

# Okkodo High School

## Faculty Handbook SY 2024-2025



*Accredited by Western Association of School and Colleges  
533 Airport Boulevard, Suite 200, Burlingame, California 94010*

Principal – Ms. Rita Flores

Assistant Principal – Mr. Gene Dydasco

Assistant Principal – Ms. Cora Elane

Assistant Principal – Mrs. Melissa Flores

Assistant Principal – Mr. Ulric Mark

Administrative Officer – Ms. Ann Marie Flores

501 Mariner Avenue, Barrigada, Guam 96913  
Telephone: 671-300-1870  
Website: [okkodohighschool.net](http://okkodohighschool.net)



**Department of Education Vision**  
Every Student: Responsible, Respectful, and Ready for Life

**Okkodo High School Mission Statement**  
Okkodo High School provides a respectful environment for quality learning that builds knowledge and skills to succeed in the 21<sup>st</sup> century.

**Student Learning Outcomes (SLOs)**

Effectively communicate with others  
Excellence in academics  
Embrace cultural diversity  
Environmentally respectful  
Exercise Total Wellness

<b>Bell Schedule</b>		
<b>SY 2024 – 2025</b>		
<b>MONDAY - TUESDAY - WEDNESDAY - THURSDAY</b>		
<b>Time</b>	<b>Period</b>	<b>Duration</b>
6:55 am	Warning Bell	5 mins
7:00 am – 8:15 am	1 <sup>st</sup> Block (1 <sup>st</sup> /4 <sup>th</sup> )	75 mins
8:20 am – 9:40 am	2 <sup>nd</sup> Block (2 <sup>nd</sup> /5 <sup>th</sup> ) Home Room	80 mins
9:40 am – 9:50 am	Break	10 mins
9:55 am – 11:10 am	3 <sup>rd</sup> Block (3 <sup>rd</sup> /6 <sup>th</sup> )	75 mins
11:10 am – 12:00 pm	Lunch	50 mins
12:00 pm	Dismissal	-
12:00 pm – 2:15 pm	Teacher Office Hours	2hrs 15 mins

## SIS Bell Schedule

SY 2024 – 2025

### DESIGNATED FRIDAYS

<b>Time</b>	<b>Period</b>	<b>Duration</b>
6:55 am	Warning Bell	5 mins
7:00 am – 7:55 am	1 <sup>st</sup> Block (1 <sup>st</sup> /4 <sup>th</sup> )	55 mins
7:55 am – 9:00 am	2 <sup>nd</sup> Block (2 <sup>nd</sup> /5 <sup>th</sup> ) Home Room	60 mins
9:00 am – 9:10 am	Break	10 mins
9:15 am – 10:10 am	3 <sup>rd</sup> Block (3 <sup>rd</sup> /6 <sup>th</sup> )	55 mins
10:15 am- 11:10 am	SIS Block	55 mins
11:10 am – 12:00 pm	Lunch	50 mins
12:00 pm	Dismissal	-
12:00 pm – 2:15 pm	Teacher Office Hours	2hrs 15 mins

# OKKODO HIGH SCHOOL

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# Faculty

<b>English Language Arts</b>	<b>Math</b>	<b>Fine Arts</b>
1. Aromin, Gia	1. Caguin, Katherine	1. Bautista, Roybert
2. Barlongo, Marlene	2. Chargualaf, Emmeline	2. Dennis, Auston
3. Chargualaf, Joseph	3. Dacanay, Justin	3. Sisson, Kalani
4. Esteban, Charlotte	4. Escano, Marieta	4. Refuerzo, Alfredo
5. Estoy, Ruel	5. Jimenez, Erna	<b>MCJROTC</b>
6. Kadiasang, Jessica	6. Limtuatco, Xiarra	1. Pocaigue, Jan
7. Libranda, Didreanne	7. Naz, Judy	2. Santiago, Vincent
8. Mad, Arleen	8. Salenga, Kai Lona	<b>Guidance Counselor</b>
9. Mendiola, Shaiana	9. Sevilla, Joan	1. Caguin, Robert
10. Mercado, David	10. Zamora, Myla	2. Felisan, Sahlee
11. Mortes, Krischelle	<b>Social Studies</b>	3. Kho, Gerald
12. Palomo, Andrina	1. Acosta, Charles	4. Nelson, Juliana
13. Quintanilla, Joyce	2. Concepcion, Andrew	5. Palomares, Annie
	3. Fejeran, Laurenz	6. San Nicolas, Jennifer
<b>Science</b>	4. Huavas, Marian	<b>GCC Instructors</b>
1. Aquino, Daniel	5. Iglesias, Therese	1. Esturas, Raniel
2. Camaya, Marlyn	6. Jones, Kirstine	2. Manzana, Amada
3. De Jesus, Alex	7. Libranda, Vann	3. Perez, Jonathan
4. Fejeran, Chris	8. Manibusan, Jerome	4. Santos, Dave
5. Mattson, Virginia	9. Peters, Julie	5. Torres, Hennessey
6. Nucum, Geraldine	10. Quintanilla, Nichole	6. Zapanta, Darlygn
7. Roldan, John	11. Taitano, Frances	
8. Rondilla, Gregoria	12. Villavicencio, Manny	
9. West, Dianne	<b>PE/Health/CFS</b>	
10. Vacant	1. Camaya, John	
11. Vacant	2. Carlos, Denise	
<b>Chamorro</b>	3. Chargualaf, Leilani	
1. Blanco, Francisca	4. Corpuz, Sara	
2. Sablan, Gregorio	5. Esperon, Chona	
3. Salas, Angela	6. Hidalgo, Roderick	
<b>Librarian</b>	7. Mailloux, Christian	
Juralbal-Arii, Helena	8. Reyes, Lynn	
<b>CRT</b>	9. Terlaje, Thomas	
1. Gombar, Cecile	10. Treltas, Melonie	
2. Gombar, Christopher	<b>Special Education</b>	
<b>Business</b>	1. Calugay, Angel	
1. Araos-Pangilinan, Zaira	2. Flores, Tamara	
2. Gianchand, Clint	3. Leon Guerrero, Florence	
<b>ESL</b>	4. Torres, Susie	
1. Libranda, Arem	<b>Foreign Language</b>	
2. Pangelinan-Mack, Krista	Pacienta, Ceria	
3. Vacant	<b>School Health Counselor</b>	
<b>ESL Coordinator</b>	Quiaoit, Bannuar	
San Agustin, Roseanna		

**S T A F F**

***School Parent Outreach***

Nagal, Vanessa  
Jasmin, Allan

***School Resource Officer***

Quejado, Keith

***Office Staff***

Crisostomo, Therese  
Flores, Ann Marie  
Ignacio, Cierra  
Olpindo, Emyleen  
Pauline, Paulino

***School Aides***

Blas, Frank  
Cepeda, Margaret  
Fejeran, Virginia  
Jackson, Irene  
Lumbo, Andrew  
Masga, Bobbie Jean  
Munoz, Rhandy  
Pocaique, Leilani  
Quenga, Clarice  
Ragadio, Lorna  
Sablan, Michael  
San Nicolas, Peter

***One-to-One Aides***

Barnes, Gracelynn  
Borbon, Venefredo  
Cepeda, Magie  
Joshua, Ersina  
Mailos, Frosmy  
Namewel, Narisa



Pilias, Loschang  
Pingul, Arlene  
Ramirez, Ren  
San Nicolas, Shirley  
Santos, Mariano  
Sona, Rocklyn  
Yebra, Mark

***Teacher Assistants***

Aquino, Meynard  
Borbon, Emmalyn  
Martin, Jesse

***Cafeteria***

Benavente, Angie  
Camacho, Maria  
Cepeda, Stephanie  
Cruz, Dolores  
Duenas, Lillian  
Jesus, Jacqueline  
**Leon Guerrero, Richard**  
Luke, Berry  
Ngeskebei, Joshua  
Orpilla, Maria  
Puello De Price, Maria  
Quinata, Julia  
Ruben, Gladwell

## TEACHER OBLIGATIONS

1. Conduct a well-planned and effective classroom program.
2. Initiate and enforce a set of classroom regulations that facilitate effective learning.
3. Attend to all minor discipline problems within the classroom. Use the back of the Office Discipline Referral (ODR).
4. Maintain effective communication with parents by returning phone calls, attending parent conferences, sending Progress Reports, and initiating parent contact whenever student progress is unsatisfactory.
5. Cooperate fully with administrators and other teachers in enforcing general school rules and appropriate campus behavior.
6. Maintain a careful record of attendance and of academic achievement on which grades are based. Regularly input grades and attendance into PowerSchool.
7. Assume a proportionate share of total school responsibility for extra-curricular supervision, curriculum committees, etc.
8. Make prompt referrals when a student's conduct and record indicate more than routine problems exist.

## INSTRUCTION

### Course Outline/Syllabus

Teachers shall provide students and families with a course syllabus at the beginning of every school year/semester. It will include the course requirements, the basis on which the grades will be assigned, procedures for make-up work, rules regarding tardiness, classroom behavioral expectations, and the weighted activities to arrive at the student's final grade for the semester.

### Lesson Plans (Board Policy 378)

Classroom teachers shall be responsible for preparing daily written lesson plans (see Appendix C) consistent with the adopted curriculum, district content and Priority Standards Skills and Topics (PSSTs), and their performance indicators. The length, style, and specifics of each lesson shall contain, at a minimum, the following components:

- Student Learning Outcomes (SLOs)
- PSSTs & Performance Indicators
- Anticipatory set or effective grabber
- Instructional objectives
- Instructional strategies
- Formative Assessment
- Guided practice
- Closure
- Accommodations/Modifications
- Textbooks/Materials/Resources used to support the lesson

Daily lesson plans shall be readily available for review by the school administration and for the use of the substitute teacher when the teacher is absent.

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

### *Emergency Lesson Plans*

Teachers shall leave three (3) emergency lesson plans with the school administration in the event of an unforeseen absence. Emergency lesson plans should include the following:

- Class Roster per Period
- Seating Chart
- Homeroom/Attendance Instructions
- Lesson Plan (Give specific and simple instructions for the substitute)
- Schedule of Prep Period and Lunch
- Written Work and Answer Keys
- Supplies needed for proper instruction of plan

Emergency lesson plans will be used whenever a teacher is unable to come in due to an unforeseen emergency. Teachers should however, provide lesson plans that are current and updated when requesting for leave.

## Grading

Grades shall be recorded using the web-based PowerTeacher program adopted by the school district

The grading of students (noted in the teacher's course syllabus) is the teacher's responsibility. The teacher shall be considered the best-qualified person to evaluate students' work, and their integrity shall be respected. The grade given by the teacher is the teacher's evaluation of students' progress or achievement evidenced by student performance.

The grading scale is consistent with BP 350. Teachers shall define in the course syllabi how the grades are determined. The conversion scale for standards-based-grading (SBG) should be included in the syllabus. See scale below.

A student must receive a grade of 60% or higher to pass a class, or 70% or higher for weighted courses.

Secondary students earn a half (1/2) credit upon successful completion of a semester course with a grade of 60% or higher for regular courses, or 70% or higher for weighted courses.

The following is the grading system for the Department of Education:

Nonweighted Courses	Weighted Courses
90 to 100 = A	101 to 110 = A
80 to 89 = B	90 to 100 = B
70 to 79 = C	80 to 89 = C
60 to 69 = D	70 to 79 = D
59 or less = F	69 or less = F
Conversion Scale	
4.0 = 100%	
3.5 = 95%	
3.0 = 90%	
2.5 = 80%	
2.0 = 70%	
Below 2.0 = 50%	

A failing grade should come as no surprise to parents if the teacher has kept them informed. Teachers shall keep parents informed about the academic progress of each student. 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 a conference shall be held with the

student, the teacher, a school counselor, a school administrator and the parents/guardians. Scholastic grades must be in accordance with the

pupil's scholastic achievement or progress.

## Report Cards/Progress Reports

Report Cards are issued at the end of each semester. Progress Reports are issued at the midpoint of each semester. Students/parents must be notified by mid-semester that there is a possibility of student academic failure. Request that the parent and student sign the progress report. All progress reports shall be kept on file for the entire year.

Teachers should review student grades and attendance records for accuracy. Teachers shall make all appropriate grade changes to turn-around documents when finalizing grades. Teachers shall hold all students accountable for class work or make-up work and set deadlines to finalize grades within the posting of grades timeline.

## Final Exams/Mandated Tests

No field trip or other school sponsored student activities will be scheduled during the week of exams. An exam schedule will be announced each semester.

## Homework

Integral to the overall learning process, homework must enhance and be consistent with in-class activities. Teacher should always explain and monitor homework to encourage good study habits. Cheating on homework assignments should result in similar corrective action as other cheating offenses. Teachers should utilize the student planners to have students write down their homework and from time to time monitor parent acknowledgment. Teachers should consult with the school's business office if materials can be provided by the school; if not, teachers should consult with the school principal.

## School Supplies

The school will purchase basic materials. They will be distributed to students as they are received by school officials.

## Field Trips



Well-planned field trips are a part of the instructional program. Field trips can only be counted as instructional activities when the trips are directly related to a content area. Applications for field trips and standard operating procedures are available in the main office.

Field trips should include the following preparation:

1. Teachers should discuss proposed field trips with the principal **before** initiating discussion with students. The teacher should be prepared to discuss course objectives, learning outcomes, evaluation procedures, etc. for the field trip and submit the field trip request form to the principal's secretary for review by the principal or designee.
2. The teacher must make prior arrangements with those in charge at the destination as to date, time of arrival, number of pupils, and any other pertinent information.
3. The teacher must inform the Business Office and cafeteria manager of the numbers of participating students on the field trip.
4. **At least three weeks prior to the field trip, a field trip request form should be filled out by the teacher(s) and submitted to the Principal for approval.**
5. The teacher should make a preliminary survey of the field trip destination for safety reasons before the initial field trip day.
6. After receiving final approval from the Principal, the teacher should proceed with further planning with students. In planning, the teacher should notify the parents of each student about the field trip, explaining every phase of the trip to include purposes, safety and benefits to be derived. Field trip forms should be filled out and given to each student to take home for parental approval/permission.
7. Signed field trip forms/permission slips should be kept on file.

8. The teacher initiating the field trip will have the prerogative of deciding who will be allowed to participate.

9. Students are required to have each of his/her teachers, whose class they will miss, sign their field trip form. At least two weeks' notice should be given prior to the field trip. Teachers may decline to sign a student's field trip form for the following reasons: (a) the student is failing; (b) has excessive absences – 7 days for a quarter; or (c) has taken more than 6 field trips in one quarter.

10. Students will not be allowed to go on a field trip without all signatures (parent's and teachers') on the field trip form.

11. No one should penalize students for non-participation in field trips.

12. Students 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.

*Teacher's field trip request should be followed up with the following items:*

1. A listing of those students accompanying you on the fieldtrip. This listing should be screened by the school administration to enforce disciplinary action already assigned to specific students (i.e., no extra-curricular activities for the semester indicated on referrals).
2. A listing of those students staying behind and where they will be located on campus.
3. Please ensure that students staying back have assignments to complete.
4. A confirmation that all students on this fieldtrip have submitted their written parental permission form. No phone calls, permission must be given in writing.
5. An indication on the parental permission form of any special items needed by students to experience this fieldtrip (i.e., fees, money for lunch, sack lunch, extra clothes, etc.).

*As a teacher going on this fieldtrip, you will be responsible for the following:*

1. Ensuring that learning takes place during the fieldtrip (i.e., follow your objectives).
2. Ensuring the safety of all students. All students must be closely supervised. No other adult, other than the teacher should have full supervision of the students.
3. Ensuring the return of all students to the campus. (No parents should be allowed to pick

up their child on a trip. Arrangements must be cleared by administration prior to the trip.) Do not leave anyone behind. Do a bus count-twice, once before leaving campus and once before leaving the field trip site.

4. Ensuring proper behavior of students on the fieldtrip. All school rules apply.

5. Inform administration via phone call of any emergency that arises during the fieldtrip.

*Other field trip concerns:*

1. No field trip will be allowed during exam and testing weeks, and the last three weeks of school.

2. Absolutely no swimming is allowed.

3. Students must return their field trip forms to the teacher in charge of the field trip so that there is evidence that the student participated on the field trip.

**Off-Island Field Trips**

See the Principal for information on planning off-island field trips. Failure to submit off-island field trip request forms under specified department deadlines will result in disapproval of said request.

Off-Island field trips are taken by students while accompanied by one or more employees of the Department of Education to a point outside of Guam. This definition applies whether or not the trip is taken during school days or weekends. Such a trip should include the following preparations:

1. If an off-island field trip is planned, the Principal of the school involved should seek permission from the Superintendent of Education in writing. Such request should include the necessary details of the trip.

2. The Superintendent, upon advisement from the Guam Education Board may grant permission for such off-island trip if the purpose is consistent with the policy and guidelines, as approved by the Guam Education Board. (In order for such permission to be secured, the trip then must be adequately financed from other than the budgeted funds without undue hardship on the students; supervision must be sufficiently provided; and life insurance coverage in the amount of at least \$5000.00 per student must be purchased.)

3. Students who take off-island trips during the school year are permitted to make up work. All related field trip forms must be signed in advance in accordance with field trip policies.

4. Submission of tentative request requires 4 weeks advance notice. Final request requires 2-week notice.

5. Refer to field trip form for additional requirements.

**Service Learning Policy (BP 381)**

Public Law 30-53 stipulates that beginning with 9<sup>th</sup> graders in school year 2011-2012, each student will be required to fulfill seventy-five (75) hours of service learning to graduate. The mission of service learning is to allow each student to integrate standards-based curriculum and activities that meet the needs of the community.

**Instructional Observations/Evaluations**

The Guam Professional Teacher Evaluation Program shall be used to improve teacher's instructional practices. Measures of evaluation include: (a) a minimum of six (6) classroom mini-observations; (b) student growth; and (c) parent and student perception surveys. Further, the teacher will be rated on five standards: (a) Standard I – Planning; (b) Standard II – Instruction; (c) Standard III – Management; (d) Standard IV – Reflection and Professional Development; and (e) Standard V – Learning Communities.

**PERSONNEL POLICIES**

**Work Day**

Teachers must be at the worksite a total of 15 minutes distributed before and/or after instructional day in a distribution determined by a plurality vote of the school faculty and administration who are in attendance during the first faculty meeting.

Teachers must be at their duty station by the warning bell or school identified indicator that must not be less than five minutes and no more than ten minutes prior to the start of instruction.

When a teacher leaves the school campus for lunch or during his/her preparation period, he/she is required to sign out before leaving and sign in upon return.

## Preparation Period

Teachers may leave campus during their preparation period upon providing a purpose that must be directly related to classroom preparation. Notification may be done by signing-out in a school-designated logbook. Teachers must sign-in upon returning to the campus. Any misuse or late return may be subject to progressive discipline.

## Attendance/Absences

- A. Employees are accountable to the Department for their whereabouts during the duty day. Teachers whose whereabouts are unknown during the duty day will be presumed to be doing personal business and as such, may be charged with absence without leave and docked in pay.
- B. Teachers must notify their PTEP supervisor of their absence on a daily basis in addition to all leave requests. For emergency situations and upon their return to work, teachers shall see their PTEP supervisor and submit a leave request no later than the date of returning to work.
- C. A maximum of 4% of the instructional teaching population will be approved for leave, including but not limited to personal, administrative, or pre-planned sick leave, such as dental or medical appointments, on any given work day. As much as possible, teachers are requested to schedule appointments for times that are outside duty hours.
- D. During Parent-Teacher Conference (PTC), teachers will not be permitted to take leave unless it is an emergency. Teachers are to make arrangements to use their parental involvement leave during the week prior to the high school PTC date.
- E. Except for unplanned/emergency sick leave, approval of leave must be obtained **prior** to taking leave. It is the responsibility of the teacher to follow-up whether the leave was approved. Submission of leave request does not guarantee approval.

- F. It is solely the employee's responsibility to ensure that all his/her leave documents are completed and the information provided is accurate. Back-in pay and leave conversion will only be processed for extenuating circumstances.
- G. If a teacher will be absent or delayed at the start of the day, he or she must contact Mr. Mark directly or contact office staff who will inform Mr. Mark. He will assign available staff to cover the classes until the teacher returns.

## Sick Leave

Each employee occupying a permanent position is eligible to receive sick leave. Teachers accrue one hundred four (104) hours (13 days) of sick leave per duty year. If a teacher is absent because of illness four or more consecutive days, the teacher may be required to furnish certification of illness from a licensed physician. Less than four consecutive days shall not require a physician's certification except for specific cases where a teacher's pattern of sick leave indicates possible misuse of leave.

## Personal Leave

Teachers shall be granted three (3) duty days paid leave each school year for personal reasons or to conduct personal business, which cannot be accomplished after school or on weekends. Personal leave must be requested in writing and in advance with the teacher's PTEP evaluator. Prior notice of a minimum of two (2) full school days must be given. Leave taken to extend holidays requires at least 7 calendar days advance notice. Leave request must be approved prior to taking leave. Personal leave shall not be used during the first and last week of the school year without written approval from the Superintendent.

## Leave Procedure

Every teacher who takes leave must properly and completely fill out and sign the leave application form (see Appendix A, Leave Form). Leave forms are also available in the main office. It is the teacher's responsibility to timely submit the completed leave form and other

accompanying documents to avoid not getting paid or getting pay docked. Submit completed and signed leave form with necessary documents to the school secretary prior to Thursday of a non-payday week.

### **Jury Duty**

If a teacher is called for jury duty, he/she shall be excused from work with full pay and without charge to leave for all hours required for such duty, not to exceed the number of hours in the teacher's normal work day. The teacher shall return to work immediately upon release by the court if the jury duty does not require absence for the entire teacher's work day. The teacher is required to show the Jury Duty Call Notification to his/her supervisor. Jury service compensation must be paid to DOE in accordance with Section 6505, Chapter 6, Title 4 of the Guam Code Annotated.

### **Attendance at Meetings**

Teachers are required to attend all ten (10) faculty meetings and three (3) special meetings called by the principal.

### **Work Decorum**

Any actions, verbal or written, and/or the distribution of printed material or posting online pertaining to OHS that is reasonably believed by the administration to disrupt operations, will not be tolerated. Printed material means, without limitation, the following items whether reproduced, recorded, or electronically transmitted: correspondence, memoranda, survey questionnaire, photographs, DVDs, pictures, brochures, pamphlets, advertisements, press releases, social media posts, etc.

### **Compliance of School and District Policies**

All school personnel have a responsibility to model appropriate behavior, which means that strict adherence to school policies regarding attendance, discipline, uniform, etc. is expected.

Teachers must review Board Policies and Standard Operating Procedures found on the Department's website, [www.gdoe.net](http://www.gdoe.net) for a comprehensive view of all policies relative to them.

### **Certification**

Teacher certification is the responsibility of the teacher. All teachers should be certified in their teaching areas. Those not certified will be replaced by a teacher certified in that specific content area. Teaching certificates are processed at the Guam Commission for Educator Certification, University of Guam.

### **Professional Development**

Continuous professional development is important for student success and to the teaching profession. Required professional development days are scheduled throughout the school year.

### **Parent/Teacher Conferences (PTC)**

Scheduled parent and teacher conferences are held twice a year. Parents may request meetings with teachers and/or counselors at any time during PTC hours.



### **Professional Attire**

Teachers shall set a professional example for our students. They shall dress in a manner that is consistent with their professional standing.

### **Classroom Parties/Food in Classrooms**

There shall be absolutely **NO** classroom parties. Eating and drinking during instructional time is not allowed, except for drinking water to keep hydrated. Students with medical concerns need to inform the school nurse and provide a doctor's note.

Teachers who have food-related lesson plans must have prior approval from the curriculum administrator.

### **Visitors/Guest Speakers**

Visitors must sign-in and get a visitor's pass from the main office. All guest speakers must be approved by the principal before they are scheduled. Notify the principal on or before the morning a guest speaker is expected. Teachers are reminded to supervise the activities and speeches of their guest speakers so that guest speakers' presentations are appropriate for OHS students.

and consistent with curriculum or furthering students' personal or academic growth.

### **Faculty Parking**

Parking is available at the front of the building. Parking on the grass is not allowed. These areas must remain open and accessible at all times for emergency/evacuation purposes and for loading and off-loading only.

### **Final Clearance**

Teachers are required to complete and submit an End-of-Year Clearance Form by date specified by the principal.

## **GENERAL OPERATIONAL PROCEDURES**

### **Services**

*Audiovisual*- See the Librarian about film or book order forms, and AV equipment. AV equipment borrowed from the library must be returned the same day.

Teachers will need to complete the request form for borrowing AV or media equipment from the library and submit it to the school administration for approval at least 24 hours in advance. Please note that the only acceptable rating for audio and visual programming (films, video or audio), is G and PG; however, ratings for mature audiences MA or Restricted films, **MUST BE PREVIEWED** and approved by the school administrator and may require parental approval. Teachers are advised to discuss this matter with the school administration first.

*Duplicating* – Teachers must submit their duplicating/photocopying requests at least 24 hours in advance to the main office, unless access is provided for teachers to make their own copies using a school copy machine.

*Classroom Maintenance* - Each teacher is responsible for neatness and cleanliness of the classrooms, workrooms and lounge area. Pick up after yourself. Whenever a teacher leaves the classroom the following tasks must be completed:

1. The windows and doors are to be locked and the lights turned off.
2. When leaving at the end of the day, instruct students to place chairs in neat rows or underneath tables, where applicable.
3. Instruct students to empty desks of trash and dispose of it in the wastebasket. Wastebaskets must be placed outside.
4. Computer monitors, CPUs, and speakers should be powered down.

Classroom maintenance needs should be reported to the Business Office, and the teacher should fill out the Maintenance Request form. Teacher's classrooms are swept and mopped once every two weeks, and teachers should also report if their rooms are not swept or mopped as scheduled.

Teachers are not permitted to use electric or gas cook tops, microwaves, coffee makers/pots or other appliances used to cook in classrooms or workrooms. Refrigerators are not allowed in classrooms.

*School Health Services* - The school nurse is responsible for the students' 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, follow the procedures below:

- A. Call an administrator immediately.
- B. If injury or illness is serious, an ambulance and the parent will be called.

*Guidance Counseling Services* – A counselor is assigned to each student by alphabetical listing. The counselors are here to help students and teachers. Students are encouraged to see the counselors if they have any problems. Teachers may refer students to see a counselor. The counselor will then call the student.

SCCE – School Climate and Cultural Engagement is a support service and outreach program that is federally funded and 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 ELL teachers. Referral forms may be obtained from the Main Office.

*Library* – The library is open daily, but may be closed when reserved for instructional programs. Library rules must be observed at all times and shall be posted for review by patrons inside the library.

*Cafeteria* – Breakfast and lunch are offered to all students at no cost and services are only available to students.

*Consulting Resource Teacher (CRT)* - The CRT assists teachers with mainstreamed special education students. To obtain additional information about our special needs students, please seek the assistance of the CRT to interpret IEP Goals. Cumulative folders are kept in the counseling office and are available for review in the counseling office upon request. Requests must be submitted to the counseling office personnel. The counseling personnel will retrieve the information requested and ensure that it is returned to the proper folder or storage location. The cumulative folders or their contents shall not be removed without the approval of the school administration. In addition you may see the CRT for one-to-one aide assistance, testing, observation, resource materials, etc.

*Supplies* - Supply requests must be submitted to the Business Office for processing and may take up to 24 hours to furnish supplies, if available. Do not send students to the Business Office to submit request or to obtain supplies.

*Intercom/Bulletin Announcements* - All announcement requests are to be sent, via email, to the employee designated to handle bulleting announcements and must be approved by an administrator.

Announcement requests shall be submitted by 3:00 p.m., a day in advance. Only teachers or staff can submit announcement requests. Students in clubs and organizations shall coordinate with club advisors to submit announcement requests.

Last minute intercom requests will be denied, except in emergency situations. When necessary, announcements will be made only in

the few minutes before first period, during break, before lunch, or before the end of the day.

*Student Handbooks/Planners* – Student handbooks/planners are distributed to every student of Okkodo High School. Students must acknowledge receipt for a student handbook from their designated teacher. Students are required to bring their handbooks to school every day and to each of their classes.

## **School Property**

Teachers should emphasize with students the importance of protecting and maintaining school property and respecting the rights and property of other students.

*Furniture* - Teachers are responsible for their room and equipment. Students are not to write on furniture or equipment. Teachers are asked to develop a regular method of checking the condition of the furniture and equipment in their room. If students damage school property, refer them to the discipline office.

Furniture or equipment cannot be removed from the classroom without approval by the principal. Furniture and equipment inventory must not be corrupted or compromised due to unauthorized swapping or removal of furniture and equipment. Teachers must report missing items to the business office immediately. A police report must be filed for missing items. At the beginning and end of the school year, teachers shall acknowledge the classroom inventory list accounting for equipment in the classroom.

*Lockers* - School lockers are the property of the school, and remain so even though released to a student for his or her temporary educational use. Therefore, if there is a reasonable suspicion to believe that materials of an illegal nature are in a pupil's locker, school officials may open and search the locker without the pupil's knowledge, consent or presence. All lockers are assigned by school staff.

*Books* – Teachers must keep an accurate inventory of textbooks issued to students and kept in storage. Students will be charged the current cost if books are damaged or lost. Teachers, via department chairpersons, must send a copy of the book list assignment to the office on a quarterly basis.

## **SCHOOL SAFETY AND DISCIPLINE**

*Fixed Assets Inventory* - Each teacher is required to maintain an up-to-date inventory of classroom materials, furniture and equipment. These inventories are to be updated and turned in to the school administration at the end of the school year or when requested.

*Emergency Exits* – Designated emergency exit doors are not to be used to enter the school building during non-emergency times.

Teachers and staff are to enter through the main office or student entrances at A Wing or the annex cafeteria. Do not use objects to wedge doors open. For safety reasons, emergency exit doors are to be closed at all times.

*Computer Equipment* – Computer equipment is available for student and teacher use at Okkodo High School. Every effort must be taken to protect computer equipment. Secure computer equipment at the end of each day by properly shutting down the equipment. Designated teacher computer should be pass word protected. Teachers are to adhere to the Education Technology Use Policy in the student handbook.

*Keys* - Teachers are responsible for safeguarding assigned keys. Keys are not to be duplicated without the permission of the school administration. Students are not allowed to open doors for teachers or staff. Keys are not transferable among other teachers.

Teachers, who are assigned keys to the exterior gym doors, are responsible for locking the doors at the end of the school day or activity.

Teachers are reminded to be alert to items in the classroom and report any suspicious, unusual or criminal activities to the business office.

*Windows* - Sliding windows must be secured at all times. Teachers shall not leave windows that can be opened in the unlocked position, which will compromise the security of the school campus. Likewise, no one is allowed to enter through windows.

Classroom windows and doors shall not be covered for security purposes. The door windows are provided for safety reasons and cannot be covered up.

OHS is a closed campus. Students cannot leave the school or its grounds at any time without the permission of the principal or his/her designees. Students are to stay within the designated areas on campus upon arrival, during breakfast, break, and lunch periods. A parent or legal guardian must sign a student out in the main office.

Teachers are expected to be thoroughly familiar with and to enforce the School Discipline Policy and the rules in the Student Handbook. Students should be thoroughly informed of school rules. Teachers are encouraged to discuss the Student Handbook in detail.

Teachers are also advised to familiarize themselves with GEB board policies or district adopted policies regarding student personnel issues or consult with a school administrator for issues or concerns regarding students. A guiding principle for all staff to adhere to when dealing with student issues is to try to every extent possible to resolve student issues between the teacher and student and providing intervention services or programs to manage students.

### **Homeroom Procedures**

1. Take roll using roster provided at the beginning of the school year or record book. Student attendance information must be recorded on the web-based Power School/Teacher program on a daily basis. If your classroom is not equipped with a computer, you must submit the attendance information to the computer operator by the end of the school day.
2. When time permits, the Pledge of Allegiance (GEB Policy #309), Guam Hymn, and School Song will be led over the school's intercom system.
3. When time permits, observe one minute of silent meditation (GEB Policy #309).
4. Listen to and discuss daily bulletin announcements.
5. Conduct other necessary business.

## **Student Supervision**

Teachers are prohibited from leaving students in their classrooms/offices/hallways unsupervised. Teachers must seek the assistance of school personnel to supervise students in their absence. Early release of classes is not permitted.

A student must have a corridor pass when a student is dismissed from class. If a student is permitted to leave the room, the teacher must monitor the time of the student's leaving and returning. No student should be allowed to interrupt or disrupt another class.

No student will be permitted to leave during the first and last twenty (20) minutes of class. In doing so, the administration is able to clear all hallways, know who is tardy, and help control the students.

Teachers must not leave students unattended. Teachers shall do everything possible to keep students in class and at school daily. Students shall not be sent out of class unless their behavior is an endangerment to themselves or others. If an emergency arises, contact someone in the main office or school personnel to supervise the students.

Lastly, in conducting one-to-one meetings with a student, keep the door open or have someone else present in the classroom.

### **Corridor Passes**

1. Please write legibly in ink, the following: students full name, date, time, room number, destination (to and from), and teacher's signature on each pass. Fill out one corridor pass per student.
2. Issuer should ask for the corridor pass upon the student's return.
3. Students must have a proper corridor pass to leave the classroom.
4. Students should not be allowed to go to their lockers during class time.
5. Students should not be allowed to purchase beverages from the vending machines during class time.

6. Students should not be allowed to use the telephones, cell phones or office phones during class time.

7. Always request to see a pass for students who are not from your class period.

8. Teachers will be provided corridor passes. In the event more is needed, requests will be taken in the main office. School corridor passes are the only authorized passes for teachers to use.

9. Do not use staplers, toilet seats, laminated passes, any item, or paper that is not office issued as a corridor pass.

*Moratorium on corridor passes* – Twenty (20) minutes at the beginning and another twenty (20) minutes towards the end of each class period, corridor passes are not to be issued to students unless it is an emergency. Protecting instructional time is tantamount to student success. Teachers should remind students often to take care of personal matters between class breaks or before and after class.

### **Attendance (BP 411)**

There is a close relationship between academic success and school attendance. Good attendance habits learned and developed in school will be carried over into the world of work. Please remember, every school day counts. Being absent from class or from school is the most frequent reason for students failing. A student who comes to class every day, on time, with books and materials, rarely fails.

*Daily Attendance Procedures* - All teachers shall take attendance. Student attendance must be recorded using the web-based Power School/Teacher program. Teachers without access to a computer may use a computer in the school library. Teachers without access to Power School must submit attendance information to the Attendance Administrator on a daily basis by the end of the school day. Additionally, teachers and those covering classroom instructions shall contact parents no later than the end of the school day when a student is absent from class.

It is imperative that teachers keep accurate attendance records. Your attendance record is an official document and may be reviewed by the court or by parents to document a student's absences. Do not have students take

attendance or have access to your attendance record.

Since attendance is critical towards student success and credit earning, teachers shall communicate with all parties, as well as with the students, to be mindful of tardies and absences that will adversely affect a student.

*Admit Slip Procedures* - Homeroom teachers are to issue an admit slip upon a student's return from an absence, even if the student has no note or is unexcused. Half day students are to receive their admit slip from the Main Office if they do not have a scheduled homeroom class.

An excuse note can be from the parent, a doctor, the school administrator, or the school nurse. It should contain the following information: (a) the student's name; (b) date(s) of absence; (c) reason for absence; (d) signature of a parent or legal guardian; and (e) contact information. Keep all notes for future reference. If there is any question about the validity of a student's excuse note, the matter is to be referred to the school administration. Homeroom teachers are to keep and file all excuse notes. Completed admit slips should be submitted to the Attendance Administrator weekly in the main office.

Teachers will fill out the student's Admit Slip completely. Be sure that the writing is legible and in print. When completing an admit slip, be sure to:

1. Fill in the Student's Name. Please print.
2. Fill in date student returned to school.
3. Circle the periods absent.
4. Circle Excused or Unexcused.
5. Fill in the Reason/Type of absence. Sign the slip. Make sure your signature is legible.
6. Fill in your room number.
7. Fill in the dates in the appropriate days.

The student is to take this slip to each of his teachers to be initialed. Once completed the student can submit the admit slip to the main office or leave it with his/her last period teacher.

*Excused Absences* - Homeroom teachers will give students an excused admit slip provided the absence meets the criteria listed below:

- Illness of the student
- Scheduled medical or dental appointments
- Court appearances

- Death in the immediate family (mother, father, stepmother, stepfather, guardian or caretaker, brother, sister, stepbrother or stepsister, spouse, grandparent, and child)
- Lack of available bus transportation, provided the student relies on the bus
- Off-island absences with prior approval of a school administrator
- Participation in authorized related activities such as field trips (provided that the student shows documentation that he/she was present at the field trip.
- Suspension. Absences incurred by students whenever they are suspended, do not count towards the accumulation of unexcused absences. Students who are readmitted after suspension must obtain an admit slip from the office wherein their suspension was issued before reporting to class.

The school administrator shall have the discretion to decide whether an absence is considered as excused. A child who has an excused absent shall be afforded the chance to complete missed class assignment(s).

A student who is absent for 2 consecutive days or less can submit a parent note for the absences.

A student who is absent for three (3) or more consecutive days must obtain a doctor's note to excuse the absence.

*Unexcused Absences* - Homeroom teachers shall give a student, who cannot provide an acceptable excuse for his/her absence(s), an unexcused admit slip on the first day of their return to school. The student then has two school days to provide a legitimate excuse for his/her absence. Failure to do so will result in the absence being marked unexcused.

#### **CODES:**

**(A) Absence Unexcused** – An absence with no written parent note or no notice from the School Health Counselor's Office, or no parent contact to school official.

**(AD) Absence Doctor's Note** – A student who was absent due to medical reasons and given a doctor's certification.

**(AE) Absence Excused** – An absence followed by a parent note or notice from the School Health Counselor's office or parent contact to school official.

**(AP) Absence Prearranged** – A student who will be absent for ten (10) or more days with approval from the Administrator.

**(T) Tardy** – Students who report to the class period after the start of the period up to 15% of the class period are tardy.

**TA** – Technical Absence: A student who is absent 15% or more.

*Absence for a School Day* - A student is absent for a school day when he/she is not present in more than half of his/her regularly scheduled contact hours (e.g. two (2) or more classes).

*Absence as a result of tardiness* – Three (3) unexcused tardies are equivalent to one unexcused absence. These absences should be used in determining the number of unexcused absences necessary for an attendance referral. Please indicate on the referral that the unexcused absence was a result of unexcused tardies.

*Skipping* – A student absent from his/her class ten (10) minutes after the start of the period without proper authorization. Students caught skipping should be sent to the main office for immediate action.

*Absences due to Medical Exclusions (e.g., Pediculosis, Pink Eye, and other Communicable Diseases)* – Students absent due to a medical exclusion must be cleared by the Nurse’s office upon return. The Nurse’s Office will issue an admit slip for these absences. Teachers should send students with their notes to the Nurse’s office to obtain an admit slip.

*Absences due to Suspension* – Suspension absences incurred by students whenever they are suspended do not count towards the accumulation of unexcused absences. Students who are readmitted after suspension must obtain an admit slip from the office wherein their suspension was issued before reporting to class.

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 list assignment and to keep it in your files.)

**Attendance Referrals**

Before making any attendance referrals, please ensure that attempts have been made to

remediate the issue (e.g., calling parents, counseling student, etc.).

Step 1	1 <sup>st</sup> Unexcused Absence	Teacher counsels student and contacts parent or guardian.
Step 2	2 <sup>nd</sup> Unexcused Absence	Counselor counsels student and contacts parent/guardian.
Step 3	3 <sup>rd</sup> Unexcused Absence	Teacher submits attendance referral form to the school administrator.

The Referral Form is to be used to refer all students who have accumulated unexcused absences. In addition, Teachers and Administrators must document attempts to contact parents/guardians on the Referral Form. These documentations become very crucial when processing compulsory-age students for court. Please fill out the form completely.

The Attendance Check Form is the form that is distributed to teachers when the truant officer is doing an overall report on students who are under the age of 16. It is important that teachers complete and return this form to the main office so that the truant officer can expedite the Student Attendance Referral Form (SARF) and prepare parent conferences and court hearings.

The (SARF) is a form that will be turned in to DOE Student Support Services to process students of compulsory age (below 16 years old), who are habitually truant, for court hearings. This is compiled and completed by the 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 Attendance Referral to the grade level administrator when a student accumulates three (3) unexcused absences. An attendance referral may also be submitted if you suspect a pattern of excused absences.

*Attendance Monitoring* - An intervention method to reduce absences and tardiness is to place a student on an *Attendance Contract*. Students placed on attendance contracts will be required to check in with the Attendance Office at the beginning of every week. Students are to then bring their forms to each of their teachers and parent to sign and show that they have attended their classes.

*Classroom Attendance Reminders*

- Keep an accurate record of all absences for each period.
- Require an admit slip for all absences.
- Do not admit a suspended student back to class unless the student has an admit slip signed by an administrator.
- Collect admit slips at the end of the day/during the last instructional block. Keep a file of all admit slips turned in.
- Do not release students prior to dismissal time. The teacher shall dismiss the class (not the bell).
- Under no circumstances should a student be allowed to leave a class during an instructional period without a corridor pass.

*Make-Up Work* - When a student is sick or absent from school because of an excused absence, that student may make up the work assigned during the period of absence. Students are responsible for obtaining make-up assignments from all teachers on the day they return to school. A student will be expected to have work done upon returning from a single day’s absence. Work missed from an extended absence must be made up within a reasonable time frame decided upon by the teacher.

Students are responsible to submit make-up work consistent with timelines for teachers to post grades. Any make-up work past deadlines for teachers to post final grades, the teacher must consult with the school administrator responsible for curriculum or the school principal in advance or prior to the posting of the final grades.

**Tardy Procedures**

When a student enters campus after homeroom due to a late bus, the student will be issued a late pass from the Main Office. The student should show the late pass to their homeroom teacher. Otherwise, if a student is late

to school for other reasons, the student will immediately report to class.

Students are allotted a maximum of five (5) minutes to get from one class to the next. A student is considered tardy when he/she is not in his/her seat within the allotted 5-minute time. If a teacher detains a student long enough to make him late for his next class, the teacher will issue out a tardy excuse note. If possible, avoid detaining students between periods.

**Lock-Out Policy**

To curtail tardiness and skipping, lock-out procedures will be implemented randomly. A student is considered “locked-out” when he/she is not physically present in the classroom at the time the tardy bell rings. The following consequences will be imposed:

1 <sup>st</sup> Offense	Warning
2 <sup>nd</sup> Offense	Notify parent/counseling/2 days work detail
3 <sup>rd</sup> Offense	Mandatory parent conference
4 <sup>th</sup> Offense	Parent shadowing
5 <sup>th</sup> Offense	Denial to school field trips and school privileges
6 <sup>th</sup> Offense	Suspension
7 <sup>th</sup> Offense	Disciplinary Advisory Council (DAC) hearing

**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***

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

Many problems of discipline can be prevented by careful planning, good classroom management, and by being alert to the nature and needs of the pupils in the classroom.

Please refer to this handbook and 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.

Should a teacher be engaged with behavior problems with a student, the teacher should use procedures outlined in the School Discipline Policy.

*Before Referring Students to the Administrator for Minor Classroom Infractions:* The following steps should be completed before referring students for disciplinary action for minor classroom infractions (chewing gum, forgetting materials, sleeping, talking, not doing work, etc.):

- STEP 1: 1<sup>st</sup> Offense – Warning/ Teacher counsels student
- STEP 2: 2<sup>nd</sup> Offense – Teacher calls parent (may request Outreach employees to make home visit)
- STEP 3: 3<sup>rd</sup> Offense – Referral to Counselor
- STEP 4: 4<sup>th</sup> Offense – Teacher calls for Parent/Teacher conference
- STEP 5: 5<sup>th</sup> Offense – Referral to Administrator

At least four (4) teacher interventions must be implemented and documented before referrals are made to the administrator. Attempts to contact parents/guardians should be documented on referral form (phone numbers are available in the office).

*Student Referral to Administrator:* Teachers 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 Department. Failure to complete proper written documents may result in the student being returned to class. Teachers are highly encouraged to provide written explanations as soon as possible.

Teachers shall be given written notification of the action taken by the school administrators on referred students. Additionally, school administrators shall not return students to classes from which they have been excluded by their teachers until the administrators have consulted with the excluding teacher on the matter.

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, use the class intercom to request for assistance, or ask a teacher close by to monitor your class while you take the disruptive student to the office. Do not leave your classroom unattended or 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 department chairperson, a counselor, or one of the assistant principals 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 your 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 a *Discipline Referral Form* to seek administrative assistance.

Please note the following minor and major offenses:

*Minor Offenses:*

- a. Running, yelling, whistling, horse playing
- b. Loitering in an off-limits area
- c. Roaming the halls and restrooms during class time without a pass
- d. Violating school uniform policy
- e. Violating school locker policies
- f. Loafing or playing in the restrooms
- g. Eating/drinking in classroom or in halls near the classrooms (except for administrator approved class parties)
- h. Littering with gum, papers, drink cartons, etc. in the hallways or lawn
- i. Bringing cassettes, CDs, radios, electronic games, pets, skateboards, lasers, beepers, cellular phones, baseballs, soccer balls, bats or any toys to school.
- j. Chewing gum in the classroom
- k. Sleeping in class
- l. Giving dirty looks
- m. Harassing other students
- n. Starting or spreading rumors about other students or people
- o. Playing guitars, ukuleles, or using electronic devices during instructional time
- p. Not registering cell phone

*Major Offenses:*

The following offenses are not limited to what is listed.

- a. Possession of matches, lighters, cigarettes, or other tobacco products
- b. Possession or display of pornography
- c. Threatening, bullying or pushing other students for no reason
- d. Forging notes, or passes, etc.
- e. Academic dishonesty
- f. Use of profanity or vulgar language
- g. Instigating fights. This means spreading tales/rumors which in any way contribute to starting a fight between other students
- h. Chewing or possession of betel nut (pugua) or lime
- i. Skipping class
- j. Petting (hugging and kissing) in public
- k. Misbehavior on the bus
- l. Rough horse playing anywhere on campus. No pushing, wrestling, play fighting, karate kicking, football or any rough games
- m. Insubordination-Defiance of any or lack of respect toward school faculty and staff  
Unwilling to submit to authority (varies in degrees: can be a cause of suspension)
- n. Fighting-Every effort will be made to determine who started the fight and that person will be suspended. If, however, it cannot be determined who started the fight, both or all parties will be suspended
- o. Smoking anywhere on campus
- p. Stealing
- q. Throwing rocks or other items that may cause harm to or endanger another individual
- r. Damaging automobiles in the parking lot; students are to stay away from parked cars
- s. Breaking and entering school buildings, buses, and/or other property
- t. Defacing, damaging or destroying school property-includes writing or marking (depending on what item was used and to what degree it was used), punching, kicking on desks, tables, walls, lockers or any part of the school building
- u. Possession of a deadly weapon or any device that would cause injury. This includes pencils with pins stuck in the erasers or shooting rubber bands.
- v. Possession of fire crackers, caps or any explosive devices
- w. Threatening or assaulting a teacher, administrator, custodian, school aide, clerk, cafeteria worker or other school personnel
- x. Leaving campus during school hours without permission. Once students set foot on school campus during school hours, they are not allowed to leave the school campus without permission.
- y. Under the influence of alcohol/intoxication
- z. Violation of any federal or state statute, or local ordinance (Example: pulling fire alarm)

Teachers are encouraged to call parents regarding their child's behavior and attendance before referring the student to the administrators for disciplinary action.

### Uniform Policy



Effective School Year 2009-2011, Okkodo High School implemented its school-wide uniform policy. The intent of the policy is to promote appropriate attire, unity and pride, safety and security of all school personnel, minimize or eliminate any socio-economic distinction, and promote an environment free of harassment. Students are expected to wear their school uniform every day to school. The official school uniform may be purchased from Royal Bic's.

Students whose personal attire distracts the attention of other students or teachers from school work, or can be hazardous to themselves or others in the course of school activities, shall be required to make the necessary alterations as the principal or designee may judge necessary to maintain social standards appropriate to a proper learning atmosphere. The following are minimal expectations for dress. Students shall:

- Take reasonable care and neatness in regard to dress and appearance.
- Shall wear clothing that allows for reasonable movement without inappropriate exposure. No revealing clothes, blouses, spaghetti straps, midriffs, mini-skirts and high heels.
- Shall not wear sunglasses indoors or anywhere on the student's head or neck. Proper medical certification must be presented and filed with the school health counselor if student must wear sunglasses indoors.
- Shall wear closed-toe shoes at all times.



- Shall not wear any types of clothing or accessories that may be related to a group or gang which may provoke others to violence or to be intimidated by fear of violence.
- Shall not wear any types of clothing or accessories that are deemed by the school health counselor as a concern or danger to self or others.
- Shall not wear t-shirts, tattoos, or other objects that contain offensive wording, obscene, drug, alcohol, or gang-related symbols.
- Shall wear any color undershirt (unless there is reason to believe the color is gang affiliated) as long as there is no obscene language or pictures on the shirt. No long sleeve undershirts are to be worn at any time. Undershirts must always be tucked in.
- Shall not alter or deface the official school uniform.
- Shall not wear hats or bandanas on the school campus.
- Shall not wear baggy pants.
- Shall not wear pull over jackets. Sweaters or jackets must be unzipped so that the school uniform shirt is visible. Sweaters with no hoods are encouraged and allowed to be worn. However, if a student wears a sweater with a hood, the hood cannot be worn over their heads in school. Hoods must be off or not worn at all times over the head. Repeated violations will result in the banning of the hooded sweater from being worn by the student to school.
- Shall not have hairstyles that may impair sight or prevent adults from seeing the student’s eyes.
- Shall not wear facial or tongue jewelry piercings
- Shall wear hoop earrings that are not bigger than one inch in diameter or more than one inch long.
- Shall not wear stokes/spikes/barbells/stretched earrings.
- Shall not wear hem line or shorts that is shorter than two inches above the student’s knee.

Students who are not in compliance with the school uniform policy are subject to the following consequences:

1 <sup>st</sup> & 2 <sup>nd</sup> Offenses	Teacher warning/counseling
3 <sup>rd</sup> & 4 <sup>th</sup> Offenses	Teacher calls parent/guardian and require appropriate clothing be brought to school
5 <sup>th</sup> Offense	Teacher referral to counseling
6 <sup>th</sup> Offense	Teacher referral to administrator

Assistance is available to those who cannot afford to purchase the school uniform due to financial constraints. Parents/guardians should request to meet with the school Administrative Assistant in the Business Office as soon as possible.

*Special Orders:* Parents/guardians should notify the school prior to the opening of school about problems they may be encountering due to non-availability of uniforms size or special orders so arrangements to excuse the student can be made. Proof of purchase receipt verifies that parents/guardians have made attempts to provide the student(s) with uniforms, but due to circumstances beyond their control the student(s) will not have the uniform.

*“Opt-Out” Provision* - OHS will continue to adhere to the Department of Education adopted Board Policy 401. Students who request to “opt-out” or to be excused from wearing the school uniform must meet the provisions of BP401. Requests will be entertained by the school administration.

**Sexual Harassment (Board Policy 409)**

*Policy* - It is the policy of the Department of Education (DOE) to maintain a learning environment that is free from sexual harassment. The Guam Educational Board (GEB) 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 DOE 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 DOE to inflict, threaten to inflict, or attempt to inflict sexual violence upon any student, teacher, support staff, administrator or other school personnel.

The Department 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 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; or
- Unwelcome behavior or words directed at an individual because of gender.

### **Cyber bullying, Child Pornography, and Sexting** (Board Policy 409)

Cyber bullying is the use of any electronic communication device to harass, intimidate, or bully. It is bullying through email, instant messaging, chat room, Web site posts, or

digital messages/images sent to a cellular phone or personal digital assistant. Some forms of cyber bullying include: (a) repeatedly sending offensive, rude, and insulting messages; (b) distributing derogatory and untrue information; (c) online fighting with angry, vulgar language; (d) impersonating someone else to send or post vicious or embarrassing information to/about others; (e) sharing someone's secrets or tricking someone into revealing secrets and forwarding it to others; and (f) cyber stalking.

Sexting is illegal use of a computer telecommunications device involving a minor to recklessly or knowingly create, receive, exchange, send, disseminate, transmit or possess a photograph/video that show self or another minor in a state of nudity. Electronically transmitting offensive pictures, messages, and music that are sexual in nature that interferes with the educational mission of the school is prohibited.

Receiving and disseminating child pornography is a crime. Should you receive any child pornography via GDOE email, or other electronic device, you must immediately notify an administrator. **DO NOT FORWARD** the information. The administration will report it to GPD.

It is the school's responsibility to maintain an educational and work environment free of cyber bullying and sexting. Therefore, teachers and school staff who received such complaints or witnessed cyber bullying and sexting incidents shall refer the complaints or incidents immediately to the school principal or principal's designee.

### **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 failure to report suspected child abuse or neglect. 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 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* - 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 one (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 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 and/or sent via facsimile; 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 Discrimination**

"Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance" example "transgender." GDOE is currently working on the BP and SOP. Further guidance will be provided however the school will continue to make accommodations. Please see a school administrator for further guidance.

**Board Policy 901**

Non-compliance with BP 901 will result in appropriate disciplinary action.

**Smoking on Campus**

Guam Public Law 30-63 states: No smoking within 20 feet of public entrances and exits where smoking is prohibited. Any tobacco use and vaping are also inclusive of this law. Citations will be issued.

## Emergency Procedures

The school's Emergency Response Plan (ERP) provides standard operating procedures governing emergency conduct procedures. The ERP shall be on display in the main office. Teachers should familiarize themselves with the ERP.

All students and teachers are required to familiarize themselves with the evacuation procedures and plan for 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 roll. (Maps of building and evacuation routes are found in the Student Handbook and posted in classrooms.)

Teachers are responsible for informing the students in each of their classes about the evacuation plan and designated meeting place. Students should be reminded that if they should be out of the classroom when the alarm rings that they should immediately leave the building and proceed to the designated meeting place for the class. Please review and inform students of the Emergency Evacuation Procedures:

1. Teachers should take their attendance records and accountability forms.
2. In case of a fire, bomb scare, or any other emergency evacuation, the bell will ring intermittently for about twenty (30) seconds.
3. Teachers should direct all students to take personal items that are of value to them. The last person should turn off the lights and close doors (do not lock doors).
4. Students must walk quietly with the teacher and follow the emergency escape plan. Teachers and students must proceed to the evacuation area. Classes should be, at least, 100 feet from the building.
5. Teachers will take attendance. Teachers should make sure that students stay with their class and should not allow them to walk around.
6. Teachers should be attentive to the all-clear signal and remain in the designated areas until the signal is given.

In case an evacuation is in effect before class starts, during break, or during lunch, students are to proceed to the designated areas for their next period class. For example:

Before School Begins = 1<sup>st</sup> Block (Period 1 or 4)

During Break = 2<sup>nd</sup> Block (Period 2 or 5)

During Lunch = 3<sup>rd</sup> Block (Period 3 or 6)

- A. Teachers with prep periods should proceed to the designated area for their next period class.
- B. Counselors should also proceed to their designated areas.
- C. Refer to evacuation plan and map.

NOTE: Rain or shine, all fire alarm signals are to be followed, unless prior warning indicates that it's a test or false alarm.

### Fire/Bomb Threat Drills:

Signal – Bell will ring continuously on and off for 30 seconds.



General Instructions – At the sound of the alarm:

1. Turn off all electrical equipment.
2. Do not lock your doors. Keep doors unlocked.
3. For teachers on team planning or personal prep, do not go back to your classroom to unlock your doors.
4. Make sure all personal items and valuables are taken.
5. Take your class record or attendance book to the designated area.

Procedures:

1. Students are to form a single line in the classroom and await instructions.
2. The teacher and class will proceed to their designated area in the field. Students are to walk quickly and quietly in a single line with the teacher at the end of the line.
3. At the designated area, teachers will take attendance and complete the Evacuation Accountability Form. The form will be collected by school personnel.
4. Teachers will remain with their class throughout the evacuation or drill.
5. Teachers on personal prep report to the command center for adult accountability.
6. Absolute silence is to be observed throughout the evacuation or drill.

*Campus Lock Down* – If an extreme emergency or when severe violence has occurred or is eminent, a single continuous bell will sound for one minute or longer. If class is in session, students should remain in the classroom, away from doors or windows. Students should remain quiet and calm and follow directions from school personnel. If class is not in session, students should immediately seek shelter in the nearest open classroom. Students shall remain calm and quiet in the classroom, away from doors or windows, and follow school personnel instructions.

*Bomb Scare* – If the school should receive a call relative to the presence of a bomb, regular fire drill procedures will be initiated at that time. Entry into the building will be prohibited for all personnel and students until clearance has been granted by the Department of Public Safety.

*Earthquake* – If an earthquake occurs when students are indoors, they should take cover under a desk, table, bench, or in doorways, halls, and against inside walls. Students should not run through or near buildings. The greatest danger is from falling debris just outside doorways and close to outer walls.

If an earthquake occurs when students are outside, they should move away from buildings and utility wires. Once in the open, they should stay there until the shaking stops.

In the event the building is evacuated, students must go to the assigned holding areas where the teachers will take roll.

*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. While many classrooms have emergency lights and/or windows, 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 the common area, as directed by the administration.

*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 protected as appropriate. In schools not designated as typhoon shelters, electrical switches shall be turned off, except those that control cafeteria refrigerators and freezers. The principal and other assigned staff members shall inspect buildings and grounds to ensure that all loose material has been removed, which may be hazardous.

In classrooms and offices, books registers, pupils' report cards, and supplies will be placed in a safe part of the building. All rooms will be ready to withstand wind and rain damage. Teachers will be responsible for securing their own room(s).

After everything possible has been done to ensure the safety of buildings and property, school personnel not needed to operate the shelter, shall be released by the Principal.

*Typhoon Condition II, School is not in Session* - All school personnel, including instructional staff shall immediately report to their school and carry out all necessary damage precautions. School personnel who are not needed for shelter preparation and shelter management assignments are to be dismissed upon completion of their securing duties.

*Typhoon Condition I* - Stay under shelter and carry out the recommendations of the Director of Civil Defense.

When condition IV is declared, upon instruction of the Superintendent of Education, all school personnel shall report to their respective schools to assist in the clean-up and restoration of the facilities so instruction can resume.

## APPENDIX A – LEAVE FORM

<b>Employee Name</b> (Print):				<b>School/Division:</b> <i>OKKODO HIGH SCHOOL</i>				<b>Location Code:</b> <i>4048</i>											
<b>EMPLOYEE ID NO.</b>				<b>Job Code</b>				<b>PPE Date</b>				<b>Total No. Hours</b>							
<b>PHYSICAL ADDRESS WHILE ON LEAVE: (Check [ <input type="checkbox"/> ] One and Write Address)</b>																			
<input type="checkbox"/> ON ISLAND								<input type="checkbox"/> OFF-ISLAND											
<b>LEAVE DATE(S)</b>		<b>LEAVE HOURS/TIME</b>				<b>Leave Type</b>													
<b>From</b>	<b>To</b>	<b>From</b>	<b>To</b>	<b># of Hours</b>	<b># of Days</b>	<b>“Please check [<input checked="" type="checkbox"/>] and select one (1) per row.”</b>													
						<input type="checkbox"/> SICK <input type="checkbox"/> ANNUAL <input type="checkbox"/> PERSONAL <input type="checkbox"/> LWOP <input type="checkbox"/> OTHER (Please specify)													
						<input type="checkbox"/> SICK <input type="checkbox"/> ANNUAL <input type="checkbox"/> PERSONAL <input type="checkbox"/> LWOP <input type="checkbox"/> OTHER (Please specify)													
						<input type="checkbox"/> SICK <input type="checkbox"/> ANNUAL <input type="checkbox"/> PERSONAL <input type="checkbox"/> LWOP <input type="checkbox"/> OTHER (Please specify)													
						<input type="checkbox"/> SICK <input type="checkbox"/> ANNUAL <input type="checkbox"/> PERSONAL <input type="checkbox"/> LWOP <input type="checkbox"/> OTHER (Please specify)													
						<input type="checkbox"/> SICK <input type="checkbox"/> ANNUAL <input type="checkbox"/> PERSONAL <input type="checkbox"/> LWOP <input type="checkbox"/> OTHER (Please specify)													
<b>APPLICATION FOR PREPAYMENT OF VACATION LEAVE</b>																			
MINIMUM REQUIREMENT IS NOT LESS THAN TEN (10) CONSECUTIVE WORK DAYS. IT IS UNDERSTOOD THAT IF I RETURN TO DUTY BEFORE THE EXPIRATION OF MY PREPAID VACATION, I SHALL REIMBURSE THE GOVERNMENT OF GUAM IN AN AMOUNT EQUIVALENT TO THE UNEXPIRED PORTION OF THE PREPAID LEAVE.																			
<b>From (HOUR, Month, Day, Year)</b>				<b>To (HOUR, Month, Day, Year)</b>				<b>TOTAL No. of Hours Prepaid</b>											
I CERTIFY THAT THE ABOVE NAMED PERSON WAS UNDER MY PROFESSIONAL CARE OR QUARANTINED DURING THE PERIOD STATED BELOW, FROM A MEDICAL STANDPOINT. HIS/HER CONDITION DURING THIS PERIOD WAS SUCH THAT I CONSIDERED IT INADVISABLE TO REPORT TO WORK.																			
<b>From (Month, Day, Year)</b>				<b>To (Month, Day, Year)</b>				<b>Hospitalized</b> <input type="checkbox"/> YES <input type="checkbox"/> NO				<b>No. of days</b>							
<b>REMARKS:</b>																			
<b>NAME OF PHYSICIAN</b> (Print or Type)								<b>(Signature of Physician)</b>				<b>Date Signed:</b>							
<b>Signature of Employee:</b>								<b>Date of Request:</b>											
<input type="checkbox"/> APPROVED				<input type="checkbox"/> DISAPPROVED				<b>(Signature of Supervisor)</b>				<b>Date Signed:</b>							
<input type="checkbox"/> APPROVED				<input type="checkbox"/> DISAPPROVED				<b>(Signature of Appointing Authority or Authorized Designee)</b>								<b>Date Signed:</b>			
<b>Administrator's Comments:</b>																			

## APPENDIX B - ADMIT SLIP

<b>TEACHER</b>	<b>OKKODO HIGH SCHOOL</b>	MONDAY
1	<b>ADMIT SLIP</b>	
2	Date: _____ <b>SY 24-25</b>	TUESDAY
3		
4	Admit _____	WEDNESDAY
5	Absent Period 1 2 3 4 5 6	
6	Reason _____	THURSDAY
	_____ Excused / Unexcused	
	_____	FRIDAY
	<b>MS. OKKODO</b>	
	Admit slip is only for 1 or 2 days excused with a parent note; unexcused, if no note. Send students with Doctor's Note to the Nurse Office. 3 or more days must accompany OTR Form.	

**Instructions:**

1. Homeroom teacher issues admit slip upon student return from an absence. Students without a scheduled homeroom class receive their admit slip from the Main Office. Note that students receive their admit slips from the Nurse's office or Main Office if students were absent for 3 or more days or have a doctor's note.
2. Date – use date student returned to school.
3. Admit – print student's name.
4. Absent Period - circle period(s) absent.
5. Reason – indicate why student was absent.
6. Excused/Unexcused – circle if absence was excused or unexcused.
7. Legibly sign the slip.
8. Teacher – initial in the appropriate period.
9. Days – write the dates in the appropriate days.
8. Store parent notes and copies of admit slips as documentation to student attendance.

## APPENDIX C

GUAM District Level Lesson Plan

Quarter\_

Content:	I Grad*/Coune:	I TimeUne:
Standard(s):		
1.1\$\$01*1 OvtfVlew:	LessonObjectiYe(s): Inthis less.on,studenu will be ablt to	
Vocabulary:	FocusQue.stion(s):	
<p>Description of Lesson (indudiog Instructional strategies):</p> <p>Anticipatory Set:</p> <p>Instruction and Strategies:</p> <p>Guided Practf,ce:</p> <p>FormatM Asseisment:</p> <p>aosure:</p> <p>Independent Practke: Thisconcept not vet fully developed for students to wortinckipendently.</p>		
Aaommodations/Modtfications		
Resources(Telrt1)ook andSupplemental):		

*Instruction that re uQdefUned embed chfd:lpq for undrm?ndlns*

GuamDepartment of Education 2013

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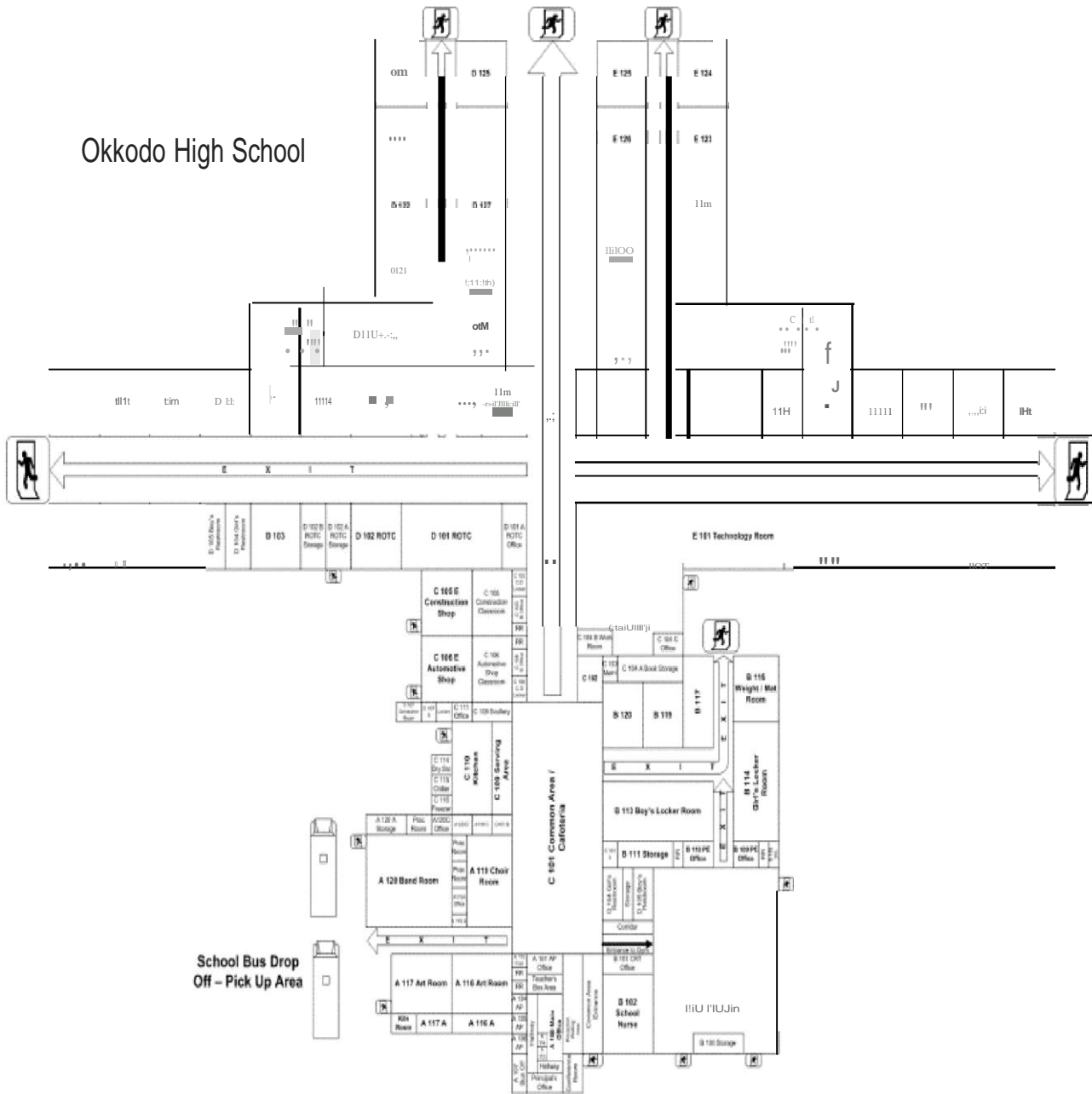
21



# APPENDIX D - CAMPUS MAP

17-----, To Fialdis ----- 11

Okkodo High School



School Bus Drop Off - Pick Up Area



"All VISITORS must sign in at the main office."

"ALL STUDENTS parking on campus must have a VALID OHS PARKING PASS"

# EXPANSION – WINGS F, G, & H

