

## Administrator's Message

*Hafa Adai Staff! Welcome to a new school year!*

This Staff Handbook will provide guidance in the school's day to day operations and other pertinent information to further guide you. Use this handbook as a quick reference guide to address the multiple issues that may arise during the school year. Addendums to the handbook will be communicated throughout the year.

As we work collaboratively to achieve our school goals, we will need your continued dedication and commitment to our students. Your teamwork is a crucial component in the process of attaining high student achievement by providing quality instruction in a supportive environment. We will work towards building collaboration among the faculty, staff and parents. We will continue to empower you to be actively involved in the decision-making process that pertains to our mission.

This year, we will continue to use the effective instructional strategies in the classroom as we continue to strive for student excellence. We will also ensure that our daily lessons are aligned with the Common Core State Standards and grade level curriculum maps as we assess our students and plan how to best meet their needs and provide a safe and conducive environment for learning.

We look forward to a productive and fun-filled school year!

*I'm a bumble bee, I'm a bumble bee... from Agana Heights Elementary!*

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

*I love this school, from the bottom of my heart!*

*Buzz, Buzz, Buzz, Buzz,----- Buzz Buzz!*

Hannah M. Gutierrez  
Principal

## Principal and Assistant Principal Responsibilities

Please use this as a guide when you need assistance. If there are any issues that you need assistance with that is not listed below, feel free to meet with either of us.

<b>Hannah M. Gutierrez, Principal</b>	<b>Assistant Principal</b>
<ol style="list-style-type: none"> <li>1. Supervision of Faculty</li> <li>2. District-Wide Assessment Administration</li> <li>3. SSP/ GEB Goals/SMART Goals/SLIP</li> <li>4. Special Education Compliance Ensure Quality Instruction via SFA Curriculum and Common Core Standards</li> <li>5. Faculty Evaluations</li> <li>6. Federal Programs/Grants Compliance: SPED/ESL/Summer School/Tutoring/ASPIRE</li> <li>7. School Budget</li> <li>8. Parent Teacher Organization</li> <li>9. Chamorro/ESL/GATE/Library/Counselor</li> <li>10. Student Awards: QTR/EOY/DWA</li> <li>11. Monitor SPED Compliance: IEPs/ Child Study Team Referrals/ Intervention Team</li> <li>12. School Liaison with other agencies and DOE Central Office</li> <li>13. Teacher Professional Development/PLCs</li> <li>14. Faculty Payroll / Leave Approval</li> <li>15. Oversee Leadership Team</li> <li>16. Monitor Committees: PTO/ Curriculum/ Awards/ Christmas Program/ Spelling Bee/Rainbows/Chamorro Month,etc.</li> <li>17. Resolve Faculty Grievances at the Lowest Possible Level</li> <li>18. Out of District Approval and Parent Involvement</li> <li>19. School Website and Parent Newsletters</li> <li>20. Monitor ASPIRE and After School Tutoring</li> </ol> <p>and other related duties...</p>	<ol style="list-style-type: none"> <li>1. Student Safety/Discipline/Supervision</li> <li>2. Student Transportation</li> <li>3. Supervision of School Nurse, Staff (Aides,Para-educators / Substitutes, TA's etc.)</li> <li>4. Faculty/Staff Evaluations</li> <li>5. Staff Professional Development</li> <li>6. Supervision of custodial contract, maintenance work requests, OSHA, Public Health/ Fire/Building/EPA/ School and cafeteria inspections.</li> <li>7. Emergency Procedures (Fire, Earthquake &amp; Lock down drills)</li> <li>8. Staff Payroll / Leave Approval</li> <li>9. To carry out all responsibilities in the absence of the Principal.</li> <li>10. Resolve Staff Grievances at the Lowest Possible Level</li> <li>11. Monitor Committees: Attendance/PBIS/Crime Stoppers/Play by the Rules</li> <li>12. Monitor Daily Operations: NAF/ Procurement/Student Attendance and Truancy/Textbook and Equipment Inventory/14 points/ Food and Nutrition/ Substitutes/ Power School/CPS Referrals/ etc.</li> </ol> <p>and other related duties...</p>

# AHES BELL SCHEDULE

*As of July 1, 2016*

*\*Subject to change\**

- 6:45 Gates Open for AHES Personnel**  
**7:15 Gates Open for Buses and Student Drop Off**  
*\*12 Month Employees – Admin/AA/Secretary/Computer Operator/School Aides/1:1 Aides at workstation NLT 7:15 a.m.*  
*\* If you are unable to be at workstation, please call the respective administrator by 6:30am that you are coming late.*  
*\*If you are planning to take leave, please refer to payroll information section and leave guidelines located within this handbook and/or GDOE Personnel Rules and Regulations.*
- 7:15-8:00 Breakfast is served in the Cafeteria**  
**8:00 Teachers report to classrooms**  
**8:10 Students line up to enter classroom**  
**8:15 Classes begin**  
**8:15-10:18 First Instructional Block**
- 10:18-10:33 RECESS**

Kinder/First Grade	Second/Third Grade	Fourth/Fifth Grade
<b>10:33-11:23 Second Instructional Block</b>	<b>10:33 -11:33 Second Instructional Block</b>	<b>10:33-11:48 Second Instructional Block</b>
<b>11:23-12:08 LUNCH</b>	<b>11:33 -12:18 LUNCH</b>	<b>11:48-12:33 LUNCH</b>
<b>12:08-2:28 Third Instructional Block</b>	<b>12:18 - 2:28 Third Instructional Block</b>	<b>12:33-2:28 Third Instructional Block</b>

- 2:28 Student Dismissal**  
**2:43 End of Work Day for Faculty**  
**3:45 End of Work Day for Staff**  
**\*\*\*\*\*After School Program runs from 2:30 p.m. to 5 p.m.**

**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**

Agana Heights Elementary School provides quality education to develop respectful and responsible  
lifelong learners in a safe environment.

**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

I'm a Bumblebee, I'm a Bumblebee from Agana Heights Elementary.  
Where we like to read and we like to write.  
We're always good and we never ever bite! Buzz, Buzz, Buzz, Buzz, Buzz Buzz

**INIFRESI**

Ginen I mas takhilo' gi hinasso-ku  
Ginen I mas takhalom gi kurason-hu  
Yan I mas figu na nina sina-hu  
Hu ufresen maisa yu'.  
Para bai protehi, yan hu difende  
I hinengge, I Kottura, I Lengguahi,  
I Aire, I Hanom yan I Tano Chamorro  
Ni irensia-ku direchu ginen as Yu'os Tata  
Este hu afitma gi hilo I Biblia  
Yan I Bandera-hu, I Banderan Guahan.

**TRANSLATION:**

*From the highest of my thoughts  
From the deepest of my heart  
And with the utmost strength  
I offer myself.  
I will protect and defend  
Our beliefs, the culture, the language,  
The air, the water and land of the Chamorro  
Which is our inherent God given right  
This I will affirm by the Holy Bible  
And our banner, the Guam flag.*

**FANOHGE CHAMORRO**

Fanhoge Chamorro put I tano'ta  
Kanta I matuna-na gi todu I lugat

Para I onra, para I Gloria  
Abiba I isla senparat (Repeat)

Todu I tiempo I pas para hita  
Yan ginen I langet na bendision

Kontra peligru, na' fansafo' ham  
Yu'os prutehi I islan Guam (Repeat)

# **DUTIES AND RESPONSIBILITIES**

## **EXCELLENCE IN CUSTOMER SERVICE (SOP 100-004)**

The SOP was created with the intent to be professional, respectful, mindful and courteous in the presence of all visitors, including students of the Guam Department of Education. It is also intended to provide customers with assistance and the utmost care and professionalism in all forms of communication. All DOE employees shall receive annual training in customer service.

## **LEAVING CAMPUS**

If School Personnel is requesting to leave campus during working hours, the Principal or his/her designee must pre-approve the leave request. If you are leaving for break or lunch, please sign out/in for accountability purposes, in case of an emergency.

If you have a personal emergency, inform the office personnel and contact the Principal/Assistant Principal as soon as possible. Before leaving campus, sign out/in the Employee's Sign-Out Log Book. If you are still on the clock/on duty, you must indicate destination/time of departure and return if returning for purposes of coverage. A leave form will be filled upon your immediate return to document the time that you were absent.

## **SCHOOL VISITORS**

All visitors must report and sign in at the Main Office in order to obtain a Visitor's Pass prior to proceeding onto our campus. A valid form of ID is required. The ID will be held and a visitor's pass issued, upon return of the pass, the ID will be returned. Only authorized visitors are allowed. Please inform and seek pre-approval from the administrator if you are expecting a visitor. This is to prevent disruption of instruction and ensure the safety of students and employees. If you see anyone on campus that is not Faculty or Staff, please inquire as to their presence on our school campus and request to see their visitor's pass. Again, let's work together to ensure the safety and well-being of our students and employees.

## **STUDENT SUPERVISION**

School personnel will be assigned to supervise students in the morning, during recess, transitions, lunch, and after school. They are to maintain order and control the students at all times. This includes providing minor student discipline whenever needed.

## **CLERICAL STAFF**

Clerical staff's main duty is to assist in the daily operations of the school. They are also responsible for school safety and may be asked to assist with student supervision during morning, recess, lunch, and dismissal. If coverage is short they may also assist with substituting a class.

## **SCHOOL AIDES**

The primary duty of an aide is in the area of safety and supervision. Aides must ensure that they are in their assigned area during the required times. They may substitute or assist in the classroom when needed. Aides may also assist in the offices in order for daily school operations and required tasks to be fulfilled.

## **CUSTODIAN**

The primary duty of the school custodian is to ensure the sanitation and safety of the school. The custodian will work with the administration and the DOE Maintenance Division in order to be in compliance with regulatory agency requirements. He or she may also assist with the supervision of students to support school safety.

## **TEACHER ASSISTANTS**

The main role of TAs is to provide support to classroom teachers and students. They may also provide support to enrichment activities or actively promote positive behavior activities during student recess, lunch, and/or during ASPIRE as long as the activities are engaging and instructional. Please see TA Guidelines for complete list of duties and responsibilities.

## **PARA-EDUCATORS (1:1 Aides)**

The para-educator's main priority and responsibility is to his/her student. The para-educator should be assisting with lessons, preparing lessons and supervising his/her student. He/she is to be with their child at all times unless the IEP stipulates a plan to foster independence or weening off the aide. During the para-educator's break/lunch, another school personnel will be assigned to assist the student.

One to one (1:1) aides are to adhere to all instructions given by their student's respective teachers, OT/PT Speech, vision, or leisure education therapists and other related service providers. This includes all academic instruction as well as any other unique needs that are to be addressed as stipulated in the student's Individual Educational Plan (IEP). Information about a student must be communicated to the child's teachers and/or school administrator – NOT TO ANOTHER AIDE, parent, or other faculty/staff members. Confidentiality is important.

In some cases or other circumstances, there may be times when 1:1 aides will be called for other assignments, It is important that 1:1 aides come in to the office to check in to find out his/her assignment for the day.

## **COVERING CLASS**

School staff may be assigned to substitute a class. Assignments will be given by our Administrative Assistant or designated school personnel. While substituting, school personnel need to follow the instructions and lesson plans left by the teacher. *If you are covering Homeroom, please remember to inform the Main Office of students who are absent.*

## **REPORTING CLASSROOM INFORMATION**

School personnel are to immediately report any minor circumstances of student behavior, academic performance and incidents to respective teachers whenever needed. Teachers are to take action on implementing behavioral intervention(s) and academic modifications for students who have been reported. Only major infractions should be referred to the Administrator.

## **CORRIDOR PASSES**

Students should not be sent out of class without a AHES or teacher pass. If a teacher does not have a passes made for his/her classroom (Bathroom, Library, Office, etc.), the official AHES pass must be used.

## **NURSE'S OFFICE PROCEDURES**

**All students who are referred to the nurse must bring the "Nurse Log Book" with them to the Nurse's Office.** *The log book will serve as a hall pass and communication between the nurse and the teacher.* The nurse will monitor the students' health and hygiene. The nurse will investigate student referrals related to health problems, vision, hearing, dental, and hyperactivity, physical and emotional difficulty. The nurse may also serve as a resource person for coordination with other agencies and community resources.

The **Nurse is the only authorized personnel** to dispense prescription medication during school hours. In order for medication to be given to the student, it will require a written permission by the physician and have a properly labeled bottle. No over the counter medication will be given without a written consent authorization of parents/guardians and with a properly labeled bottle. All medication is to be securely stored in the nurse's office. **Administrators, Teachers, and Staff cannot administer medication.**

## **LUNCH/BREAK TIMES**

School aides as well as other staff members are entitled to one 15 minute break in the morning, a 30 minute lunch break and a one 15 minute break in the afternoon. If an employee leaves campus during his/her break or lunch, he/she must personally sign-out in the employees sign out sheet. Schools administrators will establish a daily staff schedule prior to the opening of the school year.

## **PERMANENT/PART-TIME STAFF ADJUSTED DAILY SCHEDULE**

School staff's daily schedule may be adjusted for purposes of school manpower shortage in student/grounds supervision can be adjusted for emergency situations.

## **PERSONAL COMMUNICATION AND LISTENING DEVICES**

Because we discourage our students from bringing any hand held computer/games and other electronic devices, we are asking our faculty and staff members to discretely place their smart/cell phones on vibrate or on silent mode position for any incoming calls during the instructional day. In addition, we are asking that all iPads, tablets, and other similar items be used to support the teaching, learning, and safety of our students. Your cooperation is appreciated.

## **PERSONAL ITEMS**

The school will not be held accountable for any personal items stolen, lost or damaged. **Please notify the administration if a situation occurs, but any loss should be reported to the Guam Police Department.**

## **EMAIL ADDRESS**

DOE will be issuing each employee a respective email address. This is your official email address with the Department. If you do not have any DOE email address, please inquire with our computer operator to assist you with obtaining one. All work and official email correspondences will use the DOE email address. You are expected to check your email daily.

## **MAILBOX**

Each employee has a box where school notices, department memos, mail and messages are placed. Each employee should check his/her box periodically throughout the day. Please ensure that your box is CHECKED and EMPTIED on a daily basis. Boxes are off-limits to students.

## **FAMILY COMMUNICATION FOR EMPLOYEES**

Instructional time is valuable/sacrosanct to all. Therefore, calls coming into the office for any employee will be screened and a message will be taken. Please inform family members of appropriate time you will be able to receive telephone calls. In the event of an EMERGENCY, the Principal will be informed of the message and will confirm the emergency and you will be called upon immediately.

## **USE OF TELEPHONE**

Incoming calls will be answered in the office and should be limited to official business only. Calls will not be transferred to the classrooms during instructional hours and staff will not be pulled from their duty area unless for emergency reasons. Messages will be placed in your box. Please check your boxes periodically during the day. Personal calls should be made during your break and lunch.

## **BULLETIN/ANNOUNCEMENTS/WEBSITE**

On-going communication is vital to school operations and student learning. Therefore, the school administrator will be disseminating information to faculty and staff via electronic e-mail. You will also need to check the PowerSchool Daily Bulletin. You are **expected** to check your DOE email on a **daily basis** since it may contain pertinent information regarding deadlines and school related activities. All faculty and staff must have a GDOE email account. If you do not have one, please see the computer operator immediately to request for an account. Information will also be posted on our AHES Website and AHES PTO Webstie/Facebook.

## **PARENT/GUARDIAN NEWSLETTERS/WEBSITE**

Newsletters will be disseminated monthly or as needed to keep the lines of communication open with our stakeholders. Information will also be posted on our AHES Website and AHES PTO Webstie/Facebook.

## **ATTENDANCE AT PARENT-TEACHER ORGANIZATION MEETINGS**

The Parent Teacher Organization supports the family-school partnership. PTO is considered a professional activity and teacher/staff are highly encouraged to attend meetings and events. Also, all faculty and staff are highly encouraged to serve on the PTO Board.

## **PERSONNEL FILES**

The Principal will maintain a personnel folder for each employee in the office. The file shall be available during office hours for the inspection by the employee or authorized designee in the presence of the principal. The files shall not be removed from the office. No derogatory material will be placed in the file unless the principal has had a discussion regarding the matter with the employee within thirty (30) days of the event. You will be required to initial and date said material to verify that you have read it. You shall have the right to submit a response to the material or statement within ten (10) days.

## **ANNUAL SUBMISSION OF TUBERCULOSIS SCREENING FORM (Section 25103, Title 10, GCA)**

All employees are required to submit to the Nurse's Office an updated Tuberculosis Screening Form on or prior to the yearly expiration date. Failure to do so may result in the employee being placed on "leave without pay" status.

## **SCHOOL INVENTORY TEXTBOOKS/FURNITURE/FIXED ASSETS (SOP 200-019)**

GDOE/Schools must make every effort to be accountable for all of the supplies/textbooks/furniture/equipment purchased at the school whether with local or federal funding. Please assist the school by being accountable for all supplies, textbooks, furniture and equipment issued to you or your classroom/area. Also, submit all required documents when requested to assist the school in keeping track of their inventory, especially the fixed assets.

## **POLICY FOR OUTSIDE EMPLOYMENT**

DOE Personnel Rules and Regulations 904.94 states that employees may be permitted to work at, or retain, outside employment not in conflict with their employment provided it would not bring the Department of Education or its employees to disrepute. Any employee may undertake or retain, outside employment only if such is not in conflict with his/her work assignments and duly scheduled hours of employment. A written request for outside employment is required in advance to the Principal, who would submit the request for approval to the Superintendent. This must be renewed at the beginning of EACH school year. *PLEASE BE INFORMED THAT IF A SCHOOL ACTIVITY SUCH AS PARENT TEACHER CONFERENCES ARE HELD AFTER DUTY TIME, THE EMPLOYEE MUST INFORM HIS/HER PART-TIME EMPLOYER THAT YOUR FULL TIME JOB IS PRIORITY OVER YOUR PART TIME JOB.*

## **EDUCATION TECHNOLOGY USE (Board Policy 726)**

Agana Heights Elementary School's internet is active in every classroom and office. However, prior to extending this service, our students, faculty and staff members, need to ensure that we all know the safety guidelines and the acceptable uses of the computer while on-line.

All school personnel need to sign The Acceptable Use Policy Form usage of the internet. Staff's signed forms will be kept with our Computer Operator. This form is to be filled out and signed on a yearly basis.

## **NO GUNS, DRUGS, TOBACCO, OR WEAPONS (Public Law 27-116)**

This law cites that there will be NO GUNS, DRUGS, TOBACCO (Smoking), WEAPONS or ALCOHOL PERMITTED ON CAMPUS. Please adhere to these rules for the safety and welfare of everyone at AHES.

NOTE: Refer to Drug Free manual on the Implementation Procedures of the Guam Public School System Drug-Free Workplace Program Policy adopted by Civil Service Commission on June 16, 1998 and distributed to all schools and divisions.

## **ABUSE OF STUDENTS (PL 20-209 Guam's Law on Child Abuse/Neglect - Rev. 8/90)**

Any person who, in the course of his/her employment, occupation or practice of his/her profession, comes into contact with children shall report when he/she has reason to suspect on the basis of his/her medical professional, or other training and experience that a child is an abused or neglected child. Such persons include, but not limited to: school administrators, teachers, guidance counselor, health counselors, custodians and school aides. No person may claim privileged communications as basis for his/her refusal of failure to report suspected child abuse or neglect. Such reports shall be made immediately by telephone to either Child Protective Services (CPS – Tel #75-2572/2617/2653/2609) or to the Guam Police Department and followed up in writing to CPS within 48 hours after the oral report.



Persons who are required to report are required to reveal their names; however, their identity will be treated with the utmost confidentiality and they shall have immunity from any liability, civil or criminal, that might arise from such action. Failure to report is a misdemeanor and is punishable by confinement for a term not exceeding six months, by a fine of not more than \$1,000.00, or by both. A second or subsequent conviction shall be a felony in the third degree...

Employees of the Department of Education are now required to report suspected cases of child abuse/neglect directly to either Child Protective Services or the Guam Police Department employees, (while reporting to their supervisor) shall not make such reports to their supervisor (e.g. principal) with the expectation that the supervisor will forward the report to Child Protective Services...nor can they ask others including their supervisor, to make such a report on their behalf. Failure to report directly makes the person who suspects the abuse or neglect personally liable and subject to the penalties listed above. Therefore, no one can interfere with employees who report suspected child abuse/neglect in accordance with this law (Memo, 10/90).

<b>Type of referral:</b>	<b>Physical Abuse</b>	<b>Sexual Abuse</b>
	<b>Physical Neglect</b>	<b>Abandoned</b>
	<b>Medical Neglect</b>	<b>Education Neglect</b>
	<b>Emotional Neglect</b>	<b>Other (Specify)</b>

“...Child abuse/neglect can only be committed by someone responsible for the welfare of the child, e.g. father, mother, guardian, foster parent, et cetera, thus providing the child with food, clothing and shelter. Consequently, an uncle who beats a nephew, or a stranger who molests a child, or a school employee who assaults a student, does not commit child abuse; they commit criminal assault (Memo, 10/90).”  
Forms may be obtained in the Main Office, Counselor’s Office and Nurse’ Office. Any further questions can be addressed to the School Administrators, School Guidance or School Nurse. ***It is your responsibility to drop the form off to the Child Protective Services on the same day. You must provide a copy to the Principal.*** Please refer to the Student Procedural Assistance Manual (SPAM) for further guidance.

### **HARASSMENT, INTIMIDATION OR BULLYING, CYBER BULLYING, SEXTING AND SEXUAL HARASSMENT POLICY (SOP 1200-022)**

It is the policy of the Department of Education (DOE) to ensure that students who attend our schools are safe, secure, and can count on being treated with respect. 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.

Teachers and school staff who receive complaints of bullying, cyber bullying, sexting, and sexual harassment by students shall refer the complaint immediately to the school principal.

A school employee or volunteer who has witnessed, or has reliable information that a student has been subjected to harassment, intimidation, bullying, cyber bullying, sexting and sexual harassment, whether verbal or physical, shall report the incident to the school principal or principal’s designee.

Employees who engage in to harassment, intimidation, bullying, cyber bullying, sexting and sexual harassment of students or other employees shall promptly be investigated and appropriately reported by the School Principal to the Guam Police Department and the Deputy Superintendent of Educational Support and Community Learning. Disciplinary action shall be in accord with the DOE Personnel Rules and Regulations.

### **SUICIDE IDEATION**

A student who indicates in any manner the intent of harming himself must be immediately reported to the counselor. Do NOT send the student unaccompanied to see the counselor; notify the office for assistance. If suicide ideation is suspected, self-inflicted wounds from cutting is visible or a peer reports a concern, report the student to the counselor immediately. Please refer to the Student Procedural Assistance Manual (SPAM) for further guidance.

### **NON-APPROPRIATED FUNDS (NAF)**

Refer to the AHES NAF Standard Operating Procedures for complete information.

# **STUDENT DISCIPLINE PROCEDURES**

(Student Conduct Procedural Manual)

Discipline is **EXTREMELY** important. The school and home must work together to reinforce appropriate behaviors. Employees and parents are partners in this effort and SHALL work together to achieve this goal. Please refer to the Student Conduct Procedural Manual (SCPM) for further guidance (SOP 1200-018).

## **SUGGESTIONS FOR DISCIPLINE:**

- ☺ BE CONSISTENT – only if you are consistent will they know where they stand.
- ☺ Be sure you are communicating with the student. Do they know what their offense is?
- ☺ Be prepared, be firm, be fair and be friendly.

## **RESPONSIBILITY OF TEACHERS AND SCHOOL STAFF - DISCIPLINE**

Student discipline at school is important to all of us. Children are expected to behave properly. All teachers and staff are responsible of all students. The teacher’s obligation to correct and protect children does not stop with his/her class or at his/her door. Any adult in the area will deal with misbehavior on school grounds. All the adults on campus have a responsibility to ensure that our students are behaving safely and with respect at all times.

The Philosophy behind the Discipline Plan was the need to guarantee a safe and positive learning climate for each student. Learning is our number one priority. The disruption of learning will not be tolerated. We believe that all students can behave appropriately at school. Appropriate behavior will be rewarded, while inappropriate behavior will have consequences. *The following are consequences to use:*

- FIRST OFFENSE- WARNING
- SECOND OFFENSE-TIME OUT
- THIRD OFFENSE-A CALL TO PARENTS & NOTE HOME
- FOURTH OFFENSE- REFERRAL TO ADMINISTRATOR, CALL TO PARENTS, AND NOTE HOME

***\*\*Major offenses will be handled directly by the Administrator.\*\****

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 Behavior and Interventions and Supports (PBIS)** Framework school wide. These PBIS behavior expectations are taught to our students at the beginning and reinforced throughout the year (*\*refer to the PBIS Behavior Matrix*).

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.

## AHES School-Wide Behavior Expectation Matrix

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

Please remind students that the following types of items are NOT permitted on the school campus:

1. Gum/Candy/Chips/Soda/ Tea
2. Weapons/Sharp objects
3. Tobacco/Illegal drugs/alcohol
4. Pak-Pak
5. Fire Crackers
6. Hazardous Materials
7. Heeley Wheels
8. Electronic Games/Devices
9. Expensive jewelry

### **STUDENT SEARCHES AND SEIZURES (BP 407 and SOP 1200-010)**

If you suspect that a student may have contraband, please notify a school administrator. It is important to remember **that SEARCHES can ONLY** be conducted with a trained administrator present. Searches based on reasonable suspicion that a particular student or group of students is in possession of contraband may be conducted. Depending on the item, it will be confiscated and held until a parent/guardian retrieves the item or the item may have to be released to the custody of the Guam Police Department. If the item is hazardous, it may be disposed of immediately. Discipline will be administered accordingly. This may include calling the appropriate authorities such as the Guam Police Department. Each case will be dealt with directly and on a case by case basis by the school administrator. The final decision of the student's status in school shall rest with the school administrator.

## **ATTENDANCE AND LEAVE INFORMATION**

### **PAYROLL**

All **Support Staff** (Office Personnel/School Aides/Teacher Assistants and Substitutes) must **SIGN-IN EVERY MORNING BEFORE REPORTING** to their duty station and must **SIGN-OUT BEFORE DEPARTING** for the day. This will help us in determining if coverage will be needed for your class or for an alternate support staff member.

All Leave Forms are submitted to the Payroll Office every non-payday Wednesday by 12pm. You are **RESPONSIBLE** for properly documenting Leave Forms and submitting them to the timekeeper. Failure to do so will result in AWOL (Absence without Leave) status. The Payroll clerk will input all payroll documents into the MUNIS System by 12 noon on Wednesday.

### **HOURLY EMPLOYEES (*Teacher Assistants, On-Call Substitutes, 1-1 Part-Time Aides*)**

All **Employees** working under the federally funded program must fill out his or her Timesheet and TDR on a **daily basis**. All **Employees** working under the locally funded program (On-Call Substitutes) must fill out his or her Timesheet on a daily basis as well. It will be the employee's responsibility to submit his or her Timesheet and TDRs to the timekeeper/payroll clerk once signing in and out for the day is completed. Payroll will be inputted on a daily basis by the Timekeeper/Payroll Clerk. Failure to fill out timesheets and TDRs on a daily basis may result in a no pay for the day or hours worked. Timesheets and TDRs filling in/out should be done on a daily basis once the employee is at his or her duty station. If an hourly employee is authorized to work during scheduled Breaks or Summer Sessions, the same procedures apply. Any Timesheet or TDR that is unreadable (due to mistakes or uncleanliness) will not be entertained. Please be mindful that these federal documents are to be turned in to Federal Programs and may be subject to audit.

**The timekeeper will not look for you to complete your leave form or fill out a leave form in your absence.** Our responsibility is to submit all completed payroll in a timely manner. ***If you fail to submit your leave form before the end of the pay period you will have to hand carry your leave form to the Payroll office.***

## **TAKING LEAVE**

If you plan to take leave, please submit required documents (Leave Application Form and supporting documents) with the Timekeeper ahead of time so it can be properly documented and inputted on a daily basis.

Please follow the Guam Department of Education Personnel Rules & Regulation policies – under the “Leave” section. This lead-time is required by Department of Education payroll for record keeping and check preparation.

If you have been absent and have not signed a Leave Application Form, you cannot be paid for that day or pay period. Following any absence, you must make it a **priority** of signing a Leave Form once you return back to work to prevent delay in payment. It is NOT the Timekeeper’s duty to constantly remind you of your duty to sign your leave form once you return from your absence; failure to submit may result in an **AWOL** or **pay dock** for the day(s) that you are absent. You may also wish to sign one in advance and leave it with our Timekeeper/Administrative Assistant in the event it is needed. Request for Leave forms and Leave Applications Forms may be obtained from the Timekeeper.

## **LEAVE REQUEST**

Forms will be submitted to the Administrator for approval or disapproval via the Timekeeper. In the event that the Timekeeper is unavailable, please place leave documents in the Timekeeper’s box in the Main Office. You may inquire with the Timekeeper if your leave request is approved by the administrator.

Again, please note that the timekeeper nor office personnel will not look for you to complete your leave form(s) from any absence(s) - **this is your responsibility**. It is every employee’s responsibility to submit all completed payroll forms to his or her school timekeeper and to DOE Payroll Office if required. If you fail to submit your leave form(s) any time before the end of the pay period, it may result in a pay dock or AWOL Status.

If you submit your leave form(s) any time after the end of the pay period, you must request for a leave conversion and back-in pay with a detailed explanation why you failed to submit your leave document(s) prior or within the pay period. This document(s) must be forwarded to the administrator’s for approval and will have to be hand-carried downtown to Payroll by the employee. It will ultimately be the responsibility of the employee to submit any leave document(s) downtown to payroll or the Superintendent’s Office for any approval. Your timekeeper will not be responsible. Any leave document(s) that need to be submitted for approval by the school administrator for dates within the pay period ending should be submitted immediately upon returning. All payroll documents are due by 12:00 p.m., Monday following the pay period end date for local employees and by 10:00 a.m., Monday for any federally funded employee. If you have any questions, please consult with the time keeper.

## **SICK LEAVE**

Sick Leave is accumulated at the rate of 4 hours per pay period ( $26 \times 4 = 104$  divided by 8 = 13 days per year). Sick leave can be taken in 1-hour increments. For amounts taken in excess of 3 consecutive days at one time, a physician’s certification is required. Sick leave for less than 3 consecutive days shall not require a physician's certification except for specific cases where a staff’s pattern of sick leave indicates possible misuse of leave. Your duty day is 6 hours and your payday is based on an 8 hour. A full day’s absence is charged as 8 hours – not 6 hours. Sick leave may be used for scheduled doctor appointments.

## **SICK (CALL-IN) LEAVE**

If you are to be absent for the day due to illness, inform the administrator no later than 30 minutes before your report time. This will ensure that coverage to your area will be assigned. If you are going to be out for more than one day, contact the administrator to inform him/her of your situation. If the administrator is not available when you call in, please contact the administrative assistant to inform of your absence.

## **PARENTAL INVOLVEMENT INITIATIVE LEAVE (EXECUTIVE ORDER 98-16)**

An employee of the GOVERNMENT OF GUAM who is a parent and who is not otherwise prohibited from such contact with his/her child by order of a court, may use up to four (4) hours every two (2) pay periods to meet with a teacher or other school official concerning the employee's child's performance or behavior or to volunteer parental-involvement time at his child's school.

The four (4) hours every two (2) pay periods may be utilized at the arrangement of the employee with the employee's supervisor, and may be split into smaller separate segments over the two (2) pay period time frame.

An employee requesting such leave shall submit a request to his Supervisor in advance, and is required to obtain from his child's teacher or school official a signed certification that the employee has visited the school for a conference, a function, or as a volunteer to assist in the child's school activities.

## **ANNUAL LEAVE**

Request for Annual Leave must be submitted to the administrator 48 hours in advance for leaves exceeding 40 consecutive hours; and 24 hours for leaves less than 40 hours. For more information regarding annual leave, please see Personnel Rules and Regulations Manual, #910.100.

## **TARDIES**

Employees that are tardy 15 minutes after their assigned duty time, must sign leave for 30 minutes. Leave will be taken in ½ increments.

*For complete information on leave and leave procedures, please refer to the DOE Rules and Regulations.*

# **TROPICAL STORM / TYPHOON CONDITION**

*\*Please refer to the Agana Heights Elementary School Emergency Response Plan (ERP) for complete information on all Emergency Procedures\**

Upon declaration of Condition of Readiness 3 (**COR-3**):

- Schools will remain open and school buses will continue with their normal schedules.
- All available 12 month employees will clear the campus of all items that can become airborne.

Upon declaration of Condition of Readiness 2 (**COR-2**) when school is in session:

- Students who are not normally transported by school buses will be dismissed immediately.
- DPW officials will send school buses to the schools where the children will be boarded and sent home.
- All school personnel, including teachers, will begin the securing of the facilities.
- Schools not designated as shelters will turn off all electricity except to cafeteria refrigerators.
- The principal along with assigned staff will shall inspect the buildings and grounds for loose items and will secure them.
- Teachers will be responsible for securing their classrooms.
- Office personnel will secure all books, registers, report cards and supplies in a safe part of the building.
- All personnel not assigned to operate the shelter shall be released by the principal to go home.

Upon declaration of Condition of Readiness 2 (**COR-2**) when school not in session:

- Principals and all school personnel, including instructional staff, shall immediately report to their school and secure as specified above.
- Schools designated as primary shelters will begin preparations to open and report to the EOC RAC upon readiness.
- Report all changes of staffing and or emergency numbers at this time.

Upon declaration of Condition of Readiness 1 (**COR-1**):

- Stay under shelter and follow the recommendations of Civil Defense.
- Shelter administrators will stay in close communication with EOC RAC with hourly updates of status reports. (See ICS-Status report form)

Upon declaration of Condition of Readiness 4 (**COR-4**):

- All school personnel and instructional staff report to their respective schools to assist in the clean up and restoration of the facilities.
- All DOE personnel not assigned to a school will report before and after a storm to their immediate supervisor.

## **WORKERS' COMPENSATION INFORMATION**

### **WHAT TO DO IN CASE OF A WORK INJURY**

1. **REPORT** the accident immediately to your employer regardless of whether or not you need medical treatment. Request form GWC-201 (Employee's report of injury) from your employer. Complete form and provide copy to your employer.
2. Make sure you retain an acknowledged copy of your report. You **MUST** report of your injuries **IMMEDIATELY**.
3. If you need immediate medical treatment, obtain form GWC-IOla/b (Authorization to obtain medical treatment) from your employer. Your employer will issue only the first (initial) authorization. All other (subsequent) authorizations shall be issued by the employer's (Workers' Compensation (WC) insurance carrier. Unless it is an emergency situation, this form is to accompany you to the clinic. **DO NOT USE YOUR PERSONAL HEALTH INSURANCE and DO PAY NOT FOR ANY MEDICAL SERVICES YOU RECEIVED.**
  - **GOVGUAM EMPLOYEES: are to be sent to the GUAM MEMORIAL HOSPITAL for the initial medical treatment pursuant to Title 12, Chapter 2 B11105(b) unless otherwise authorized by this office (Guam Department of Labor - Workman's Compensation Commission).**
  - **IMPORTANT:** If you obtain medical treatment without first requesting from your supervisor/employer or your employer's worker's compensation insurance company, you will not be reimbursed for any out-of-pocket medical expenses unless you have been refused such authorization or failed to inform your employer of your work injury. 22 GCA 09108
  - You **SHOULD** always obtain or request for authorization before receiving any medical treatment unless your injuries are such that emergency care is required.
4. If **ANOTHER PERSON**, who is neither a co-employee nor your employer, is the cause of the accident in which you sustained injuries you **MUST** file form GWC-203 (Claim for compensation) even if you decide to file **SUIT** or recover against the other person or persons. Should you win your suit, your employer's work comp insurance carrier can subrogate against any settlement you received for wc benefits that were paid out to you.

**WARNING: Misrepresentation of facts in order to obtain or evade liability of worker's compensation benefits shall be guilty of a misdemeanor.**

## **WORKERS' COMPENSATION FORMS**

### **GWC101a/b "Authorization for Medical Examination and/or Treatment"**

Part A: This side of the form should be completed in full and signed by the employer. It authorizes a physician or a medical facility to examine and/or treat the employee for the injuries arising out of such accidental occupational injury, illness, or disease covered by the Guam Worker's Compensation Law.

The injured worker may choose not to seek the initial treatment however this declination does not prohibit the worker to request such treatment in the future. The employer issues the first authorization. All subsequent authorizations are issued by the respective worker's compensation insurance carrier.

Part B: INSTRUCTIONS TO PHYSICIAN: This initial report should be completed and mailed within 20 days, the original to the Commissioner (see box 13 for address), with a copy to the Company's worker's compensation insurance carrier named in box 14. Subsequent reports should be made regularly on this form or in a narrative form while employee is in your care. The physician's billing should be included with copies of Part A and B and forwarded to the insurance carrier named in box 14.

### **GWC201 "Notice of Employee's Injury, Illness or Death"**

This form may be used by the Employee to file a notice of an injury, illness or in the case of death by Employee's representative. No benefits can be paid without this notice. Notice shall be given to the Commissioner and to the Employer by delivery or to the last known place of business. A written statement by the injured worker or an in-house incident/accident report is also acceptable. The worker may be contacted by this office should further information be needed.

### **GWC202 "Employer's Report of Occupational Injury or Illness"**

This form may be used by the Employer to report an injury, illness or death. 22 GCA 9131 requires the Employer to report to the Commissioner within ten (10) days from the date of or knowledge of any injury, illness or death. Failure or refusal to file this report may subject the Employer to a penalty of up to \$500.00 for EACH failure or refusal to do so.

### **GWC210 "Employer's Supplemental Report of Accident or Occupational Illness"**

This report must be filed promptly with the Commissioner in every case in which (1) Form GWC-202 does not show the date employee returned to work, and (2) each time an injured employee has returned to work but later becomes disabled for work. If the employee is medically certified disabled for work, compensation payments should be reported by the insurance carrier on Forms GWC-206 and/or GWC-208. Medical reports must be sent to the Commissioner promptly following first treatment and thereafter while treatment continues.

### **\* PLEASE PRINT LEGIBLY ON ALL FORMS \***

22 GCA 9132 PENALTY FOR MISREPRESENTATION: "Any person who willfully makes any false or misleading statement or representation for the purpose of obtaining any benefit or payment under this Title or for the purpose of evading liability for any benefit or payment under this Title shall be guilty of a misdemeanor and on conviction thereof shall be punished by a fine not to exceed one thousand dollars (\$1,000.00), or by imprisonment not to exceed one (1) year, or both."