

# **Maria A. Ulloa Elementary School**

## **Student and Parent Handbook**

***School Year 2023-2024***



# TABLE OF CONTENTS

<b>General Information .....</b>	<b>3-4</b>
<b>Staffing Pattern .....</b>	<b>5</b>
<b>Bell Schedule .....</b>	<b>6</b>
<b>Campus &amp; Office Procedures .....</b>	<b>7-9</b>
<b>Curriculum .....</b>	<b>9-12</b>
<b>Discipline .....</b>	<b>12-14</b>
<b>Laws and Policies Governing Student Behavior .....</b>	<b>14-15</b>
<b>Attendance .....</b>	<b>15-16</b>
<b>Parental Involvement .....</b>	<b>17-18</b>
<b>Student Services .....</b>	<b>19-20</b>
<b>Emergency Procedures .....</b>	<b>21</b>
<b>Student Behavior Matrix .....</b>	<b>22</b>
<b>Parent &amp; Student Agreement .....</b>	<b>23</b>

# GENERAL INFORMATION

## Department of Education Vision

Our educational community prepares all students for life, promotes excellence, and provides support.

## History of M. A. Ulloa Elementary School

Maria A. Ulloa Elementary School, then Dededo Elementary School, was built in 1965. In 1968, the school was renamed to honor a prominent local educator, Maria Arceo Ulloa. The school remains one of the more highly populated elementary schools, serving students mostly from the village of Dededo. In May of 2015, MAUES became fully accredited for Grades K – 5 by the Accrediting Commission of Schools, Western Association of Schools and Colleges.

## School Spirit

The school colors of MAUES are green and gold. Our mascot is the Carabao. School spirit means to carry on our mission, our dreams, and goals to the highest possible level.

## Vision

To empower all students to become respectful and responsible life-long learners.

## Mission

Maria A. Ulloa Elementary School will prepare all students for their next level of education, promote excellence, and provide opportunities to become independent thinkers, independent learners, and respectful citizens.

## Student Learning Outcomes

Upon completing their studies at Maria A. Ulloa Elementary School, students will be....

### Model Citizens

"I can work well with others locally and globally."

### Academic Achievers

"I can show what I've learned."

### Users of Technology

"I can use technological resources to help me learn."

### Engaged Learners

"I can do tasks well and seek information independently."

### Solution Seekers

"I can solve problems in different ways."

## School Song

Oh, Hail! Maria Ulloa  
You're the pride of the people of Guam  
Oh, Hail! Maria Ulloa  
You're the best all over the island  
Long live Maria Ulloa  
The threshold of freedom and happiness  
We'll fight for you; We'll strive for you  
Our dear beloved Alma Mater  
Oh! Green and Gold, Oh! Green and Gold  
Our vision we'll always uphold  
Oh! Green and Gold, Oh! Green and Gold  
Our mission we will carry on  
Our dreams and goals will make them come true  
We'll lift our banner high forever more!  
(2x)

## Hinatsan I Latte

O Asaina, O Aniti, ni numã'i ham minesgon yan  
minaolek (2x)

Saina, sainan-mãmi  
Nã'i ham siñat  
Para en guaddok i tano'-mu  
Saina, sainan-mãmi  
Hâtme ham ya na'fitme  
I latten-mãmi (2x)

Susteni i pa'an-mãmi  
Guini i tano'

Website: <http://mauelementaryschool.weebly.com>  
Facebook: <http://facebook.com/mauelementaryschool>

# Student Learning Outcome (SLO) Rubric

These Student Learning Outcomes can be observed throughout the school day in any setting such as the classrooms, hallways, cafeteria, library, etc.

Teachers and staff can assess if the learning outcome/outcomes are attained by using the rubric.

	<b>SLOs: Student Learning Outcomes</b>	<b>Observations: description of what it may look like and sound like in a classroom setting</b>	<b>3 Most of the time</b>	<b>2 Sometimes/ satisfactory</b>	<b>1 Improvement needed</b>
<b>M</b>	<b>Model Citizens:</b> I can work well with others locally and globally.	Students working together Students engaged in discussions and sharing ideas Students giving positive praise to others. Students following school and classroom rules Students showing respect for one another			
<b>A</b>	<b>Academic Achievers:</b> I can show what I learned.	Students modeling, demonstrating or explaining what they are learning Students listening attentively Students asking and answering questions			
<b>U</b>	<b>Users of Technology:</b> I can use technological resources to help me learn.	Students using variety of learning tools (i.e. supplies, equipment, etc.) Students using tablets and computers/ laptops			
<b>E</b>	<b>Engaged Learners:</b> I can do tasks well and seek information independently.	Students working independently Students completing tasks/ assignments Students staying organized			
<b>S</b>	<b>Solution Seekers:</b> I can solve problems in different ways.	Students are resourceful Students are creative & imaginative			

# MARIA A. ULLOA ELEMENTARY SCHOOL

## STAFFING PATTERN SY 2023-2024

ADMINISTRATION		
<b>Principal</b> Beverly San Agustin	<b>Assistant Principal</b> Mabel Uncangco	<b>Administrative Assistant</b> Vacant
GENERAL EDUCATION TEACHERS		
<b>Kindergarten</b> Vacant (Room 12) Vacant (Room 15) Marigrace Aguon (Room 16) Amabel Conner (Room 17) Jonilin San Nicolas (Room 9)	<b>Grade 1</b> Amanda Chen (Room 6) Vacant (Room 7) Debra Miller (Room 10) Florisa Torcelino (Room 11)	<b>Grade 2</b> Ashley Schacher-Cepeda (Room 1) Janyl Escalante (Room 2) Ronna Jaravata (Room 3) Eleanor LeBrun (Room 4)
<b>Grade 3</b> Aliza Quenga (Room 22) Maricris Aquino (Room 23) Vacant (Room 24) Caitlin Bartonico (Room 25) Mary Jean Sumbang (Room 26)	<b>Grade 4</b> Arjay Valencia (Room 31) Judith Arida (Room 32) Vacant (Room 33) Jenaline Rabino (Room 34) Marlou Badajos (Room 35)	<b>Grade 5</b> Rochelle Diaz (Room 301) Leizl Ochavillo (Room 302) Rogel Edusma (Room 303) James Schmidt (Room 304)
SPECIAL SERVICES		
<b>School Guidance Counseling</b> Leah Balansay (Room GC1) Sheryleene Vilaga (AV Room)	<b>English as a Second Language</b> Cayla Quiambao (Room 28) Rosan Fernando (Room 26)	<b>Physical Therapist</b> (Room 20)
<b>Chamorro Language</b> Vacant (Room 201) Alyssa Posadas (Room 202) Jamielynn Mantanona (Room 203) Sean Perez (Room 204) Vacant (Room 105)	<b>School Health Counselor</b> Kimberly Edusma (Nurse Office & Room 5)	<b>SPEECH</b> Erica Sgro (Room 19)
	<b>Librarian</b> Melissa Gentapanan	<b>Head Start</b> Jenymil Pangelinan - Ulloa 1 Laarni Dela Cruz- Ulloa 2 Shalina Borja – Ulloa 3
<b>Special Education</b> Julie Limtiaco (Room 30)	<b>Gifted and Talented Education</b> Maridel Perez (Room 101)	<b>IEPC</b> Marie Dixon
SUPPORT STAFF		
<b>Computer Operator</b> Rogelio Ebeo	<b>Clerk</b> Loulani Casa	<b>Limited School Aide I (TA)</b> Vacant 1 Vacant 2 Evangeline Losing Tammy Lujan Darius Nauta Rosalie Roque Jerrica Sablan  <b>On-Call Substitute</b> Jade Cruz Theresa McDermott  <b>Community Program Aide 1</b> Vacant
<b>School Aides</b> Sherriann Cruz Yvonne Duenas Pearl Halmi Cathy Uncangco Sara Siguenza Belmarie Toves <b>Head Start Teacher Aides</b> Maiohmina Ngirairiki Berlinda Taitague Kathreen Lumagui	<b>One-to-One School Aides</b> Baby Evangeline Abaya Isabel Bautista Lisa Flores Dena George-Estes Joisel Gil Bernie Manggur Ferminia Perez Melinda Quintanilla (Vacant 1) (Vacant 2)	

# PROPOSED SY 2023-2024 BELL SCHEDULE

	Kindergarten	First Grade	Second Grade	Third Grade	Fourth Grade	Fifth Grade
8:15-8:30	HOMEROOM	HOMEROOM	HOMEROOM	HOMEROOM	HOMEROOM	HOMEROOM
8:30-8:45	READING/ELA	READING/ELA	READING/ELA	READING/ELA	READING/ELA	READING/ELA
8:45-9:00	READING/ELA	READING/ELA	READING/ELA	READING/ELA	READING/ELA	READING/ELA
9:00-9:15	READING/ELA	READING/ELA	READING/ELA	READING/ELA	READING/ELA	READING/ELA
9:15-9:30	READING/ELA	READING/ELA	READING/ELA	READING/ELA	READING/ELA	READING/ELA
9:30-9:45	RECESS	RECESS	RECESS	READING/ELA	READING/ELA	READING/ELA
9:45-10:00	READING/ELA	READING/ELA	CHAMORU	RECESS	RECESS	RECESS
10:00-10:15	READING/ELA	READING/ELA	CHAMORU	CHAMORU	READING/ELA	READING/ELA
10:15-10:30	READING/ELA	READING/ELA	CHAMORU	CHAMORU	READING/ELA	READING/ELA
10:30-10:45	LUNCH	LUNCH	READING/ELA	CHAMORU	READING/ELA	READING/ELA
10:45-11:00	LUNCH	LUNCH	READING/ELA	READING/ELA	MATH	MATH
11:00-11:15	LUNCH	LUNCH	READING/ELA	READING/ELA	MATH	MATH
11:15-11:30	MATH	CHAMORU	LUNCH	LUNCH	CHAMORU	MATH
11:30-11:45	MATH	CHAMORU	LUNCH	LUNCH	CHAMORU	MATH
11:45-12:00	MATH	CHAMORU	LUNCH	LUNCH	CHAMORU	CONTENT
12:00-12:15	MATH	MATH	MATH	MATH	LUNCH	LUNCH
12:15-12:30	CONTENT	MATH	MATH	MATH	LUNCH	LUNCH
12:30-12:45	CONTENT	MATH	MATH	MATH	LUNCH	LUNCH
12:45-1:00	CONTENT	MATH	MATH	MATH	MATH	CONTENT
1:00-1:15	CHAMORU	CONTENT	CONTENT	CONTENT	MATH	CHAMORU
1:15-1:30	CHAMORU	CONTENT	CONTENT	CONTENT	CONTENT	CHAMORU
1:30-1:45	CHAMORU	CONTENT	CONTENT	CONTENT	CONTENT	CHAMORU
1:45-2:00	CONTENT	CONTENT	CONTENT	CONTENT	CONTENT	CHAMORU
2:00-2:15	CONTENT	CONTENT	CONTENT	CONTENT	CONTENT	CONTENT
2:15-2:30	CONTENT	CONTENT	CONTENT	CONTENT	CONTENT	CONTENT
2:30-2:43	CONTENT	CONTENT	CONTENT	CONTENT	CONTENT	CONTENT
2:43	DISMISSAL	DISMISSAL	DISMISSAL	DISMISSAL	DISMISSAL	DISMISSAL

# Campus & Office Procedures

## Campus Hours

Campus gates are open from **7:15 am to 3:30 pm**. No students are allowed to be dropped off before this time. The elementary instructional day begins at 8:30 am and ends at 2:43 pm. Five (5) hours are allotted for classroom instruction, 15 minutes for recess, and 45 minutes for lunch. Students should be in homeroom at 8:15 am.

## Arrival

Children must not be dropped off before 7:15 am. When the gates are open at 7:15 am, students who are car riders will exit the vehicles at the drop off area in the main parking lot. Bus riders will also exit the busses at the drop off area. Pedestrians will enter the campus through the pedestrian gate located near the bus stop at the corner of Catalina Lane and Y-Sengsong Road. When students enter campus, they will proceed to the cafeteria to eat breakfast or go directly to the designated waiting areas. If students will be eating breakfast in the cafeteria, they should arrive on campus between 7:15 am and 8:00 am to have enough time to eat. The exit gate and pedestrian gate will be secured at 8:00 am.

## Dismissal

To prepare for dismissal and to ensure students' safety, the main gate will be closed at 2:30 pm. Only authorized vehicles will be allowed to enter the campus. At 2:35 pm, students will be escorted to their designated departure areas. Bus riders will be escorted by school personnel to the bus loading line. All pedestrians will be escorted to the pedestrian gate near the corner of Catalina Lane and Y-Sengsong Road. All pedestrians must be met at the gate by an authorized person(s) that is listed on the **Student Emergency Information Form**. Students will not be released to unauthorized persons. Busses will depart at approximately 3:00 pm or immediately after pedestrians have exited the campus. After the busses depart, the main gate will re-open for vehicular traffic. Students who will be picked up by their parents or guardians will line along the benches that face the parking lot between Rooms 5 to 8. They will be released as parents and guardians arrive. A note must be sent with the child to the homeroom teacher in the morning if

there will be a change in the student's transportation after school. *All students must be picked up no later than 3:30 pm, unless they are registered for after school programs.*

## Signing Students Out

Maria A. Ulloa Elementary School (MAUES) is a closed campus. Once students arrive on campus, they may not leave the school grounds at any time without the permission of the principal or authorized designee. Parents or guardians who need to pull their child out of classes for a doctor's appointment or other legitimate reason must sign out their child in the Main Office. Office staff will indicate the time the student was pulled out from classes, and parents or guardians will be required to provide a note or doctor's note to justify the early release. Students will not be released to any person other than the parents, court-appointed guardians, and those authorized adults listed on the **Student Emergency Information Form**. Therefore, it is critical that parents update this form at the beginning of the school year or any time any information changes.

## Procedures for Visitors

Pursuant to **17 GCA Ch.7 § 7109 School Property: Unauthorized Entry**, all visitors on campus must sign in at the Main Office upon entering the campus and obtain written permission from the principal to remain on campus. Visitors must state their reason for being on campus and then wait for permission from the principal or authorized designee. Visitors will be asked for valid photo identification in order to receive a Visitor's Pass. Visitors must wear their passes at all times while on campus and then sign out at the Main Office after their visit has ended. Identification will be returned. A person found on campus without written permission shall be guilty of a misdemeanor and may be fined \$300, imprisoned for 30 days, or both. Unauthorized visitors found on campus will be detained and referred to the Guam Police Department (GPD) for trespassing. All visitors are responsible for following school board policies and local and federal laws.

### **Visits by Relatives**

Parents and guardians are encouraged to visit the school. A visit gives parents and guardians the opportunity to learn about the school's programs, its practices, and its goals. At no time may students bring to school their siblings, relatives, or friends who are not MAUES students. During special events where a large number of visitors is expected, sign-in stations will be set up where visitors will register and present their identification in order to receive authorization to be present on campus for the event.

### **Privacy of Student Information**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) holds that schools must have written permission from the parent and/or guardian in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31)

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may not release student information to relatives, neighbors, and friends of the family, unless they are court-appointed legal guardians of the student.

### **Updating Student Information**

Parents and guardians are required to update their child's information, ensure that all

emergency contact numbers are working at all times, and ensure that physical (home) addresses are documented clearly. Emergencies happen and when it does, the school must have a quick way to contact parents or guardians in an emergency. Parents and guardians are also expected to inform the school whenever their child's custody, guardianship, or living arrangement changes. Court documents on restraining orders or custody issues will be kept on file in the child's cumulative folder.

### **Change of Residence**

Students must be enrolled in the school of their attendance area. Parents are expected to inform the Main Office if relocating. If a student and his or her parent or guardian are no longer residing within our attendance boundaries, parents or guardians must withdraw their child and enroll him or her in the school of their new attendance area.

### **Registration**

When registering students in the Department of Education, parents must present the following:

- child's latest report card
- health record (including the immunization record and record of a health examination, physical examination )
- a document that establishes date of birth
- Mayor's Verification confirming residency

Registration will be processed when all necessary documents are submitted. Out-of-district requests are generally not entertained because the current enrollment is relatively high, unless there is a compelling reason for the principal to allow the enrollment of a student who lives outside of the attendance area.

### **Withdrawal**

Parents or guardians must notify the school of their intentions to withdraw their child. School personnel will prepare the withdrawal documents, which are usually available for pick up on the student's last day of attendance. Parents or guardians will be informed of any outstanding debt obligations that must be cleared, such as lost or damaged books, library book fines, etc. Students must be enrolled into their new school as soon as possible to prevent or at least minimize the number of potential unexcused days from the



effective date of withdrawal from MAUES to the effective date of enrollment into the next school.

### **Student Attendance Verification**

A parent or guardian may request for **Student Attendance Verification**, which usually will be available for pick up in 24 hours, by filling out a form at the Main Office. Parents or guardians may be required to see an administrator or teacher if

there are concerns about attendance or academics. Student Attendance Verification for purposes related to the Department of Public Health and Social Services requires their own form. Student Attendance Verifications must be picked up from the Main Office by the parent or guardian. Identification will be required. These documents will not be sent home with the student.

---

## **Curriculum**

### **Vision, Mission, and SLOs**

Students are, and continue to be, the center of the school's purpose. The long term outcome is that students, regardless of background or prior learning experience, will continue to master essential skills that prepare them for college and career. MAUES became fully accredited by WASC (for Grades K – 5) in May 2015. The school's vision statement reads like this: **"To empower all students to become respectful and responsible life-long learners.** To this end, faculty and staff continue to make critical improvements in the overall curricular program.

Revised in 2023, the school's mission statement reads: **"Maria A. Ulloa Elementary School will prepare all students for their next level of education, promote excellence, and provide opportunities to become independent thinkers, independent learners, and respectful citizens."** The goal is to become a school with a solid reputation for high performance, meaning that all teachers intentionally use a variety of high-leverage strategies, assessment data, and instructional technology to meet the unique learning needs of all students. At the same time, all students are accessing a rigorous, guaranteed, and viable curriculum that prepares them for a successful future as productive citizens of the 21<sup>st</sup> century. Through ongoing collaboration and continuous professional development, faculty and staff will ensure that student achievement results continue to climb.

All our academic courses, extra-curricular activities, and special events are now filtered through our mission and vision. And

upon completing their studies at Maria A. Ulloa Elementary School, students will be: **Model; Citizens, Academic Achievers, Users of Technology, Engaged Learners, Solution Seekers.**

### **Common Core State Standards**

The Guam Education Board adopted the Common Core State Standards (CCSS) and all DOE schools are in the process of implementing those standards. The CCSS define what students are expected to know and be able to do in order to become a literate and productive citizen. These standards are research and evidence based, aligned with college and work expectations, rigorous, and internationally benchmarked. The mastery of these standards suggests that students will be more prepared to live and work in a globally competitive society. To that end, MAUES faculty and staff are fully implementing these standards, along with the rest of the district.

### **Instructional Strategies**

Along with the current emphasis on college and career readiness, teachers will be exploring the intentional use of various instructional strategies that have been proven to yield higher achievement gains. This is part of an effort to differentiate learning experiences that will better prepare students for higher education or the workplace.

### **Assessments**

In order to make better instructional decisions, teachers will be administering various assessments, including but not limited to teacher-developed tests and quizzes, formative assessments, curriculum-based measurements, and standardized tests. In 2012-2013, MAUES was among twelve DOE schools that implemented AIMSweb. This particular assessment tool requires three benchmark testing periods and may include addition progress monitoring as recommended by the teacher. The use of AIMSweb will continue for the indefinite future. The goal of all these assessments is to get a more accurate picture of students' performance in order to provide appropriate interventions or make adjustments to instruction.

### **District-Wide Assessment**

In the spring, students are administered two district-wide assessments. The national norm-referenced test, Smarter Balance will be administered to selected grade levels and subjects.

### **Textbooks**

Textbooks are regarded as a resource for the classroom, not the primary source of curriculum. However, to support learning objectives, teachers may issue DOE-adopted textbooks as well as supplemental texts to students. These must be kept in good condition and returned at the end of the school year. Parents will be responsible for lost or damaged textbooks. Certain school documents may be withheld until textbook obligations have been cleared.

### **Special Programs**

MAUES offers several programs to address the unique needs of students. These are described below:

***Chamorro Language and Culture*** – The Chamoru Language and Culture Program is mandated by law, with the intent of preserving and perpetuating the native language and culture of Guam. The mandated number of minutes for Chamoru instruction are 100 minutes weekly for Kindergarten through 3<sup>rd</sup> grade and 150 minutes

weekly for 4<sup>th</sup> and 5<sup>th</sup> grade. At MAUES, Chamoru is taught for one hour every other day Monday through Thursday, and for 30 minutes on Friday for all grade levels. Students of all grades report to their respective Chamoru teacher during their designated Chamoru class time.

***English as a Second Language (ESL)*** – The ESL program provides supplementary instruction to students who have a background with any language other than English as indicated on the Home Language Survey (HLS) that is filled out during registration. If a student has any language other than English, the ESL coordinator will assess student's language proficiency. Depending on the results, eligible students may receive sheltered instruction or consultation services. English Language Learners who receive sheltered services will go to an ESL teacher for English Language Arts. Students who receive consultation services will remain in the general education classroom, but will be able to receive select modifications and accommodations that other students are not privy to.

***Special Education*** – The Department of Education is following the national trend toward a full inclusion model. The expectation is that most students identified with special needs will receive instruction in the general education classroom with the appropriate supports and accommodations. A resource room is available for students whose Individualized Education Program (IEP) calls for such placement. Special education teachers may also provide consultative services to students receiving instruction in the general education classrooms. Some students may also be eligible for speech and language therapy, occupational therapy, physical therapy, leisure education, or other related services.

***Gifted and Talented Education (GATE)*** – Students identified as gifted in Kinder through 5<sup>th</sup> grade, attend GATE classes for three hours a week. Identification is based on a nationally normed achievement test score, a rating by the child's teacher, and two intelligence tests.

### **Awards Criteria**

MAUES promotes academic excellence and celebrates students' accomplishments. Celebration comes in many forms, including but not limited to verbal praise, certificates of achievement, or other means of recognizing students who do exceptional or above average work. Students who meet or exceed the standards and expectations will be recognized through the various awards described below:

#### ***Principal's Award***

Is given to students in First to Fifth grade who maintain a final semester grade of 4.0 in all subject areas (Reading, ELA, Math, Science, Social Studies, Physical Education, Health, Art, Music and Chamoru), achieve Tier 1 status for AIMSWeb Reading and Math for all benchmarks, and maintain a 4 in Citizenship.

The child must have an overall grade of 4.0 in semester 1 and semester 2 in all subject areas (Reading, ELA, Math, Science, Social Studies, Physical Education, Health, Art, Music and Chamoru)

The Child must be in Tier 1 in ELA and Math as measured by the AIMSWeb Benchmark assessments for Fall, Winter and Spring.

The child must maintain a 4 in Citizenship for semester 1 and semester 2 with no major and minor Office Discipline Referrals (ODR) relative to behavior not including attendance and tardiness.

#### ***Perfect Attendance***

Is given to Kindergarten to 5<sup>th</sup> grade students who are present for all instruction days, having no record of tardiness and no record of leaving before the end of the school day.

The child must be physically present in the classroom by 8:30 a.m. and depart no earlier than 2:43 p.m. for the day.

### ***Citizenship Award***

Is given to Kindergarten to Fifth grade students who maintain a 4 in Citizenship according to the Citizenship and Life Readiness Skills criteria in semester 1 and semester 2.

Citizenship and Life Readiness Skills will be determined by the following criteria.

- a. **Engagement:** Participates in class discussions and activities, asks and answers questions, and is on task either in person or on video conferences, depending on model of learning or event.
- b. **Organization and Planning:** Organizes notes, handouts, supplies, and instructional materials; plans assignments, activities and tasks effectively; and manages time efficiently to meet deadlines.
- c. **Completion and Submission of Assignments:** Completes and submits assignments regularly and on time.
- d. **Conduct:** Displays respectful and appropriate conduct when communicating with teachers, peers, and others either online or during face-to-face instruction.
- e. **Accountability:** Follows school rules and takes responsibility.

### ***Certificate of Improvement***

Is given to Kindergarten to Fifth grade students who improve in academics or citizenship at the end of the second semester. Limited to five awardees per class.

### ***Honor Roll Award***

Is given to First to Fifth grade students who maintain a final semester grade of 3.0 to 3.9 in all subject areas (Reading, ELA, Math, Science, Social Studies, Physical Education, Health, Art, Music, Chamoru), achieve Tier 1 status for AIMSWeb Reading and Math during the Spring

Benchmark Assessment and maintain a 3 or higher in Citizenship.

The child must have an overall grade of 3.0-3.9 in semester 1 and semester 2 in all subject areas (Reading, ELA, Math, Science, Social Studies, Physical Education, Health, Art, Music, Chamoru)

The child must be in Tier 1 in ELA and Math as measured by the AIMSWeb Spring benchmark assessments.

The child must maintain a 3 or higher in Citizenship for semester 1 and semester 2 with no major and minor Office Discipline Referrals (ODR) relative to behavior not including attendance and tardiness.

#### **COOL CARABAL KID AWARD (Monthly Award)**

Criteria for this award will follow the school's SLOs with rubrics.

#### **Field Trips**

A field trip is an off-campus activity that is related to course content and is as an extension of class work. A field trip offers a learning experience not normally available in a classroom setting. An alternate learning activity will be provided for students who may not attend field trips. A parent or guardian must sign a **Field Trip Parent Permission Form** ("Field Trip Form") and to authorize their child's participation. This form will indicate the objectives, dates, location, and other requirements. A written note or verbal authorization from the parent will **NOT** be

accepted. Students may **NOT** participate without this form. If a field trip is tied to a behavioral objective and is offered as an incentive to students, but the student fails to meet the prerequisite conditions, the student may **NOT** participate. All safety precautions will be taken. Students must obey all school and safety rules at all times. Failure to do so may jeopardize participation in future field trips. In addition, full school uniforms must be worn. Parents may be asked to provide a sack lunch or money for meals. Parents or guardians may accompany their child; however, this arrangement must be approved by the principal.

#### **Homework**

The purpose of homework is to reinforce what the child has been taught. Carefully selected homework may help students develop positive attitudes toward school, build good study habits, and encourage creative and critical thinking. To these ends, parents are called upon to take an active role in their child's homework. Some parental responsibilities regarding homework include:

- checking homework daily
- conferring with teachers if homework is unclear
- showing interest in what the student is learning
- taking homework assignments seriously
- assisting their child manage time well
- providing an atmosphere conducive to learning
- removing distractions (i.e. loud noise, clutter, etc.)
- providing necessary supplies
- reviewing assignments for neatness, accuracy, and completion

---

## **Discipline**

Student behavior is best improved by using a proactive approach that meets students' needs and produces desired outcomes. On the other hand, a reactive approach focuses on punishment rather than correcting inappropriate behaviors and teaching children to make positive choices. All students are expected to demonstrate respect and responsible citizenship.

#### **Schoolwide Positive Behavior Expectations**

The following general expectations apply to everyone at MAUES. Discipline problems will be kept to a minimum if students consistently abide by these simple expectations.

1. Be respectful.
2. Be responsible.
3. Be safe.

### **School Rules**

In order to maintain a safe learning environment, the following specific school rules will be enforced:

1. Walk in the hallways and inside buildings.
2. Listen and follow directions.
3. Respect others and their property.
4. Keep our school clean and free of litter.
5. Stay in designated areas.
6. Be on time.

Furthermore, students must conduct themselves in a respectful, responsible, and safe manner while in the classrooms, library, cafeteria, playground, and restrooms. Students must also behave on the bus or at the stops.

### **Classroom Discipline**

Teachers are responsible for managing student behavior in the classroom and to notify parents when a student's conduct may potentially result in a referral. Teachers take initial steps to resolve minor discipline problems. Rules that are consistent with the schoolwide behavior expectations and other policies are posted and communicated with parents. The teacher's classroom discipline plan describes the classroom rule, the consequences for violating those rules, and incentives for obeying them. When minor infractions arise, teachers document their interventions and attempts to resolve the issues. Consequences may include, but are not limited to, warnings, time out, counseling, a call to parents, and loss of classroom privileges. Students will be referred to a school administrator if problem behaviors persist or the infraction warrants more stringent consequences.

### **Office Discipline Referral**

When a student commits major infractions of the school rules or has repeat minor offenses, an office discipline referral (ODR) will be filled out by school personnel and the student will meet with a school administrator. The principal or assistant principal will determine the appropriate consequence for the student's misbehavior. Consequences may include, but are not limited to, detention, work detail,

Mandatory parent conferences, parent shadowing, and suspension. In the most severe cases, a Discipline Advisory Council (DAC) may be convened to determine whether Alternative School placement or another disciplinary consequence is suitable.

### **Student Suspension**

Board Policy 405 gives school administrators the authority to suspend a student when it is determined that the student's conduct interferes with the schools' mission. Grounds for suspension include, but are not limited to:

1. continued willful disobedience
2. open or persistent defiance of school authorities
3. habitual profanity or vulgarity
4. obscene gestures or wearing of clothing with obscene words, pictures or drawings
5. behavior that may cause the student's continued presence in school to be offensive to the welfare of the school
6. conduct that constitutes a violation of any regulation or law
7. conduct which endangers the health or safety of self or others
8. making threats of violence against others
9. possession of weapons or explosives
10. possession of alcohol or any unauthorized drug
11. intoxication
12. academic dishonesty
13. inhalants
14. possession of any tobacco products (i.e. cigarettes, chewing tobacco, etc)
15. bullying
16. harassment
17. assault
18. instigating a fight
19. sexual harassment
20. possession of drugs, weapons, or contraband

### **Student Retaliation**

A common response from students who are involved in a conflict with other students is: "My parent told me to hit back when someone hits

me.” This is unacceptable behavior at MAUES. The proper response for a student who is hit by another student is to file an incident report in the Main Office so that a school administrator can enforce an appropriate disciplinary consequence.

#### **Uniforms**

Board Policy 401 was established to improve student behavior, promote appropriate attire,

promote unity and pride, promote safety and security of all school personnel, minimize and or eliminate any socioeconomic distinction, and promote an environment free of harassment. Students must wear their uniforms (top and bottom) daily. Inner t-shirts must be tucked in, and inner t-shirt sleeves must not extend beyond the uniform shirt. Uniforms may be purchased at Royal Bic’s located in Tamuning.

---

## **Laws and Policies Governing Student Behavior**

School expectations are based on the policies of the Guam Education Board (GEB) and the Guam Code Annotated (Guam laws). The following are summaries of selected Guam Education Board Policies. The complete text can be located at <https://sites.google.com/a/gdoe.net/education-policy-board>.

#### **Board Policy 406: Student Cell Phone Use on School Campus**

Cell phone use is a privilege granted to students under specific conditions while on school campus or at a school-sponsored activity. Cell phones are not to be displayed, activated, or used on campus at times disallowed in the board policy. Cell phones must be turned off or be kept in silent mode and secured in a locker, back pack, purse, or similar enclosure. Students who engage in activities endangering the health, safety, and privacy of others may receive disciplinary action and/or may be referred to the Guam Police Department (GPD). Although board policy allows students to bring cell phones to school, it is done at the students’ risk. The school will not be responsible for any theft, damage, or loss resulting from students’ use (or misuse) of cell phones.

#### **Board Policy 407: Standard Operating Procedures for Student Searches and Seizures**

To deter acts of vandalism and to prevent students from bringing drugs, alcohol, or contraband on campus, random and unannounced school searches may be executed. Students are subject to search at any time while

on any DOE campus or school-sponsored activity. Searches of lockers, cars, and book bags are part of this random search policy. If there is reasonable suspicion to believe that a student is in possession of contraband (articles considered to be dangerous or that may be a violation of law/school policy) that student may be individually searched. Students may be asked to empty their pockets or take off their shoes. NO STUDENT WILL EVER BE STRIP-SEARCHED.

#### **Board Policy 409: Prevention and Intervention against Bullying and Sexual Harassment**

Bullying, harassment, and intimidation are defined in 17 GCA Section 3112.1 (a) as any gesture or written or physical act that a reasonable person under the circumstances should know will have the effect of harming a pupil or damaging his/her property or placing a pupil in reasonable fear of his/her person or damage to his/her property, or has the effect of insulting or demeaning any pupil or group of pupils in such a way as to disrupt or interfere with the school’s educational mission or the education of any pupil. Sexual harassment is defined as any unwanted sexual advances, whether a verbal expression or other actions, that is of a sexual nature and makes one uncomfortable or intimidated. It may be a physical act that causes one to feel uncomfortable about their gender, regardless whether it is teasing of a sexual nature with derogatory overtones (name-calling, note-writing, spreading rumors, etc.). Students may be suspended for a maximum of 10 days, even

without physical contact made to another student, if it has been determined that this policy has been violated. A warning may or may not be given, depending on the circumstances of the situation.

**Board Policy 420: Control of Unauthorized Drugs and Alcoholic Beverages**

Students and employees shall be referred to the Guam Police Department upon the determination of the principal or his/her designee that they are in possession of or are distributing suspected illegal drugs.

**Board Policy 425: Dangerous Weapons**

Any student, while at a school site, activity, or riding on a school bus, is found possessing an instrument which the principal or his designee determines to be a deadly weapon, shall be suspended immediately and a complete investigation shall be conducted.

**Board Policy 430: Smoking and Possession of Tobacco Products**

NO SMOKING or CHEWING TOBACCO on campus. The mandated Board Policy punishment for this offense is:

First Offense: 3-day suspension

Second Offense: 6-day suspension

Third Offense: 9-day suspension

Fourth Offense: 10-day suspension and Discipline Advisory Council (DAC) Hearing

**Board Policy 435: Bus Conduct**

All school bus riders will conform to school bus rules issued by the Superintendent of Education and the Director of Public Works.

**Board Policy 440: Permission to Leave School Grounds**

No student shall leave the school grounds from the time he/she arrives in the morning until the time that he/she leaves at the end of the school day. Permission to go home for lunch or to leave the school grounds for any other reason shall be at the discretion of, and shall be granted only by the principal/designee.

**Guam Code Annotated, Section 11408, Liability for Injury to Property**

The parent of any pupil who willfully defaces, or otherwise injures in any way, property, real or personal, belonging to the school shall be liable for all damages caused by the pupil. The parent or guardian of a pupil should be liable to the school for any school property that is loaned to the pupil and not returned on demand of an employee of the school authorized by the Superintendent of Education to make that demand.

---

## Attendance

A strong relationship exists between attendance in school and the development of good work habits that lead to success. According to Board Policy 330, children from age five (5) through age (15) are required by Guam law (17GCA § 6105.1) to attend school; however, students who turn five after July 31 cannot be enrolled in Kindergarten for that school year. It is expected that students will be on time and prepared for class each day, so that they will acquire the knowledge and develop the skills to become productive, responsible citizens.

**Tardiness**

Students should report to homeroom by 8:15 am. When a child arrives on campus after 8:30 am, he or she must check in at the Main Office and receive a "Tardy Slip" to be admitted into class. Parents are expected to provide a written note to the school explaining the reason for the tardiness. Frequent tardiness will not be tolerated. According to Board Policy 411, students are considered absent for a school day when they are not present for half the instructional day.

### **Excused Absences**

Board Policy 411 identifies excused absences as those incurred by following:

1. Illness of the student. However, students absent 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 the duration for which the student should be excused from school. In addition, school administrators may require written certification from a physician for the 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.
2. Scheduled medical or dental visits.
3. Death in the immediate family. Immediate family is defined as mother, father, stepmother, stepfather, guardian or caretaker, brother, sister, stepbrother or stepsister, and grandparent.
4. Required appearances at court or other legally related proceedings.
5. Lack of available bus transportation, provided the student relies on bus transportation to go to school.
6. Travel, which has the prior approval of a school administrator.
7. Natural catastrophe or disaster.
8. Participation in authorized school related activities 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.
9. Observance of holidays recognized by a religion of which the student is a member.

The school administrator shall have the final authority to decide whether an absence is considered as excused within the limits contained in this policy. In order for school administrators to determine if an absence is excused or unexcused, parents must provide a note that explains the nature of the absence (or

a doctor's certification if the absence is three or more consecutive days).

### **Unexcused Absences**

If a student returns from an absence without a parent note or doctor's certification, the absent days will be considered unexcused. When a child has accumulated three, six, nine, and twelve unexcused absences, he or she will be referred for truancy.

### **Truancy**

The following definitions are taken from Title 17 Guam Code Annotated (Education). According to Section 6401, a truant student is one who is found to be absent from school without a reasonable and bona fide excuse from a parent. According to Section 6402, a habitual truant is a pupil who has been incurred twelve (12) or more unexcused absences in a school year. School Attendance Officers (SAOs) will investigate referrals and ensure that habitual truants are referred to the Superior Court of Guam.

### **Pre-Arranged Absences**

Parents who request for pre-arranged absence must fill out the appropriate form in the Main Office. Approval of such requests is at the discretion of the principal or authorized designee. Factors such as the students' attendance, grades, and behavior may be taken into consideration by the school administrator.

### **Off-Island Pre-Arranged Absence Request**

School administrators will generally excuse off-island absences for up to ten (10) school days if prior approval is given to the parent's pre-arranged absence request. School administrators are under no obligation to excuse off-island absences if such approval is sought after the off-island absence occurred. Administrators may, however, excuse such absences if circumstances warrant doing so. The nature of the trip will be taken into account along with the student's attendance, grades, and behavior.



# Parental Involvement

Parents and school personnel want the best for every child. However, parents and school personnel must work collaboratively to maximize learning opportunities.

## Benefits of Parental Involvement

Studies overwhelmingly confirm a positive relationship between parent involvement and student achievement. Schools where parental involvement is consistently high tend to enjoy many benefits. Students experience improvements in achievement, behavior, attendance, self-concept, interpersonal communication, motivation, and attitudes toward learning. Teachers and administrators claim improved morale and self-esteem, teaching effectiveness, job satisfaction, communication and public relations, and community support. Parents also report improvements with communication with school personnel, intimacy with their child, parenting skills, and self-esteem.

## Parents' Responsibilities

Most parents believe that they play an important role in helping their child do well in school but are often uncertain about how to best play that role. Some practical tips for helping parents fulfill their responsibility for their child's education include the following:

- Insist on regular school attendance.
- Teach the child to respect the authority of school personnel.
- Teach the child to respect the rights and property of others.
- Know and understand the rules the child is expected to observe at school.
- Instill a desire to learn and to do honest work.
- Be involved with the child's school.

- Attend Parent-Teacher Conferences and functions.

## Suggestions for Keeping in Touch or Staying Informed

School personnel appreciate hearing feedback from parents just as much as parents appreciate hearing from the school. Some suggestions for parents for maintaining open lines of communication include:

- Meeting with the teacher and other school personnel early in the year and as regularly as possible
- Calling, writing notes, or sending emails to teachers
- Never missing a Parent-Teacher Conference and using that opportunity to share information
- Asking for ways to reinforce lessons at home
- Reading the student's planner and making comments
- Volunteering for school projects, field trips, PTO, or special events
- Attending Open House and other special programs
- Reading notices, newsletters, or correspondence
- Visiting the school website:  
<http://mauelementaryschool.weebly.com>
- Checking out the school's Facebook page:  
<http://facebook.com/mauelementaryschool>

## Board Policy 830: Parental Grievance

Parents who feel that they have legitimate grievances regarding students, teachers, or staff should adhere to the following procedures. If the problem involves their child's teacher, the parents must first make an appointment with the teacher to discuss the complaint. If the issue does not get resolved by meeting with the

teacher, the parents' recourse is to meet with the principal or assistant principal. Parents may also request to meet with the principal or assistant principal if they have a concern about employees or other students. If the issue does not get resolved by meeting with the principal, the parents may register their complaint with the Deputy Superintendent of Educational Support & Community Learning. If this situation does not get resolved at this level, the parents may appeal to the Superintendent in writing.

#### **Parent-Teacher Organization**

MAUES has an established Parent-Teacher Organization (PTO). Parents are highly encouraged to participate and contribute back to the school. Meetings will be scheduled and announced.

#### **Parent Conferences**

Parent-Teacher Conferences are scheduled at during first and third quarters. Parents may also make appointments with teachers as needed, and teachers will be happy to accommodate parents during available times.

Counselors and school administrators are also available by appointment.

#### **Parent Compact**

Parents and other significant adults are challenged to commit to the following pledge:

I pledge, as a Parent of M.A. Ulloa Elementary School, to:

- help my child be successful by volunteering and/or providing other support to teachers.
- attend school functions and Parent-Teacher Conferences.
- be involved and monitor the amount and content of my child's media consumption.
- Parent Portal
- stay aware of what my child is learning
- communicate regularly with school staff and with my child.
- assist with homework and read with my child every day.
- provide adequate rest, food, shelter, and medical attention so that my child is ready to learn.
- help my child get to school on time and attend regularly.

# Student Services

## Food and Nutrition

The Department of Education believes that good health habits and proper nutrition are critical to learning. Children's ability to learn at optimum rates is adversely affected when their dietary needs are not met. Therefore, parents are highly encouraged to promote a healthy lifestyle and serve balanced, nutritious meals at home. Parents are further encouraged to provide their child with nutritious snacks and/or lunch (such as fruits, vegetables, and, 100% juice) to bring to school. [Please note: Parents are asked to remind their child not to share their snacks/lunch with other children as they may have allergies. Also, hot foods/chips and candies are not permitted.]

## Board Policy 705: Food and Nutrition Services Management

Board Policy 705 requires DOE to maintain participation in the USDA Food and Nutrition program in accordance with the Child Nutrition and WIC Reauthorization Act of 2004. In keeping with federal nutrition guidelines, DOE has taken the position that there shall be NO PARTIES during the school day.

## Cafeteria Services

The school cafeteria promotes healthy living and serves balanced, nutritious meals. As part of our school's participation in the Community Eligibility Provision, meals are provided to students at no cost to the families.

Meal times are as follows:

### Breakfast

7:15am-8:15am	All students
---------------	--------------

### Lunch

10:30am-11:15am	Kinder & 1 <sup>st</sup>
11:15am-12:00pm	2 <sup>nd</sup> & 3 <sup>rd</sup>
12:00pm-12:45pm	4 <sup>th</sup> & 5 <sup>th</sup>

## Cafeteria Rules

Like every other part of campus, students are expected to be respectful, responsible, and safe. Some specific rules of behavior in the cafeteria are:

1. Wait your turn.

2. Be considerate of others when standing in line.
3. Sit at your grade's area.
4. Speak softly in the cafeteria.
5. Finish your food in the cafeteria.
6. Return your food tray and milk carton.
7. Walk in the cafeteria.
8. No horse playing or inappropriate behaviors.

## Counseling Services

MAUES supports the development of the whole child and offers counseling services for students. Elementary level school guidance is based upon the following beliefs: that elementary guidance is primarily preventive rather than remedial; that services are provided for all children, not only children who exhibit problematic behaviors; and that child growth is developmental. The services offered by the school counselors are supportive and complimentary to the efforts of the classroom teachers. Students may be referred to the counselors, or students may request to see a counselor. The primary duties of a school counselor are to:

- promote the social and emotional welfare of all children.
- help guide students in discovering their interests, abilities and capabilities.
- act as a consultant for parent conferences and home visitations.
- provide interventions for at-risk students
- mobilize community resources to the extent possible.

## School Health Counselor (Nurse)

The School Health Counselor, also known as the school nurse, attends to the health needs of students. The nurse provides first aid in case of injuries, assesses illness and treats them accordingly, and delivers a number of other health services. The nurse's office is open from 8:30 am to 2:43 pm. Should a child become ill or injured, the child should ask the teacher for permission to be seen by the nurse. Other protocols will be followed depending on the nature of the illness or injury. In some cases,

parents will be contacted to pick up their child. In other extreme cases, parents will be informed that their child will be transported via ambulance to a medical facility. Since the child's health and safety are a top priority in school, parents are expected to cooperate with school officials and to ensure that their contact numbers and their child's emergency health information is ALWAYS CURRENT.

### **Medication**

Parents must inform the school in writing if their child is required to take medication. Parents must also provide the medication to the school nurse personally. The nurse will dispense medication to students who must take them during school hours. A doctor's verification of the type of medication and required dosage will be required. All forms of medication must be in their original container. Students are prohibited from bringing any type of medication to school.

### **Library Services**

MAUES supports the literacy and technology development of children. To that end, the library is a great place to find information, explore technology and discover the love of reading and learning. The library is open from 8:15 am to 2:43 pm. The library offers reference materials, literary texts, and informational resources (printed and digital) to students. Classes are scheduled to visit the library throughout the day. Library classes are scheduled for 30 minutes daily for each grade level from Head Start, Kindergarten to Fifth Grade. Students are able to check out books, access and read eBooks, assist peers with technology, explore library/maker space centers, conduct research, and use available technology. The librarian also teaches students how to become better consumers of information. If teachers need additional printed materials or media for their lessons, the librarian can help locate those resources in our collection or from online sources. Occasionally, teachers will schedule special classes in the library. The librarian may also host special events or put up special displays. Students may request from their

teachers a pass to visit the library. While in the library, students are expected to conduct themselves respectfully and responsibly. Books and other materials are available for check out and must be returned when due. Only students whose parents or guardians have signed a library promissory form will be allowed to check out books from the library.

Students must submit an approved Technology Use Policy form signed by parents or guardians to use and access technology devices and the internet in the library and on school campus.

### **Bus Transportation Services**

The Government of Guam through the Department of Public Works (DPW) provides bus transportation for students. Every student who rides the bus to school is expected to behave and follow the instructions of the bus driver. Parents must be aware that students:

- being transported by bus are under the direct authority of the bus driver.
- shall be courteous to the driver and fellow students.
- may be assigned seats by the driver.
- shall be waiting at the bus stop and ready board the bus when it arrives.
- shall remain seated at all times while the bus is in motion.
- shall not extend hands, heads, or arms outside the bus window.
- shall converse in normal tones. Loud or vulgar language is prohibited.
- shall not deposit refuse of any kind in the bus.

Students who violate these rules will be reported to the principal and may receive disciplinary consequences including, but not limited to: a reprimand, mandatory parent conference, and loss of bus-riding privilege. Parents may be held liable for any damages to the bus caused by their child. Parents who have questions about bus operations may contact the Dededo Bus Operations Station at 632-2026 or the DPW Bus Operations Superintendent at 646-3208.

# Emergency Procedures

Emergency procedures are addressed in Board Policies 500, 505, 510, and 515. School personnel have the responsibility for the safety of students for teaching students how to conduct themselves during an emergency. Students are required to familiarize themselves with the procedures for quick and easy evacuation. Evacuation maps are posted in each classroom. When the building must be evacuated, students must follow the assigned routes and assemble in the designated waiting areas. To prepare for an emergency, several drills will occur on a monthly basis.

## **Fire Drills**

Students must follow their teachers' instructions for evacuation from the classroom and assembly in the designated areas. In the absence of a bell or fire alarm system, the school personnel will use an alternate method to notify teachers and students of a drill. Students are to remain quiet and orderly so that teachers can take roll attendance. When the "all clear" signal has been given, students will return to the classroom in a quiet and orderly fashion.

## **Earthquake Drills**

Earthquakes are unpredictable, but knowing what to do should an earthquake strike may save lives. During an actual earthquake or a drill, students are to find cover shelter and follow the "Drop, Cover and Hold, and Evacuate" procedure. Earthquakes are usually very brief. In an actual earthquake, the immediate task is to protect oneself from falling objects. During an earthquake, everyone is to crouch under a desk or table, and protect the head. If happens to be outside during an earthquake, he or she must stay outside and go to an open area away from hazards. During and after an earthquake, students must follow the instructions of staff members.

## **Bomb Threat**

If the school personnel receive a call relative to the presence of a bomb on campus, the emergency evacuation procedures will be initiated. Entry into the building will be prohibited for all personnel and students until the Guam Fire Department has granted clearance.

## **Campus Lockdown**

In rare situations, it is necessary to lockdown the campus. There will be a long ringing bell, which indicates we are on a Campus Lock Down. This is done only in extreme emergencies when violence has occurred on campus or is eminent danger. A lockdown means that everyone must immediately take shelter in order to avoid injury. Students will be directed to remain calm and follow the directions of school personnel.

## **Lockdown Procedures**

If it is necessary to lockdown the campus, students shall immediately seek shelter in the nearest room available to them. There will be a long ringing bell which indicates we are on a Lock Down. They must move away from doors and windows, lie on the floor, and remain absolutely quiet and calm. Teachers shall exercise strict control over their students so as to avoid exposing them to risk.

## **Typhoon Procedures**

Guam is situated along "typhoon alley" and experiences severe typhoons. MAUES is one of several primary shelters on island. When announced by that Guam is in Condition of Readiness II while school is in session, students who are not normally transported by school buses shall be dismissed immediately. Transportation officials will send school buses to the schools so student can be sent home.

<b>School Rules</b>	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE SAFE</b>
<b>General Rules</b>	Students should: <ul style="list-style-type: none"> <li>• be kind and courteous to each other.</li> <li>• keep hands, feet, and objects to yourself.</li> <li>• walk quietly to and from your classroom.</li> <li>• listen and obey all rules from school authority.</li> </ul>	Students should: <ul style="list-style-type: none"> <li>• help keep the school campus, restrooms, and classrooms clean.</li> <li>• take care of school property.</li> <li>• ask before touching anyone's personal belongings and respect their wishes if they say NO.</li> </ul>	Students should: <ul style="list-style-type: none"> <li>• walk while on campus</li> <li>• use playground equipment properly.</li> <li>• leave gum, toys, radios, jewelry, and electronic games/items at home.</li> <li>• leave sharp objects such as pencils, pens, and scissors in the classroom.</li> </ul>
<b>Hallway Rules</b>	Students should: <ul style="list-style-type: none"> <li>• respect those around them.</li> <li>• be quiet or talk in low voices so as not to disturb others.</li> </ul>	Students should: <ul style="list-style-type: none"> <li>• help keep our school campus clean at all times.</li> <li>• pick-up all trash and throw it in the trash container.</li> </ul>	Students should: <ul style="list-style-type: none"> <li>• keep their hands, feet, and objects to themselves.</li> <li>• walk on the red line and not run.</li> <li>• keep personal items secured at all times.</li> </ul>
<b>Playground Rules</b>	Students should: <ul style="list-style-type: none"> <li>• respect those around them. Physical violence/fighting will not be tolerated.</li> <li>• obey the adult who is supervising.</li> </ul>	Students should: <ul style="list-style-type: none"> <li>• help keep their playgrounds clean at all times.</li> <li>• pick-up all trash and throw it into the trash container.</li> </ul>	Students should: <ul style="list-style-type: none"> <li>• keep their hands, feet, and objects to themselves.</li> </ul>
<b>Cafeteria Rules</b>	Students should: <ul style="list-style-type: none"> <li>• practice good etiquette while eating their meals.</li> <li>• respect those around them.</li> </ul>	Students should: <ul style="list-style-type: none"> <li>• help keep their cafeteria clean at all times.</li> <li>• not take food from others.</li> <li>• eat their given meals.</li> <li>• pick-up all trash and throw it into the trash container.</li> </ul>	Students should: <ul style="list-style-type: none"> <li>• keep their hands, feet, and objects to themselves.</li> <li>• remain in the cafeteria or designated area.</li> <li>• walk, not run in the cafeteria.</li> <li>• form a single line – one in front of the other and all facing forward.</li> </ul>
<b>Restroom Rules</b>	Students should: <ul style="list-style-type: none"> <li>• respect those around them.</li> </ul>	Students should: <ul style="list-style-type: none"> <li>• clean up after themselves.</li> <li>• use toilet and sink the proper way.</li> </ul>	Students should: <ul style="list-style-type: none"> <li>• keep their hands, feet, and objects to themselves.</li> <li>• not play in the restroom.</li> <li>• wash hands thoroughly.</li> </ul>
<b>Waiting Area (After School)</b>	Students should: <ul style="list-style-type: none"> <li>• be seated and quiet while waiting for their bus or car to arrive.</li> <li>• obey the instructions of the adults who are supervising.</li> </ul>	Students should: <ul style="list-style-type: none"> <li>• make sure to give their teachers the parent note if their transportation arrangements change.</li> </ul>	Students should: <ul style="list-style-type: none"> <li>• follow the directions of the school personnel before going to the bus or car.</li> </ul>
<b>Walker's Area (Before &amp; After School)</b>	Students should: <ul style="list-style-type: none"> <li>• be quiet while waiting for their escort or vehicle to arrive.</li> <li>• obey the instructions of the adults who are supervising.</li> </ul>	Students should: <ul style="list-style-type: none"> <li>• make sure to give their teachers the parent note if their transportation arrangements change.</li> </ul>	Students should: <ul style="list-style-type: none"> <li>• follow the directions of the school personnel before leaving the gate.</li> </ul>
<b>Bus Riders (Before &amp; After School)</b>	Students should: <ul style="list-style-type: none"> <li>• Hands and Feet to yourself</li> <li>• Use a quiet voice</li> <li>• Follow the instruction of the bus driver.</li> </ul>	Students should: <ul style="list-style-type: none"> <li>• Keep all items in your back pack.</li> <li>• Follow the bus rules</li> </ul>	Students should: <ul style="list-style-type: none"> <li>• Enters/Exit bus with walking feet</li> <li>• Sit in your seat, face forward.</li> <li>• Remain seated until the bus has stopped.</li> </ul>

# **Student Behavior Matrix**

## **Parent & Student Agreement**

Most parents believe that they play an important role in helping their child do well in school but are often uncertain about how to best play that role. Some practical tips for helping parents fulfill their responsibility for their child's education include the following:

- Practice Health & Safety measures with the 3 W's (Wear a Mask, Wash hands,
- Insist on regular school attendance.
- Teach the child to respect the authority of school personnel.
- Teach the child to respect the rights and property of others.
- Know and understand the rules the child is expected to observe at school.
- Instill a desire to learn and to do honest work.
- Be involved and informed with your child's school – Check online Parent Portal, Class Dojo, School Website.
- Attend Parent-Teacher Conferences and functions.

Please sign the following to agree to fulfill the responsibility of your role as a parent in your child's education.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### **Carabao Pledge**

I am respectful; I am responsible;

I am safe; I am prepared.

We are here to learn; therefore, I will do nothing to keep the teacher from teaching,

and anyone, myself included, from learning.

I will cooperate with all school personnel.

I will respect others, the environment, and myself.

By acting this way, I show that I am capable,  
connecting, and contributing.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_