

## Administrator's Message

### *Hafa Adai Faculty!*

*Welcome to a new school year!* This Faculty 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>Principal</b>  | <b>Assistant Principal</b>  |
|---|---|
| 1. Supervision of Faculty   | 1. Student Safety/Discipline/Supervision  |
| 2. District-Wide Assessment Administration  | 2. Student Transportation   |
| 3. SSP/ GEB Goals/SMART Goals/SLIP  | 3. Supervision of School Nurse, Staff (Para-educators / Substitutes, TA's etc.)   |
| 4. Special Education Compliance Ensure Quality Instruction via SFA Curriculum and Common Core Standards       | 4. Faculty/Staff Evaluations  |
| 5. Faculty Evaluations  | 5. Staff Professional Development   |
| 6. Federal Programs/Grants Compliance: SPED/ESL/Summer School/Tutoring/ASPIRE                                 | 6. Supervision of custodial contract, maintenance work requests, OSHA, Public Health/ Fire/Building/EPA/ School and cafeteria inspections.  |
| 7. School Budget  | 7. Emergency Procedures (Fire, Earthquake & Lock down drills)   |
| 8. Parent Teacher Organization  | 8. Staff Payroll / Leave Approval   |
| 9. Chamorro/ESL/GATE/Library/Counselor  | 9. To carry out all responsibilities in the absence of the Principal.   |
| 10. Student Awards: QTR/EOY/DWA   | 10. Resolve Staff Grievances at the Lowest Possible Level   |
| 11. Monitor SPED Compliance: IEPs/ Child Study Team Referrals/ Intervention Team                              | 11. Monitor Committees: Attendance/PBIS/Crime Stoppers/Play by the Rules  |
| 12. School Liaison with other agencies and DOE Central Office   | 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. |
| 13. Teacher Professional Development/PLCs   |   |
| 14. Faculty Payroll / Leave Approval  |   |
| 15. Oversee Leadership Team   |   |
| 16. Monitor Committees: PTO/ Curriculum/ Awards/ Christmas Program/ Spelling Bee/Rainbows/Chamorro Month,etc. |   |
| 17. Resolve Faculty Grievances at the Lowest Possible Level   |   |
| 18. Out of District Approval and Parent Involvement   |   |
| 19. School Website and Parent Newsletters   |   |
| 20. Monitor ASPIRE and After School Tutoring  |   |
| and other related duties...   | and other related duties...   |

# 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**

| <b>Kinder/First Grade</b>                     | <b>Second/Third Grade</b>                      | <b>Fourth/Fifth Grade</b>                     |
|---|--|---|
| <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 Bibplia

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 todú I lugat

Para I onra, para I Gloria

Abiba I isla senparat (Repeat)

Todú I tiempo I pas para hita

Yan ginen I langet na bendision

Kontra peligrú, na' fansafo' ham

Yu'os prutehi I islan Guam (Repeat)

# **Employee Duties, Responsibilities, and Expectations**

## **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.

## **TEACHER ATTENDANCE**

Teachers' Duty Day begins 15 minutes prior to the start of school and 15 minutes after students are dismissed. Sign-in sheets are located in the office. For accountability purposes, all employees are expected to **SIGN IN EVERY MORNING BEFORE REPORTING TO THEIR CLASSROOM OR WORK SITE.**

Teachers must notify the Principal of their absence on a daily basis, provide lesson plans, class roster, seating charts, and other pertinent information to assist and facilitate the learning process. Teachers must provide a hard copy; they may provide an electronic copy of the information, but ensure that it is received by the Main Office staff.

Teachers must see the Principal for all leave requests. With the exception of sick leave, which are non-scheduled appointments, approval of leave must be obtained prior to taking leave.

## **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.

## **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.

## **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.

## **LEAVING CAMPUS**

Teachers are free to leave the campus during lunch, but must sign-out and sign-in in the Employee Sign-out/in log book in the Main Office and fill in all required information for accountability and safety issues.

If a teachers wishes to leave during his/her preparation period, he or she may do so, but **must inform the Principal** in advance and also sign-out/in in the Employee Sign-out/in log book in the Main Office and fill in all required information.

If it is an emergency, inform the office personnel and contact the Principal/Assistant Principal as soon as possible. Do not leave your classroom or duty area until proper coverage and approval is given by the administration. 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.

## **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 unless for emergency reasons. Messages will be placed in your box. To prevent classroom disruption, please do not give out your classroom extension numbers. Check your boxes periodically during the day. Personal calls should be made during non-instructional hours.

## **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.

## **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 DOE e-mail on a **daily basis** since it may contain pertinent information regarding deadlines and school related activities. Please note: *SOP #200-006 states that emails from parents/guardians should be responded to with forty-eight (48) hours. All teachers must comply with this SOP.*

## **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**

Newsletters to households will be disseminated monthly or as needed to keep the lines of communication open with our stakeholders. The school will also utilize the school website and AHES PTO website/Facebook account to disseminate information. Please work with the administration if you need information to be disseminated.

## **PROFESSIONAL LEARNING COMMUNITIES / GRADE LEVEL MEETINGS BINDERS**

Grade level teams will meet on a weekly basis to discuss topics related to the continuous cycle of improvement for student curriculum, instruction, assessment, and intervention. (CIAI). GLCs are expected to maintain their GL binders by documenting at least one PLC per week. The binder will be turned in at the end of the month to the Principal for review. These binders should include quarterly grade level syllabi for parents to review and other pertinent documents. The PLC meeting quadrant will be used for the purpose of the PLC. Grade Levels are may also meet, when needed, to discuss other issues related to their grade level or school activity beyond CIAI. Please use the GL minute forms for these meetings.

## **FACULTY MEETINGS**

Teachers will be required to attend a maximum of ten (10) regular monthly faculty meetings with no meeting to exceed one (1) hour. The faculty will vote during the first week of the new school year when to hold the regular monthly meeting. Meetings will begin promptly 15 minutes after the dismissal bell.

## **SPECIAL MEETINGS**

The Principal may call special faculty meetings as needed. No formal agenda is required, but meetings are limited to a single topic.

## **COMMUNICATION LOG**

It is expected that you keep a communication log to strengthen the parent-teacher relationship and document the most crucial components of student achievement and challenges. If you are unable to contact parents, please fill out a referral for our Social Worker to conduct a home visit.

### **COPY MACHINE**

Teachers are expected to plan lessons in advance and know the extent of copies needed for the week. A copy machine is located in the Teacher's Lounge for teachers to utilize for instructional purposes. *The copier in the Main Office is for Office Personnel Only.* In the event that the copier in the Teacher's Lounge is not in service, you may request copies 24 hours in advance. You may send your teacher assistant or para-educator to make copies, if copier is not functioning. *Please do not send students to the office to request for copies.* You will be issued an allotment quarterly for copying; if you need an additional amount to copy during a quarter, you may seek approval from the administrators.

### **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.

### **CLASS SUPERVISION/ TRANSITION TO CLASSES**

The students should never be left unattended in or outside the classroom. The teacher should make every effort to have someone notify the office if there is an emergency and it necessitates the teacher leaving the class. Other matters such as arranging for field trips, inquiry of a student, etc. should be handled before or after school, or prep time and not during instructional hours. All necessary materials for classroom use should be obtained or prepared in advance so that the teacher does not leave his/her class to seek for needed items. All requests will be issued within 24 hours after they are made. **Students should not be sent around looking or requesting for needed materials at the last minute.**

### **RECESS AND LUNCH**

In order to ensure the safety of our Bumblebees, every teacher is asked to walk their class to the playground and pick them up after recess. No students shall be left in the classroom alone while this task is performed.

At lunchtime, also walk your class to the cafeteria and pick them up after lunch from the playground. Please keep in mind the time lunch ends for your respective grade level.

### **DISMISSAL**

**Again, for safety reasons, teachers are expected to escort their students from the classroom to the respective hallway areas for bus riders, car riders, and walkers.** This will assist in ensuring that students get to their correct areas and are taken home in a safe and timely manner after school. A school staff will be responsible for each area for dismissal.

### **TRANSITIONS FROM HOMEROOM TO OTHER CLASSES**

Receiving teacher should immediately take attendance. If a child is not present, speak to the Homeroom Teacher first, then the Office to verify absence. *Do not verify student attendance by word of mouth from the students.* This is safety and liability issue. **Record absences for your class on PowerSchool on a daily basis (SOP #200-006).**

### **CORRIDOR PASSES**

Students should not be sent out of class without a school/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.

### **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.

### **ATTENDANCE OF TEACHER CONFERENCES, WORKSHOPS AND MEETINGS**

Attendance at conferences, workshops and meetings are part of a teacher's duty. Teachers must be punctual in attending these meetings. If there are no meetings at the end of the school day, teachers should not depart school grounds until fifteen (15) minutes after pupils are dismissed.

### **PERSONAL COMMUNICATION AND LISTENING DEVICES**

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.**

### **STUDENT TEXTBOOKS AND TEACHER EDITIONS (SOP 400-001)**

There is DOE SOP regarding the accountability of all textbooks on our campus. Schools must keep accurate record of this inventory on a quarterly basis. Your assistance is needed to ensure that AHES maintains proper inventory regarding books, student and teacher editions, issued to you.

If a student loses or damages a book, inform the AA immediately so she/he can update school records and you may obtain the proper information before you send the notice to parents regarding the lost/damaged textbook. This notice will include the amount needed to recover the textbook. Parents will be advised to keep their receipt in the event that they find the book, they can be reimbursed. This information will be a part of the clearance process at the end of the school year.

### **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.

### **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 faculty and staff members 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.

### **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 OUTSIDE TYPICAL DUTY TIME, YOU MUST INFORM YOUR PART TIME EMPLOYER THAT YOUR FULL TIME JOB IS PRIORITY OVER YOUR PART TIME JOB.**

### **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.

**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 on campus.

*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.*

**HARASSMENT, INTIMIDATION OR BULLYING, CYBER BULLYING, SEXTING AND SEXUAL HARASSMENT POLICY (BP409 AND 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.

**ABUSE OF STUDENTS (P.L. 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 #475-2572/2617/2653/2609) 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 Counselor or School Nurse. **It is your responsibility to drop the form off to the Child Protective Services on the same day. Please provide a copy to the Principal.** Please refer to the Student Procedural Assistance Manual (SPAM) for further guidance.

### **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.

### **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.**

### **HEALTH INFORMATION CARD FOR STUDENTS**

All students entering the Guam Public Schools must have a physical examination and Tuberculin Skin Test done within the last twelve (12) months. Shot (Immunization) records must also be provided. Immunization must be completed and up to date.

Students **will not be accepted for registration** unless an updated immunization is provided, or proof of a completed or soon to be completed physical form. The school health counselor will follow up on the incomplete physical examinations.

Each student should have a personal Health Information Card completed by his/her parents. This card contains such information as the student’s medical history, emergency contact numbers, etc. It is important that the school is informed whenever information of the Health Card changes, especially contact numbers. We want to be able to reach parents should an emergency arise.

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

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

## **Curriculum, Instruction, Assessments and Interventions**

### **CURRICULUM MAPS/SYLLABUS/UNIFORM FORMATIVE AND SUMMATIVE ASSESSMENTS**

The Department of Education adopted the Common Core State Standards to streamline the expectations of what all students should learn. Recently, teachers aligned the **GDOE Content Standards and Performance Indicators with the Common Core State Standards in these 3 content areas: Reading, Language Arts and Math.**

Teachers are also expected to develop and implement the curriculum maps in these 3 content areas. Each grade level is also expected to have a uniform syllabus that is to be disseminated to parents at the beginning of the year or broken down quarterly. These syllabi should list the Standards and skills covered each quarter in Reading, Math, and Language Arts.

In addition, teachers have been trained to use various teaching strategies and programs (CITW, SIOP, STEM, SFA, Literacy strategies) in the classroom. Teachers are expected to implement these best practices in order to increase student achievement.

*We encourage each grade level to use common formative and summative assessments to further gauge instructional progress.* The data obtained will be analyzed and tracked to measure growth. This will further provide a guide as to the course of action or *intervention* to take with the students. These grade level assessments are to be used in conjunction with existing Reading, Writing, and Math assessments (AimsWeb). Teachers will work closely with the Curriculum Coordinator and administrators to use the data to drive instruction and decisions at the school.

### **GRADING**

As stated in *SOP# 200-006*, PowerTeacher Gradebook is to be updated weekly at minimum. Teachers are responsible to input all assignments, tests, quizzes and any other components that determine the students' grades.

*The school administrator will periodically monitor PowerTeacher Gradebook to ensure that grades are recorded on a weekly basis.*

### **PROGRESS REPORTS AND REPORT CARDS**

Every mid-point of the quarter, progress reports (PR) are to be sent home to keep parents / guardians informed of how their child is doing. Parents/Guardians must review, sign and return the progress report. If not returned as required, contact the parent to follow up. The teacher must keep it on file or devise a system to document that parents/ guardians have received the PR.

Report cards will be issued quarterly. The Computer Operator will provide a print out of grades for you to review before report is sent home. IF TRUANCY IS AN ISSUE, A COPY OF THE STUDENT'S OFFICE TRUANCY REFERRAL (OTR) FORM MUST ACCOMPLANY THE STUDENT'S REPORT CARD.

*Special Education progress reports* are due at the end of every quarter. Teachers will make three copies – one for SPED's main office, one copy for cumulative folder and another copy to the parents/guardians. The RRT and the RCT will consult with each other to ensure the form is filled out properly.

### **GRADING SYSTEM (Board Policy 350)**

Report Cards – These documents must be completed using the following guidelines below:

1. Numerical Score (%) / over the Letter Grade – example 98%/A
2. Reading Levels Indicated
3. Attendance Marked – Note in comments section if absences or tardies are excessive
4. Comments

### **EVALUATING STUDENT PROGRESS**

The following key is used on Report Cards:

| <b><u>For Grades 1-5</u></b>    | <b><u>Character Development Grades:</u></b> |
|---------------------------------|---|
| <b>A= 90-100</b> Excellent Work | <b>E= Excellent</b>                         |
| <b>B= 80-89</b> Above Average   | <b>S= Satisfactory</b>                      |
| <b>C= 70-79</b> Average         | <b>N=Needs Improvement</b>                  |
| <b>D= 60-69</b> Below Average   |   |
| <b>F= 0-59</b> Unsatisfactory   |   |

**Example: 98% / A**

### For Kindergarten

**M = Most of the time**

**S = Sometimes / Developing Skills**

**/ = Not Evaluated Yet**

**I = Improvement Needed**

### Character Development Grades:

**M=Most of the time**

**S = Sometimes / Developing Skills**

**N = Improvement Needed**

### CHILD STUDY TEAM

Should there a concern regarding a student who has been experiencing difficulties in class, a Child Study Team Meeting may be requested by the teacher or parent/guardian via the school guidance counselor. The Child Study Team should include a School Administrator, the Regular Classroom Teacher, the Guidance Counselor, Parent and possibly the Curriculum Coordinator, School Nurse, Special Education Teacher, ESL Teacher, or any other personnel that may assist in the Child Study. Teachers must complete a CST packet before the scheduled meeting date and provide documents (work samples, performance standards results, assessment results, intervention data, etc.) to validate the referral. Packets will be with the School Guidance Counselor. Please see the Counselor for further assistance.

### DOCUMENTATION OF STUDENT INCIDENTS

It is highly recommended that you keep written notes on facts (incidents and dates) in case it becomes necessary to take action regarding one of your students. In the long run, your job becomes simpler and school administration can better support you when you can clearly and concisely report all pertinent information concerning the performance of one of your students, whether it is an academic or behavior issue. Always communicate with parents/guardians about issues and keep the administration informed of the situation.

Example of anecdotal remarks:

09/21 Consistently inattentive, unable to respond.

11/21 Did special report on South America, willing to do extra work.

12/04 Counseled for running in room and falling over chair. Had been warned previously.

02/21 Assignment repeatedly not done. Contacted parents to assist child.

### RETENTION

**Board Policy 339** states that each child shall be placed where he/she will have the greatest opportunity to develop as a useful citizen in society. Generally, this means that a child should go from grade to grade in the usual fashion, unless by reason of chronological age or mental capacity and achievement that he/she is clearly misplaced.

Retention is a placement alternative that we as educators may consider after utilizing all other possible services to which the student has gained little or no success. At the same time, the possible retention or continuation of the present grade of a student shall be the decision of the child study team and the student's parents/guardians. ***Each case is unique.*** Emotional, physical, mental, academic, behavioral, maturational and social growth developments are the major factors that will be the basis for the decision to retain or promote a child.

Documents/Anecdotes supporting academic, behavioral and achievement strengths and weaknesses should be presented by the student's teacher and by any other support staff that instructs the child directly (such as ESL, SPED, Speech/Language, OT/PT, etc), or homebound teacher **It is the teacher's responsibility to inform parents/guardians of their child's low academic achievement and behavioral progress as early as first quarter.** As the school year proceeds, the teacher should continually consult with the parents. If the student shows slow progress or little/no improvement, the teacher should **submit a Child Study Team referral to discuss possible alternatives to help the child succeed in school.** Assistance from other educational placement alternative services should be sought that include, but are not limited to ESL, SPED, tutoring, etc. It is recommended that the teacher review the student's academic, discipline and Health Cumulative Folders and initially seek the assistance of the School Health Counselor to rule out any physical, physiological, neurological factors.

Teachers should be highly sensitive to the identification of students with academic difficulty, who have been consecutively passed on to the next grade. Our duty as educators is to prevent the potential of academic failure. At

the same time, the Administration cannot be expected to support a teacher's "last minute" effort to retain a student. *Possible/potential retention should be decided by the end of Second Quarter.* **Follow the appropriate steps listed below regarding the procedure for possible retention:**

- a. Review student's Cumulative records and Health files;
- b. Express your concern to the parent as early as first quarter (verbal and written form);
- c. Consult with Curriculum Coordinator, Reading, Language, and Math Teachers, or any other school personnel who has worked with the student;
- d. Inform Administrator and consult with the Counselor to initiate a referral for a Child Study Team (CST) no later than the end of second quarter;
- e. Notify parents by the end of second quarter of the possible retention of their child (verbal and written)
- f. Continue to communicate with Parents, Administrator, and Counselor about the child's performance in third quarter;
- g. Ensure a meeting is held in fourth quarter to review progress of student and make a final decision regarding promotion or retention.

### **CUMULATIVE FOLDERS**

The Cumulative folders include the personal/legal and permanent academic/educational records of our students and are strictly overseen and maintained by our School Guidance Counselor. Teachers (who have a direct educational relationship) are expected to review the records of their students at the beginning of each school year. The students' cumulative folders are meant to be utilized to the best advantage of the child. In our Agana Heights Elementary community, any school personnel who wish to review a student's folder must have a direct educational relationship to the student and any other person must have a legal relationship with the student. Students are allowed to review their records. Cumulative folders may be reviewed in the School Guidance Counselor's Office throughout the school year and are updated as soon as parents/guardians and teachers submit new information (i.e. change of residence/contact numbers, legal documents, authorized persons for pick up, report cards of transferring students, etc.) At the closing of each school year, every classroom teacher and support faculty are expected to file exact/completed photocopies of Report Cards, Progress Reports, Disciplinary, and other related critical documents that provide evidence of the student's progress to date.

Please inform the Guidance Counselor of your request to sign-out and properly check out each cum you wish to view. They must be signed back in daily. **Cumulative Folders are not allowed to leave the Main Office.**

### **FERPA (Family Educational Rights and Privacy Act)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

### **DO NOT!**

- disclose information to a student or University official before authenticating the identity of the person
- disclose confidential non-directory information about a student to the media
- link a student's name with his/her social security number, BC student ID number, or any portion of these numbers in any manner
- send confidential information such as grades in an email
- leave graded tests, papers, or other student materials for students to pick up in a stack that requires sorting through the papers of all students
- include confidential information such as grades or GPA in a recommendation without the written consent of the student

- **discuss the progress of any student with anyone other than the student or the student's advisor without the consent of the student. Refer inquiries from any other parties including the student's parents to the Administrator**
- provide anyone with lists or files of students enrolled in your classes for any commercial purpose.
- provide anyone with student schedules or assist anyone other than university employees in finding a student on campus
- **access the records of any student for personal reasons**
- release your password for ANY reason.

**PARENT-TEACHER CONFERENCES (PTC)**

School-wide Parent-Teacher Conferences are scheduled once a semester. It is considered a work day and teachers are expected these conferences. . However, teachers and parents are encouraged to set up individual conferences when the need arises during the school year. Parent Teacher Conference Attendance Logs will be issued during the conference. **Submit these logs immediately to the Main Office after the parent conference for accountability purposes.**

It is advisable that you keep copies of all parental communication. At times, you may find that parents will not respond and a record of your efforts would be most beneficial. Utilize the Social Worker to contact parents.

When parent meeting are necessary, be prepared with documentation and information. Know the nature and extent of the difficulty and be able to state it specifically. Ensure that you have followed proper procedures and fulfilled your duties and responsibilities as a teacher. You may request to have an administrator with you at these meetings.

**LESSON PLANS**

|   |                         |                                    |
|---|-------------------------|------------------------------------|
| Description Term:<br>LESSON PLAN POLICY | Descriptor Code:<br>378 | Issued Date:<br>September 03, 2004 |
|---|-------------------------|------------------------------------|

Board Policy

Policy Statement

The Guam Education Policy Board, hereby, referred to as the “Board” recognizes that lesson plans provide a foundation for the effective delivery of instruction that ensures Students regardless of their assigned teacher receive the same content of instruction to consistently achieve at high levels of academic performance established by district and school level standards.

Classroom teachers shall be responsible for preparing daily written lesson plans consistent with the adopted curriculum, district content standards and performance indicators, national learning standards, and the standards reflected in the Professional Teacher Evaluation Program (PTEP). The length, style, and specifics of each lesson shall contain, at a minimum, the following components:

- ✓ Expected School wide Learning Results (ESLRs)
- ✓ Skills/Content Standards & Performance Indicators addressed
- ✓ Anticipatory set or effective grabber
- ✓ Instruction objectives
- ✓ Instruction strategies
- ✓ Methods of assessment
- ✓ Checking for understanding
- ✓ Guided practice
- ✓ Closure
- ✓ Modifications for students in need
- ✓ Textbooks/Materials/Resources used to support the lesson.

The school principal and or his/her designee are responsible for monitoring compliance with this policy, and rendering assistance to teachers as requested or needed. Lesson plans shall be readily available for review by the school administration and for the use of a substitute teacher.

Lesson plans shall serve to clarify and specify the successful student outcomes or achievement that may reasonably be expected following a segment of instruction. They shall contain elements to guide the teachers' performance towards producing desired student outcomes and outline methods to determine if student outcomes have been achieved.

*Adopted by the Guam Education Policy Board on August 18, 2004.*

## **STUDENT DISCIPLINE PROCEDURES** (Student Conduct Procedural Manual)

Discipline is **EXTREMELY** important. The school and home must work together to reinforce appropriate behaviors. Teachers and parents are partners in this effort and SHALL work together to achieve this goal.

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 all our students at the beginning of the school year and reinforced throughout the year:

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.

Please remind students that the following 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

# 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>                          |



### **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.

### **OFFICE DISCIPLINE REFERRAL (ODR)**

A discipline form is used to document student misbehavior. Any student sent to the office for discipline must bring his/her discipline form (ODR). 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 follow up with parent phone call also. **Teachers will assist the administration by checking the next day if parents and students signed the Office Discipline Referral (ODR) and returned it to the Main Office.**

### **CLASSROOM MANAGEMENT**

All teachers must submit a classroom management and discipline plan to be reviewed and approved by the Principal. These plans must be communicated to parents with documentation that they have been communicated and understood by parent(s)/guardian and child.

#### **Teacher Responsibilities:**

- Teachers will provide parents/students with the academic and behavioral expectations.
- Teachers will communicate classroom and school rules to parents.
- 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 student to the administrator.

Any teacher who imposes a consequence for students, such as break or lunch detention, it is the responsibility of the teacher to oversee the imposed consequence. Communication and agreements must be made with the administrator for any other arrangements.

### **SETTING THE CLASSROOM CLIMATE**

The best discipline is maintained with preventive action rather than reactive actions.

#### **Tips:**

1. An attractive classroom is the beginning of a pleasant classroom atmosphere.
2. Meet the children at the door and establish the Classroom Climate there.
3. Plan carefully and be prepared.
4. Be sure there is two-way communication between the teacher and the students.
5. Be consistent. Only when the teacher is consistent does the child know what to expect.
6. Be firm, fair, and friendly.
7. Classroom rules should be presented positively and clearly understood; and reviewed frequently.
8. Avoid making rules you cannot enforce.
9. Do not ignore minor infraction, especially at the beginning of the school. It is easier to relax rules than to break poor habits.
10. Keep confidential information confidential.
11. Avoid putting yourself in a position where you argue with a student.
12. Insist on attention, but avoid shouting.
13. Depend upon your own disciplinary measures.
14. Hitting the table or desk with a ruler or book, pinching, pulling hair, shaking, yelling at the student, to maintain discipline is not acceptable and may result in employee disciplinary action.

# **STUDENT ATTENDANCE**

(Board Policy 411, SOP 200-006, Student Conduct Procedural Manual)

Every teacher is responsible for keeping an accurate Student Daily Attendance on PowerSchool inclusive of student tardy for **each** class (Reading, Language, Math, Chamoru, etc.). Inform students that a note from home is required after any absence. Upon receiving the note, please make a notation of excused or unexcused in PowerSchool.

## **STUDENT ATTENDANCE/ABSENCE PROCEDURE**

Territorial Law for all students' ages 5-16 requires attendance at school. Failure to attend school seriously interferes with schoolwork. In order to keep records straight when TRUANT cases are followed through for court referrals, it is of utmost importance that **accountability** is emphasized.

Attendance procedures are implemented with accuracy before court intervention. The Juvenile Court not only penalizes parents for negligence of reporting but also school personnel. **You will be in non-compliance with the attendance procedures if your attendance records are inaccurate.**

Anytime a student is absent for one school day or more than three (3) days, teachers are **expected** to contact the home by using emergency contact numbers made available to the school. A **Doctor's note** is required for any **absences three (3) days or more from the student**. The Parent Family Outreach Program (school social worker) is available to assist in getting in touch with parents. Teachers must maintain communication with the parents. When a truancy case is referred to the courts, the judge will question what attempts and interventions the teacher made to deter this truancy. The teacher must keep a log of phone calls, notes, or meetings with the parents on file.

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

Please note that these types of absences will be excused. Whenever the above occurs, the parent or guardian must notify the school. After any absence, a written note must be submitted to the child's teacher from the parent. Any absence without a note submitted will be considered unexcused.

Students absent for three (3) or more consecutive days require a doctor's note explaining the reason for the absence. Teachers must ensure that they have communicated with parents, the school health counselor and the guidance counselor to ensure that all efforts are made to clear truancy concerns. Keep the administration abreast of truancy issues. **Written documentation must be made to respective administrators notifying of truancy concerns.** Teachers should keep a log of all contacts made for documentation reasons.

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.
- Lice (beyond 2 days)

## **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 through an Office Truancy Referral (OTR).

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

**\*Please adhere to the policy using the OTR documenting every action/intervention during the 3-6-9-12 days\***  
**\*\*Additional Consequences may apply\*\***

### **TARDIES**

**Tardy Students should be sent to the office to get a Tardy Slip.** Excessive tardies will hamper your student's success. Out of District students may be asked to enroll to his / her district.

Please follow these procedures to address Tardies:

1. **Three** unexcused tardies – communicate in student's planner your concerns.
2. **Four – Six** unexcused tardies – call the parents to inform them of your concerns.
3. **Seven – Ten** unexcused tardies – schedule a meeting with the Principal and the parent.
4. **Eleven and above unexcused tardies** – Notify Principal and fill out an Education Neglect Form. Send to CPS. Have PFCOP do home visit.

### **PREARRANGED ABSENCE**

Prearranged absences can be arranged on a case by case basis. The required prearranged absences form is available in the office. The school administration highly considers the teacher's input on student progress, behavior and attendance in determining the approval of the request.

If the student is to be out for a prolonged period (10+ days), he/she may need to withdraw from school and enroll elsewhere. Otherwise, a doctor's certification is required to justify the absence(s). All arrangements must be approved by the teacher first and then, the school administrator. Extended absences are highly discouraged.

### **HEAD COUNT OF STUDENTS**

It sometimes occurs that a child will be present for morning attendance reporting, but will then disappear during recess or lunch. Please develop the habit of taking a head count after morning recess, after lunch, and after other transition periods of time. Immediately notify the office if a student cannot be accounted for.

### **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.

### **TEACHER RESPONSIBILITY REGARDING STUDENT ATTENDANCE**

DOEs SOP (#200-006) states that all teachers should record attendance daily for each class period in PowerTeacher. Attendance records are to be updated daily. Make it a point to ensure corrections are made in the Power School Program or see to it that office personnel are informed so that changes are recorded into the computer attendance system. These changes should be made daily within 15 minutes after the start of school and lunch. PowerSchool will send another notification to parents regarding absences on that day. Notifications are sent home twice daily to parents regarding absences. Notifications are sent at 8:30 a.m. and 1:30 p.m. daily. Please ensure that all updates are completed before the time specified above for parent notifications and also ensure that records are accurate by the end of your duty day. Every student must have a written note each time he/she is absent from school. Upon

receiving a note, make a notation of excused absences into the PowerSchool. Place all notes and information into the attendance folder. File all notes from parents until the end of the school year.

**If PowerTeacher is down, please email and/or send a note to the Main Office regarding absent students.**

# **FIELDTRIPS**

## **Board Policy 363**

**Academic Fieldtrip (FT)** is a trip of educational value to the students closely related to a course content and is regarded as an extension of the class work. It motivates interest in a new unit, supplements and enriches an on-going study, or reviews learning that have just been culminated. A field trip offers an opportunity for concept building over and beyond those made available through the use of books, films and other visual aids in the classrooms.

**Performance Fieldtrip** is a field trip designed to provide an opportunity for band, choral, drama club, and other school groups to perform and exhibit the skills learned in school to the public.

**Movie Fieldtrips** are highly discouraged unless it is directly linked to the academic learning /content standards on the lesson. Teachers requesting to see a movie must, if possible, view the movie prior to submitting a request for proposal to ensure that the movie does not contain any inappropriate material or connotations that will cause controversy with our educational vision and mission. The rating of the movie must be disclosed on the request form.

**Off-Island Fieldtrips** must have approval from the Principal, Deputy Superintendent of ESCL, and the Superintendent. Please see the Principal for further guidance.

### **General Guidelines for Field Trips**

1. Submit your FT request at least two weeks in advance. FT information for parents must be reviewed and approved by the administrator before being sent home.
2. Inform the lunch clerk, AA and cafeteria staff two weeks in advance so that those students' lunches can be prepared; follow up a week prior to the FT to update numbers of lunches to be prepared. Lunch must be offered to ALL students regardless if the student pays full price or receives assistance. Teachers will work with the AA to follow up on arrangements.
3. **Parents/Guardians must sign the FT permission form. Phone authorizations are NOT allowed.**
4. Bussing arrangements must be made in advance. Teachers and staff will ride the bus with students. Teachers will work with the AP/AA regarding payment arrangements.
5. Students must report to Homeroom first for attendance.
6. FT, to the extent possible, should occur **after** the Reading block.
7. Behavior is not a reason a child should be denied the opportunity to go on a field trip. Plan accordingly and request that a parent or authorized adult accompany the child.
8. Uniforms must be worn on the FT.
9. If parents do not wish to allow their child to attend the field trip and the amount of student is minimal, you may make arrangements with another teacher to assist with watching the students. If the amount of students not attending is great, such as ten and above, a teacher will have to stay behind.

10. **Do not expect an aide to be assigned to your class on field trips.** If possible, we will send a school support staff to assist. Parent/Guardian volunteers are welcomed but a list of parent volunteers must be submitted to the office before the FT.
11. **If your student's field trip form is not signed on the day of the field trip, it is your responsibility to resolve this issue.** Do not send them to the office to use the phone for permission.
12. Bring all emergency contact numbers (school and parents) and medical information with you.
13. Attendance should be taken before bus departure, upon arrival, intermittently, and before departing fieldtrip site. Please ensure that you also do not have any students going on fieldtrip who **should not** be going. Provide the main office with an official head count on the day of the field trip and contact numbers.
14. Field trips that are requesting for movies that are PG rated ***require viewing*** of the movie prior to the field trip, notification and permission of the parent. Otherwise, this will not be allowed. This is necessary to ensure that the movie does not contain any inappropriate sexual or vulgar connotations that conflict with our vision and mission.
15. Due to safety and liability, water type field trips are highly discouraged and will require the approval of the Principal and Deputy Superintendent of ESCL.

## TEACHER LEAVE

### LEAVE REQUEST FORMS AND LEAVE APPLICATION

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 may result in AWOL (Absence without Leave) status. The Payroll clerk will electronically input and submit all payroll documents into the MUNIS System beginning of the pay period ending. Again, final submission of all payroll documents will be 12:00pm every non-payday Wednesday.

For Federally Funded employees, correctly complete and submit the Time Distribution Report (TDR) on a daily basis. Upon timing in and out during the day, complete the TDR. These are to be attached to your timesheets. The TDRs are submitted to payroll with timesheets and leave forms.

Please refer to the DOE Personnel Rules and Regulations and the Board Union Contract for complete information regarding leave policy and procedures.

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.*

### TARDY

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

### SICK LEAVE

Sick Leave is accumulated at the rate of four (4) hours each pay period. (26 pay period per year).

$$\begin{array}{r}
 26 \times 4 \quad = 104 \\
 \quad \quad \quad - \quad 8 \text{ hours} \\
 \quad \quad \quad = 13 \text{ days per year}
 \end{array}$$

Sick leave can be taken in ½ -hour increments. **For amounts taken in excess of 4 days or more consecutively, a physician's statement is requested.** Sick leave can be taken for scheduled doctor appointments.

### **SICK LEAVE CALL-IN**

If you are to be absent for the day due to illness, call to inform the Principal at least one hour prior to the start of classes. This will ensure that coverage or the area of supervision will be assigned. For teachers, prepare an emergency lesson plan in anticipation of the days that you will be absent. If you are going to be out for more than one day, communicate with the Principal to inform him/her of your situation. If the Principal is not available when you call in, please contact the Assistant Principal and then the Administrative Assistant to inform him/her of your absence.

### **PERSONAL LEAVE**

Personal Leave is granted to each nine (9) month employee each school year. Personal Leave does not carry over into the next school year. Teachers are entitled to 3 days of Personal Leave.

Forty-eight (48) hours advance notice is required prior to taking Personal Leave. This leave may be denied for good cause such as the unavailability of substitutes. Leave taken to extend holidays require at least 7 calendar days advance notice. (Please keep this in mind toward the close of the school year). **Personal leave shall not be taken at the first and last week of school; if requested, this must be approved by the Superintendent.**

### **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.

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

## **PROFESSIONAL TEACHER EVALUATION PROGRAM**

It is the teacher's responsibility to read the revised Professional Teacher Evaluation Program (PTEP) Manual, which was last revision on May 30, 2014, and ask questions to increase their understanding of the expectations of the Program. The school administration will work with the teachers to make the evaluation process connect with every aspect relating to highly effective teaching. Please refer to the PTEP guidebook for complete explanation of the Program.

The primary purpose of the Guam **Professional Teacher Evaluation Program** is to continuously improve the instruction provided to each student. Evaluation also plays a significant role in ensuring accountability and professional growth. Educator evaluations must consider a balance of both educational practice and student outcome data, identified as student growth. The teacher evaluation system provides teachers and their school principals with **valid and reliable information that should help teachers to improve and/or extend their instructional practices. Additional or specialized assistance** is identified with a supportive, focused evaluation program.

All teachers will be evaluated using the Guam Teacher Professional Standards, namely Standard 1: Planning; Standard 2: Instruction; Standard 3: Management; Standard 4: Reflection and Professional Development; and Standard 5: Learning Communities. Mini-observations along with evidence of student growth will be the basis for

the end-of-the-year assessment, in addition to a report on the progress accomplished on the individual teacher's Professional Growth Plan (PGP).

Every teacher has room for growth. A teacher's **Professional Growth Plan (PGP)** is a plan of action for that development. The plan will include a timeline, identified focus or goal, the identification of documents to support growth. Working with administrators and/or a team of colleagues, the educator is able to reflect on current practices and identify areas for development. Professional learning should include collecting and interpreting data that identifies student growth. The plan should be submitted for approval to the administrator, with revisions as needed. At the completion of the yearly plan, the administrator year-end evaluation and finished documentation may be used for recertification.

The Guam Professional Teacher Evaluation Program (PTEP) has the following objectives:

- To improve teacher practice by ensuring a link to professional learning;
- To gather data on student growth and teacher performance;
- To develop a support system for professional growth; and
- To fulfill the Guam Teacher Professional Standards.

*For complete information, please refer to the PTEP Manual.*

