIPLINARY ACTION

1. In order to preserve the common good, the school takes disciplinary action in proportion to the offense committed. In the investigation of a disciplinary case, due process is observed in order to uphold justice. The following may be proposed as disciplinary actions:

- (1) **REPRIMAND.** A student who is given a reprimand is advised in private by the Assistant Principal. The student's journal carries a remark about his offense signed by the Assistant Principal. He receives a conduct grade no higher than 3 in the quarter when the offense is committed.
- (2) **PRIVATE WARNING.** A student who receives a private warning is admonished privately by the Principal. A disciplinary memo is signed by the Principal and the parents. The student automatically receives a conduct grade of 2.
- (3) **PUBLIC WARNING.** A student who is given a public warning receives a disciplinary memo signed by the Principal and the parents. The student automatically receives a conduct grade of 1 in the quarter when the offense is committed. A student who gets two consecutive grades of "1" in the first and second quarters will not be readmitted to school the next quarter.

**Ramifications:** A student who gets a consistent grade of "2" in all four quarters will not be readmitted the following school year. A single grade of "1" in any quarter and two grades of "2" whether consecutive or not, automatically places the student on conduct probation for the following school year. N.B. Senior graduating students who get two consecutive grades of either "1" or "2" will be asked to transfer credentials to some other school and will be dropped from the rolls.

- (4) **SUSPENSION.** A student who is suspended is prevented from attending classes, but not necessarily prevented from coming to school. However, the suspended student cannot join any extra-

curricular or athletic activities during the time suspension is in force. The length of suspension should not exceed 20% of the total number of the prescribed school days. He receives a disciplinary memo signed by the Principal and the parents, and posted on the faculty bulletin board. He receives a conduct grade of 1 in the quarter when the offense is committed.

(5) EXCLUSION. Students, including senior graduating students, who get two public warnings (grade of 1 in Conduct) or three private warnings (grade of 2 in conduct), are subject to exclusion, and are asked to transfer credentials to another school. Their names are dropped from the rolls.

(6) EXPULSION. A student who is expelled is dropped from the rolls of the school. He receives a conduct grade of 1 in the quarter when he is dismissed.

2. The school considers certain acts as offenses subject to private or public warning. Among them are:

(1) leaving class and school campus during school hours without permission from proper authorities

(2) truancy (excessive tardiness and cutting of classes), and absenteeism

(3) misuse of automobiles in campus

(4) stealing, vandalism, and destruction of school property

(5) forgery, falsification of or tampering with official documents, and propagating false orders

(6) serious disobedience and disrespect or gross insubordination

(7) fighting or hurting others in and out of school

(8) drunkenness, gambling, smoking on and off campus

(9) habitual profanity or vulgarity

(10) cheating during tests and examinations

- possession of a piece of paper, etc., containing information related to the subject being tested.

- passing of test paper to a classmate

- deliberately looking at a seatmate's test paper during the examination

- dictating/making signs or signals to a seatmate to give him a clue to the answer

(11) habitual disregard of school rules and regulations

(12) provoking or instigating a fight

(13) bullying, intimidation, and extortion in and out of school

(14) bringing of pornographic materials and/or materials contrary to the faith

- (15) uploading of negative/unpleasant/foul pictures; videos or posting unsavory, disrespectful, defamatory, and/or unbecoming remarks against teachers and others on the internet via Twitter, Facebook, etc.
  - (16) direct or indirect involvement in examination leakage
  - (17) forced entry into classrooms and other rooms
  - (18) unauthorized use of blackboards and writing of disrespectful graffiti
  - (19) all other offenses which the school considers subject to private or public warning/engaging in all other unlawful activities sanctioned by law.
  - (20) any of the above posted publicly in the internet via social networking sites such as underage drinking, etc.
3. The following offenses are subject to suspension, exclusion, or expulsion:
    - (1) instigating others to insubordination
    - (2) disruption of classes, preventing or threatening other students from attending classes or faculty members or school authorities from discharging their duties
    - (3) membership or participation in organizations, particularly fraternities, which disturb the peace and order of the school and do not contribute to the achievement of the educational goals of the school
    - (4) hazing and other similar activities
    - (5) obscene and scandalous conduct
    - (6) possession, use, or distribution of drugs
    - (7) possession of dangerous weapons or explosives within the premises
    - (8) disrespect for the relics, images, and practices of the Catholic Church
    - (9) smoking and taking of alcohol
    - (10) stealing, in and out of the school
    - (11) all other offenses analogous to the foregoing/ engaging in all other unlawful activities sanctioned by law.
  4. On the second public warning and/or suspension, the student is excluded/expelled from the school. This, however, does not prejudice the right of the school to exclude/expel a student who commits, even for the first time, an offense which the school considers to be extremely serious. Four (4) PRIVATE WARNINGS or two (2) PUBLIC WARNINGS mean either expulsion or exclusion, that is, the student concerned will not be readmitted the following school year. Two (2) PRIVATE WARNINGS in the course of a school year, would automatically mean the student is placed on PROBATIONARY STATUS the following school year. Three or more PRIVATE WARNINGS mean exclusion from the rolls.
  5. Although certain offenses have been categorized as deserving of specific disciplinary action, the intention and the circumstances surrounding the act may lessen or increase the sanctions.

6. In arriving at a decision regarding a serious disciplinary matter, due process is applied in the following procedure:
- (1) Report of the matter is made to the Assistant Principal.
  - (2) Student and parents are informed in writing on the nature and causes of accusation.
  - (3) Student shall have the right to answer charges.
  - (4) Student shall be informed of the evidences against him.
  - (5) Student shall have the right to adduce evidence.
  - (6) Evidence must be considered by the school authority that is to hear and decide the case.
  - (7) The report and recommendation are forwarded to the Principal for approval.

FDMS considers the following as most serious offenses which may subject the party concerned, including senior graduating students, to summary dismissal from the school:

1. vandalism, stealing, defacing or destruction of any school property or the property of students, faculty, and staff;
2. possession or use of any firearms, knives, maces or the like;
3. serious disciplinary or academic problems;
4. repeated minor and serious infractions, including excessive absences (cf. Absence and Tardiness);
5. harassment or threat of physical harm to faculty, staff, and fellow students;
6. possession or use of cigarettes, alcohol or any controlled substance;
7. serious off-campus misconduct while wearing the school uniform even on out-of-school days.

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 will 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.

#### NOTE ON CHEATING

Cheating, especially on tests and/or quarterly exams, and acts of plagiarism are considered to be very serious matters and completely outside the Christian norms followed by the school. Cheating, when established, will automatically merit a PUBLIC WARNING. In addition, the student gets a ZERO for the test, paper, book report, or other project in question. Repeated offenses in this area, understood as more than once, will result in dismissal.

## **Dismissal/Expulsion/Exclusion**

Four (4) PRIVATE WARNINGS or two (2) PUBLIC WARNINGS will result in exclusion from the rolls for the following quarter or for the following school year, as the case may be. Students who incur them through misbehavior will not be readmitted to FDMS. Two consecutive private warnings or two grades of “2” in two consecutive quarters, would automatically mean conduct probation for the next quarter. Three (3) or more PRIVATE WARNINGS (or three or more grades of “2”) would mean exclusion from the rolls for the following school year. (For Seniors, cf. “Disciplinary Action 1.3 above).

## **Grievance Procedures**

Students, parents/guardians, teachers and other school employees who feel that they have a legitimate grievance resulting from an alleged violation of either archdiocesan or school policy and procedures shall be expected to adhere to the process laid out below. The purpose of this procedure is to succor, at the lowest possible administrative level, equitable solutions to grievances in a spirit of justice and charity.

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;
2. **Joint meetings:** If the parties concerned cannot settle the matter informally, they must request a joint meeting with the principal;
3. **Appeal to the superintendent of catholic schools:** If, after the meeting, the aggrieved feels the matter is not resolved, he/she shall submit the grievance in writing, within ten days, to the superintendent of catholic schools. The superintendent shall have five work days after the receipt of the written grievance in which to reconsider the matter to render a final decision in writing.
4. **Right of representation:** At any step of the grievance procedure, a representative of his/her choice and witnesses, if any, may accompany the aggrieved.

# **ON/OFF-CAMPUS REGULATIONS**

## **SCHOOL CAMPUS**

### **A Closed Campus**

FDMS is a closed campus. Students are not to leave the campus during the school day without an off-campus pass and parental permission. No students may receive visitors including parents from off-campus except at the main office. Anyone coming on campus from 7:55 a.m. to 2:55 p.m. must secure permission from the office.

If a parent/guardian wishes a student to leave school before dismissal, a valid excuse note must be presented to the office at the beginning of the day, before the first period, and an off-campus pass will be issued and stamped by the office staff. Only parents/guardians may write these notes. Signatures are checked with those that are on file in the office to avoid forgery.

No student will be granted early dismissal without checking in with the office at the beginning of the day. Notes from the parent/guardian must accompany any student requesting for an off-campus pass.

A student who becomes ill at school must telephone a parent or guardian to pick him up at school. Students with driver's licenses, and who become ill at school are not allowed to drive themselves home unless specified otherwise by parents or guardians.

### **Off-Limits**

The following areas are off-limits to students:

1. areas under construction;
2. the faculty lounge and rest rooms;
3. storage rooms;
4. student and faculty parking lot;
5. the gymnasium unless supervised by a teacher;
6. classrooms during break or lunch period unless a teacher is present;
7. the NJROTC room, except to cadets;
8. under the gym bleachers;
9. under any building;
10. behind the gym, the Phoenix center or between and behind the Lockwood classrooms.

Violation of these provisions is subject to disciplinary action.

### **Use of School Grounds**

After school use of campus facility by 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 extra-curricular activities or disciplinary actions must vacate the campus. FDMS cannot be responsible for the actions of students or others who are not authorized to be on campus. FDMS does not accept liability for students or others who are not authorized to be on campus.

## **TRANSPORTATION AND FIELD TRIPS**

### **Student Automobiles**

All vehicles must be registered through the office.

Licensed junior and senior students can purchase parking permits and register vehicles with the office. Other students with a driver's license can

purchase permits if parking spaces are still available. Only students with FDMS parking permits may drive school-registered cars to school. Any change must be registered immediately. Parking permits must be displayed visibly on the bottom left corner of the windshield on the driver's side.

Driving to school and parking off-campus is not permitted. Driving motorcycles or mopeds to school is not allowed. The office, in case of necessity, can issue a single day permit. All students must park in their designated student parking spaces. Cars improperly parked or cars with no valid permit displayed are subject to being towed away at the car owner's expense. Students may not park in the front faculty parking lot or in front of the administration building. Excessive tardiness while driving to school will result in the revocation of parking privileges.

By parking on campus, parents and students agree that cars are subject to search. FDMS is not responsible for damage or theft of student's vehicle while on campus.

The parking lot is off-limits for the duration of the classes during school days. Sitting in cars during class/school hours is not permitted. Students must leave their cars immediately upon their arrival at school. Loitering in the parking lot is not permitted. Once classes have started, no student is allowed to go to the parking area under any circumstances without permission. Students who break the rule will serve a one-hour after-school detention. Repeated violation of this rule will result in the suspension of the student's parking permit.

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.

Parking permits will be suspended on the following grounds:

1. speeding or careless driving on school grounds and on the streets bordering the school;
2. unauthorized leaving of the campus by car during the school day;
3. unauthorized motorcades on school grounds and on streets bordering the school.;
4. four (4) unexcused tardiness during the quarter will result in the suspension of parking permit for ten (10) school days;
5. repeated violation of the parking lot off-limits rule.

### **School Bus Passengers Regulations**

Students are transported under the direct authority of the bus driver and are his responsibility. Students are subject to the rules governing general conduct while in the bus. These rules are as follows:

1. Courtesy to the bus driver, companion riders and the general public;
2. No littering inside the bus or throwing trash out of the bus;
3. Keeping all parts of the body inside the bus at all times;

4. Respect for property;
5. Good conduct, avoiding shouting, pushing and roughness;
6. No eating, drinking, chewing gum, betel nut, smoking or drugs in the bus;
7. Students must enter and exit the bus in an orderly fashion.

Students who do not comply with the general rules of acceptable conduct are subject to disciplinary action by the driver and the school.

### **Off-Island Trips**

Students who go off-island are responsible for all lessons, assignments, quizzes, and tests missed during their absence. The administrative office will provide the students with advance assignment/work sheets. It is the students' responsibility to request from their teachers the specific assignments/work to be completed. This rule applies to all off-island trips for FDMS athletic and academic teams sanctioned by the school. Off-island trips should be limited to no more than five (5) days per student.

Parents/Guardians of students going off-island during the school year must direct a letter to the school administrators informing them of the dates and purpose of the trip. The letter must be submitted at least three (3) weeks before the projected trip. Each teacher will note a current class average on the assignment sheet. Parents are then advised accordingly.

### **Field Trips**

Field trip permission forms 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 go on the trip. A phone call from a parent will not be accepted in place of the signed form.

Field trips and other school-sponsored trips are conducted periodically to enhance and supplement classroom instruction and learning. Field trips are privileges afforded to students. No student has an absolute right to a field trip. Students can be denied participation if they show a pattern of behavioral or academic problems.



# OUTSIDE COMMUNICATION

## **VISITORS**

All visitors to the school campus are required to sign in at the registrar's office upon arrival. This is for the protection of our students and there shall be no exception to this rule.

## **MESSAGES**

Delivering messages to students is not part of the administrative personnel's job. Only emergency messages will be delivered to the students. The sender will be expected to state the emergency.

Parents are expected to plan ahead and inform their son about plans before the start of the school day. Interruptions into class time cause disruption for everyone.

# DATES OF SIGNIFICANT INTEREST

## AUGUST 2010

- 4 Teacher Orientation
- 5 Teacher Orientation
- 6 Orientation (10<sup>th</sup>, 11<sup>th</sup>, & 12<sup>th</sup> Grade)
- 9 Freshmen Orientation
- 10 First Full Day of Classes
- 23 Parent Orientation

## SEPTEMBER 2010

- 6 Labor Day Holiday
- 10 Archbishop's School Visi

## OCTOBER 2010

- 1 Career Day
- 6 First Quarter Exams
- 7 First Quarter Exams
- 8 First Quarter Break – No Classes
- 11 Columbus Day Holiday
- 13 PSAT for Grades 9th,10th,11<sup>th</sup>
- 15 Parent Teacher Conference
- 22 Culture Day
- 28 Fall School Production
- 29 Fall School Production
- 30 Fall School Production

## NOVEMBER 2010

- 2 Holiday - All Soul's Day
- 9 Election Day
- 11 Veteran's Day Holiday
- 25 Thanksgiving Day
- 26 Thanksgiving Break

## DECEMBER 2010

- 3 NHS Senior Induction
- 5 Christmas Production
- 8 Our Lady of Camarin
- 16 2nd Quarter Exam
- 17 2nd Quarter Exam

## **JANUARY 2011**

- 4 Classes resume/3rd Quarter Begins
- 17 Martin Luther King Jr. Holiday
- 30 Gala Dinner
- 31 Feast of St. John Bosco – Holy Mass

## **FEBRUARY 2011**

- 4 Catholic Educators' Conference
- 7 FD Day- No Classes
- 18 Science Fair
- 17 Ash Wednesday
- 18 Spring Production
- 19 Spring Production
- 21 President's Day – No Classes

## **MARCH 2011**

- 4 Chamorro Day Festivities
- 7 Discovery Day – No Classes
- 11 Ash Wednesday
- 10 3rd Quarter Exams
- 11 3rd Quarter Exams
- 14 3rd Quarter Break
- 15 4<sup>th</sup> Quarter Begins
- 18 NHS Spring Induction
- 25 Parent Teacher Conference
- 26 Songfest

## **APRIL 2011**

- 9 JS Prom
- 16 Easter Break begins
- 24 Easter Sunday
- 25 Classes Resume

## **MAY 2011**

- 2 Seniors' Exams
- 3 Seniors' Exams
- 10 Baccalaureate Mass – 6pm
- 11 Commencement Exercises – 6pm
- 24 4<sup>th</sup> Quarter Exams
- 25 4<sup>th</sup> Quarter Exams

# BASIC PRAYERS

## **PATER NOSTER**

Our Father who art in heaven, hallowed be thy name. Thy kingdom come; thy will be done on earth as it is in heaven.

Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

## **AVE MARIA**

Hail Mary, full of grace, the Lord is with thee; blessed art thou among women, and blessed is the fruit of thy womb, Jesus.

Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

## **GLORIA**

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

## **MORNING OFFERING**

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day for all the intentions of your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, in thanksgiving for your favors, in reparation for my sins, for the intentions of all my relatives and friends, and in particular for the intentions of the Holy Father. Amen.

## **ACT OF FAITH**

O my God, I firmly believe that you are one God in three Divine Persons, Father, Son, and Holy Spirit; I believe that your Divine Son became man and died for our sins, and that he shall come to judge the living and the dead. I believe these and all the truths that the Holy Catholic Church teaches, because you have revealed them, who can neither deceive nor be deceived.

## **ACT OF HOPE**

O my God, relying on your almighty power and infinite mercy and promises, I hope to obtain pardon for my sins, the help of your grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer.

## **ACT OF CHARITY**

O my God, I love you above all things, with my whole heart and soul, because you are all-good and worthy of all love. I love my neighbor as myself for the love of you. I forgive all who have injured me and ask pardon of all whom I have injured.

## **PRAYER BEFORE A DAY'S WORK**

Direct, we beg you, O Lord, our actions by your holy inspirations, and grant that we may carry them out with your gracious assistance, that every prayer and work of ours may begin always with you, and through you be happily ended. Amen.

## **PRAYER TO KEEP THE PRESENCE OF GOD**

Lord, God Almighty, you have brought us safely to the beginning of this day. Defend us today by your mighty power, so that we may not fall into any sin, and that all our words may so proceed and all our thoughts and actions be so directed as to be always just in your sight. Through Christ our Lord. Amen.

## **PRAYER TO ONE'S GUARDIAN ANGEL**

Angel of God, my guardian dear, to whom God's love commits me here, ever this day be at my side, to light and guard, to rule and guide. Amen.

## **THE APOSTLES' CREED**

I believe in God, the Father Almighty, creator of heaven and earth. I believe in Jesus Christ, his only Son our Lord. He was conceived by the power of the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. On the third day he rose again. He ascended into heaven, and is seated at the right hand of the Father. He will come again to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

## **ACT OF CONTRITION**

O my God, I am heartily sorry for having offended you, and I detest all my sins, because I dread the loss of heaven and the pains of hell; but most of all because they offend you, my God, who are all good and deserving of all my love. I firmly resolve, with the help of your grace, to confess my sins, to do penance, and to amend my life. Amen.

## **PRAYER FOR VOCATIONS**

Lord Jesus Christ, shepherd of souls, who called the apostles to be fishers of men, raise up new apostles in your holy Church. Teach them that to serve you is to reign: to possess you is to possess all things. Kindle in the hearts of our young people the fire of zeal for souls. Make them eager to spread your Kingdom upon earth. Grant them courage to follow you, who are the Way, the Truth, and the Life; who live and reign for ever and ever. Amen.

## **PRAYER TO ST. MICHAEL THE ARCHANGEL**

Saint Michael the Archangel, defend us in battle; be our defense against the wickedness and snares of the devil. May God rebuke him, we humbly pray. And do you, O prince of the heavenly host, by the power of God thrust into hell Satan and all the evil spirits who prowl about the world for the ruin of souls. Amen.

## **LITANY OF HUMILITY**

O Jesus, meek and humble of heart, *Hear me.*

From the desire of being esteemed, *deliver me, Jesus.*

From the desire of being loved ...

From the desire of being extolled ...

From the desire of being honored ...

From the desire of being praised ...

From the desire of being preferred to others ...

From the desire of being consulted ...

From the desire of being approved ...

From the fear of being humiliated ...

From the fear of being despised ...

From the fear of suffering rebukes ...

From the fear of being calumniated ...

From the fear of being forgotten ...

From the fear of being ridiculed ...

From the fear of being wronged ...

From the fear of being suspected ...

That others may be loved more than I, *Jesus grant me the grace to desire it.*

That others may be esteemed more than I ...

That in the opinion of the world others may increase and I may decrease ...

That others may be chosen and I set aside ...

That others may be praised and I unnoticed ...

That others may be preferred to me in every thing ...

That others become holier than I, provided that I may become as holy as I should ...

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