



Faculty and Staff Handbook SY 2020-2021

TEACHER'S NAME: _____

ROOM NUMBER: _____

PREP PERIOD: _____

PTEP SUPERVISOR: _____

PRINCIPAL'S MESSAGE

Hafa Adai Faculty and Staff,

Welcome to SY 2020-2021 at Marcial A. Sablan Elementary School. This is the beginning of my 7th year here at Marcial A. Sablan Elementary. It will be a challenging year as we will be coping with a pandemic while trying to educate our students in a safe learning environment to the extent possible. My vision for our school is to be leaders of change to prepare our students not just for today but for their tomorrow. This can only be done when we keep abreast of the latest and most innovative educational research and strategies. We are the role models for our students by being unafraid to take risks and getting out of our comfort zones as we forge forward to implement Standards Based Grading, Next Generation Science Standards, Guam Department of Education Technology Standards, and becoming Connected Educators so that our students are Connected Learners. This is our profession! We are educating our future leaders, doctors, programmers, lawyers, judges, etc. We need them to be at their best and for that to happen, we need to be at our best challenging them to do more than they believe they can! In other words, we need to infuse the rigor in the curriculum so our students will be problem solvers, innovative thinkers, decision makers for effective model citizens of society. We need to continue our work in Curriculum through the continuation of our work in Vertical Alignment of the GDOE Priority Standards, continuation of the development of proficiency scales related to the priority standards, and improvement of the Common Formative Assessments that will support our students as they work towards their academic goals. Another focus for improvement is in students' behavior, using the Positive Behavior Intervention Supports and working to decrease truancy. These goals work in preparing our students to reach their life goals. With collaboration, consistent enforcement, sincere commitment, and positive school environment where all employees support each other and treat each other professionally and respectfully, our students will shine. All our actions, decisions, and focus are on student learning!

This is the eighth full school year of the implementation of Common Core State Standards, use of Classroom Instruction That Works strategies, Common Formative Assessments and Performance Levels development aligned with CCSS. We need to be aware of our State Strategic Plan and timelines for implementation of the action plans, the district expectations and how they support the District Goals.

Due to COVID-19, all our educational initiatives will need to operate in a flexible manner to ensure that our students will be educated to the extent possible while we implement recommended guidelines to safely operate.

The activities that lead to success and take our students out of the land of mediocrity are the “little things that seem insignificant in the doing, yet when compounded over time yield very big results (J. Olson. 2013. *The Slight Edge*.)”. These things when done consistently every day, with a **positive attitude**, and when implemented successfully have the greatest positive impact on our students. These things include teacher and staff preparation, classroom management, lesson planning, assessments, strategic choices of learning strategies, collaborative teams and professional learning communities that meet to look at data and make decisions, setting a positive and safe learning environment, being respectful to each other with positive communication, etc. It is what educators do!

Sincerely,

Geraldine J. Pablo

“You can't stay in your corner of the Forest waiting for others to come to you. You have to go to them sometimes.” — A.A. Milne, Winnie-the-Pooh

“There is no shortcut to success. I think that all the results are through cumulative efforts.”- quote attributed to Xiao Zhan, Chinese actor and singer

“If I do it, I want to do it well.” Quote attributed to Xiao Zhan, Chinese actor and singer.

Marcial A. Sablan Elementary School is where all teachers are committed and operate on the belief that all students can learn and create bright futures with appropriate adult supports.

GENERAL INFORMATION

Guam Board of Education

Maria A. Gutierrez, Board Chairman

Mark B. Mendiola, Board Vice Chairman

Members

Lourdes M. Benavente

James C. Lujan

John T. Burch

Ray P. Chargualaf

Dr. Ronald L. McNinch, Business Representative

Felicitas B. Angel, Retired Teacher appointed

Karlyn RGC Borja, Parent Representative

Doris A. Terlaje, GFT Representative

Mayor Melissa B. Savares, Mayors Council of Guam Representative

Guam Department of Education Superintendent of Education

Mr. Jon J. P. Fernandez

Deputy Superintendents of Education

Mrs. Erika Cruz, Educational Support and Community Learning

Mr. Joseph Sanchez, Curriculum and Instructional Improvement

Zenaida T. Asuncion, Finance and Administrative Services

Administrator

Geraldine J. Pablo

Principal

Parent Teacher Organization (PTO)

Doreen Rivera, President

Trudy Escalona, Vice President

Contact Information

Marcial A. Sablan Elementary School

144 San Vicente Ave.

Agat, Guam 96915

or

501 Mariner Ave.

Barrigada, Guam 96913

Main Office Phones: 565-2238/2946

Website: may be found on www.gdoe.net

Parent Portal to PowerSchool: obtain password from Computer Operator

GDOE Vision

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

GDOE Mission Statement Our Educational Community...

Prepares all students for life...

– by ensuring that ALL students, regardless of gender, ethnicity, national origin, sexual orientation, socioeconomic status, language proficiency, special need, religion or beliefs receive a high quality education that will prepare them for post-secondary education, the workforce and civic engagement.

Promotes Excellence...

–by adopting and implementing high standards and expectations for all students and employees with everyone performing at their best at all times. This philosophy is grounded in the belief that all students can learn at high levels and all employees can provide the highest quality of service.

Provides Support...

– by ensuring that our department has a framework to identify and address the academic, social, and emotional needs of our diverse student population through a support system that is comprehensive and timely with an unwavering focus and relentless commitment to the success of each and every student.

GDOE Graduate Learner Outcomes

TEAM

Technologically Literate
Effective Communicators
Academically Successful
Model Citizens

District Expectations

1. Guaranteed and Viable Curriculum
2. **SMART** Goals
3. Collaborative Teams
4. Mini-Observations
5. Common Formative Assessments

Marcial A. Sablan

“Home of the STARS”

Mascot: STARS ; School Colors: Blue and White

School Mission Statement

“All Students at Marcial A. Sablan will learn to achieve success in life.”

Expected Schoolwide Learning Results

SELF-DISCIPLINED

TEAM WORKERS

ACADEMICALLY ACCOUNTABLE

RESPONSIBLE LEADERS

SELF-ASSURED CITIZENS

School Year 2020-2021

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 – 1 st Grades)
8:30- 10:15 AM	First INSTRUCTIONAL BLOCK (2 nd – 3 rd Grades)
8:30-10:45 AM	First INSTRUCTIONAL BLOCK (4 th – 5 th Grades)
9:45 - 10:00 AM	Morning Recess (K – 1 st Grades)
10:15 - 10:30 AM	Morning Recess (2 nd – 3 rd Grades)
10:45 - 11:00 AM	Morning Recess (4 th – 5 th Grades)
10:00 - 11:30AM	Second INSTRUCTIONAL BLOCK (K -1 st Grades)
10:30 - 12:15 AM	Second INSTRUCTIONAL BLOCK (2 nd – 3 rd Grades)
11:00 - 12:50 PM	Second INSTRUCTIONAL BLOCK (4 th – 5 th Grades)
11:00 - 11:45 AM	Headstart and Pre-K LUNCH
11:30 - 12:15 PM	K-1 st Grades LUNCH
12:15 - 1:00 PM	Second and Third Grades LUNCH
12:50 - 1:45 PM	Fourth and Fifth Grades LUNCH
11:45 - 2:43 AM	Headstart and Pre-K Third Instructional Block
12:15 - 2:43 PM	Third INSTRUCTIONAL BLOCK (PK – 1 st Grades)
1:00 - 2:43 PM	Third INSTRUCTIONAL BLOCK (2 nd & 3 rd Grades)
1:45 - 2:43 PM	Third INSTRUCTIONAL BLOCK (4 th & 5 th Grades)
2:43 PM	Dismissal

**PLEASE NOTE POLICIES STATED IN THIS HANDBOOK
MAYBE MODIFIED AFTER PRINTING DUE TO UPDATES
IN POLICIES.**

“A”s for Academic Success

Attendance – in order to meet our mission and accomplish objectives, **WE** must be present

Attitude – we must have the attitude of wanting to always learn and excel

Ask – ask the right questions, especially when you have them

Answer – answer intelligently, especially when it leads to helping others

Active – remain an active part of your need and want for success

Assignments – complete assignments with perfection and submit them timely

GUAM EDUCATION POLICY BOARD GOALS

Goal 1: All Guam Public School System students will graduate from high school prepared to pursue post-secondary education on or off island or to assume gainful employment within the public or private sector.

Goal 2: All Students in the Guam Public School System schools will successfully progress from grade to grade and from one level of schooling to another in order to maximize opportunities to successfully graduate from high school.

Goal 3: All Guam Public School System personnel will meet high standards for qualifications and ongoing professional development and will be held accountable for all assigned responsibilities.

Goal 4: All Guam Public School System school facilities will meet high standards for health and safety and provide optimal conditions for learning activities.

Goal 5: All Guam Public School System activities will maximize the critical uses of limited resources and meet high standards of accountability.

THE EVERY CHILD IS ENTITLED TO AN ADEQUATE PUBLIC EDUCATION ACT: 14 POINTS

- A certified teacher for every class in a ratio established by relevant collection.
- Certified Professional Administrators
- Certified Guidance Counselors
- Certified School Health Counselors
- Certified Allied Health Professionals
- Air Conditioned or properly ventilated classrooms in which the sensible air temperature is no greater than 75°F.
- Potable water sufficient to provide each student a daily ration of drinking and washing water
- A reliable supply of electricity
- Proper sanitation to include flushable toilets, clean restrooms, dining areas, and classrooms
- Adopted and required textbooks issued to each public school student for the classes in which he or she is enrolled
- Libraries, which meet the standard of the American Association of School Libraries, at each school operated by certified librarians
- A healthful, safe, sanitary learning environments
- At least on hundred eighty (180) instructional days each school year with school years ending no later than thirty (30) days following the end of the calendared school year
- Regular, timely school bus transportation to and from school

All school policies are made and passed down by the Guam Education Policy Board. These policies are also bound to both federal and local laws which all members of the Marcial A. Sablan Elementary School community must follow and implement. The most relevant and essential policies are mentioned in this handbook, however to see a complete description of school policies, please see view them on the GDOE website. During the school year, any changes or additions to the board policies will be announced and an addendum to the current student handbooks will be provided to the staff, faculty and students.

Guam Education Policy Board's Instructional Philosophy as set in the following Guiding Principles.

Guiding Principle I

Each student should develop a philosophy of life that includes dignity and direction, thereby enabling them to cope with technological and ideological changes. Therefore, the schools should employ every means available to help make each student more considerate of others and more capable of contributing to his fellow man.

Guiding Principle II

The schools should educate each student to develop human relationships that are relevant in the home, at school, on the job, and in the community.

Guiding Principle III

The schools should seek to instill in each student a sense of civic responsibility to the local community, Island Government, Federal Government, and the world community.

Guiding Principle IV

The schools should assist each student to become a productive citizen, to develop economic independence and to become an efficient consumer.

Guiding Principle V

The schools should provide opportunities for exploring the world of work and for developing career-consciousness in terms of occupations and higher education. As preparation for life in which employment is a fundamental part, educational opportunities should be provided for students who wish to be trained in job-entry skills prior to entering the labor market.

Guiding Principle VI

The school should be cognizant of the increasing amount of leisure time and should encourage students, through school activities, to use their time in ways that are constructive to themselves and to their society.

Guiding Principle VII

The educational system should encourage and maintain the highest degree of professionalism. This should be reflected by the actions and attitudes of the Guam Board of Education, the district administrator, school administrators, classroom teachers, classified staff, and parents.

Guiding Principle VIII

The Government of Guam should provide plants and sites that provide the best possible instructional environment and should direct itself toward increasing the quality of education facilities. A construction program should be maintained that recognizes increased enrollment, technological change, safety and recreational facilities.

HUMAN DIGNITY

No student will, on the ground of race, creed, color, sex, marital status or national origin, be subjected to segregation or separate treatment in any manner related to receipt of instruction, financial aid, or other benefit provided through the public school system: nor will an individual be restricted in any way in the enjoyment of any advantage or privilege enjoyed by others receiving instruction, financial aid, or other benefit provided by the Territorial Educational System.

NO DISTINCTION

This includes any distinction with respect to spaces where instruction is provided and to restrooms. Neither will separate times be set aside on the grounds of race, creed, color, marital status, or national origin for the provision of instruction.

RESPONSIBILITY

Each employee of the Department of Education is individually responsible for the implementation of this policy: Maintain a school, which reflects an orderly, relaxed, and friendly teaching, learning atmosphere, as demonstrated by acceptable student and staff behavior. Reduce the suspension rates by implementing meaningful alternatives to suspension. Promote community involvement in the school.

Duties and Responsibilities

PRINCIPAL

1. Responsible for the overall supervision and administration of Marcial A. Sablan Elementary School.
2. Interprets and administers law, regulations, policies and procedures at the school.
3. Organizes and delegates responsibilities to the assigned staff so that educational activities of the school are implemented. Implements prescribed instructional programs, including instructional methods and prescribed instructional programs and use of equipment and control of curricular standards.
4. Provides general administration of the activities of the school, including delegation of responsibility for directing the organization and operation of student clubs, student social activities, student government, special interest activities and interscholastic athletics.
5. Promotes greater understanding of school objectives, accomplishments, and programs among community groups; represents the school in professional and community groups.
6. Encourages cooperative relations between students, teachers, parents, and organizations of the community.
7. Responsible for and/or oversees the supervision and evaluation of instructional staff, including librarian and guidance counselors.
8. Responsible for and/or oversees the supervision and evaluation of administrative and other classified staff.
9. Recommends the employment and transfer of certificated final authority for assignment of school site personnel within district relations; evaluates personnel with the aid of authorized assistants in compliance with district regulations; promotes the professional growth of assigned staff through personal consultation, staff meetings, study conferences and committees, written and oral recommendations and directives, and in-service evaluation.
10. Prepares and administers the school budget.
11. Administers final decision on all matters relating to the school's operation.
12. Represents the school staff in referring recommendations to the Superintendent, other district administrators and the Board of Education (Guam Education Policy Board).
13. Consults with, advises and cooperates with district administrative staff in carrying out district policies and procedures. Reports to appropriate district administrators and recommends services, supplies, funds, equipment and staff necessary for the improvement of the school's operation.
14. Exercises general administration and organization and delegates responsibilities of staff assigned to support a program of student counseling and discipline, student health service, conference with parents, conference with teachers about student adjustment, etc.
15. Performs other duties as delegated by the Superintendent and Associate Superintendents.

GUIDANCE COUNSELORS

Responsible for:

1. Individual and group testing
2. Personal and academic counseling
3. Vocational and career counseling.
4. Homebound referrals and counseling.
5. Drug problems and resource counseling.
6. Coordinating directly with teachers, administrators, health counselors, etc., about any student referred to them.
7. Referring students to other agencies for special assistance.
8. Supervising mailing of students' transcripts to other schools.
9. Implementing student withdrawal procedures.
10. Maintaining permanent records and a cumulative folder for each student.
11. Conferring with parents when necessary.
12. Conferring with students who transfer or drop out of school.
13. Coordinating and gathering teachers' assignments and make-up work for students on pre-arranged or medically excused absences.
14. Conferring with the school nurse on health problems of students.
15. Assisting with the registration of students.
16. Assisting with student schedule adjustments and recommendations.
17. Performing other duties as delegated by the Principal.

SCHOOL HEALTH COUNSELOR

1. Initiates procedures for emergency care of illness and injuries occurring while pupils are under the jurisdiction of the school.
2. Responsible for first aid care of emergencies.
3. Assumes responsibility for follow-through with parents concerning school health emergencies.
4. Provides health counseling and guidance to pupils to promote optimum growth and development.
5. Serves as health consultant to pupils, parents and teachers in matters pertaining to pupil health.
6. Assists in planning school programs to promote optimum physical, social and emotional health plans to enhance the safety of pupil and staff.
7. Participates in periodic surveys to identify the presence of factors detrimental to the health and safety of pupils and staff.
8. Provides consultant services to classroom teachers on planning content materials and activities related to health instruction.
9. Provides consultant services to pupils on an individual or classroom basis in relation to health instruction.
10. Assist teachers periodically in the instruction of appropriate health education topics.
11. Participates in developing school policies and procedures to ensure cooperation with local health officials in all matters pertaining to community health.
12. Prepares semester health reports.

SCHOOL LIBRARIAN

1. Administers and operates the school library; plans arrangements and procedures for utilizing library materials to their most effective use with students and teachers.
2. Selects and orders books, recordings, filmstrips, magazines, and pamphlets, the contents of which suit students' needs and interests (reinforcing and enriching curriculum studies, providing sources of research, providing wholesome recreations).
3. Selects and orders equipment and supplies for the library with the approval of the Principal.
4. Classifies, catalogs, and supervises the processing of library materials.
5. Encourages reading through individual contact with students and through arranging displays, booklists, and school newspaper publicity.
6. Instructs and supervises the library clerk, student assistants in book processing circulation procedures, and other tasks.
7. Instructs student assistants in use of the book search and reference tools to increase their efficiency as aides and as students.
8. Instructs teachers and students in the use of the library and its resources.
9. Provides assistance for teachers' use of library facilities

DEPARTMENT CHAIRPERSON

1. Department, grade chairperson and/or team teaching leaders shall coordinate programs and material and shall serve as an instructional liaison between the teachers of the department or grade and the school administration.
2. Primary duties of the department, grade chairperson and/or team teaching leaders shall be to:
3. Assist teachers in the development of improved classroom procedures and teaching methods and help teachers organize their instructional programs.
4. Assist teachers in daily and long-range plans.
5. Conduct department, grade or team-teaching meetings
6. Work with program consultants in all matters pertaining to instruction
7. Assist teachers in the use of available instructional materials
8. Assist in organizing and conducting curriculum development program in their area
9. Provide the leadership for the development of in-service training programs
10. Serve as a member of the school curriculum committee
11. Prepare the budget request for the department/grade level
12. Maintain an accurate inventory of supplies and equipment in the department/grade level
13. See that all materials and supplies are distributed to teachers in the department/grade level and catalog all instructional materials as they are received

14. Assist the principal in seeing that all equipment assigned is properly stored, handled, and accounted for.
15. Report maintenance needs in the department or grade level to the principal
16. Keep members of the department, grade or team informed of happenings at meetings with the principal.
17. Use their training and experiences to assist teachers with problems they might have
18. Maintain a textbook inventory and request needed textbook for the department or grade level
19. Ensure that department or grade properties are secured in the event of a typhoon; and
20. Act as a content area resource person in the absence of a cadre member for the PTEP.

TEACHERS

1. Be in the classroom before the beginning of the school day.
2. Teach all assigned subjects to the best of one's ability.
3. Adhere to duties and responsibilities specified in the Board of Education policies and Board/Union Contract.
4. Know and enforce consistently and fairly the rules and policies of the school.
5. Be sensitive to the feelings of others and exercise mutual respect in dealing with people (students, staff, etc.)
6. Be aware of attendance procedures (Board Policy 330, 411). Make referrals to school administrators or counselors when necessary.
7. Be truth seeking, fact finding and objective. Do not make decisions based on assumptions, emotional feelings, or hearsay.
8. **Do not leave your classroom unsupervised.**
9. Provide a course syllabus (course outline) and emergency lesson plan as scheduled
10. Have a meaningful on-going activity in the classroom (meaningful activity includes clear presentation of lesson plan).
11. Communicate with parents regarding their students' behavior and academic performance and refer students to his/her appropriate counselor or appropriate counselor or administrator.
12. Shall report any vandalism in the classroom before the end of each duty day or when leaving an assigned room.
13. **Attend Professional Learning Community, Collaborative Learning Team, committee and faculty meetings.**
14. Submit student grades (4) four duty days after each quarter/semester.
15. **Attendance should be recorded daily** per period in PowerTeacher.
16. Attendance records are to be updated daily (i.e. Unexcused Absences to Excused Absence or Absent or Tardy).
17. **PowerTeacherGradeBooks are to be updated weekly at minimum.**
18. **Teachers are to input all assignments, tests, quizzes and any other components that determine student's grades into PowerTeacher.**
19. Utilize Department of Education issued email addresses to communicate with school administrators, parents/guardians.
20. Emails from parents/guardians should be responded to within forty-eight (48) hours.
21. **Submit clearance form at the end of the school year to the Principal.**

SCHOOL AIDES

1. Assist the building administrators and teachers in maintaining good student conduct on the school premises and monitor students while embarking and disembarking the school buses.
2. Assist in supervising and maintaining student discipline on campus.
3. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers.
4. Are considered on duty at all times while at school and maintain visibility in their assigned area.
5. Maintain a mature attitude with respect to language and dress.
6. Treat no student with personal bias or prejudice.
7. Treat teachers with the same respect, as they would wish to be treated.
8. Keep students away from a) student and staff parking lots and b) other unauthorized or off-limit areas.
9. Use no unnecessary physical force on any student.

10. Are responsible for maintaining order, observation, and cleanliness of assigned area.
11. Should stay away from classes when teachers are present unless assistance is required.
12. Check their assigned areas and report any damage, vandalism, or theft to the administration.
13. Perform other duties as delegated by the Assistant Principal-Discipline.

GENERAL PROCEDURES--DUTY Day (Board Union Contract 2.A page 8)

Instructional hours for SY 2020-2021 are from 8:30 a.m.-2:43 p.m.

Teachers are expected to be at school before the beginning of classes and remain at the school at the end of classes for a total of 15 minutes. They shall not, however, be required to stay more than after students have been dismissed, except on days when meetings are held. **Teachers are also required to attend all school assemblies** with their class and hold students accountable for their conduct on the school premises. Teachers are to fully enforce and implement all school rules, board policies, laws at all times. Teachers must have syllabus, daily lesson plans, emergency lesson plans, assessment data, sample of student work visible and available for Administrators at all times. All teachers must use proper forms accordingly and submit in a timely manner.

Teacher/Staff Directory Information/Employee Emergency Information: At the beginning of every school year, the school will request for your directory information (phone number(s), address, emergency contacts, and a map to your home). Please inform the school of any changes throughout the year. It is optional for teachers to provide medical information. The medical information on the form is to be used to inform Emergency Personnel when called to respond to an emergency involving the employee. This information will be kept in a secured confidential area.

Lunch Time: Teachers are free to leave the campus during lunch but should sign out and in at the main office log book, notify a neighboring teacher should there be an emergency lock down while you are off campus, should make emergency plans, must return back to campus to pick up students from lunch. Staff lunches will be scheduled.

PERSONAL PREPARATION (PREP PERIOD)

Teachers may leave the campus during their planning period when subject preparation involves material or equipment not available at the school (Board Union Contract 2.A.7). The teacher should sign out and sign in to include purpose and destination. Teachers are free to leave the campus during lunch, but should sign out and in. Teachers must inform the office if they must leave the grounds during the school day. Have a plan in place for school safety.

SUPERVISION

Never leave the students in a room unsupervised during instructional time, lunch, or break. Call a school aide for assistance before leaving your classroom unsupervised; or send a student next door to the office to seek assistance when an aide cannot be located.

SCHOOL RULES AND POLICIES

Teachers are expected to be thoroughly familiar with and to enforce the School Attendance & Discipline Policies and the rules in the Student Handbook. Students should be thoroughly informed of school rules. Teachers, please discuss the Student Handbook in detail with your students.

HARBORING STUDENTS

Teachers/staff shall not harbor students. Teachers/staff caught harboring students will be progressively disciplined. Examples of harboring students: allowing a student with or without a pass to be in your classroom when they should be in their assigned teachers' classroom to receive instruction; when there is a substitute teacher and teachers allow students to remain in their class because the teacher is absent; when a field trip is over and teachers do not have the students report back to their scheduled class.

APPROPRIATE CLOTHING AND GROOMING

Employees of the Department of Education are in constant contact with the children and adults of the community. It is, therefore, important that appropriate and acceptable clothing be worn to work by all personnel. Personal appearance shall be considered of primary importance. If we are to expect students to come to school with proper attention given to personal cleanliness, grooming, and neatness of dress, it is most necessary that we set the example. Teachers are, therefore, advised to dress in a manner that brings respect and credibility to their profession. It would seem that, as a minimum standard, the student dress code could be used as a gauge by which faculty could determine what is appropriate for persons in their profession.

VISITORS

Due to current pandemic conditions, please see MASE COVID Handbook with regard to visitors. In the event we return back to normal operations and conditions, please see visitor information below.

A "visitor" to Marcial A. Sablan Elementary School, is anyone who does not work or go to school in the building. Upon entry to the campus, visitors must report to the main office. Main Office personnel will then direct the visitor to sign in. ALL GDOE employees not assigned to the school will indicate their purpose and destination in the sign in document. ALL parents/guardians shall meet in the office with the employee they are to see unless authorization to proceed to the classroom has been given by the school administrator or designee. 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 community partners visiting employees for employee's personal reasons during employees' non-duty time shall conduct their business in the main office or alternate office designated by the school administrator and not in the classrooms. This is required to ensure the safety of our students. Adults who plan to visit a classroom should make a previous arrangement with the teacher, receive authorization by the school administrator and check in at the office. Teachers expecting visitors must get permission from the administrator and must inform the administrator they are expecting a visitor.

Students are not permitted to bring relatives or guests to their classes. Should this occur, send the unauthorized person to the office.

Classroom Parties

There will be no classroom parties or gatherings as per Board Policy 705 to promote the health, safety and well-being of all students. Instructional time is precious therefore, classroom parties are prohibited. In other words, it is **NOT ALLOWED!!!**

Food and Nutrition

No food items are to be served to students as a reward or treat that do not meet the approved acceptable food list AND without a health certificate.

FACULTY MEETINGS

Held every 3rd Thursday of the Month from 2:45-3:45 p.m.

Weekly Professional Learning Communities

Each grade level and Solutions Network faculty and staff will meet regularly as part of their educational responsibilities. Each community will need to provide the school principal and main office of their regularly scheduled meetings, copies of minutes and attendance, data and other resources used during their meetings.

CURRICULUM AND SPECIAL PROGRAMS

Common Core State Standards (CCSS) and Guam Department of Education Standards

The Guam Department of Education has adopted the CCSS and GDOE Standards for K-12th Grade and teachers are required to meet those adopted standards.

Special Education

Teachers are to review their class lists to identify the students who are under the Special Education Program. A report is available in the Principal's office for teachers to determine students who are receiving services. It is the role and responsibility of all teachers with students in the program to implement the IEP for the students, gather data that formulates the annual development of those IEP, attend eligibility and re-evaluation meetings, IEP meetings, transition meetings, and staffing meetings as given via notice of meetings. Teachers are to provide the student's PLAFFP supported by data on a timely manner but no later than the day of the meeting. Teachers are to consult with the school administrator and SPED teacher or support personnel for assistance and questions if there are questions and concerns.

ACT Aspire and Standards Based Assessment (SBA)

Between March and May of every school year, the school will be administering ACT Aspire and SBA, the District wide Assessments. Teachers will be assigned different duties (test administrators, proctors, etc.). During the testing week, it is recommended that teachers **postpone any leave requests until after the testing period**. It is also important to be on time to pick up and drop off test materials to the designated test center. More information regarding the ACT Aspire and SBA will be forthcoming.

STUDENT RECORDS

Confidentiality

It is the duty and responsibility of the Guam Public School System to safeguard personal information contained in any system of records maintained by GDOE and to make that information available to the individual to whom it pertains. Parents have the right to expect that information about them and their student, as it relates to school, will be treated in a professional and confidential manner and will not be discussed outside of school or with anyone not having a legitimate professional need to know. Please keep this idea in mind in all social contacts. (See FERPA Law)

GRADE CHANGES

Teachers must be completed in the PowerTeacher gradebook before grades are stored into the historical component of PowerSchool. After grades have been stored, all grade changes must be submitted to the principal. Once approved, the grade changes must also be reflected in the PowerTeacher gradebook. The Computer Operator will announce the dates when grades will be stored. Grade changes for exiting students must be submitted on the due date for final grades.

Fieldtrips

Due to current pandemic situation, fieldtrips will be suspended until we return to normal operations and conditions. Once we return to PCOR4, then the following fieldtrip procedures will be initiated.

(Teachers refer to page 25 of the Board Union Contract.)

Occasionally during the year, students are taken on a fieldtrip, either on- or off-campus, as a class project. Students are encouraged to participate if at all possible. Parents may accompany their child's class on these trips. We strongly encourage parents though not to bring preschool children. All students must remain in uniform prior to leaving and prior to returning. Students who are not in the school uniform will not be permitted to go on the fieldtrip. Parental permission is required for each student to participate in study trips. Parents will be sent a permission slip to be signed for each study trip. Please return these forms promptly.

Well-planned field trips are a part of the instructional program. Applications for field trips are available in the main office. Field trips will generally be approved if:

- The field trip meets a course objective or allows a performance of learned skills.
- Must meet a school Student Learner Outcomes and content standards.
- Objectives must be measurable and attainable.
- Learning outcomes should be described.
- Follow-up and evaluation activities are included.
- Student safety is assured.
- The teacher has made appropriate arrangements including a plan for a volunteer substitute
- The teacher has turned in the field trip application forms **3 weeks** before the planned trip.

- All students going on a field trip must be given permission forms to be signed by parents and acknowledged by teachers whose classes they will miss. The field trip is an approved instructional activity. A teacher **may deny** a student's participation in a field trip **only if**: the student is failing, the student has excessive absences, or it is the student's 6th or more field trip for the semester, has a Level 3 offense on the Office Discipline Referral for the quarter.. "No one shall penalize students for non-participation in field trips taken outside normal school hours, nor shall any teacher penalize any student who misses his/her class because of another class' field trip. No student may go on a field trip without the properly signed parental form."
- Teachers need to write a memorandum requesting the cafeteria outsource company to pack student lunches and the number of lunches needed no less than 2 weeks in advance of the date of the fieldtrip.
- Before a bus or buses leave with students going on a field trip or school sponsored trip, a list of riders for each bus will be left with the school secretary/clerk in the main office. The list will include parent phone numbers and emergency contact numbers. **A copy** of the riders' list **must** be with the Chaperone/Teacher on the bus and a copy to be provided to the bus driver. The Chaperone/Teacher must secure the riders list at the end of the fieldtrip.

Other rules regarding field trips are as follows:

- Student must have all parent permission and teacher notification forms signed and returned to the teacher leading the trip no later than **three** school days prior to the actual field trip. Any student who fails to do so will not be allowed to participate on the field trip.
- No field trips will be allowed during testing weeks.
- Absolutely no swimming is allowed.

Video Viewing

Teachers must obtain administrative approval prior to viewing any videos in the classrooms. Videos are generally approved for viewing if it is rated G, must be related to current content being taught, must relate to school ESLRs, and must enhance the students' learning experience.

Grading Policy

The school year is divided into four quarters, which makes up two semesters. At the end of each quarter, teachers indicate with a grade, the level of achievement reached by the student.

Marcial A. Sablan Elementary School grading system is guided by Board Policy 350.

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 by Spring 2020. You will see grades recorded as 4, 3, 2, and 1.

Performance Level	Percentage Score	
4.0	100	Exceeds expectations (advanced performance)
3.5	95	Meets all of level 3 and approaching level 4
3.0	90	Meets expectations of standard
2.5	80	Meets all of level 2 and approaching level 3
2.0	70	Approaching expectations of standard (prerequisites)
1.5	65	Approaching level 2 prerequisites
1.0	60	Shows some foundational knowledge, skills or prerequisites
Below 1.0	50	Shows no foundation knowledge, skills or prerequisites

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 will then be reported into a percentage until full implementation of the Standards Based Grading System. Upon full implementation, grades will be reported on the 4 point scale.

Kindergarten

M = Most of the Time
S = Sometimes/Developing
I = Improving/Needs more time
and help
/ = Not evaluated

Grade First – Grade Fifth

A = 90-100% Excellent
B = 80-89% Very Good
C = 70-79% Satisfactory
D = 60-69% Minimal/ Needs
Improvement
F = 59-Below Does not perform
at Grade Level

English as a Second Language (ESL)

All students who enter Marcial A. Sablan are required to fill out a Home Language Survey. Students who enter from off-island schools may also be given a test of language proficiency to determine their placement in classes.

CLASSROOM RECORDS

The following records should be kept in a binder in each teacher's classroom and should be available at all times.

1. Class Roster and Seating Charts

Each teacher will keep a roster of students enrolled in each class period marked with the teacher's name, room, period, and the subject. A seating chart with the same information should also accompany the class roster.

2. Lesson Plans

The binder should consist of a syllabus, daily lesson plans (agreed upon common lesson plan), assessments and be available at all times for school principal walkthroughs. Teachers shall prepare detailed daily lesson plans using the uniformed template provided to you. Emergency lesson plans should be submitted to the principal by **8/31/20** No Later. Principals shall require the substitutes to leave a report for the teacher outlining what was done in the class. Lesson plan books will be issued to each teacher where in a record will be kept of the daily lesson programs. Please refer to Board Policy 378.

3. Attendance/Grades:

Attendance must be inputted daily per period in PowerSchool. Attendance records are to be updated daily such as Unexcused absence to excused absence or absent to tardy. PowerTeacherGradeBooks are to be inputted and updated 2-3 times a week. (Print and keep hardcopies on file). Teachers are to input all assignments, tests, quizzes and other components that determine the student's grades. Progress reports should be sent out on time. Teachers must communicate with parents when progress reports are not returned signed. Teachers must note all communication in their logs (SOP 200-006).

4. Communication: Teachers should make all efforts to keep parents posted in various ways such as email, phone, notes home and returned signed, and notes sent via Parent Outreach. If all fails, then they must inform the Counselor and or School Administrator so assistance can be provided. Teachers should find ways to retrieve updated demographics from the student and or offices. Emails from parents/guardians should be responded to within forty-eight (48) hours. Teachers are to use their Guam Department of Education issued email addresses and are to check their emails on a daily

basis. Published email addresses such as on school newsletters, course syllabi, school websites, etc. are to be Department of Education issued email addresses.

5. Confidentiality: Teachers are to refrain from giving out information, using information to degrade, threaten, humiliate, a student. Teachers must protect student records at all times.

6. Reports, required documents, requests for assignments and other documents/information should be submitted according to deadlines.

PREPARATION OF SYLLABUS

DEFINITION: A syllabus is a comprehensive statement, summary, or action plan prepared by the instructor & distributed to the students at the beginning of the course. It contains numerous information & valuable instruction(s) needed for the mutual success of the instructor & the student in alignment with the District's Curriculum course requirements. It should incorporate the school's ESLRs and the Course Content Standards. It should complement the school's mission statement. ***Please submit a copy of your syllabus for each course to the School Administrator by August 31, 2020.***

WHY PREPARE A SYLLABUS? It makes for better planning, a focused path and parental support.

- a. Serves as a guide for the course
- b. Keeps task & time on track.
- c. Serves as communication tool w/Parents, Students, Department, Admin & District.
- d. Presents competency/proficiency Guidelines for Students & Parents.
- e. Tool for Professional Growth revision/improvement.

SOURCES OF IDEAS FOR YOUR SYLLABUS:

- a. District/Department Curriculum Course Guide.
- b. Text(s) Resource Binders.
- c. Personal experience (Professional Development/Workshops).
- d. Real world assessment/update.
- e. Fellow colleagues/professionals.
- f. Course, Department, School & District mission & philosophy.

A thought-filled pro-active plan of actions & clear directions makes for most satisfying success

Our teachers will communicate with parents on a weekly basis. Some methods of communication may include:

- Homework/Assignments, Progress reports, letters
- Ask that a parent sign an assignment sheet (planner)
- Ask that a parent sign a completed assignment or test paper
- Phone call to the parents (seek assistance from an administrator for contacting parents if the telephone numbers are not valid.)

A failing grade on a report card or unsatisfactory citizenship should not come as a surprise to the parent/guardian if the teacher has kept them informed throughout the quarter/semester. Referrals and sessions are interventions that can help avoid this. As per the amended BP 411 teachers must contact parents if a child is absent by the end of the work day.

When a student will be absent for an extended period of time due to illness, an off-island field trip, or suspension, the teacher should provide a written list of assignments and due dates. It would be a good idea to have both the student and parent sign a copy of this assignment list and to keep it in your files. At mid-quarter, parents will be provided a written progress report. Students/parents must be notified mid-quarter that there is a possibility of failure. Request that the progress report be signed. All progress reports should be kept on file for the entire year. Teachers are encouraged to call/document parents regarding their child's behavior and attendance before referring the student to the administration for disciplinary action.

GRADES

The grading of students is the teacher's responsibility. Teachers are considered the best qualified persons to evaluate students' work and their integrity shall be respected. The grade given by a teacher is the teacher's evaluation of student achievement. Consequently, the method for determining grades is the prerogative of the teacher, except as stipulated in Board Policy 411 – but grades shall not be assigned on an emotional basis.

The department adopted an online grade book called Power Teacher. This online grade book has been in operation since October 2009. The grade book allows for real-time grading and attendance. The consistent posting and updating of grades will provide parents, students and school guidance counselors the necessary and timely feedback to help students succeed in school. Please review the Power Teacher Manual/Guide for assistance in the posting grades. Additionally, teachers may refer to the scheduled Power Teacher trainings and workshops for assistance.

PowerTeacherGradeBooks are to be inputted and updated 2-3 times a week. (Print and keep hardcopies on file). Teachers are to input all assignments, tests, quizzes and other components that determine the student's grades.

Teachers are required to submit their grade books to the school's administration at the end of each semester or school year. Grade books/Score-sheets may be printed from the Power Teacher for grade book submission. The school administration shall keep the grade books in safe storage for five years.

REPORT CARDS AND PROGRESS REPORTS

Progress reports should be sent out **on time** and teachers must communicate with parents when progress reports are not returned signed. Teachers must note all communication in their logs. Parents may request meetings with teachers or counselors.

In the event a student or parent wishes to appeal a grade, a conference should first be held with the teacher. If that conference does not resolve the matter, then an appeal conference shall be held with the student, the teacher, a school counselor, school administrator and the parents/guardians. Scholastic grades must be in accordance with the pupil's scholastic achievement or progress.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be scheduled for the 2nd and 3rd quarters. During School Year 2020-2021, the Guam Department of Education calendar has **October 20, 2020** and **January 15, 2021** for Elementary School PTC. Leave should not be scheduled on these days.

SOLUTIONS NETWORK FAMILY-SCHOOL PARTNERSHIP

Family-School partnerships are fundamental to the success of any school. We agree that the communication between the school and parents is essential. Parent involvement in Parent Teacher Organization events is highly encouraged.

SCHOOL HEALTH SERVICES

The school nurse is responsible for the student's health problems. No medication, not even aspirin, will be given to students by any member of the staff. In the absence of a school nurse for emergency follow the procedures below:

1. Call an administrator immediately
2. If injury or illness is serious, an ambulance and the parent will be called.

GUIDANCE COUNSELING SERVICES

The counselors are here to help students and teachers. Students are encouraged to see the counselors if they have any problems. Teachers may send students to the counseling office with an official corridor pass. However, depending on the severity of the case, send another student to bring an administrator or counselor, or call for a school aide to escort the student to the appropriate office.

PARENT FAMILY COMMUNITY OUTREACH PROGRAM

The Outreach program is a federally funded program designed to assist students and families in the social transition while on Guam, and to help parents understand their role and responsibilities in Guam's education system. Referrals to the Outreach Program may be based on the following reasons: Enrollment, Attendance, Behavioral, Suspected Abuse or Neglect, Medical and Support Services. Keep in mind that in most cases, referrals require the coordination and/or intervention of the school's counselors, nurse, administrator, attendance officer, and ESL teachers. Referral forms may be obtained from the Main Office or the Student Support Office.

BUSINESS AND FACILITIES

The responsibility of the school is to provide a clean, safe, and healthy learning environment. The school helps maintain the facilities, equipment, and other resources that teachers and students use. We work in coordination with other GDOE divisions, and other government agencies

BUILDING/FACILITIES USE

The school day begins at 8:30 a.m. and ends at 2:43 p.m. Students will be permitted to enter the gates at 7:15 a.m. Students should leave the campus by the end of the school day at 3:00 p.m. This ensures appropriate supervision for students. Students who are in the buildings or on the campus beyond these time limits must be under the direct supervision of a staff or faculty member.

EMERGENCY CONTACT INFORMATION

The school must be provided with the name, e-mail address, if available, cell phone number, and telephone number of a person(s) who can be called in an emergency if the parent cannot be reached. If the parent or emergency contact is not available, we will contact the Guam Police Department, Guam Fire Department, or the indicated medical clinic or hospital, as needed, to cope with the emergency. Please keep your emergency contact information updated. Please refer to the Employee Emergency Contact Information sheet that will be provided. These forms will be kept confidential.

BOOKS AND OTHER CLASSROOM MATERIALS

TEXTBOOKS: Teachers are required to maintain a list of textbooks with student names and book numbers that have been issued to students. All lost/stolen books must be reported to the Main Office immediately.

FIXED ASSETS: At the beginning and ending of the school year, teachers will fill out a fixed asset inventory form that will be provided by the Main Office. Teachers are to note the quantity and condition of the fixed assets. More guidance and clarification will be provided on this matter.

INSTRUCTIONAL SUPPLIES AND EQUIPMENT: Initial classroom supplies will be issued to teachers at the start of the school year. Requests for additional supplies may be obtained by filling out a request form and turning it in to Main Office. For a list of supplies, please see the Main office. Please allow at least 24 hours for your supply request to be fulfilled.

CLASSROOM/SCHOOL EQUIPMENT: School equipment should not be removed from the school campus without written permission from the school principal. Requests for the moving of equipment and furniture will be made with Main Office. Teachers should not transfer equipment and furniture to other locations without the prior approval of the Principal and filling out proper documents. These items are tracked and its location is reported to central office. Missing items may be reported to GPD for investigation.

Audio-visual equipment (overhead projectors, tvs/vcrs) may be requested through Main Office or Library and must be requested at least 24 hours in advanced.

REPORTING OF CLASSROOM EQUIPMENT NON-WORKING OR IN DISREPAIR:

The school principal should be informed of any repair needs or items that in non-working order that need to be surveyed.

PHOTOCOPYING: Teachers must request for photocopying at least 24 hours in advance for small numbers. Bulk photocopying should be submitted at least one week in advance. Please do not remove paper from the machines to use in your classrooms. Same day requests may not be honored if the support staff has other duties that have priority due to deadlines. Please submit photocopy request to the school's clerical staff. All photocopying requests will be done in the main office copy machine.

PERSONAL EQUIPMENT: Any personal equipment used by employees is the sole responsibility of the employee. The school is not liable for loss, damage, or theft of personal furniture, equipment, supplies, or materials. All personal equipment needs to be removed at the end of the school year. Any personal items left in classrooms at the end of the school year may be destroyed or discarded. **TEACHERS, PLEASE BE ADVISED THAT MICROWAVE OVENS, REFRIGERATORS, COFFEE MAKERS, HOT PLATES, AND OTHER APPLIANCES ARE PROHIBITED IN THE CLASSROOMS.** Violation may result in disciplinary action.

LOSS OF EQUIPMENT: Loss of equipment or supplies through carelessness can be a serious problem, particularly in view of the time lapse between ordering and receiving of replacement items. With this in mind, each teacher is asked to keep a close watch on all items under his or her care and report immediately to the Principal the disappearance of any school property. ***All teachers borrowing school equipment will be held financially responsible if any of the items are stolen or missing from their classrooms.***

LOST/STOLEN ITEMS: When it has been confirmed that an item is lost or stolen, these items are to be reported to an administrator immediately. The teacher is to fill out an incident report and will call GPD to make the report. A copy of the incident report and GPD Case number will be given to the Main Office.

MAINTENANCE REQUESTS: Any needed repairs to the classroom, buildings, or the furniture should be reported to the Main Office on the prescribed form. Leaks, air conditioners not cooling properly, broken desks or shelves, shattered light bulbs, burnt out light bulbs, and other situations that may pose a safety hazard should be reported immediately. Teachers are to use a Maintenance Request form that is located in the Main Office.

LOCKS AND KEYS: Keys to doors which teachers use must be signed out from the Main Office. Teachers are responsible for all keys issued to them during the year and must be returned to the Main Office at the end of the school year. Do not make copies of keys for others persons. If you lose the keys you signed out for, there will be a fee of \$ 25.00 for each lost key. Teachers are to report door knobs and keyholes, deadbolts, or keys that are not working, damaged, or missing.

CUSTODIAL SERVICE: Please note that it is up to the individual classroom teacher to maintain an orderly classroom. Students are expected to pick up trash and deposit it in the waste baskets. Desks are to be kept in an orderly arrangement and free from trash. Train your students to keep the room neat and clean. Using the last couple of minutes of each period for general housekeeping keeps the classroom tidy and provides an additional learning experience toward a well-rounded education. Any requests for custodial service may be routed through the Main Office. Also, reporting of custodial services not provided or for certain custodial requests must go through the Main Office. Teachers may be required to fill out a daily checklist of custodial services completed or not completed in the classroom and will be turned in to the Main Office at the end of a two week period. A new copy for the following two weeks will be placed in your box to be filled out.

USE OF FACILITIES: All use of facilities after school hours must be coordinated through the Main Office. School-related functions or organizations will not be charged for such use. For access to the school building after school hours, on weekends or Holidays, or teachers desiring to work on lesson plans or preparation of instructional materials afterschool must seek permission and coordinated through the Business Office. The Main Office Hours are 7:00 am to 4:00 pm, Monday to Friday except for Holidays.

LOST AND FOUND: Anyone finding a lost item is requested to bring it to the main office. A student who has lost an item should report the loss to the office and check with the office clerks to see if the item has been turned in. Any prohibited item will require a parent to pick the item up.

VALUABLES: The school cannot accept responsibility for valuables, such as designer watches, cameras, electronic items, or money brought to school. Please keep these items at home. Students should never bring large sums of money to school. Teachers are advised that they should not leave money and other valuables in places where they are a temptation for others. It is also advisable not to presume such items will be safe overnight in your classrooms.

CLASSROOM TELEPHONES: Classroom telephones have been provided for teacher's use to communicate with parents, teachers, and other school personnel. Students are not allowed to use the telephones.

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.

SCHOOL PLANNERS

School planners/handbooks will be provided to all Marcial Sablan Elementary School students. The planners include the school rules, agenda, and calendar for the school year. Please have your students use the planner to write down all of their assignments, tests, projects, quizzes as they are assigned and use the planner to learn organization and time management skills. The planner can also be used as a home-school connection tool.

SCHOOL PROPERTY

Teachers should emphasize to students the importance of protecting and maintaining school property and respecting the rights and property of other students. Remind students that destruction of government property is against the law and punishable by law.

FURNITURE

Teachers are responsible for their room and equipment. Students are not allowed to write on furniture or equipment. Teachers are asked to develop a regular method of checking the condition of the furniture equipment in their room.

TEXTBOOKS

Inform students that all books issued to them are to be covered. Students will be charged the current cost if books are damaged or lost. Each teacher is required to maintain an up-to-date inventory of textbooks and classroom materials. These inventories are to be turned in to the Main Office where inventory records are maintained. Textbook obligations must be submitted to include book names, book numbers, student names, as part of the end of the year clearance.

POWER OUTAGES

In the event of a power outage during class time, all students and teachers will remain in their classrooms until the school administrator directs them to leave. It is a good idea for all teachers to have a working flashlight available. When directed by an administrator to leave their room, each classroom will be given a designated area to go. If a power outage occurs during passing time, break, lunch, or before school, students should proceed to their next class.

TYPHOONS (Board Policy 510)

Typhoon Condition III-The schools will remain open, and school buses will continue to operate on the usual schedule. Nothing will be done to change the normal everyday operations of the school.

Typhoon Condition II, School is in Session-Students will be dismissed from school as soon as bus transportation arrives.

All School Personnel and Teachers shall begin securing buildings. Windows and doors will be secured. Be prepared for all circumstances that may arise.

The principal, and other assigned staff members shall inspect buildings and grounds to ensure that all loose material are secured or removed, which may be hazardous. In classrooms and offices, book registers, pupils' report cards, and supplies will be placed in a safe part of the building. All rooms will be readied to withstand wind and rain damage. Teachers will be responsible for securing their own room(s).

MISCELLANEOUS

Teachers with part-time employment after school hours **must secure permission** with the Superintendent of Education. On professional development days, mandatory attendance is required of all teachers. Monthly faculty meetings are held monthly. As per Board Union Contract 5.H.1, faculty members will be required to attend a maximum of ten regular faculty meetings a year that does not exceed one hour each in duration; no more than three special or emergency meetings per semester, unless otherwise agreed.

CLOSED CAMPUS POLICY

Marcial A. Sablan Elementary School is a closed campus. This means that students cannot leave the school or its grounds at any time without the permission of the principal or her designees. Students are to stay within the designated areas on campus upon arrival, during breakfast, breaks and lunch periods. A parent or legal guardian must sign a student out in the main office.

*If you are an employee and have a child attending MASES you still need to sign your child out at Room 1.

Non-Appropriated Funds (NAF)

Please refer to BP 715 and Public Law 26-26 Sections 6115-6117

Student Activity Funds may consist of student activities money and campus activity money. However, Marcial A. Sablan does not actively fundraise under the Student Activity Fund. All funds raised will be under the Parent Teacher Organization to support any school needs.

Please see Standard Operating Procedures in Main office.

- All school sponsored activities must go through the Activity Coordinator and be approved by the school administrator-in-charge of activities.
- All school sponsored activities must have an advisor(s) and/or approved chaperones present.
- All Board of Education, Guam Department of Education, Board Union contract and Marcial A. Sablan Elementary School rules, regulations, and policies must be followed throughout the entire activity.
- Strict accountability for all fund raising activities must be maintained according to the Guam Department of Education non-appropriated funds procedures.
- At this time Campus Activities Money are generated (see BP 715).
- Federal guidelines concerning the sale of food must be followed during school operation hours.
- Students and teachers may not use class time for fundraising activities.

****Have you updated your Emergency Info and PPD this year?? Please see the NURSE for your PPD due date!!****

ATTENDANCE AND DISCIPLINE

ATTENDANCE

The Board acknowledges that academic achievement entails many components and academic credentials should reflect more than just the product of quizzes, examinations, and papers. These alone do not adequately prepare students for the challenges awaiting them. An additional essential component of academic excellence is the development of good work habits necessary to successfully compete in an increasingly competitive work force. Attendance is the cornerstone for the development of such good work habits. Consequently, the Board believes that the Department must place great emphasis on student attendance. For this reason, the following policy is established.

COMPULSORY-AGE STUDENTS

Students who are under the compulsory education age (5 years of age and below 18 years old) are required to attend school full-time, notwithstanding their inability to receive a passing grade in any course.

The *Student Attendance (Update) Referral Form* is to be used to refer all students who have accumulated 12 unexcused absences to the truant officer. In addition, Teachers and Administrators should document attempts to contact parents/guardians on the Office Truancy Referral Form (*OTRF*). These documentations become very crucial when processing compulsory-age students for court. Please fill out the form completely. Teachers must contact parents before the end of the day regarding any absences. It is important that teachers complete and return this form to the main office so that the truant officer can expedite the *SARF* and prepare parent conferences and court hearings.

The *Student Attendance Referral Form (SARF)* is a form that will be turned in to GDOE Student Support Services to process students of compulsory age (below 18 years old), who are habitually truant, for court hearings. This is compiled and completed by the main office once we receive attendance checks from the teachers. Teachers and Administrators must document attempts (calls home/left messages/counseled student, etc.) made and sign for processing.

The *Notification of Truancy Letter* is a letter used by the attendance office to inform parents of the truancy law. Teachers may use this form if the student has accumulated three unexcused absences. Please note that the number of absences must be consistent with four or more teachers. Students are required to return the letter signed by their parent.

A teacher is required to submit an *OTRF* when a student accumulates 3 or more unexcused absences. An attendance referral may also be submitted if you suspect a pattern of excused absences. Failure to refer students may result in other adverse action. Teachers are responsible to report especially for compulsory aged students.

ADMIT SLIP PROCEDURES

Students arriving 8:30 a.m. or later must report to the main office to receive a tardy slip to be admitted. They must report to homeroom for their teacher to acknowledge their time of arrival and update attendance on powerteacher gradebook and attendance folder.

DAILY ATTENDANCE PROCEDURES

All teachers shall take attendance at the beginning of all periods. The following system is recommended to be used to record attendance in a teacher record book:

/ - ABSENT

T – TARDY

ⓧ- EXCUSED ABSENCE

T - EXCUSED TARDY

TEACHER RECORD BOOK

Your Powerschool Grade Book is an official document. Copies of the records may be reviewed by the court or by parents to document a student's absences. It is imperative that teachers keep accurate attendance records. Teachers must submit their record book at the end of the school year for accountability and clearance.

STUDENT ABSENCES

In the event that a student is absent, he/she is subject to the provisions stated in Board Policy 411.

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 main office 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 (5-15 and is not yet 16) 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

A student, who is 15% or less late at the beginning of the instructional day for elementary, is tardy. The school administrator shall have the discretion to decide whether tardiness is considered excused.

ATTENDANCE REFERRALS

In an attempt to ensure that parents are engaged in their child's attendance progress, teachers must make every effort to communicate with them prior to submitting any attendance referrals to the Main Office. The following steps and timelines are provided to assist with the process.

- *Three(3) Unexcused absences:* Student warning/parent contact by teacher (document date, time, contact #s), results; OTRF completed and submitted by the teacher to Main Office.
- *Six (6) Unexcused absences:* OTRF completed and submitted by the teacher to Main Office.
- *Nine (9) Unexcused absences:* OTRF completed and submitted by the teacher to Main Office.
- *Twelve (12) Unexcused absences:* OTRF completed and submitted by the teacher to Main Office.

The school administrator shall be given the final authority to decide whether an absence is considered as excused within the limits specified by board policy.

DISCIPLINE PROCEDURES

"Every teacher in the public schools shall hold pupils to strict account for their conduct on the school premises and during recess "-Guam Code Annotated 5114

Discipline Procedures (Refer Student Conduct Procedural Manual, SCPM). The Principal has a copy of the Student Procedural Assistance Manual (SPAM) and SPCM, which provides the Department's procedures for dealing with student issues.)

Teachers have the responsibility to control and discipline students in the schools (OCA 5114).

Many problems of discipline can be prevented by careful planning, good classroom management, open communication with parents/guardians, and by being alert to the nature and needs of the pupils in the classroom. Through active monitoring majority of discipline issues will not arise to the level that administrator intervention is needed. Use the Peace Path to assist in resolving disputes.

Please refer to the *Student Handbook* for a listing of Minor and Major Offenses at our school. At the beginning of the school year, teachers should review the Discipline Policy with their students.

NOTE: All steps should be documented before referrals are made to the administrator. Attempts to contact parents/guardians should be documented on referral form (phone #'s are available in the office).

Student Referral to Administrator: Teachers and support staff shall send a written explanation of the incident at the time of the referral, which may include a recommendation for a specific disciplinary action that is consistent with discipline policies, and procedures of the Guam Department of Education. **Failure to complete proper written documents may result in the student being returned to class.** Teachers are highly encouraged to provide written explanations ASAP. *Practices such as: kicking students out of class or sending to the main office without a referral will not be tolerated*

If a student is disruptive that it becomes necessary for him or her to leave the class, and a school aide is not available, send another student to the office to request for help, ask a teacher close by to monitor your class while you take the disruptive student to the office. Do not leave your classroom unattended. Do not allow a disruptive student to leave your classroom without immediately notifying the office.

Classroom Rules: It is the teacher's responsibility to provide students with classroom rules and consequences. If you need help with classroom management procedures or help with a student who continually challenges your rules, work with your grade level team, a counselor, or the principal to find ways of dealing with the student before referring him or her to the office. A call to the parents and/or a parent conference with the student is often helpful.

Give your supervisor a copy of the classroom rules, and keep a copy in your grade book, so they will be readily available during conferences with the student and/or parents.

When a teacher has exhausted all avenues open to them for improving a student's behavior they should fill out an *Office Discipline Referral (ODR) Form* to seek administrative assistance.

Prohibited Conduct BP 405

Marcial A. Sablan Elementary School seeks the support of all students maintaining a safe and positive learning environment. The following list has been established to make students aware of prohibited conduct on campus. Any students found guilty of any of the following offenses are subject to disciplinary action. Appropriate disciplinary actions which range from conference to suspension will depend on the severity of the offense. The following list has been established to make students aware of prohibited conduct on campus. Please keep in mind that discipline decisions will be made in the context of the students' age and culpability of the infractions. *Subject to add-on *

Creating disturbance on campus

Use of obscene or disparaging language

Failure to report to assigned classroom or activity

Extortion (taking something by force or threat)

Assault and battery

Possession/Suspicion, sale of, or being under the influences of intoxications or illegal drugs or alcohol

Willful destruction or damage to property

Possession/Suspicion or use of weapons or explosives, including firecrackers or California Seals

Arson or attempted arson

Making of bomb threat or reporting a false fire alarm

Fighting or instigating / participating in a fight.

Inappropriate physical contact on school campus

Stealing or attempting to steal personal or school property

Outright refusal to obey a school staff / official

Tardiness

Forgery

Leaving campus without permission/attempting to take others off campus without permission
Smoking or possession of cigarette, tobacco, matches, or lighters
Littering
Failure to identify self correctly
Unruly and/or unsafe behavior on the school bus or at the bus stop
Unauthorized use of radios, tape decks, electronic devices, toys/game equipment, and all others
Illegal entry and trespassing, and entering off-limit areas
Spitting in corridors, on walls, or buildings
Chewing gum, tobacco products, and betel nut
Violating the Marcial A. Sablan Library and Classroom Internet Access Acceptable User Policy etc.
Defacing of School Uniform

Grounds for Suspensions (subject to add-on/amendments w/o notice)

A principal of any school may suspend a student when in the principal's judgment it is necessary for the welfare of the school or the pupil concerned. Specific grounds for suspensions are:

Continued willful disobedience
Open or persistent defiance of school authorities
Habitual profanity or vulgarity
Obscene gestures or wearing of clothing with obscene words, pictures or drawings
Behavior which may cause the student's continued presence in school to be offensive to the welfare of the school
Conduct which constitutes a violation of the Guam Code Annotated
Conduct which endangers the health or safety of others
Making threats of violence against others
Possession of weapons or explosives
Possession of alcohol or other intoxicating drugs
Intoxication & subject for expulsion!
Academic dishonesty
Violation of Internet Access Acceptable User Policy

CHILD ABUSE AND NEGLECT REPORTING PROCEDURES

(Student Procedural Assistance Manual and Public Law 20-209)

According to Guam P.L. 20-209, all DOE personnel who work with children shall report to Child Protective Services (CPS) or to the Guam Police Department when he or she has reason to suspect that a child is being abused or neglected. No person may claim "privileged communications" as a basis for his or her refusal or Reports should be made immediately to the Child Protective Services (CPS) or to the Guam Police Department.

Failure to report cases of child abuse is a misdemeanor and is punishable by confinement, by fine or by both.

Types of Abuse and Neglect

- √ Physical Abuse includes any non-accidental injury caused by the child's caretaker, such as beating, branding, punching, etc.
- √ Physical Neglect involves inattention to the basic needs of the child, such as clothing, shelter, medical care, etc.
- √ Sexual Abuse is any sexual exploitation of a child through rape, incest, fondling of the genitals, or exhibitionism by an adult.
- √ Emotional Maltreatment includes blaming, belittling or rejecting a child; constantly treating siblings unequally; and deliberately and enforced isolation or continuous withholding of security and affection by the child's caretaker.

REPORTING PROCEDURES OF CHILD ABUSE

It is the duty of school personnel to report cases of child abuse. Personnel who become aware of a child who they suspect has been abused or neglected shall:

1. Report their suspicions immediately by telephone directly to CPS (475-2672~/ or 475-2653) or to the police. *Persons making reports are required to reveal their names; however their identity shall remain confidential 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, by a fine, or by both. A second or subsequent conviction shall be a felony in the third degree.
2. Within 1 working day, a report must be made to the supervisor/administrator about the suspected child abuse situation.
3. Within 48 hours, send a written *child abuse referral form* to the CPS office. See the School Counselor or Nurse for a *Child Abuse/Neglect Referral Form*.
4. Refrain from conducting any type of investigation for the purposes of determining if the suspected abuse has occurred.

NOTE:

School personnel are required to report cases of child abuse DIRECTLY to either CPS or the Guam Police Department. Employees shall not make such reports to their supervisor with the expectation that the supervisor will forward the report to CPS. Failure to report directly makes the person who suspects the abuse personally liable and subject to the penalties listed above. The purpose of reporting to the supervisor and informing them of the report is simply to inform them of what is happening in their school, not to circumvent the law.

METHODS OF REPORTING TO CHILD PROTECTIVE SERVICES (CPS)

√ Telephone Reports-These provide CPS with all available information to substantiate the suspected abuse or neglect. Persons making reports should provide CPS with the name of the person in the school to whom all later communications regarding the case is to be directed.

√ Written Reports-The Child Abuse Referral form should be turned into CPS no later than 48 hours after the initial report has been made. Referral forms should include as much of the information listed on the form as is possible to obtain. They shall be placed in a sealed envelope marked CONFIDENTIAL and hand delivered to CPS; they should not be sent via the mail system. A copy of this report should be placed in the student's health folder.

NOTE- The copy of the report placed in the student's health folder shall have the name of the referring person omitted to protect that person's confidentiality.

SEXUAL HARASSMENT (Board Policy 901.25)

It is the policy of the Guam Department of Education (GDOE) to maintain a learning environment that is free from sexual harassment. The Guam Education Policy Board (GEPB) prohibits any form of sexual harassment.

It shall be a violation of this policy if any student, teacher, support staff, administrator or other school personnel of GDOE to harass a student, teacher, support staff, administrator or other school personnel through conduct or communication of a sexual nature as defined by the policy.

It shall be a violation of this policy for any student, teacher, support staff, administrator or other school personnel of GDOE to inflict, threaten to inflict, or attempt to inflict sexual violence upon any student, teacher, support staff, administrator or other school personnel.

The GDOE shall act to investigate all complaints, formal or informal, oral or written, of sexual harassment, and to discipline or take appropriate action against any student, teacher, support staff, administrator or other school personnel who is found to have violated this policy.

SEXUAL HARASSMENT DEFINED

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other oral or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term of condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education;
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

- Unwelcome verbal harassment or abuse; Unwelcome pressure for sexual activity;
- Unwelcome sexually motivated or inappropriate patting, pinching or physical contact, physical contact other than necessary restraint of student(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- Unwelcome sexually motivated or inappropriate patting, pinching or physical contact;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
- Unwelcome behavior or words directed at an individual because of gender.

EMERGENCY EVACUATION PROCEDURES (subject to change)

Maps of Designated Assembly Sites, Evacuation Routes and other Emergency Designations are to be posted in all classrooms for student and personnel review. All students and personnel are required to familiarize themselves with the evacuation procedures and plan for a quick and easy evacuation. Whenever the building must be evacuated, students must follow the assigned evacuation routes and go to the assigned holding areas where the teacher will take attendance. Teachers are responsible for informing the students in each of their classes of the evacuation plan and the designated meeting place. Students should be reminded that the class must stay together and proceed to the designated meeting place for the class.

Emergency Evacuations:

Teachers you must evacuate immediately, students should not be standing outside waiting. They need to continue to proceed to the designated evacuation area. You must ensure that everyone is out. When you get to the designated area, you must submit your emergency roll call slip to the designated person for your area. You should not take your time!

*attach the forms to your attendance or grade books to avoid forgetting such forms. Please read and know our School Emergency Plan.

LOCK DOWN/SHELTER-IN-PLACE: NO ONE IN AND NO ONE OUT!

Teachers must lock classroom doors immediately. No one is allowed to leave the classroom for any reason, even if they need the restroom. Anyone who is found outside during lock down/shelter-in-place will be searched and adverse action may be taken against the teacher. You are to wait for an all clear. Do not stick your head out or continue to check outside. **DOORS ARE TO REMAIN LOCKED.**

This is an emergency situation that needs to be taken seriously at all times

FIRE DRILL/BOMB SCARE PROCEDURES

School Aides/Custodians/Office Staff

Assist with the evacuation of the school if not covering classes. Make sure teachers are following the designated escape routes. Do a quick sweep of your wing to ensure that everyone is out and on their way to the baseball field. Once you are sure everyone is out, proceed quickly to the baseball field. Stand along the roadway until the all clear is given to ensure that people

Teachers/Substitutes:

Teachers and Substitutes **must** escort their students to the designated evacuation site. Please follow the proper routes and report to the designated areas. You must remain with your students at all times and your students must remain with you. They cannot wander around at all! Warn students that if they do not follow the rules, they will be referred for disciplinary action. Leave doors unlocked for emergency officials to access. The class must travel to the designated area as a group. Once you are at your designated area, take attendance and complete the Student Accountability Form and submit to the individual assigned to your designated evacuation site. Keep your class calm and wait for the ALL CLEAR BELL. When the all clear signal has been issued, teachers and substitutes must escort their students back to the class they came from.

*******If anyone is injured, please hold up and wave the RED folder for immediate assistance.**

*******All communication equipment such as school radios, cellular phones, and pagers must be switched-off during bomb scares! The frequency traveling through the air could possibly detonate a BOMB.**

PLEASE REFER TO THE MARCIAL A. SABLAN EMERGENCY RESPONSE PLAN FOR OTHER IMPORTANT PROTOCOLS!

Marcial A. Sablan Faculty Handbook SY 2018-2019

Parent Contact Log SY 2020-2021

[illegible]

INIFRESI

Ginen I mas takhilo gi hinasso-ku
I mas takhalom gi kurason-hu
Yan I mas figo na nina sina hu
Hu ufresen maisa yu para bai
Prutehi, yan hu difende I hinengge,
I kottura, I lengguahi, I aire, I hanom
Yan I tano Chamoru
Ni irensia ku, direchu ginen as Yu'os Tata.
Este hu afitma gi hilo I bipblia yan I bandera-hu
I banderan Guahan



FANOGHE CHAMORU

Fanoghe Chamoru put I tano-ta
Kanta I ma tuna na gi todú I lugat
Para I onra, para I gloria
Abiba I isla senparat
Para I onra, para I gloria
Abiba I isla senparat

U todú I tiempo I pas para hita
Yan ginen I langhet na bendision
Kontra I piligru na fansafo ham
Yu'os prutehi I islan Guahan
Kontra I piligru na fansafo ham
Yu'os prutehi I islan Guahan

SCHOOL SONG

I. We will rally for our flag.
We will rally for our school.
Shouting for Sablan Stars forever.

II. We are coming from the hills.
We are coming from the plains.
Shouting for Sablan Stars forever.

Bridge: Our school lives forever,
Hurrah, all hurrah!
We will defend it,
As proud as we are.

III. We will prove our loyalty
for the school we love the best.
Shouting for Sablan Stars Forever.

⇒ Repeat I, II, Bridge, and III

SHOUT: Hurrah! Hurrah! Hurrah!
Hurrah! Boys Hurrah!
Hurrah! Hurrah! Hurrah!
Hurrah! Girls Hurrah!
Hurrah! Hurrah! Hurrah!
Hurrah! ALL Hurrah!