

Agana Heights Elementary School

350 Joseph Cruz Avenue
Agana Heights, Guam 96910
477-8340/8060

Student and Planner Handbook and Homework Planner

School Year 2015 – 2016



This Handbook belongs to:

Homeroom Teacher: _____ **Room #:** _____

School Administrator's Message

Hafa Adai Parents/Guardians,

We gladly welcome you to School Year 2015-16. We look forward to a productive and fun-filled year! Agana Heights Elementary School is proud to provide this Student/Parent Handbook and Homework Planner as a tool for successful learning. We will utilize this planner as a means of communication between the home and school.

Please take the time with your child to read and understand the contents of this handbook and planner. There are many great features to help enhance your child's learning experience throughout the school year. Each student will be expected to bring their AHES Planner daily to class. The initial planner is free of charge. If a planner is lost or damaged, a \$5.00 replacement fee will be assessed.

The faculty and staff of Agana Heights Elementary are excited to make a difference in your child(ren)'s lives. We invite you to be an active parent in our school. WE NEED and WELCOME your support!

Together, we can help our students succeed!

HANNAH M. GUTIERREZ

Principal



How to use the Homework Planner:

1. Students are **expected** to make a note of any homework/assignments for each class, to include noting "no homework", so each class box is filled each day –no blanks left. The planner will be part of the textbook/materials required for all classes. (Teachers may opt to insert and staple Homework assignments into the planner.)
2. Teachers can make notes or comments to communicate with parents.
3. Parents are **EXPECTED** to check the planner daily, to verify if the student has homework or if a response is needed for the teacher or other school personnel.
4. If phone contact is not available, other school personnel may also use the planner as a form of communication (administrator, counselor, nurse, librarian, social worker, etc.)

ACKNOWLEDGMENT OF RECEIPT OF THE AGANA HEIGHTS ELEMENTARY SCHOOL PLANNER and HOMEWORK HANDBOOK School Year 2015-16

I have reviewed the planner with my child and agree to abide by all the school policies, requirements, and expectations set forth in it.

Student's Name (Print/Sign) Date

Parent/Guardian (Print/Sign) Date

Our Bumblebee Faculty

Hannah M. Gutierrez
Vacant

Principal
Assistant Principal

KINDERGARTEN

Lisa Villanueva	RM. 16
Patrice Tenorio	RM. 17
Joann Brown	RM. 18
Susana Dejesa	RM. 19

FIRST GRADE

Jennifer Tainatongo	RM. 21
Ignacia Gumataotao	RM. 22
Stephanie Taitano	RM. 23

SECOND GRADE

Jennifer Muna	RM. 2
Barbara Salas	RM 3
Miriam Gumataotao	RM. 5
Mildred Afaisen	RM. 20

THIRD GRADE

Maybell Mendiola	RM. 9
Carol Somerfleck	RM. 10
Welma Quitugua	RM. 11

FOURTH GRADE

Barbara Campbell	RM.7
Mark McCarthy	RM. 8
Crystal Duenas	RM. 14

FIFTH GRADE

Anilita Basto	RM.1
Kay Yamashita	RM.12
Vacant	RM 13

CURRICULUM COORDINATOR

Anna Cepeda

SPED TEACHERS

Selina Castro (Primary)	RM 4B
Rick Quinata (Intermediate)	RM 4A

G.A.T.E

Angella Lujan	RM 15
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ESL

Dolores Cayanan	RM. 6
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GUIDANCE COUNSELOR

Debra Mendoza-Abrenica	Office
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HEALTH COUNSELOR

Eden Lasarna	Office
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LIBRARIAN

Neldie Pendon-Limtiaco	LIBRARY
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CHAMORU TEACHERS

Jeannie Calvo	Alvina King
Diana Charfauros	Riva Mesngon

Our Bumblebee Staff

Office Personnel	1:1 Aides	School Aides
Jeanette Superales <i>Administrative Assistant</i>	Melinda Samiliano	Angela Dejesus <i>School Aide I</i>
Patricia Bamba <i>Computer Operator II</i>	Doreen Cruz	Norma Mafnas <i>School Aide III</i>
VACANT <i>Clerk Typist I</i>	Margaret Meno	Claire Arceo <i>School Aide III</i>
	On-Call Substitutes	
Rosemary Quitugua <i>Library Tech</i>	Amanda Benavente	
	Joe Arriola	

Department of Education (DOE) Vision

Every Student: Responsible, Respectful and Ready for Life

Department of Education (DOE) Mission

Our educational community Prepares all students for life, and Promotes excellence, and Provides support.



Agana Heights Elementary School (AHES) School Mission

Assures that all students are granted the fullest possible educational opportunities;
 Heighten the students' concerns and awareness of themselves and others;
 Encourage students to strive for excellence and to be productive citizens;
 Strive for school, home, and community partnership.

Agana Heights Elementary (AHES) School Song

I'm a Bumblebee, I'm a Bumblebee..... from Agana Heights Elementary.

Where we learn and we play... and we're very very smart!

I love my school, from the bottom of my heart. Buzz, Buzz, Buzz, Buzz, Buzz Buzz

Office Procedures

Visitor's Procedures – Agana Heights is a **closed campus**. Upon arrival to campus, **all visitors**, including parents/legal guardians, must sign in at the Main Office and present identification before proceeding on campus. Parent/legal guardians are encouraged to visit the school to meet and confer with their child's teacher, staff, or the principal on matters concerning their children. Parents/guardians are always welcome, but we recommend **an appointment** be made **in advance**. This ensures the conference will occur at a time when it's convenient to both school personnel and parent. Visiting middle and high school students and siblings are not allowed in the classroom unless approval is obtained from the principal.

Campus Hours – Campus gates open at **7:00 a.m.** Students are not allowed on campus before this time. Main drop-off and pick up of all students will be at the Mayor's Canopy sidewalk, by the AHES Library (See map). The school day ends at 2 p.m. Bus riders, walkers, car riders, and after school program students are to line up in their designated areas. All car riders must be picked up no later than 2:30 p.m.

Registration – When registering students, parents must present the child's latest report card, withdrawal papers from the previous school, health record (including the immunization record and health exam record done within one year of the registration), birth certificate, utility bill or rental/lease agreement confirming street address, mayor's verification, and a map showing the place of residence. Registration will be completed when all necessary documents are submitted. Families renting in the attendance areas for the school (Agana Heights and parts of Piti) are required to submit **updated mayor's verification prior to the new school year**.

Attendance Areas / Out-of-District Students (OOD) – Priority for enrollment will be given to students living within the AHES Attendance Areas. Out-of-District Requests must be approved by the school principal, depending on availability of space, the child's academic standing, behavior, attendance, and parent's involvement in the school. Student Withdrawals can take place at any given time during the school year. Approvals are granted for one school year, therefore, parents must reapply for Out-of-District approval before the start of each school year (*Board Policy 318*).

Student Release – Students leaving campus prior to the end of the day must inform office personnel via a note by the parent/legal guardians. **NO** student will be released to any person, other than the parents/guardians, that is not listed on the student emergency information sheet. Please bring proper identification when picking up students. Students must be signed out in the Main Office

Withdrawal – If you plan to withdraw your children, please notify the school at least **3 working days** to prepare the documents. These documents may be picked up on the last day of attendance. Parent/legal guardians will be notified of any lost books, equipment, or debts which the student is responsible for.

Change of Address or phone number – Please **inform the school** if you have changed your address or phone number. Updating addresses and phone numbers is important to us. The safety of your child may depend on how quickly we can contact/communicate with you. If you have moved to another attendance area, please let us know. It is important that your child be enrolled at the school in their attendance area.

Verification of Enrollment Requests – Request for Student Enrollment Verification will be accepted **3 working days** in advance. Parents are asked to make request in person with the Main Office. Phone request will not be taken. Parents and guardians will be required to meet with an administrator or the teacher should there be a concern with the student's attendance or academics. Student Enrollment Verification forms are official documents and must be picked up from the main office.

Contact Numbers and Court Documents – Parents will be required to fill out and keep their child’s Student Information sheet updated. This form indicates emergency contact numbers for the main office and the nurse. Please keep in mind that people you list are the only authorized individuals the school will release your child to during the school day. Court documents on restraining orders or custody issues need to be kept on file with the child’s cumulative folder.

Articles Prohibited on Campus - Items which may be hazardous, harmful to others, or which may interfere with school operations are prohibited. The following is a list of items that are prohibited: expensive jewelry, electronic games, cassette/CD players, playing cards, knives, matches, lighters, cigarettes, cameras, roller blades, phones, and pagers. Confiscated items will be returned solely to the parents/guardians of the child. All confiscated items will be disposed of at the end of the school year. ***The school and the Guam Department of Education will not be held liable for any stolen items brought from home to school.*** We encourage all our parents to speak to their child regarding this matter.

Lost and Found Articles - When articles (excluding clothing and lunch pails) are found, they are submitted to the office and placed in the lost and found box. Lost articles may be claimed in the office during recess or before dismissal in the afternoon. Any clothing and lunch pails will be hung outside the Nurse’s Office. Any articles left after 10 days will be appropriately disposed of. All items brought to school should be clearly identified with the student’s name and grade. This will expedite the return of items to the rightful owner.

Academics (SCHOOL PROGRAMS)

SUCCESS FOR ALL (SFA) – The Success For All program is based on extensive research into the ways children learn to read and write. At the heart of the program is sixty (60) minutes of uninterrupted, daily reading instruction. Beginning in the first grade, children are grouped across classes and grades by reading level. Regrouping gives each teacher the opportunity to work intensively with students one reading level at a time.

Cooperative learning is embedded throughout the SFA program which focuses on individual student accountability, common goals, and recognition of group success. Providing the opportunity to work with peers enables students to master basic skills as they continue to grow. AHES aligns the Common Core State Standards with the SFA Program.

OTHER CONTENT AREAS- Students are also taught Social Studies, Science, Health, Physical Education, Art and Music in their regular class. The content covered in these subjects areas adopted is aligned with the Guam Department of Education Content Standards and Performance Indicators and with the newly adopted Common Core Standards.

CHAMORRO LANGUAGE & CULTURE – The Chamorro Language and Culture Program is mandated by law. The language and culture of Guam is taught in grades Kindergarten-5TH for 30 minutes daily.

ESL – English as a Second Language: The ESL program provides supplementary instruction to those students who are Non or limited English speakers. Eligible students can be either serviced under the following: pull out, push in, sheltered and consultation.

SPECIAL EDUCATION - This program provides services for students who are identified with special needs. The amount of time spent in the resource room is dependent on the Individual Education Plan (IEP) prepared for each student. Resource room teachers also provide consultative services to the student's regular classroom teacher. The program provides services such as Speech and Language Therapy, Occupational Therapy, Physical Therapy and Leisure Education. Other related Special Education Services may be offered depending on the student’s IEP.

GATE (Gifted and Talented Education) - Students identified as gifted and talented are enrolled in the GATE program, attend GATE classes weekly. Identification is based on an achievement test score (nationally normed), a rating by the child's teacher, and two intelligence tests.

Library: The Library is open from 8:00 a.m. – 2:00 p.m. daily from Monday to Friday during the school year. A dedicated class library time is scheduled once a week for 30 minutes. It may be closed for certain occasions such as special testing, presentations, or specialized class instruction planned by the classroom teachers. Students will have the opportunity to use the school library to check out books for a week at a time. It is the parent's/guardian's responsibility to pay for library books that are lost or damaged by your child. Students who have outstanding books will not be allowed to borrow books until cleared from all financial responsibilities. Additionally, report cards will be held and attendance at school activities, such as the 5th grade promotional ceremony, may be denied until payment is made or the book is returned undamaged.

AHES After school Program (ASPIRE) - Students who are in need of remediation from Reading, Language and Math Skills may be eligible for tutoring after school. Teachers will refer and communicate with parents regarding the availability, eligibility, and cost of the program.



PowerSchool ParentPortal – First to 5th grade parents may access their child's grades and email the teachers through the ParentPortal. Please visit the Main Office for your username and password.

GRADING & REPORT CARDS – Academic grades are based on attainment of grade level skills as set forth by the Guam Education Board. Children who are enrolled in special programs are graded according to their program standards. Report cards are issued quarterly. On the 1st and 3rd quarters, report cards are given during our Parent-Teacher Conference. During the 2nd and 3rd quarters, report cards are usually sent home with the student. Parents should maintain open communication between the home and the school.

PARENT-TEACHER CONFERENCES–Regular scheduled conferences are held during the year --- usually about a week after the close of the first (1) and third (3) quarter of each grading period. Parents are highly encouraged to attend these conferences to discuss their children's progress with the teacher. Other arrangements may be made by either the teacher or the parents for individual conferences as the need arises. Reminders for parents when having Parent-Teacher Conferences:

- Prepare in advance. Write down anything you want to tell the teacher to help him /her better understand your child.
- Decide what questions you'll ask about subjects being studied now or planned for the future, about how your child is doing academically and socially, etc.
- Make appointments with any specialist who worked with your child, so you can talk with them during the conference.
- Ask your child if there is anything he/she would like you to discuss with the teacher.
- Be polite, pleasant and prompt. It is important to develop a good relationship with your child's teacher (s). Listen carefully to any recommendations.
- Ask the teacher how you can help your child overcome weak areas and build strengths.
- Don't be afraid to discuss any concerns. The staff or counselor can refer you to community resources, if needed.
- Plan to observe your child's class. Ask the teacher if you may visit the classroom while class is in session. This will show your child that you care about his/her education. But, remember, your child often behaves differently when an observer is present.

FIELD TRIPS - A field trip is a trip of educational value to the students closely related to course content and is regarded as an extension of the class work. It motivates interest in a new unit, supplements, and enriches an ongoing unit, or reviews learning experiences. A field trip offers an opportunity not available through the use of books, films, and other visual aids in the classrooms.

A parent or guardian must sign written permission for a child to go on a field trip. The school will inform you of the objective of the field trip, where and when it will take place. Parents/Guardians are to ensure permission forms have been submitted to the teacher well in advance before the day of the trip. Telephone calls to get permission will not be accepted. Parents/Guardians may accompany their child(ren) on field trips if arrangements are made with the classroom teacher.

If field trips are scheduled during lunchtime, parents/guardians may be asked to provide a sack lunch. Otherwise, packed school lunches will be arranged with the cafeteria for students at the regular meal cost.

All precautions will be taken by the classroom teacher to ensure students are safe during the field trip. Students are reminded that all school and safety rules apply while on a field trip and taking unnecessary chances may jeopardize their right to participate in another field trip. Students may not be allowed to participate in a field if inappropriate behavior continues. At the discretion of the teachers, parents may be asked to accompany the child on the field trip to ensure the child will act appropriately or the student may be placed in another class for the duration of the field trip. Uniforms are to be worn on fieldtrips.

DISTRICT-WIDE ASSESSMENT

Each year all DOE students in grades one to five, are administered the ACT Aspire (norm reference tests) and/or the Guam Standards Based Assessment (criterion reference tests). Third, Fourth, and Fifth Grade will take the ACT Aspire in the areas of Reading, English, and Math. First and Second Grade will take the Guam Standards Based Assessment in the areas of English, Language Arts, and Math. First through Fifth Grade will take the Guam Standards Based Assessment in Science and Social Studies.

HOMEWORK

Homework will be assigned by the classroom teacher. Please monitor your child's homework planner and sign off when they have completed all their assignments. Students (from grades 1-5) are expected to do their Read and Response Log each night. (Read for 20 minutes with parent and summarize what they read.)

HOMEWORK GUIDELINES

Homework's purpose is:

- Reinforce what the child has been taught by;
- Providing practice of a learned skill;
- Extending knowledge and interest;
- Providing practice in researching information;
- Providing drill in weak areas.
- Developing positive attitudes towards school.
- Developing good work/study habits.
- Encouraging creative activities.



Parental responsibility regarding homework requires that a parent:

- Check homework daily;
- Confer with teacher if child is unclear about assignment;
- Show interest. Take assignments as a serious matter;
- Answer questions;



- Assist in planning time;
- Provide proper atmosphere. Remove distractions: i.e., radio/TV/music;
- Provide necessary supplies;
- Look at finished assignments for: neatness, accuracy, and completeness;
- Listen to your child.
- Sign or initial the Homework Planner when your child completes the assignments.

STUDENT TEXTBOOKS

The Department of Education provides textbooks and workbooks free to students for their use. Students assume full responsibility for issued books. Books are issued by the subject teacher and must be returned in the same condition to the same teacher upon completion of the school term, withdrawal from school, or transfer to another teacher. Students are responsible financially if they lose or damage any textbook or workbook issued to them. Charge for lost books or workbooks will be assessed at the current purchase book price. A notice, which includes the price for replacing the book, will be sent home via your child. Full payments must be made prior to any promotional activity in order for the child to participate.

STUDENT AWARDS CRITERIA

Principal's Award (for 1st-5th grade students) requires a grade point average of 95%-100% in the core subjects (Reading, Language Arts, Math, Social Studies, Science, Health and Chamorro), maintain an "E" for all Character Development sections and NO disciplinary actions/referrals to the office. **Student's average percentage will be based on ALL SUBJECT AREAS.** The student must obtain all requirements for all four (4) quarters during the school year in order to receive a TROPHY at the end of the school year.

Principal's Award (for kindergarten) requires that the students have 98% - 100% average percentage grade of all skills mastered each quarter. Student shows strong effort in school work, completes daily assignments and shows excellent character. Student has no disciplinary actions/referrals to the office. The student must receive this award for all four (4) quarters during the school year in order to receive a TROPHY at the end of the school year.

Perfect Attendance (for all grade levels) – 100% attendance; No absences (excused or unexcused) and No tardies. The Student must be present for the **ENTIRE** (8:00am – 2:00pm) school day. The students must meet all requirements for all 4 quarters during the school year in order to receive a MEDAL at the end of the school year.

A Honor Roll requires 90%-100% grade point average. Average percentage will be based on core subjects (Reading, Language Arts, Math, Social Studies, Science, Health and Chamorro). Any student receiving a "D" or "F" in any core subject is disqualified from receiving an "A" Honor Roll.

B Honor Roll requires 80%-89% grade point average. Average percentage will be based on core subjects (Reading, Language Arts, Math, Social Studies, Science, Health and Chamorro). Any student receiving a "D" or "F" in any core subject is disqualified from receiving a "B" Honor Roll.

Excellent Citizen Award – Maintain an "E" for ALL the Character Development sections.

Most Improved – This award is optional and will be at the teacher's discretion.

District-Wide Assessment Awards- Due to the recent implementation, criteria will be determined and announced to parents and students at the start of the School Year.

Attendance

(Title 17 GCA) DUTY TO SEND CHILDREN TO SCHOOL

Any parent, guardian or other person having control or charge of any child who is at least five (5) years of age and has not reached the age of sixteen (16), not exempted from the provisions of this Article, shall send the child to public or private full-time day school for the full-time of which such schools are in session, except that the starting date of school for children five (5) years of age shall be determined by the provisions or 6103 and 6107 of this Article. The superintendent is authorized to establish attendance areas. Any parent, guardian or other person having control or charge of any such child who is at least five (5) years of age, and has not reached the age of sixteen (16) years, who fails to comply with these provisions, unless excused or exempted therefrom, is guilty of a violation for the first offense, and subject to a fine of not more that Fifty Dollars (\$50). For each subsequent offense, the person is guilty of a petty misdemeanor.

Absences of three (3) consecutive days or more require a doctor’s excuse with a “reporting back to school” date. We highly encourage regular and prompt attendance from students. Students should be at school daily and ready to learn before 8:00 am.

It is the parent’s responsibility to call the school and submit an excuse note to your child’s teacher upon return. If a child does not bring any document to support the absence, then the absenteeism is considered an Unexcused Absence. **A total of twelve (12) days of Unexcused Absence will be forwarded to the District Truant Officer.**

Title 17 GCA PL 124-142 Section 64-2: A pupil is TRUANT when they are absent from school without reasonable and bona fide excuse from a parent. HABITUAL TRUANT is a pupil who has incurred 12 or more unexcused absences in a school year and is of compulsory attendance age.

ABSENCES: PARENTS ARE HIGHLY DISCOURAGED FROM SIGNING OUT THEIR CHILDREN BEFORE 2:00PM FOR APPOINTMENTS. Please make dental or doctor’s appointments after school.

Excusable absences are:

- Illness of child or quarantine in the home
- Medical or dental appointment (**please try to make appointments after 2:00 p.m.**)
- Court required appearance (provide court appointments)
- A death in the immediate family (must communicate with school)
- Travel (prior approval is needed from the principal & teachers)
- Participation in authorized school related activities
- Natural catastrophe
- Late bus



Absences that are not excused include, but are not limited to, the following:

- Caring for or assisting family member
- Absences due to nightly rosaries
- Watching over a sibling
- Missed the bus
- Woke up late, etc.

UNEXCUSED ABSENCE

If a child does not bring any document to support the absence, then the absenteeism is considered an Unexcused Absence. **A total of twelve (12) days of Unexcused Absence will be forwarded to the District Truant Officer.**

ATTENDANCE POLICY	
3 rd Unexcused Absence	<ul style="list-style-type: none"> • Teacher calls home/send note home/communicates through homework notebook.
6 th Unexcused Absence	<ul style="list-style-type: none"> • Referral to the Administrator • Parent Meeting
9 th Unexcused Absence	<ul style="list-style-type: none"> • Parent meeting with Truant Officer will be scheduled
12 th Unexcused Absence	<ul style="list-style-type: none"> • Referral to the Truant Officer for court • Referral to CPS for Parent Neglect

*****Additional Consequences may apply**

PREARRANGED ABSENCE

The Principal has the authority to approve or disapprove advanced absence(s) due to off-island reasons. Kindly take note of the following:

- Complete a Pre-arranged Off-Island Form and submit it to the Main Office five (5) working days prior to departure.
- Submit copies of the airline tickets/itinerary, doctor's note, etc.
- The school administration highly considers your child's teacher's input on student progress and attendance in determining the approval of the request.
- If a child is to be out for a prolonged period (10+ days), he/she may need to withdraw from school and enroll elsewhere. A doctor's certification is required to justify the absence(s).

TARDINESS

All students should come to school on time. Valuable instructional time is lost by the tardy student as well as the entire class when a student walks into class late. It is the responsibility of the parent or guardian to ensure that all students arrive to school on time.

Tardiness is identified as reporting to class after 8:00 A.M. Tardy students will be admitted into the classroom with a "Tardy Slip" from the office. Excessive Tardies may result in the following action(s):

- Note sent from the school administrator
- Mandatory meeting with the school administrator
- Report the excessive absences/ tardies to Child Protective Services as "Education Neglect"
- Report these excessive unexcused tardies to the DOE Truant Officer, who will take appropriate action
- If your child is an "Out of District" student, he/she can be withdrawn and he/she will have to attend the school in their attendance area.

EXCESSIVE EXCUSED TARDIES AND ABSENCES

The school principal may require a doctor's certification or other documentation to support the "excused" claim if excused absences and tardies exceed 3 days per quarter or 12 days within the year. If the parent/guardian fails to provide these documents within a specified timeframe, the "excused" will be converted to unexcused. A mandatory parent meeting will be held.

Food and Nutrition

SCHOOL BREAKFAST AND LUNCH PROGRAM

- Applications for free and reduced meals are available in the office. If your child is paying for his/her meal, please make sure he/she comes to school with enough money to purchase meals. They are encouraged to pay for their meals in the morning when they arrive or during morning recess. Parents may and are highly encouraged to purchase student meals in advanced (up to 2 weeks in advanced) to minimize the long lines. Students can opt to pack their lunches must join their classmates in the cafeteria.
- Breakfast will be served from 7:00 a.m. – 7:45 a.m.
- The price of meals are:

BREAKFAST:	Regular- \$0.50	Reduced- \$0.30
LUNCH:	Regular- \$2.50	Reduced-\$0.40

NOTE: Meal prices are subject to change.
- **Dropped off lunches:** We **discourage** parents from dropping off lunch to their children. Please decide either to pack their lunch in the morning or allow them to eat the school meal. There have been several incidences where students are crying in the office because their lunch did not come on time or did not come at all. The office cannot continue to contact parents via phone in order to ensure that “lunch is on its way.” It is difficult to track students down in the playground when their lunch is finally delivered.
- Students are **not allowed** to share their snacks and lunches in order to prevent allergic reactions and avoid the spread of germs and bacteria.
- Any child without lunch or money to purchase breakfast/lunch will be fed and given a charge slip (IOU) for the meal the following day. Parents will be informed on a weekly basis of any charges accrued (IOU) during the week. Payment is due upon receipt of Notice of charges.
- **SNACKS OR DRINKS ARE NOT ALLOWED OUTSIDE THE CAFETERIA.** Students must eat all snacks and meals in the cafeteria

CLASS PARTIES- Board Policy 705 prohibits foods of minimal Nutritional Value from being given, sold, or promoted during school hours of operation and during all sanctioned student extracurricular events. Items from the Approved Snack/Beverage listing (compiled by DOE Food and Nutrition Office) are the only items that will be permitted in these parties. **Prior approval** must be obtained from the classroom **teacher 5 days prior to event**. The classroom teachers will be held accountable for enforcing this policy.

Student Services

Guidance Counseling- The school counselor is available to assist students. Students must, however, make arrangements with their homeroom teacher if they want to see a counselor or administrator during class time, unless it's an emergency. We encourage students to make arrangements during morning recess or lunch recess. Parents and students are encouraged to see a counselor for any school related concerns.

School Nurse – A registered nurse is on duty in the health room. In case of illness or injury on campus, the nurse must be contacted immediately. If a student becomes ill during class, the student should have a pass to the health room. Do not go to the nurse's office without a pass unless seriously injured. The nurse in most cases will contact the authorized person(s) to pick up the student. Please ensure that emergency cards are completed and updated to ensure that we are able to contact parents immediately during emergencies.

MEDICATIONS

Internal medicine can be administered by the school nurse or administrator to any student when written permission is provided by parent/guardian. Written permission shall include doctor's verification of the type of

medication, dosage, and why the medication has to be prescribed. The medication must be received in a container appropriately labeled.

Medication received in anything but its original container **will not** be administered even if the parent signs consent. All medication must be turned into the school nurse who will dispense the medication as directed. The school nurse will be responsible for returning the medication to the student at the end of the day.



Transportation

At the beginning of the School Year, parents are required to inform the Homeroom Teacher of the mode of transportation for their child after school. The school will compile a list of students in order to account for and place students at their appropriate dismissal area.

A note must be sent with the child to the Homeroom Teacher if there is a change in the mode of transportation after school. This notification will help ensure the student is dropped off at the appropriate departure area. **ABSOLUTELY NO TELEPHONE REQUEST or MESSAGES WILL BE HONORED.**

Bus Transportation

Students who ride the school bus are expected to follow the bus rules and listen to directions given by the bus driver. The following rules are to be followed:

1. Students *will be* courteous to the driver, fellow students and to passers-by.
2. Students may be assigned seats by the driver.
3. Students *will wait* at the bus stop and be ready to enter the bus when it arrives.
4. Students *will remain seated* at all times while the bus is in motion.
5. Students will not extend hands, heads, or arms outside the bus window.
6. Students *will converse* in normal tones. Loud or vulgar language is prohibited.
7. Students *will not* deposit trash of any kind in the bus.
8. Damages done unto Government of Guam property will result in disciplinary action.
9. Students being transported are under the direct authority of the bus driver and his direct responsibility.



Please note that riding the school bus is a **privilege**, not a right. Violations of any of the rules will be reported by the bus driver to the school administrator and to the bus inspector. Consequences may result in the following:

- | | |
|-----------------|---|
| First Offense: | Written and/or oral reprimand by the school administrator |
| Second Offense: | Conference with parents |
| Third Offense: | Forfeiture of school bus privilege. Damages done by students while in transport will result in restitution. |

NOTE: If the violation is severe, forfeiture of school bus privileges will be suspended immediately.

Arrival & Dismissal

The campus opens at 7:00 a.m. Parents should not drop off their children prior to the campus opening because students will not be supervised by an adult. Parents are to drop off students in the morning at the designated unloading/loading zone (AH Mayor's Canopy) by the parking lot. If your child eats breakfast in school, please drop them off between 7:00 – 7:40 a.m. to allow enough time to eat breakfast and be in their classroom by 8:00 a.m.

Upon arrival, students are to proceed to the cafeteria for breakfast or to their classroom bench and remain seated until their teacher arrives.

At the end of the school day, all students will be escorted to their designated departure areas.

- **AHES AFTER SCHOOL PROGRAM:** ASPIRE Students will report to the cafeteria for further instructions.
- **BUS RIDERS:** Students who ride the bus are escorted to the bus loading line. Personnel will escort the students to the bus to make sure they board safely. Buses will depart at 2:10 p.m.
- **WALKERS:** Students who live near the front of the campus line up by the entrance canopy and are released AFTER the buses leave. Student walkers who live behind the school will line up by the library and exit at the Agana Heights Mayor's Walkway gate. A school aide will stop traffic to allow children to cross the street safely.
- **CAR RIDERS:** Parents and guardians are to wait at Agana Heights Mayor's Walkway as the staff releases the students. Students are expected to sit and wait for their transportation.
- **AGANA HEIGHTS MAYOR'S OFFICE AFTER SCHOOL PROGRAM:** Students enrolled at the Agana Heights Mayor's Office for the After School program will line up by the school library walkway. An authorized adult from the Mayor's Office will arrive and escort students.
- **PLAYGROUND AREAS ARE OFF-LIMITS BEFORE AND AFTER SCHOOL.**

****Please note that Tan Kiko Drive (road between the school and baseball field) will be closed from 7:00 to 7:55a.m. and 1:45 to 2:15p.m. for student pick-ups.**

Uniform Policy (BP401)

AHES school community supports and embraces Board Policy 401 (Uniform Policy). The intent of this policy is to promote appropriate attire, unity and pride, safety and security, minimize any social economic distinction, promote an environment free of harassments and improve student behavior. Uniforms for AHES will be the PTO/AHES sanctioned T-shirts sold by the PTO or the collared polo shirt sold at Gino's. Students will be allowed to wear any bottom provided that there is no alcohol/drug or other inappropriate advertisement. All students are required to wear closed-toe footwear to minimize accidents in the playground area. Students wearing open-toe footwear will not be allowed on the playground during recess. Uniform T-shirts are worn daily and on fieldtrips. Students who refuse to wear the uniform t-shirts may result in, but are not limited to, the following: parents/guardians being notified, detention during break and lunch recess, non-participation in field trips.

The main office accepts uniform donations from students who have withdrawn, transferred, or promoted to middle school. These uniforms will be used as loaners for the day.

Student Discipline

The primary objective of school discipline is to maintain a safe and orderly environment that positively affects academic achievement. AHES will continue to implement the Positive Behaviors and Interventions and Supports (PBIS) system school wide. These PBIS behavior expectations are taught to all our students at the beginning of the school year and reinforced throughout the year:

AHES School-Wide Behavior Expectation Matrix

Setting	Be Respectful	Be Responsible	Be Safe
Arrivals and Dismissals	<ul style="list-style-type: none"> ✓ Greet friends, faculty, and staff. ✓ Use helpful and encouraging words. ✓ Follow all staff directions the first time given. 	<ul style="list-style-type: none"> ✓ Go directly to designated area. ✓ Wait patiently. 	<ul style="list-style-type: none"> ✓ Go directly to designated area. ✓ Stay on the sidewalk. ✓ Keep hands/feet and objects to yourself.
Restrooms	<ul style="list-style-type: none"> ✓ Use quiet voices. ✓ Respect the privacy of others. 	<ul style="list-style-type: none"> ✓ Report graffiti, damage, or other disturbances to a staff member. ✓ Use the toilet. ✓ Flush toilet after use. ✓ Leave when done 	<ul style="list-style-type: none"> ✓ Wash your hands. ✓ Walk quietly.
Cafeteria	<ul style="list-style-type: none"> ✓ Walk quietly in line. ✓ Use quiet cafeteria voices. ✓ Use good table manners. 	<ul style="list-style-type: none"> ✓ Stay in line. ✓ Use utensils properly. ✓ Clean up after yourself. ✓ Take your tray to the scullery. ✓ Keep all food in the cafeteria. 	<ul style="list-style-type: none"> ✓ Clean hands before eating. ✓ Sit properly while eating. ✓ Get help when needed
Hallways	<ul style="list-style-type: none"> ✓ Use helpful and encouraging words. ✓ Use quiet voices. ✓ Use proper manners. 	<ul style="list-style-type: none"> ✓ Take all your personal belongings. ✓ Pick up trash 	<ul style="list-style-type: none"> ✓ Walk. ✓ Keep hands, feet, and objects to yourself.
Classroom and Library	<ul style="list-style-type: none"> ✓ Use helpful and encouraging words. ✓ Listen. ✓ Work quietly. ✓ Take care of property, materials, and tools. 	<ul style="list-style-type: none"> ✓ Complete your work. ✓ Put away materials and supplies. ✓ Do your best work. 	<ul style="list-style-type: none"> ✓ Keep hands, feet, and objects to yourself. ✓ Know and practice emergency plans.
Playground and Recess	<ul style="list-style-type: none"> ✓ Use helpful and encouraging words. ✓ Take turns on the playground equipment. ✓ Play fairly. 	<ul style="list-style-type: none"> ✓ Line up quietly when the horn blows. ✓ Pick up trash and put it in proper place. ✓ Make good decisions. 	<ul style="list-style-type: none"> ✓ Listen and follow directions. ✓ Play safely. ✓ Report dangerous behavior.

Incentives are given to students who follow these School Wide expectations. Students who exhibit inappropriate behaviors will be disciplined. Discipline provides an opportunity for students to understand that inappropriate behavior results in consequences.

Classroom discipline procedures are based on the philosophy that the classroom teachers should take the first step to resolve minor classroom problems. Therefore, the teacher is responsible for documenting minor infractions and steps taken to resolve them. Students will be referred to the office after four (4) unsuccessful documented attempts to resolve minor disciplinary issues. Students will also be referred to the office when major infractions occur.

Major infractions (BP405) include, but are not limited to assault, possession of weapons/drugs, damage to school property, bullying, insubordination, intoxication, open or persistent defiance at school authorities, theft, and repeated violations of school rules, may result in immediate disciplinary action resulting in suspension by the administrators. For a detailed list of infractions and consequences, please refer to the Office Discipline Referral (ODR) Form. A copy is available in the main office.

OFFICE DISCIPLINE REFERRAL (ODR) FORM – A discipline form is used to document student misbehavior. Any student sent to the office for discipline must bring his/her discipline form. Teachers must communicate with parents about minor incidences in the classroom so the behavior can be addressed and not become habitual. Teachers are required to inform the parents of any serious problems their child is involved in that may lead to disciplinary action taken by the administrator. Administrators will also inform parents of the issue. Parent’s must sign the ODR Form and return it to school the following day.

Teacher Responsibilities:

- Teachers will provide parents/students with the academic and behavioral expectations.
- Teachers will communicate classroom and school rules to parents.
- Teachers will communicate possible consequences.
- Teachers will contact parents/guardians immediately if problematic behavior occurs and/or inappropriate behavior becomes habitual.
- With habitual behaviors, a referral will be made to the administrator. If the behavior is a major infraction, the teacher will document and refer the students to the administrator.

Parent Responsibilities

- Teach your child **respect** for the authority of the school.
- Teach your child to **respect** the rights & property of others.
- Know & understand the school rules and academic/behavioral expectations your child is expected to follow or display at school.
- **Discuss and Sign off on the Office Discipline Referral Form (ODR). Have your child return the signed form to the school administrator.**
- Instill in your child a desire to learn and respect honest work.
- Be involved with your child’s school. Attend Parent-Teacher Conferences and school functions.

OFF-LIMIT AREAS – The following areas are off-limits during these times.

Before 8:00 am	Morning & Lunch Recess	After School 2:00pm
Playground	Behind C wing	Playground
Behind C Wing		Behind C Wing

Emergency Procedures

Everyone is required to familiarize themselves with the evacuation procedures and plan for quick and easy evacuation. Whenever the building must be evacuated, students must follow the assigned evacuation routes, and go to the assigned holding areas where the teacher will take attendance.

Typhoon Policy Procedure (BP 510) – Schools are normally dismissed shortly after Typhoon Condition II is declared. If typhoon condition II is declared while school is in session, buses will be called and students will be sent home. Parents should listen to the radio to determine when and if students should return to school.

Drills – Drills will be held monthly. The various drills will include fire, earthquake, lockdown drills. All school personnel, students, and visitors must adhere to the drill and/or evacuation procedures/routes posted in every classroom and office. Students will be guided to the AH Gym (Primary meeting area) or the AH softball field (Secondary meeting area) by their teachers. No one will be allowed to return on campus until the all-clear signal is given by the School Administrator or Guam Fire Department.

Bomb Scare – If the school should receive a call relative to the presence of a bomb, regular fire drill procedures will be initiated at that time. Re-entry to the building will be prohibited for all personnel and students until the School Administrator or Guam Fire Department has granted clearance.

Earthquake Drills – Students are to find cover shelter and **DROP, COVER, and HOLD**. Listen to your teacher for further instructions.

Lock-Down Drills- A Lock-Down Drill will be held monthly. Please adhere to the evacuation procedures discussed by your teacher.

LAWS AND POLICIES GOVERNING STUDENTS

Board Policy 405 (Suspension/Expulsion): All suspensions must be initiated by a school principal as an exercise of administrative authority. No out of school suspension may last longer than twenty school days.

Board Policy 406 (Cellular Phones): Students may have cell phones on their campuses at any time so long as not to disrupt the instructional day and not used to take pictures or engage or facilitate in academic dishonesty. Students may use their cell phones during non-instructional hours. This means during breaks, lunches and at school sponsored activities.

Board Policy 336.3: Students who are found with head lice will not be allowed to come to school until he/she is treated and cleared by the school nurse/designee. Each student will be given only two days of excused absences for treatment. All other absences will be unexcused.

Board Policy 440: Students may not leave the school grounds from the time of their arrival until the time they leave at the end of the day unless they have written permission from both their parents/legal guardian(s) and principal.

Board Policy 705: Foods of Minimal Nutritional Value (FMNV) are prohibited from being SOLD, GIVEN AWAY or PROMOTED at any time during school hours of operation and during all sanctioned student extracurricular events.

Board Policy 409: All Students who attend any school within the jurisdiction of GDOE are governed by this policy. Schools shall be free from harassment, intimidation or bullying, cyber bullying, sexting and sexual harassment and shall

provide an environment that is conducive to learning. School administrators shall ensure that the school environment is free of any threat while attending school and any school sponsored activities. Students shall immediately report incidences of bullying or sexual harassment to the school Principal, a teacher, and school aide or school employee.

Additional Title 17 Guam Code Annotated (Education) mandates:

Section 6102: Duty to send Children to School. Any parent, guardian or other person having control or charge of any child between the ages of five (5) and sixteen (16) years, not exempted under the provisions of this Article, shall send the child to a public or private full time day school for the full-time of which such school is in session.

Section 6401. (3) Truant. Truant means a pupil found to be absent from school without a reasonable and bona fide excuse from a parent for more than three (3) days during any school year.

Section 6402. Habitual Truant. A pupil is habitual truant if he/she has been reported as a truant three (3) or more times. If any pupil is a habitual truant, the principal or a designee of the school shall request the Superintendent to file a petition concerning such habitual truant in the Family Court of Guam.

Section 5D. School Discipline. Every teacher shall hold pupils to strict account for their conduct on the school premises and during recess. Teachers shall send a written explanation of the incident or problem to their school administrators at time of the referral.

PARENT RIGHTS- Parents have the right to file grievance:
Steps for Parental Grievances (School Board Policy 830)

1. **Discussion with the Teacher** - Discuss the grievance or complaint with the child's teacher first. If it is a pupil - teacher problem, the parent/guardian must make an appointment - via the principal's office, to consult with the teacher at a time which will not interfere with instructional time.
2. **Joint Meetings** - If after consultation with the teacher, the parent or guardian is still not satisfied, he/she may then request a joint meeting with the teacher and the school principal. If, after consultation with the teacher and the principal, the parent or guardian is still not satisfied, he/she may request a joint meeting with the teacher, the principal and the Deputy Superintendent of Education Support and Community Learning (ESCL).
3. **Appeal to the Superintendent of Education** - If the parent or guardian, teacher, principal and the Deputy Superintendent of ESCL are unable to arrive at a satisfactory understanding of the problem involved, the parent or guardian may then appeal, in writing, to the Superintendent of Education.
4. **Appeal to the Board of Education** - If after a written appeal has been made to the Superintendent of Education and a satisfactory understanding of the problem still cannot be reached, the parent or guardian may submit an appeal, in writing to the Guam Educational Policy Board.

PARENT COMMUNICATION

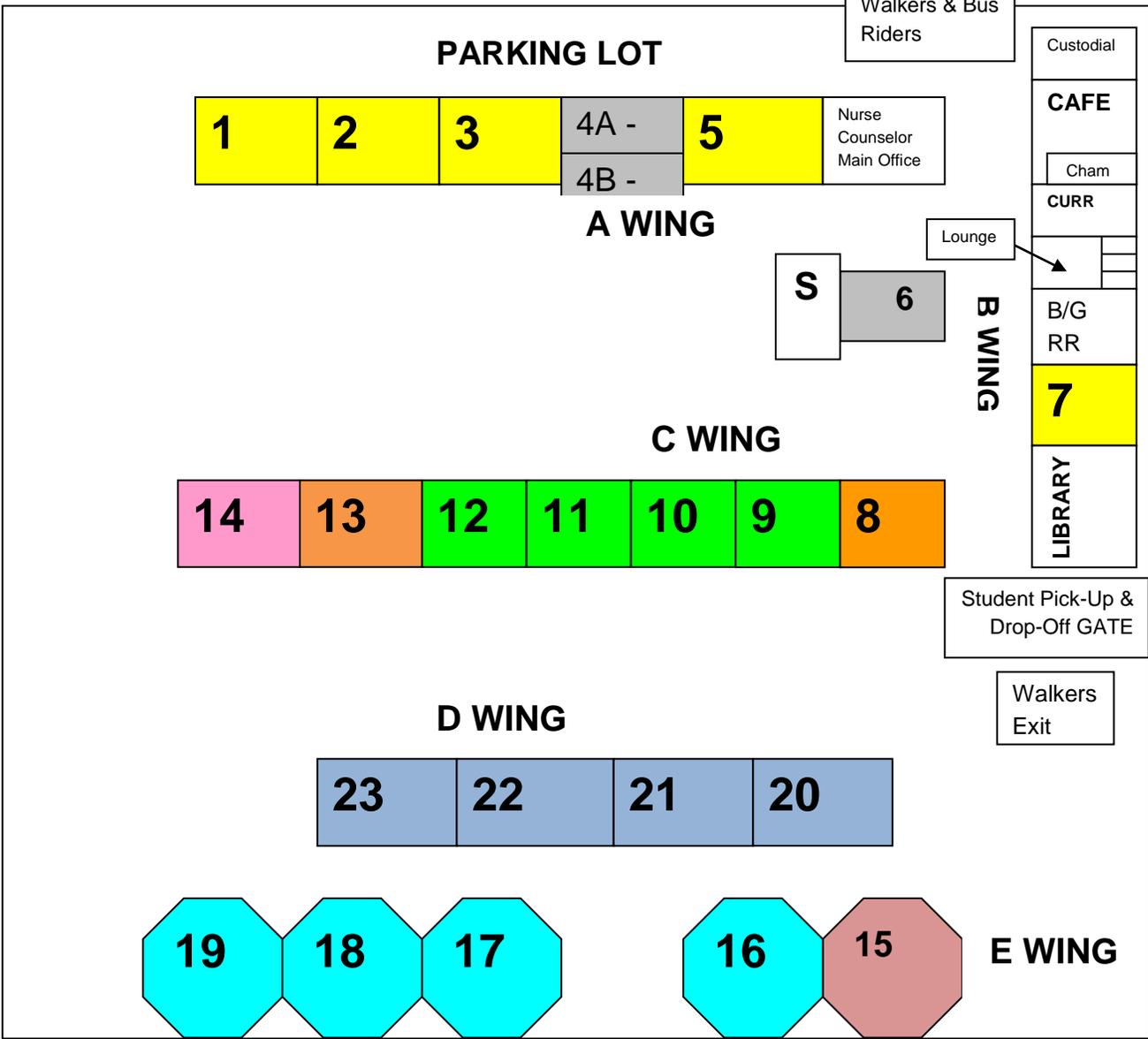
Communication between the home and school is an essential part of the elementary program. You are encouraged to contact your child's teacher, counselor, principal or any specialist



if you have questions, concerns, or compliments about your child's progress in school. There are a number of ways for parents to receive information about their child's progress and school.

- **Back to School Night/Open House** is a time set aside for the month of August or September for parents to visit their child's school and meet with teachers. Curriculum, grading practices, homework policies and general expectations are explained by each teacher. This is **not** a time for individual parent / teacher conferences.
- **Parent / Teacher Conferences** provide opportunities for teachers to share information with parents about their child's progress in school. The parent / teacher conference is an important means of reporting to parents and guardians. These conferences are scheduled in the fall and spring of the year. Additional conferences may be held at the request of the parent or teacher anytime during the year.
- **Homework Planner** - This Homework Planner will be used as a means to communicate between the school and the home.
- **Email / Telephone** contact is encouraged. Messages can be left during the day. Parents are encouraged to utilize email as well. Please contact your child's teacher and/or principal for their email address and/or phone number.
- **Newsletters** from the school are sent home with students to provide timely information about school, classroom and district activities.
- **PowerSchool ParentPortal** may be accessed by parents of 1st to 5th grade students. Parents may review their child's performance and email the teachers through the ParentPortal. Please visit the Main Office for your username and password.
- **AHES Parent-Teacher Organization (PTO)** can provide valuable support and service to students and staff. Parents are encouraged to become active members and attend monthly PTO meetings.
- **AHES Web Site** at <http://aganaheightselementaryschool.weebly.com/> provides information about AHES.
- **District Web Site** at <http://www.gdoe.net/> provides general information about the GDOE School District and its programs.

CAMPUS MAP



- Student drop-off and pick-up will be at the side gate, by the AH Mayor’s Office Walkway.



Agana Heights Elementary School



Dear Parent(s)/Guardian(s),

Buenas and Hafa Adai from the Home of the Bumblebees!! AHES will be publishing print and/or video media to feature various school events and recognize the exemplary work of our students, faculty, and staff. Please complete the Parent Disclosure Form below authorizing the school to post your child's activities. Have your child return this signed form to his/her homeroom teacher the following day.

Should you have additional inquiries, please do not hesitate to call at 477-8340

Sincerely,

HANNAH M. GUTIERREZ, Principal

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**School Year 2015-2016
PARENTAL DISCLOSURE FORM
FOR MEDIA RELEASE & PUBLICATION**

For the purpose of sharing with the community the exemplary work of my child,

I give permission for my child's picture, name, and work effort to be used by the school for media release and publication

I DO NOT give permission for my child's picture, name, or work efforts to be used by the school for media release and publication

Notes:

- For educational, non-commercial use only
- Media Publications may include: School Newsletters, The Pacific Daily News, AHES website, Marianas Variety, KUAM News, Pacific News Center, and various island-wide contests, announcements, brochures (i.e. Chamorro Studies, Math Olympiad, Spelling Bee, etc.)

(PRINT) Child's Name

(PRINT) Parent/Guardian's Name

Date

Parent/Guardian' Signature