



K. Erik Swanson, PhD
Supintendent of Education

School Handbook

Marcial A. Sablan Elementary School
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Eleuterio J. Mesa
Principal

Hafa Adai Parents and Guardians!

Welcome to Marcial A. Sablan Elementary School (MASE)! This is our second year to implement a full face-to-face educational experience with our students. In spite of the high rate of vaccinations among teachers and students with COVID-19, the threat is still there, and we must continue to be vigilant should another deadly strain would come about. In addition, we have a disease (Foot, Hand and Mouth Disease) that is very much contagious. It may not be as deadly, but missing a significant number of school days can cause serious regression and can significantly delay further learning by students.

In order to raise student achievement, we will be implementing a SIOP (Sheltered Instruction Observation Protocol) curriculum this school year. Such techniques and strategies will narrow the learning gap, inclusive of the social, and psychological well-being of our students. We are optimistic that we will make significant progress working as a team in motivating and ensuring success with our students.

Senseramente,

Mr. Eleuterio J. Mesa
Principal

GDOE VISION STATEMENT

“Every student:
Responsible, Respectful and Ready for Life”

GDOE Graduate Learner Outcomes **TEAM**

Technologically Literate
Effective Communicators
Academically Successful
Model Citizens

SCHOOL MISSION STATEMENT

“ALL STUDENTS AT
MARCIAL A. SABLAN
WILL LEARN TO ACHIEVE
SUCCESS IN LIFE.”

School Logo

Marcial A. Sablan Elementary School is the home of the STARS and the school color is blue. The logo represents the school with a blue star at the center of gold/yellow rays indicating that our students are the brightest stars in the sky. Surrounding the star mascot is the school name with two Latte Stones representing school strength and perseverance.

Responsibilities for the Student Planner.

TEACHER

- Issue **one** planner free of charge for each student.
- Write homework on the chalkboard.
- Review planner daily for parent messages.
- Communicate with parents via the School Planner, email, the telephone, or via the Family Outreach.
- Check and initial planner daily.

STUDENT

- Take care of School Planner- Keep it neat!
- Bring the planner home and back to school daily.
- Copy daily, assignments from the chalkboard.
- Complete assignments.
- Show parents and have them initial planner daily.
- Absent students must ask teacher for all missed assignments.
- Student must complete all missing assignments.

PARENT

- Review planner daily.
- Discuss homework with your children.
- Write any concern or messages for the teacher.
- Initial planner daily to acknowledge all assignments and teacher messages.

OFFICE HOURS

8:30 a.m. – 2:00 p.m.

Student Pick up for dismissal is after busses depart.

The office will be closed during holidays, weekends, professional development days, and end of the year teacher workday.

Marcial A. Sablan Elementary School
School Year 2023-2024
SCHOOL DAY BELL SCHEDULE

7:30 AM	BREAKFAST Served
8:15 AM	Students report to Homeroom
8:25 AM	Students Transition to Reading Class
8:30- 9:45 AM	First INSTRUCTIONAL BLOCK (K – 2nd Grades)
8:30- 10:45 AM	First INSTRUCTIONAL BLOCK (3rd – 5th Grades)
9:45 – 10:00 AM	Morning Recess (K – 2 nd Grades)
10:45-11:00 AM	Morning Recess (3 rd – 5 th Grades)
10:00-11:45 AM	Second INSTRUCTIONAL BLOCK (K -2 nd Grades)
11:00-12:15 PM	Second INSTRUCTIONAL BLOCK (3 rd – 5 th Grades)
11:00-11:45 AM	Headstart and Pre-K LUNCH
11:30-12:15 PM	K-2nd Grades LUNCH
12:15- 1:00 PM	3 rd – 5 th Grades LUNCH
12:15-2:43 PM	Third INSTRUCTIONAL BLOCK (K-2 nd Grades)
1:00-2:43 PM	Third INSTRUCTIONAL BLOCK (3 rd – 5 th Grades)
2:43 PM	Dismissal

The 7 Habits of Highly Effective People

Source: Covey, S.R., Covy, S., Summers, M., & Hatch, D.K. (2014). *The Leader in Me* (2nd ed.). Simon & Schuster
Paperbacks; pages 18-19.

Habit 1: Be Proactive

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my mistakes. I can only be offended if I choose to be.

Habit 2: Begin with the End in Mind

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision, and look for ways to be a good citizen.

Habit 3: Put First Things First

I spend time on things that are most important. This means I say no to things that I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4: Think Win-Win

I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for options that work for both sides.

Habit 5: Seek to Understand, Then to Be Understood

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

Habit 6: Synergize

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than any one of us alone. I am humble.

Habit 7: Sharpen the Saw

I take care of my body by eating right, exercising, and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I take time to find meaningful ways to help others.



WEBSITES

M.A.S.E.S. has a school website. Please visit us at: www.masesguam.weebly.com or The Department of Education website is: www.gdoe.net.

PARENT PORTAL

Parent Portal is a website that the parent can view their child's attendance and grades. If you have a child in Elementary, Middle or High School, you will be able to view their records under one account. However, the parent will need to have an email address in order to sign up. Instructions on how to access the website will be sent home at a later date. Once you receive the instructions, please go to <https://powerschool.gdoe.net/public>.

TECHNOLOGY USER FORM

In order for our students to use the computers and access the internet, a parental consent form needs to be signed. Forms will be sent home at the beginning of the year.

CELL PHONE and OTHER ELECTRONIC DEVICES

The use of cell phones are authorized under conditions and parents **MUST MEET** with the Principal to review the policies and procedures related to its use on campus. The following is an excerpt from the SOP 1200-003.

Cell phone use by students is **ALLOWED** in the classroom, if it is part of academic instruction or for students with specific needs that require such devices as prescribed in their Individualized Education Program (IEP), 504 Plan, or Individualized Health Plan (IHP).

Students shall have their cell phones turned off during instructional time unless it is used as part of the academic instruction or if part of the school's safety plan.

Cell phones shall not be used to take pictures of students and/or school personnel or uploaded/posted to internet sites unless authorized by school administrator, advisor/teacher, student or parent/guardian as applicable.

Students and parents shall sign a Student Cell Phone Disclosure Statement to authorize the student to possess and use a cell phone on campus.

EMERGENCY INFORMATION

Parents are reminded to update any emergency contact information throughout the school year to provide the school with up-to-date telephone numbers, home address and persons to contact should any emergency arise.

STUDENT REGISTRATION

Kindergarten or new student to GDOE – Required documents include: Birth Certificate, Shot Record, Physical Exam, Agat Mayor's Verification, and registration packet.

1st -5th – Required documents include: Transfer Paperwork from previous school, report card and Agat Mayor's Verification for all grade levels. Registration packets are given in addition to the above requirements.

STUDENT WITHDRAWAL (TRANSFER)

Call the school to inform the office of your intent to transfer your child(ren). Information needed to process the paperwork will be: Child's Name, Grade Level, Name of School that they will be attending, a mayor's verification of their new residence, and contact number. Three (3) working days are needed to process the request.

PUBLIC HEALTH VERIFICATIONS

Requests for student verifications should be made 48 hours in advance.

ATTENDANCE

We expect regular and prompt attendance from all students. Please support us by ensuring that your child arrives in his/her classroom by **8:15 AM** every day. When your child is unable to attend school, call the school office by **8:15 AM** in the morning at 565-2238/565-2946 and report the absence to the office. When leaving a message, be sure to take the name of the person receiving your message.

TITLE 17 GUAM CODE ANNOTATED PL-24-142 SECTION 6402

Truant: A pupil is found to be absent from school without reasonable and bona fide excuse from a parent.

Habitual Truant: A pupil is a habitual truant if the pupil has incurred twelve (12) or more absences in a school year, and is of compulsory age. If any pupil is a habitual truant, the principal of the pupil's school shall request the Superintendent to file a petition concerning such habitual truant in the Family Court of Guam. Failure of the parent to adhere to this law may result in a Person in Need of Services (PINS) petition to Family Court for Educational Neglect.

Marcial A. Sablan Elementary School Intervention Attendance Policy

M.A.S.E. strives to ensure each student achieves academic excellence. It is by strong attendance in school that each student obtains the necessary academic skills.

M.A.S.E. has created an intervention policy towards school attendance.

STUDENT ABSENCES (BP.411 and Student Conduct Procedural Manual)

Please provide an excuse note the day your child returns from an absence. A one-day absence will still require an excuse note from home. Please sign and date your excuse notes. Instructional time begins promptly at **8:30 AM**. Students may report to the homeroom by **8:15 AM**. Students who arrive at school after **8:30 AM** must pick up a **TARDY SLIP** in the front office in Room 1 before proceeding to the classroom.

Teachers shall contact the parents/guardians of students to determine the reason for absences as per **Board Policy 411** through phone calls, social workers, or community program aides.

An **Office Truant Referral Form** (OTRF) will be filled out by the teacher to submit for **unexcused** absences, regardless of whether they are consecutive, for 3, 6, 9, 12 absences. The OTRF will have the teacher's documentations of interventions and parent contact. The school administrator will conduct follow-up interventions. Students within the compulsory age (5-18 and is not yet 18) who incur 12 or more days of unexcused absences per school year shall be referred to Family Court and a **Student Attendance Referral Form** submitted with all OTRFs. Adjudicated truant students who have been ordered by the court to attend school shall be immediately referred to the School Attendance Officer (SAO). .

Excusable Absence (SCPM):

- Illness of child or quarantine in the home. However, student absences for three or more consecutive days due to illness are required to present written certification from a physician attesting to the nature of the illness and duration for which the student should be excused from school. In addition, school administrators may require written certification from a physician for any number of days of absences due to illness if a student's past attendance records show patterns of illness or reasons for the absences due to illness which the administrator finds questionable.
- Scheduled medical or dental visits.

- Death in the immediate family. 5 GCA §5601 (g) defines immediate family as mother, father, stepmother, stepfather, guardian or caretaker, brother, sister, stepbrother, stepsister, spouse, grandparent, and child (see principal for arrangements on number of days absent).
- Required appearances at court or other legally related proceedings.
- Lack of available bus transportation, provided the student relies on bus transportation to go to school.
- Off-island travel which has the prior approval of the school administrator. Off-island travel where the absences of the child exceed 25 or more days, the parents shall withdraw their child from school. (BP 411 & 1 GCA §715.12 (m))
- Natural catastrophe or disaster.
- Participation in authorized school related activity or compliance with administrative actions taken by the school, such as field trips, conferences called by administrators or counselors, suspensions, going home because of illness or injury, etc.
- Observance of holidays recognized by a religion of which the student is a member. Parents shall present evidence of religious affiliation.
- Students having, or suspected of having, a communicable disease (defined by Center for Disease Control) or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard. Examples of communicable diseases and infestation include, but are not limited to, fleas, lice, ringworm, impetigo and scabies. Students are allowed a maximum of three excused absences for each infestation and must be cleared by the school health counselor. Upon return to school, students diagnosed with a communicable disease require clearance from a medical doctor or health professional.

TARDY

Students who report to school after the start of the instructional day up to 15% of the instructional day are tardy. The school administrator shall have the discretion to decide whether tardiness is considered excused.

TECHNICAL ABSENCE (TA)

A student who reports to school unexcused at any time up to 49% of the instructional day. Technical absences are not counted toward habitual truancy referrals, however, administrators shall be guided by the ODR when addressing habitual technical absences.

Absence: Students who miss half the instructional day are absent. (NO CHANGE)

MAKE UP ASSIGNMENTS

Students may make up assignments for **excused absences**. Please make time to pick up your child's make-up assignments for the time he/she has an excused absent to avoid an incomplete grade or an overload of make-up work the day he /she returns to class.

ATTENDANCE OFFICER

A school attendance officer is assigned to Marcial A. Sablan Elementary School. In the event your child show a questionable attendance record, the attendance officer will make inquiries during a home visit.

ARRIVAL- DEPARTURE

School aides are not on duty until **7:15 AM** and are preparing to receive students. Parents should NOT drop off any student on campus before **7:15 AM**. Parents who transport their children are encouraged to drop them off no later than **8:00 AM** if children will be eating breakfast at school. Upon entry, students will be screened for symptoms of COVID 19 virus until we return to PCOR4. At the end of the day, student pick up will start after buses leave. **Parents/Guardians or designated individuals are to stay in their vehicles and drive up in an orderly line at the front gate for student pick up.**

STUDENT DISCIPLINE POLICY (BP.400)

Marcial A. Sablan Elementary School has implemented a discipline plan with clearly defined behaviors. The school's goal is to have a fair and consistent way to deal with students who misbehave. Posted around the school, students can find MASE's Positive School-wide Expected Behavior Matrix. (See page 8/9) This chart lists the behaviors students are expected to show and practice in the different areas on the school campus.

RESPONSIBILITY for MINOR OFFENSES

1. Classroom teachers and students will establish the classroom expectations.
2. Teacher will communicate classroom and school expectations (RULES) to parents.
3. Teacher will contact parent immediately if problematic behavior occurs. With continuing misbehavior, a referral will be made to the administrator or guidance counselor. If the behavior is severe enough, the teacher will document the incident and immediately refer the student to the administrator.

Each student will be given an office discipline referral. The teacher is responsible for recording the misbehavior and following the procedures on the Office Discipline Referral (ODR) Form for minor offenses. Students who have violated school/ classroom rules will receive disciplinary action appropriate for the particular offense. Each time students commit an offense against established rules they will proceed through one or more of the following steps.

1st Offense: Warning. Teacher conference with student. (Teacher documents in ODR)

2nd Offense: Teacher conference with student. Parents are notified by phone or letter. (Teacher documents in ODR)

3rd Offense: 3-Way conference with student, parent, and teacher. Discuss offense, make a plan, and decide future actions for subsequent offenses. (Teacher documents in ODR)

4th Offense: The principal is advised of the student's offense. A conference with all the parties involved will be held to discuss disciplinary actions (Teacher documents in ODR).

Minor Offenses:

- Yelling or making really loud noises.
- Not following classroom or school rules.
- Teasing.
- Being disrespectful.
- Throwing items that might harm another such as rocks, sharp items, etc.
- Foul language and gestures.
- Running in the hallways.
- Loitering in hallways, bathrooms, and water fountains.
- Rough playing that can hurt.

- Being in the off-limits area: upstairs (2nd floor), balcony, parking lots, etc.
- Possession of expensive toys or other toys not permitted on campus.

Major Offenses will follow the OFFICE DISCIPLINE REFERRAL consequences

- Leaving school premises or going off-campus without permission.
- Possession of matches, lighters, knives, or any sharp item that can be used as a weapon.
- Causing harm to another.
- Abusive behavior (Fighting, hitting, kicking, pushing, or other actions that endangers the safety or health of others).
- Possession of tobacco, drugs, or alcohol (BP.635).
- Repeated academic dishonesty (cheating, forgery).
- Stealing.
- Vandalizing or damaging government property or property of others.
- Repeated offenses (minor offenses, misbehaviors, etc.).
- Bullying (BP 409)

Examples and common forms of bullying and harassment include but not limited to:

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ Repeated negative behaviors intended to frighten or cause distress to a student or group of students. Behaviors also include assault & battery, pushing and shoving, teasing, and name calling. ▪ Posting of negative messages on the bathroom walls, school walls, and classroom walls thus creating an atmosphere which causes distress to the point that a student or students are frightened to attend school or their classes. ▪ Verbal expressions, physical acts, and gestures and antagonism intended to strike fear with students and school staff. ▪ Threatening notes, phone calls, and other electronic communications which indicate some form of retaliation. ▪ Aggressive behavior of an individual or group meant to use greater power by threatening and generally oppressing a targeted individual or group of individuals. ▪ Acts of intimidation that prevent students from engaging in the academic and learning process. | <ul style="list-style-type: none"> ▪ An action that targets a student or group of students and cause distress or suggest oppression based on race, color, religion, disability and beliefs and further causes students to lose focus and performance in the learning process. ▪ Physical aggression such as assault, kicking, punching, hitting and biting. ▪ Physical and aggressive gestures imitating an action to hit another person. ▪ Extortion for lunch money or other student property. ▪ Teasing in such a manner as to impact a student's, emotional, or academic functioning. ▪ Writing nasty notes on walls, paper, or other surfaces in an attempt to demean and defame a person's character or integrity. ▪ Other behaviors meant to create a climate of fear and that affects the daily functioning on students on and off campus. |
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Suspension/Expulsion (Board Policy 405/Student Procedural Conduct Manual)

All students are expected to behave in a manner that is acceptable to everyone-other students, teachers, administrators, and other school personnel. All students are under the authority of the principal, teachers, and bus drivers. In serious disciplinary cases, students may be suspended from school for up to ten (10) days. Expulsions may be for the current or following semesters.

A principal of any school may suspend a pupil when the principal's judgment is necessary for the welfare of the school or the pupil concerned.

Below are grounds in which a student may be suspended/expelled (BP 405 Sec.IX.D).

1. Continued willful disobedience;
2. Open or persistent defiance of school authorities;
3. Habitual profanity or vulgarity;
4. Obscene gestures or wearing of clothing with obscene words, pictures, or drawings;
5. Behavior which may cause the student's continued presence in school to be offensive to the welfare of the school;
6. Conduct which constitutes a violation of the Guam Code Annotated;
7. Conduct which endangers the health or safety of others;
8. Making threats of violence against others;
9. Possession of weapons or explosives; (BP.425)
10. Possession of alcohol or other intoxicating drugs;
11. Intoxication;
12. Academic dishonesty.

RESTROOM RULES

► Use ► Flush ► Wash ► Go

HALLWAY– YARD SUPERVISION

Hallway and yard supervision are provided before the start of each school day, during morning recess, during lunch recess, and at dismissal. Our school aides are competent employees concerned about the health and safety of all students and will be looking out for the children's welfare. Students will be guided through the **Peace Path** by school aides or teacher aides when requested by students or observed committing inappropriate behaviors.

STUDENT UNIFORM



School Uniforms

The Guam Education Board has implemented a Uniform Policy under BP 401 and will be in effect for the school year unless changes to the policy is made after the printing of this handbook. The school is implementing the shirt part of the uniform at this time. Uniforms tops are to be used daily unless pre-approved exemption by school administrator is granted. For health and safety reasons, children are not allowed to wear zories, open sandals or high-heeled shoes or any shoes with wheels. Clothing that expose too much of the body are not permitted (bareback blouses, spaghetti straps, short blouses that reveal female midsection), short shorts or skirts. Loose wearing pants or shorts that reveal undergarments are also not permitted. Parents will be notified if student attire becomes a problem and would have to provide another set of clothing/uniform that same day. Expensive jewelry should not be worn to school. The school will not be responsible for expensive personal items. No electronic toys, gadgets, or weapons of any kind will be allowed on campus. For student safety reasons, children are discouraged from wearing zories (slippers), open sandals or high-heel shoes. Every child is required to wear **school uniform tops** at all times.

There is a LOST AND FOUND area in the office. To ensure prompt return to the rightful owner, parents are asked to mark backpacks, lunch boxes, shirts, hats, prescription glasses, school supplies, etc. with the child's name and room number. Lost and Found items will be held for two weeks, after this period, all unclaimed items will be discarded.

TOYS-MONEY-PERSONAL PROPERTY

Expensive toys or those having sentimental value to the owner must not be brought to school without the teacher's permission. We are all aware that children have the tendency to play rough among each other. For this reason, we ask that you NOT allow your child to wear expensive jewelry to school.

If your child must bring money for any reason, put money in an envelope and write the child's name on the envelope and the purpose for which the money is sent. **SEND ONLY THE EXACT AMOUNT NEEDED.**

The "Lost and Found" area is located in the nurses' office.

CLOSED CAMPUS

Marcial A. Sablan Elementary School is a closed campus. This means that students may not leave the school or its grounds at any time without the permission of the principal or his/her designees. (This includes before school begins and after school while waiting for the bus/your ride. Students must stay within designated areas on campus during break and lunch periods.) Upon entrance, all visitors must sign in at Room 1 and will be given a pass. A parent or guardian must sign a student out in the office.

P.L. 21-139 Chapter 89 – Clean Indoor Air Act of 1992

Absolutely No Smoking on school campus.

No Weapons, Drugs, Alcohol, and Tobacco allowed on school campus.

CHILD RELEASE (BP.440)

Students leaving campus during the school hours **MUST** be checked out at the school office by the parent or authorized person. The parent/guardian will wait at the designated pick up point for their child to be escorted to them. No student will be released to any other person unless the parent has communicated to the principal, in writing, the name of the authorized person and the date and time for such release. **TELEPHONE REQUESTS WILL NOT BE HONORED.**

VISITORS

A "visitor" to Marcial A. Sablan Elementary School, is anyone who does not work or go to school in the building. **Visitors will be screened and serviced at Room 1. Meetings will be by appointment.**

Although parents and guardians are encouraged to visit the school, parents and guardians will not be allowed in the classroom during the instructional day or areas where students are located, except for parent shadowing requested by the school or school events opened to parents/guardians. ALL parents/guardians shall meet in a designated meeting area with the employee they are to see.

ALL GDOE employees not assigned to the school will indicate their purpose and destination in the sign in document. ALL community partners visiting for student educational purposes such as presentations will sign in and indicate their destination for presentations. Teachers should inform the school administrator they are expecting a community partner. ALL visitors requesting to meet with personnel for non-educational purposes will not be allowed on campus. This is to ensure the safety of our students.

Parent/Guardian/Visitor Code of Conduct

1. I will respect and promote the unique identity of each child, family, and employee and will refrain from stereotyping on the basis of gender, race, ethnicity, culture, and religion or disability.
2. As a visitor at Marcial A. Sablan Elementary School, I will not divulge to any unauthorized person(s) or institution(s) family information obtained while on campus.
3. I will not divulge any information concerning any employee of Marcial A. Sablan Elementary School without proper authorization.
4. I will not interact with any child who is not my child while on campus and who I have not obtained the parent or guardian's consent to do so.
5. I will report any concerns to the teacher. If the teacher is not able to address the concern, I will report the concern to the principal. If the principal is unable to address the concern, I will report it to the principal's immediate supervisor. If the principal's immediate supervisor is unable to address the concern, I will report it to the Superintendent of Education.
6. I agree to abide by all the legislation, regulations, and policies of the Guam Department of Education and the Government of Guam. This will include libel and slander, harassment, bullying, and cyberbullying.
7. I will refrain from making audio and video recordings while on campus without the consent of the individuals.
8. I recognize that violations to the code of conduct may result in restrictions to the campus.

MASES Positive Behavioral Interventions & Supports (PBIS):

Here at Marcial A. Sablan Elementary School, we are committed to providing supports and increasing success for our students, improving school culture and creating a positive relationship with our school personnel and our MASES families. In this effort, we are proud to announce the implementation of the Positive Behavioral Interventions & Supports (PBIS).

(PBIS) is a proactive, team-based framework for creating and sustaining a safe and effective learning environment. Emphasis is placed on prevention of problem behavior, development of pro-social skills, and the use of data-based problem solving for addressing existing behavior concerns. This increases the capacity of schools to educate all students utilizing evidence-based school-wide, classroom, and individualized interventions.

All faculty/staff at MASES will work together to help each student reach his/her fullest potential. Everyone will be treated with respect and dignity. Our faculty and staff will encourage and keep our students focused on the expectation of MASES. 1. Be Safe 2. Be Respectful 3. Be Responsible.

We feel it is important that our students and their families know and understand the Behavioral Expectations at MASES. The Behavioral Expectation Chart below lists appropriate behavior for ALL students and faculty and staff to model. Students will be taught these expected behaviors, just like teachers teach academics.

MARCIAL A. SABLAN BEHAVIOR MATRIX (PBIS)

	Classrooms	Bathrooms	Cafeteria	Bus	Hallways	Recess/Playground
Be Respectful	<ul style="list-style-type: none"> * Use level one voice * Actively listen * Use kind words & actions * Use school property nicely 	<ul style="list-style-type: none"> * Wait your turn * Close the stall door * Use indoor voices * Keep walls and sink clean 	<ul style="list-style-type: none"> * Allow others to sit with you. * Use Indoor voices * Use good table manners * Keep hands, feet and objects to self 	<ul style="list-style-type: none"> * Keep hands and feet to yourself. * Use kind words and actions * Keep your body and objects inside the bus * Keep the bus clean 	<ul style="list-style-type: none"> * Use your level 1 voice. * Keep hands, feet, and objects to self. * Greet and respond to people. * Offer help to those who need it. 	<ul style="list-style-type: none"> * Play fairly * Include other kids in playing *
Be Responsible	<ul style="list-style-type: none"> * Follow directions * Take care of school materials and property * Clean up after yourself * Do your best * Complete classwork on time 	<ul style="list-style-type: none"> * You must have a bathroom pass * Flush the toilet after each use. * Wash your hands * Throw trash away in the trash can * Go back to class on time. 	<ul style="list-style-type: none"> * Get all utensils when you first go through the food line. * Keep food on your tray * Clean up after eating * Get permission before leaving the cafeteria * Sit quietly in line after eating lunch. 	<ul style="list-style-type: none"> * Be on Time * Stay seated * Keep your bags and materials with you * Ask for help if you need it. * Pick up trash when leaving 	<ul style="list-style-type: none"> * Walk safely. * When you see trash, pick it up and place it in the trash can. * Be aware of your surroundings. 	<ul style="list-style-type: none"> * Use all play equipment correctly. * Return play equipment when you are done playing.

Be Safe

- * Keep hands and feet objects to self
- * Use school materials correctly
- * Walk
- * Stay in your assigned seat

- * Walk correctly to the stalls and sink
- * Seek help when needed.

- * Face forward when in line.
- * Walk to your table in an orderly fashion
- * Sit with feet on the floor and face the table.
- * Seek help when needed.

- * Walk to the bus
- * Wait in line
- * Sit and face forward
- * Keep aisles clear
- * Follow the bus driver's directions

- * Always walk facing forward
- * Stay in line with your teacher
- * Seek help when needed.

- * Walk to and from the play area.
- * Stay inside the playground area.
- * Be aware of what is going on around you.
- * Play games correctly and nicely.

DAILY DISMISSAL PROCEDURES

All students should report to their assigned area for checkout.

PICK – UP BY PARENT(S) OR AUTHORIZED ADULT(S):

Parents/guardians picking up students are to drive into the parking lot **after** buses leave.

Parents/guardians must stay in their vehicles and students will be escorted to the vehicle. Students must be checked out by a **parent** or **authorized adult** before entering the vehicle.

FRONT GATE WALKERS:

Students are to report **to the designated front gate walkers' area**. A school aide will be assigned to check students off and escort them off school campus for dismissal as soon as all the school busses depart.

BACK GATE WALKERS:

The back gate will be open in the morning from 7:15 a.m. to 8:45 a.m. for students who live on the side of the village as the back gate. Gate will open for dismissal at 2:40 p.m. and close by 3:00 p.m.

BUS RIDERS:

Students who ride the school bus home **are escorted to the bus loading area by their teachers** and are checked in by school aides before loading the bus. Bus transportation is **ONLY to and from bus stop closest to place of residence. No other drop off point will be permitted.** If there are changes to dismissal points please update with the main office.

CHANGE OF TRANSPORTATION AFTER SCHOOL

If a student were to change his/her usual mode of transportation home after school a written note, dated and signed by a parent must be received by either the classroom teacher or the main office, **NO TELEPHONE REQUESTS WILL BE HONORED. PLEASE NOTE** bus transportation is only to and from bus stop closest to place of residence.

RULES FOR BUS PASSENGER (BP.435)

Prepared by Bus Transportation Division, Department of Public Works
Harmon (Main Office): Tel. 646-3166

1. Students being transported are under the direct authority of the bus driver and are his direct responsibility. Passengers unloaded at school immediately become the responsibility of the school principal.
2. Students shall be courteous to the driver, fellow students and passers by.
3. Students may be assigned seats by the driver.
4. Students shall remain seated at all times while the bus is in motion
5. Students shall be waiting at the bus stop and ready to step on the bus when it arrives at the stop.
6. Students shall not extend hands, head or arms out side the bus window.
7. Students shall converse in normal tones. Loud or vulgar language is prohibited.
8. Damaging of the bus in any way is prohibited and punishable by loss of use of the bus, plus cost of any and all damages.
9. Students living across the highway from the bus stop must wait at right front corner of the bus until the driver gives them a signal to cross.
10. Students shall not grab or take any articles belonging to other students.
11. Students shall not throw any article in the bus or outside the bus.
12. Students shall refrain from any "rough housing" activities in the bus.
13. NO SMOKING shall be allowed in the bus.

14. Students refusing to promptly obey the instruction of the bus driver in accordance with these rules may be asked the driver to disembark.
15. The bus driver shall have direct responsibility for student's behavior in the bus. The responsibility shall not be delegated to students.
16. The principal and bus drivers shall provide safety instructions to passengers in carrying out the above regulations.
17. Violations of any of the rules by the students will be reported by the bus driver to the school principal and to the bus inspector. Punishment may result in the following:

First Offense -	Warning
Second Offense-	Parent Conference
Third Offense-	Bussing Suspended

NOTE: ALL students riding the school bus are to be dropped off to the closest bus stop to their physical place of residence. Bus transportation changes will not be made unless there is a change of residency.

GRADING SYSTEM (BP.350)

The Guam Department of Education is transitioning to Standards-Based Grading System (SBG) and there are major policy implications of moving towards this system. As you will see, SBG is not one complete system that can be adopted all at once, but rather a set of grading principles that have to be addressed separately and eventually adopted by the Guam Education Board.

Moving from percentage grades to a 4-point proficiency scale: The proposal here is to move from the current percentage system to a 4-point proficiency scale. This 4-point scale will be then translated to an easily recognizable letter grade of A, B, C, etc...

Unlike the current percentage grades, the 4-point proficiency scale will show a student's level of proficiency of a particular standard, skill or topic.

We will be implementing the SBG grading system this school year with full implementation to be determined. You will see grades recorded as 4, 3, 2, and 1.

Performance Level	
4.0	Exceeds expectations (advanced performance)
3.5	Meets all of level 3 and approaching level 4
3.0	Meets expectations of standard
2.5	Meets all of level 2 and approaching level 3
2.0	Approaching expectations of standard (prerequisites)
1.5	Approaching level 2 prerequisites
1.0	Shows some foundational knowledge, skills or perquisites
Below 1.0	Shows no foundation knowledge, skills or perquisites

The grading period on the elementary school level from kindergarten through grade five is on a quarter (9 week) basis. Mid-Progress Reports are issued half way through the quarter and Report Cards are issued at the end of each quarter. Grades **may** be converted into a percentage until full implementation

of the Standards Based Grading System. Upon full implementation, grades will be reported on the 4 point scale.

Lost or Damaged Books (BP. 601)

Students who lose, damage, or destroy books, supplies or equipments shall be required to pay for the lost, damaged or destroyed items. Adopted textbooks and accompanying workbooks are issued free of charge to all students. Your child will also have access to the school library and may check out books periodically. However, a fee will be charged for any book the child may have lost or damaged.

Textbook Fees: (SOP 400-001)

1. Six (6) Year Textbook Adoption
 - a. 1st and 2nd Year of Adoption 100% of current price plus 15% for shipping/handling
 - b. 3rd Year of Adoption 80% of current price plus 15% for shipping/handling
 - c. 4th Year of Adoption 60% of current price plus 15% for shipping/handling
 - d. 5th Year of Adoption 40% of current price plus 15% for shipping/handling
 - e. 6th Year of Adoption 20% of current price plus 15% for shipping/handling
2. Damages
 - a. Writing in textbooks-\$10.00
 - b. Water damage-\$10.00
 - c. Inside Cover Damage-\$10.00
3. There shall be no fees for any book reported lost, damaged, or other destroyed by natural disaster such as typhoons, earthquakes etc. if reported in writing to the teacher or other school official within the first five (5) school days of the occurrence.
4. All funds received for lost, damaged, and/or destroyed textbooks shall be used for the purchase of new textbooks and collateral classroom instructional materials or as allow by law.
5. Refunds for recovered lost textbook resources are authorized if surrendered within one (1) year and upon proof of receipt. Schools shall process the request of the refund on a form approved by Business Office.

HOMEWORK

Homework may be given at all grade levels. The length and type of assignments are determined by the needs, interest and abilities of the students, normally taking 10-20 minutes to complete. Homework is given as a practice of the skills that have been taught. Teachers may also assign projects.

Please review your child's **(STUDENT PLANNER)** everyday for **(HOMEWORK)** assignments, unfinished class work to be completed at home, graded papers to be kept at home, or letters and /or notes from school/teacher. Please sign your child's homework assignment and student planner and return to the teacher the following day as requested.

Help Your Child With Homework This School Year.

Homework helps students to:

- **Review and practice** what they have covered in class;
- **Prepare** for class the next day;
- **Learn to use resources**, such as libraries, reference materials, and Web sites;
- **Explore** subjects more fully than classroom time permits;
- **Extend learning** by applying skills they already have to new situations;
- **Integrate** their learning by applying many different skills to a single task, such as book reports or science projects; and
- **Learn to manage time** and meet deadlines.

. You can do many things at home to show your child that you value education and homework, such as:

- Set a regular time and place for homework;
- Remove distractions;
- Provide supplies and identify resources; and
- Be interested in what your child is learning.

Source: "Helping Your Child With Homework",
U.S. Department of Education, on 3/23/21
<https://www2.ed.gov/parents/academic/help/homework/brochure.html>

Make Learning A family Experience

You don't need special training or expensive equipment to help your child learn. You do need LOVE, PATIENCE, and GENUINE INTEREST. Get involved in your child's EDUCATION...at HOME and at SCHOOL

Family Routines Can Make School Easier for Everyone

Create a morning routine. Follow a regular schedule for everything that your child needs to do – from getting up, eating and making the bed, to walking out the door.

Check your child's school work daily. Praise good work and review mistakes as well.

Send your child off on positive note. Say, "Have a great day. "I love you!"

Set a consistent homework time. Make sure this time is free of phone calls and TV.

Don't interrupt school time. Schedule doctor, dental, and other appointments during non-instructional time.

Ask every day, "How did your day go?"

Look through your child's back pack every night. Check for notes from the teacher.

Set aside a time for your child to read. A half hour before bed is often a good time.

Remind your child to take care of daily chores.

FIELDTRIPS (BP.363)

Your child may be going on a few fieldtrips this school year. The purpose of these fieldtrips is to supplement learning experiences that cannot be obtained in the regular classroom environment.

Students going on these fieldtrips will be under the close supervision of their teacher and other personnel as deemed necessary.

Parental permission is required for a student to participate on any fieldtrip. A FIELDTRIP PERMISSION FORM will be sent home for approval.

It is important to understand that allowing students to go on fieldtrips imposes an unusually heavy responsibility on the school. For this reason, we enlist your cooperation in assisting us to prepare your child for these trips.

Discuss basic safety precautions with your child. Reviewing the bus rules, contained in this student planner, will also help. But above all, impress upon your child the importance of LISTENING AND FOLLOWING DIRECTIONS.

Parents wishing to accompany a class on a fieldtrip must have a TB Clearance and a Police Clearance and are asked to sign a WAIVER in the office before the class departs the school.

ANY CHILD WHO IS NOT A STUDENT AT THIS SCHOOL WILL NOT BE ALLOWED ON ANY OF THESE FIELDTRIPS

PARENT-TEACHER CONFERENCE TIPS

Prepare in advance. Write down anything you want to tell the teacher to help him or her better understand your child.

Decide what questions you'll ask about subjects being studied now or planned for the future, about how your child is doing academically and socially, etc.

Make appointments with any other specialists who work with your child, so you can talk with them when you're at school.

Ask your child if there is anything he or she would like you to discuss with the teacher.

Be polite, pleasant and prompt. It's important to develop a good relationship with your child's teacher(s). Keep in mind that you're both experts, you're the expert on your child,

the teacher is the expert on education. Listen carefully to any recommendations.

Ask the teacher how you can help your child overcome weak areas and build on strengths. Ask for recommendations on books, magazines, records, TV programs, games and movies for your child.

Don't be afraid to discuss any concerns. Staff or counselor can direct you to community resources, if you need help.

Plan to observe your child's class. Ask the teacher if you may visit the classroom while school is in session. This will show your child that you care about his or her education. It will also give you a chance to see your child working. But, remember, children often behave differently when an observer is present.

SCHOOL AWARDS

STAR of the MONTH Criteria:

- Academic Attempt
- Being PRESENT most of the time (no Tardy, absent, or early release.)
- Citizenship (excellent behavior in/out of classroom)
- Must be in SCHOOL UNIFORM every day

ACADEMIC HONOR AWARD Criteria:

A-Honor Roll and B-Honor Roll criteria will be revised. Once the responsible committee meets, they will update the criteria to reflect the school's movement to Standards Based Grading scales.

PERFECT ATTENDANCE Criteria:

- No absences
- No tardies
- No early release

(in other words, in school during the entire instructional days of the period the award is given)

Other awards may be developed to encourage students' hard work, perseverance, and effort academically and behaviorally. At that time, the criteria will be determined and announced.

GUIDANCE COUNSELOR

The school has a full time counselor. The guidance curriculum is both preventative and proactive by implementing instruction in academic achievement, career development, and personal/social growth. The guidance curriculum aligns with the ASCA National Model student competencies and educates students in the three content areas by promoting knowledge, attitudes, and skills necessary to enhance student achievement. Curriculum is delivered through classroom instruction, group activities, and parent instruction.

If a student is in need of services, a referral can be initiated by the teacher, parent, principal, or staff member. Parents are encouraged to confer with the guidance counselor about their child or children when necessary. Throughout the year, the Guidance Counselor facilitates individual and/or group counseling topics focused on student needs. In addition, the counselor highlights programs such as the Olweus Bullying Prevention Program, Positive Behavior Intervention and Supports (PBIS), and Play by the Rules.

HEALTH COUNSELOR

The aim of the school Health Program is to help each student achieve and maintain optimum physical, emotional and social fitness. Our school health services include the following services, health education, and vision & hearing screening as needed. First Aid care is given to students who become ill or injured at school.

Any student with an injury or illness that prohibits him/her from functioning in the classroom will be sent home. You will be contacted by the school should that happen. It is important that you provide the school with your up-to-date telephone numbers and home address.

Should your child be carrying or be in contact with a communicable disease, please report it to the school nurse. After any absence caused by a communicable disease, a re-admittance slip signed by your physician is required.

Prescribed medication can be dispensed by the nurse to any student only after a parent signs a consent form.

Chronic health problem or physical disability should be discussed with the nurse and the principal to ensure that the most appropriate learning program be provided for the child.

LIBRARY

The school library is open daily during recognized school days from 8:30 AM to 2:43 PM. It may be closed during special school events and district testing. There's a dedicated library schedule for each homeroom, once a week for 20-30 minutes. Students with a library pass may visit during recess and lunch recess.

With parent/guardian permission, students will have the opportunity to borrow a library book for a week at a time. Students with an overdue book will be prohibited from borrowing another book until the overdue book is returned. Students must talk to the school librarian if a library book is damaged or lost. It is also very important that all financial obligations are cleared to avoid school documents being held and/or students being denied to participate in school activities.

CAFETERIA

The school has a federal approved lunch program. Breakfast and lunch are served daily. Students who bring their lunch may purchase milk and eat in the cafeteria. Students are to use the cafeteria tables for eating, not socializing. Any misbehavior in the cafeteria will be disciplined accordingly.

Children need healthy meals to learn. The school cafeteria offers healthy meals every school day. Superintendent of Education authorized Marcial A. Sablan Elementary School to participate in the Community Eligibility Provision (CEP) since SY 2020-2021 under the Healthy Hunger Free Kids Act of 2010. The CEP allows schools that predominantly serve low-income children to nutritious school meals at no cost to all students through the National School Lunch and School Breakfast Programs.

FOOD AND NUTRITION SERVICES MANAGEMENT (Board Policy 705)

All food and beverages sold or distributed on campus at any time must meet the Department of Public Health and Social Services' standards in regard to storage, preparation and serving; and must be approved by the Food and Nutrition Services Administrator. A list of the approved snacks is available online. The school highly encourages all students to eat healthy. We also encourage the parents to comply with the approved snack listing. Please refrain from giving **with spicy chips such as Taki's and Hot Cheetos** as snacks for students.

SCHOOL MEALS

(BP. 705 – Food and Nutrition Services Management)

As we progress in promoting a sound Nutrition Education and healthy eating life style to our students and their families, the following policy and guidelines in the area of Food Service Operations and Nutritional Content shall be in effect:

- Federal (US Public Law 108-265), "The Child Nutrition & WIC Reauthorization Act of 2004"
- Local (Guam Public Law 28-87), "The Local Wellness Policy utilizing the BMI"

Breakfast is served daily at 7:30AM. The cafeteria will be closed at 8:15 AM to allow the students to report to their classroom on time. Parents are reminded to bring their child(ren) to school early enough if the child is expected to eat breakfast at school.

Foods with Minimal Nutritional Values

Food and beverages listed a Foods of Minimal Nutritional Values – Food and beverages listed as Foods of Minimal Nutritional Values (FMNV), as defined by the regulations of the Food and Nutrition Service (FNS) of the U.S. Department of Agriculture (7 CFR, Parts 210 & 220) are prohibited from being sold (to include vending machines), **given away**, or promoted at anytime during schools hours of operation. Such a provision specifically precludes at anytime the sale or promotion of carbonated beverages, water-ices unless made with fruit 100% juice, ice cream or similar products, licorice, marshmallow candies, chewing gum, fondant, spun candy and candy-coated popcorn, or related food items with minimal nutritional content.

Foods and beverages that meet the Minimum Nutritional Values – Foods that meet the minimum nutritional values include, but are not limited to, corn chips, beef jerky, popcorn, fruit, cheese & crackers, 100% fruit juices, peanuts, sunflower seeds, granola bars, low fat yogurt, pretzels, trail mix, low-fat and fat-free fluid milk, and similar food groups approved by USDA, FNS and the **Food and Nutrition Services Administrator**. Foods with minimal nutritional values and foods that meet the minimal nutritional values **shall be identified by the Food and Nutrition Services Administrator in collaboration with the Nutrition Advisory Council consisting of parents, students, school administrators, teachers, and industry professionals.**

BIRTHDAY PARTIES

ABSOLTELY NO PARTIES WILL BE PERMITTED ON CAMPUS. Birthday treats will not be permitted to be given out or shared to students.

CANDY TREATS DURING HOLIDAYS AND OTHER EVENTS

In the effort to promote healthy food choices, **candy and other treats** will not be permitted to be passed out or given out during the holidays such as Thanksgiving, Christmas, Valentine's Day, Easter, etc.

EMERGENCY Management: During emergency situations such as LOCK DOWN, Shelter In Place, Active Shooter, etc., parents, guardians, and family members are asked to refrain from coming to the school until information is given. Please note that during emergencies, the school will be implementing emergency procedures to ensure the safety of the students. Once it is safe for students to be picked up and reunited with family members, you will be contacted as to where and how to pick up your child(ren). There may be times that roadways need to stay clear of traffic to allow emergency vehicles to get to their locations to ensure the safety of all citizens.

TYPHOON POLICY (BP.510)

- CONDITION III - Typhoon winds or winds of 50 knots or more anticipated within 48 hours.
- CONDITION II - Typhoon winds, or winds of 50 knots or more anticipated within 24 hours.
- CONDITION I - Typhoon winds, or winds of 50 knots or more Anticipated within 12 hours.

WHAT TO DO UNDER CONDITION OF READINESS III

School will remain OPEN and Government of Guam school buses will continue to operate on their usual schedules as long as Condition III is in effect. Nothing will change or disrupt the normal everyday operations of the school.

WHAT TO DO UNDER CONDITION OF READINESS II

If Condition II is announced while school is in session, walkers, (pupils who are not transported) will be dismissed immediately. The superintendent of Business will request Government of Guam Transportation Officials to send buses to school. Upon arrival, children will be put on board to be sent home immediately.

WHAT TO DO UNDER CONDITION OF READINESS I

Island residents are advised to stay under shelter and carry out the recommendations of the Director of Civil Defense. Stay tuned to radio and or television media for the latest typhoon advisory.

ALL CLEAR SIGNAL

Civil Defense will broadcast via radio and /or TV the all clear signal when the typhoon winds have safely passed the island. The Superintendent of Education will then make a public announcement concerning school sessions.



Please clip and return the completed receipt to your child's homeroom teacher.

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**ACKNOWLEDGMENT OF RECEIPT
FOR
MARCIAL A. SABLAN ELEMENTARY SCHOOL
PLANNER W/ HANDBOOK
School Year 2023-2024**

I, _____, have read and discussed the Handbook for
School

Year 2022-2023 with my child, _____ in room _____.

- ☐ I fully understand the discipline procedures and attendance policy.
- ☐ I fully understand the planner responsibilities and I will comply with them.

Parent's Name (*Printed*)

Student's Name (*Printed*)

Parent's Signature

Student's Signature