

## PHILOSOPHY AND GOALS

**A. Introductory Statement** A statement of philosophy has been developed for schools operating in the Seventh-day Adventist education system. School wide curriculum goals and objectives consistent with the philosophy have also been established. Additional goals that meet concerns and needs of the constituency and students should be added. The philosophy and goals should be systematically reviewed by the constituency, administration, faculty, staff, and school board. There should be an annual evaluation of continuous progress toward these goals.

**B. Statement of Philosophy** The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning God created in His image a perfect humanity, a perfection later marred by sin. Through the guidance of the Holy Spirit, God's character and purposes can be understood as revealed in nature, the Bible, and Jesus Christ. The distinctive characteristics of Adventist education, derived from the Bible and the inspired writings of Ellen G. White, point to the redemptive aim of true education: to restore human beings into the image of their Maker. While God presents His infinitely loving and wise character as the ultimate norm for human conduct, human motives, thinking, and behavior have fallen short of God's ideal. Education in its broadest sense is a means of returning human beings to their original relationship with God. Its time dimensions span eternity. Adventist education seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true, good, and beautiful. An education of this kind imparts far more than academic knowledge. It fosters a balanced development of the whole person—physically, intellectually, socially, and spiritually. Working together, homes, schools, and churches cooperate with divine agencies in preparing learners for responsible citizenship in this world and in the world to come.

### School Profile

#### Statement of School's Mission

Statement of Philosophy, Mission, Academic Goals, and Life Roles Philosophy: As Seventh-day Adventists, we recognize the existence of sin and the need for restoration of the divine image in each individual. This restoration is accomplished through the conversion experience and subsequent growth in Christ throughout life. The goals of the Seventh-day Adventist Elementary School are for students to cultivate a desire to worship God, to serve humanity, and to be contributing members of a global society. This education prepares the students for a fulfilling life on earth and for eternal life.

**Mission Statement:** Striving to restore God's image in every student

**Vision Statement:** Lead learners to know God and His Word Foster servant leadership Provide a caring atmosphere Reinvent the learning environment Redefine the role of the teacher Infuse technology Create partnership in education

## **ADMISSION**

Students who will cooperate with Palau SDA Elementary School policies and are willing to participate in its religious, social, and academic activities are encouraged to apply for admission. Admissions to Palau SDA Elementary School is a privilege and may be withheld or withdrawn by the school at its discretion. It is also expected that parents of students will be supportive of the school policies and regulations.

### **Non-Discrimination Policy**

Palau SDA Elementary School admits males and females of any race, color, nationality, or ethnic origin to all privileges, programs, and activities generally granted to students at the school.

### **Admission Requirements**

The following items are required before admission to Palau SDA Elementary:

New Students:

- 2 recommendations- one from last teacher and one from principal or pastor;
- Copy of birth certificate or passport;
- Kindergarten students must be five (5) years old on or before September 15<sup>th</sup> ;
- First grade students must be six (6) years old on or before September 15<sup>th</sup> ;
- Legal verification of immunizations (physician's signature);
- Completed registration forms from the school office;
- Application for admission;
- Signed financial agreement form;
- Payment of registration fee, first and last months;
- Official transcript from last school attended;

Returning Students:

Returning students must have all previous information on file plus the following:

- Re-application form
- Signed financial agreement form;
- Payment of registration fee, first and last months;
- Verification of zero balance from previous school year.

### **Academics**

Palau SDA Elementary School not only believes in the spiritual component of the students' education but also in the academic and physical development of its students. The academics include

## Academic Placement

The appropriate grade placement is important. The following factors are to be considered in grade placement:

- Chronological age;
- Emotional, physical and social development;
- Scholastic achievement as determined by:
  - Standardized achievement test scores;
  - Students ability to reason and to express ideas logically;
  - Teacher evaluation of academic progress
  - Prior school performance as evidenced by cumulative records, report cards, and the recommendation of the previous grade or school.

## Language of Instruction

It is the policy of Palau SDA Elementary School that English be used as the language of instruction and of student communication in all grades in all subjects, with the exception of Palauan class. Students are required to use English when addressing any member of the staff. However, students are welcome to use their national languages in communicating with each other outside of the classroom, before and after school, and during recesses and lunch breaks.

## Curriculum

The course of study will be in the following subjects:

|                 |                      |
|-----------------|----------------------|
| • Bible         | • Palauan            |
| • Computer      | • Phonics            |
| • Handwriting   | • Physical Education |
| • Health        | • Reading            |
| • Language Arts | • Science            |
| • Mathematics   | • Social Studies     |
| • Music         | • Spelling           |

## Music

All students in grades K-8 are required to participate in music instruction. Palau SDA Elementary School also offers the opportunity for students to participate in choir, private lessons: piano, voice.

## Physical Education

Physical Education classes are a part of the program provided for all students. A written statement from a physician is required to excuse a student from class.

### **Computer Lab**

Palau SDA Elementary School offers an effective network, complete with lab and DSL Internet connection. Students receive instruction in computer literacy, keyboarding, and how to use the computer as a tool to enhance and reinforce their learning.

### **Palau SDA Library**

The library is a place for students to enrich their classroom. Students may check out books and conduct research to further their education.

### **Achievement Test**

The IOWA Test may be given to all students in grades 1<sup>st</sup> -8<sup>th</sup>. The results of the IOWA test are used to demonstrate how a student is doing in comparison with other students in the same grade on the national standardized test. The IOWA does not necessarily reflect the student's achievement in the classroom.

### **Student Progress Reports**

Communication between the parent and teacher is vital to the academic achievement of the student. A written progress report will be sent home at mid-term of each quarter by the teacher.

### **Major Subjects**

The following subjects are considered as major subjects:

|                 |                  |
|-----------------|------------------|
| • Bible         | • Reading        |
| • Language Arts | • Science        |
| • Mathematics   | • Social Science |
| • Palauan       |                  |

### **Promotion Requirements**

In order for students to advance to the next class level the following conditions must be met:

- No more than 2 F's or U's in major subjects;
- Must earn passing grades in Math, Language Arts (English) and Reading. For grades 1<sup>st</sup> through 3<sup>rd</sup> students must pass all three subjects before promoting to the next level. Grades 4<sup>th</sup> through 8<sup>th</sup> grades must at least earn D- grades for Math and Language Arts.

Tutors will be available after school for these subjects to students who are failing. Furthermore, summer classes may be made available to assist students on these subjects only.

### **Eighth Grade Class Officers Eligibility Requirements**

- 3.0 GPA with no grades below a “C” on mid-term and quarter reports for the current year;
- At least a “S” in conduct grade for every quarter;
- At least a “S” in attendance grade.

### **Grading System**

The standard grading systems used by the Palau SDA Elementary School are given below:

Scholastic Standards (grades Kinder -3<sup>rd</sup>)

|      |              |                     |
|------|--------------|---------------------|
| • E+ | 97-100%      | Outstanding         |
| • E  | 90-96%       | Excellent           |
| • S+ | 85-89%       | Highly Satisfactory |
| • S  | 75-84%       | Satisfactory        |
| • N  | 65-74%       | Needs Improvement   |
| • U  | 64 and Below | Unsatisfactory      |

Scholastic Standards (grades 4<sup>th</sup> – 8<sup>th</sup>)

|      |              |     |
|------|--------------|-----|
| • A  | 95-100%      | 4.0 |
| • A- | 90-94%       | 3.7 |
| • B+ | 87-89%       | 3.3 |
| • B  | 83-86%       | 3.0 |
| • B- | 80-82%       | 2.7 |
| • C+ | 77-79%       | 2.3 |
| • C  | 73-76%       | 2.0 |
| • C- | 70-72%       | 1.7 |
| • D+ | 67-69%       | 1.3 |
| • D  | 65-66%       | 1.0 |
| • F  | 64 and Below | 0.0 |

### **Finances**

Palau SDA Elementary School operates as a nonprofit institution and relies on regular tuition payments for the majority of its daily operations and expenses. Acceptance to Palau SDA Elementary is granted and continued to those families demonstrating financial responsibility to the school. The following policies govern all applying students.

### **Resident/Non-Resident Fees**

Two categories of tuition will be assessed to all students attending Palau SDA Elementary School. A resident fee is for student who holds Palauan passport, while Non-Resident fee is for students who do not hold Palauan passport. Please refer to the subsections Entrance Fee and Tuition Schedule for detail tuition information.

**Registration Fee**

A non-refundable \$150.00 fee is required of all students to complete registration.

**Entrance Fee**

During registration the following entrance fee must be paid:

|   | Registration Fee | First & Last Months | Total    |
|---|------------------|---------------------|----------|
| Kindergarten:                           |                  |                     |          |
| Resident                                | \$150.00         | \$120.00            | \$270.00 |
| Non-Resident                            | \$150.00         | \$125.00            | \$275.00 |
| 1 <sup>st</sup> -8 <sup>th</sup> Grades |                  |                     |          |
| Resident                                | \$150.00         | \$240.00            | \$390.00 |
| Non-Resident                            | \$150.00         | \$250.00            | \$400.00 |

**Tuition Schedule**

Once the entrance fee has been cleared, every beginning of each month (September through April) a monthly tuition charge is credited to each student account. Tuition for the current month is due on the 10<sup>th</sup> of each month. Monthly tuition per student is as follows:

- Kindergarten: Resident- \$60.00; Non-Resident - \$62.50
- 1<sup>st</sup> – 8<sup>th</sup> Grades: Resident- \$120.00; Non –Resident - \$125.00

In summary total Registration and Tuition Fees per school year per student is:

- Kindergarten: Resident - \$750.00; Non-Resident- \$775.00
- 1<sup>st</sup> – 8<sup>th</sup> Grades: Resident - \$1,350.00; Non-Resident - \$1,400.00

**Other Fees**

- Monthly computer fee - \$3.00
- Yearbook - \$15.00

**Discounts**

A discount of 50% is applicable to the third and all subsequent children either biological or legally adopted that are enrolled at the same time. A \$20.00 discount is applicable to anyone when tuition is paid in full for the complete school year before September 15<sup>th</sup>.

### **Additional Financial Information**

- Students with outstanding balances on the previous month's statement at the time of the next billing will not be allowed to attend classes until the past-due balance has been paid or arrangements are made with administration.
- In harmony with the policy established by the General Conference Department of Education, transcripts of credit or diplomas will be issued only after the student's account is paid in full.
- Payments should be made to the Palau SDA Elementary School. P.O. Box 166, Koror, Palau 96940
- There will be a \$25.00 service charge for all returned checks. After two returned checks a school year, families will be required to make payment with cash or money orders.

### **Student Assistance**

Students who have a desire for Christian education, whose circumstances are such that this is not financially feasible. Should contact the principal for information concerning available assistance. Parents are encouraged, when requesting aid, to have a definite plan as to the amount they can reasonably pay. A financial plan should be worked out prior to registration. If financial assistance is desired, the request should be made as early in the summer as possible.

### **Attendance**

We encourage students to be on time on each regularly scheduled school day. Students will be given an attendance award at the end of the school year if they accumulate zero absences and tardies (excused or unexcused). One goal of Palau SDA Elementary School is to teach the students the importance of punctuality and regular attendance. Students who enter the classroom late disrupt the educational process, miss worship, miss important announcements, and specific directions for schoolwork and assignments. Students who are absent put an additional burden on themselves and the teacher.

The Palau SDA Elementary School is bound by law to maintain accurate attendance records. Students who are not in regular attendance may jeopardize their enrollment and promotion to the next grade level. Students are expected to remain in school until dismissal. Students, leaving school prior to dismissal, must be signed out by an authorized person.

### **Tardy/Early Dismissals: Excused and Unexcused**

Any student not in his/her classroom when the 2<sup>nd</sup> bell rings (8:00am) will be marked tardy for that day. Students need to remain in school until dismissal time. A parent/guardian requesting that a tardy be excused is to provide a written note for the teacher. The note must contain the student's name, date, reason for the tardy and the parent's/guardian's signature. Final approval will come from the administration.

### **Absences: Excused and Unexcused**

Absences for medical and legal appointments involving a student, emergencies, sickness, religious reasons and/or death in the family are considered excusable. Written excuses from a parent/guardian are required for all absences and will be kept on file until the end of the school year. Class work missed must be satisfactorily made up, per classroom policy. A student who missed more than 20 percent of the school days in any period (including excused absences) may forfeit his/her grade for that period. A parent/guardian requesting that an absence be excused is to provide, upon returning to school, a written note for the teacher. The note must contain the student's name, date, reason for the absence and for the parent's/guardian's signature. The administration will determine if the absence is to be excused.

### **Prearranged Absences**

Prearranged absences may sometimes be necessary or desired. Such occasions are expected to be minimal. These are unexcused absences; however, students will not be penalized academically or financially. When absences are prearranged, all plans for making up schoolwork must be made with the classroom teacher prior to the absence. Students will be allowed to make up schoolwork according to the individual classroom policy. Requests for prearranged absence must be submitted to the teacher on a Prearranged Absence Form. A request for a one day absence must be submitted at least twenty four (24) hours in advance. Requests for a longer absence must be submitted at least one week prior to the absence. Forms are available in the office

### **Withdrawing a Student From School**

Parents finding it necessary to withdraw their child will need to follow these procedures:

- Have a conference with the principal;
- Notify the classroom teacher;
- Complete and return the clearance form to the office;
- Tuition and other charges need to be paid in full before records can be sent to the new school. Tuition is charged for the actual number of days enrolled and will continue until all withdrawal procedures are completed.

### **STUDENT SUPERVISION**

To ensure the safety of our students, supervision is scheduled at the designated areas of the campus before, during, and after school. Due to the limited number of school staff we ask that parents pick up their child (children) no later than 15 minutes after classes are dismissed.

**Daily Schedule:**

|                 |   |
|-----------------|---|
| 7:30am          | Morning supervision begins                        |
| 8:00am          | Classes begin                                     |
| 11:30am-12:00pm | Lunch   |
| 12:00pm         | Kindergarten dismissal                            |
| 2:30pm          | 1 <sup>st</sup> &2 <sup>nd</sup> grades dismissal |
| 3:00pm          | 3 <sup>rd</sup> &4 <sup>th</sup> grades dismissal |
| 3:30pm          | 5 <sup>th</sup> -8 <sup>th</sup> grades dismissal |
| 3:45pm          | Afternoon supervision ends                        |

**Before School**

There is no organized supervision for student arriving before 7:30am. They are to be cooperative at all times. No students are allowed by the gymnasium or the lower campus. They must be in front of the classrooms by the flag pole. Uncooperative students may be asked not to arrive prior to the classrooms being open, or may receive further school discipline.

**During School**

Students are to be only in places where there is adult supervision. Students are to be cooperative with all staff at all times.

**After School**

Students are asked to leave the campus right after their classes unless they are involved in the extra-curricular activities such as Intramurals, Choir, etc. Students who wait for their rides must wait at the front of the upper classrooms by the flag pole.

**MISCELLANEOUS ITEMS**

Other information that requires parents' attention and consideration are provided below.

**Drinking Water**

Palau SDA Elementary School is not able to provide drinking water for students; therefore, students are asked to bring enough water for the day.

**Medical Emergency/ Consent to Treat**

Each student must have a current Consent to Treat Form on file in the school office. All Field Trip Consent Forms also provide consent to treat verification. Palau SDA Elementary holds the parents/guardians responsible for notifying the office of a change of address, phone number, cell phone or beeper number. In the event of a medical emergency, the school will make every reasonable effort to

contact the student's parents or guardians as specified on the form. If contact cannot be made, the school will exercise authority given to seek proper care for the student.

### **Student Conduct Guidelines**

A student whose progress or conduct is unsatisfactory, or whose spirit is out of harmony with the standards and principles of the school, or whose influence is found to be detrimental, may be dismissed any time although there may have been no specific violation of any regulation.

- Students shall respect and obey instruction from all staff members
- Student shall be honest with each other and all staff members
- Student shall respect and protect school property, and are required to pay for any damages they cause.
- Students shall respect the rights of others and their property.
- No student shall enter other classrooms without permission from the teacher of that classroom.
- Gum chewing is not permitted at school and a fine will be charged if this rule is violated.
- Fighting and verbal abuse are not permitted.
- Playing is allowed only in specified areas and following all playground rules.
- Bicycles can be used to get to and from school, but may not be used on campus at any time.
- The use of tobacco (in any form), betel nut, alcoholic drinks, harmful drugs or other harmful substances is strictly prohibited.
- Literature that detracts from the principles which the school seeks to instill in the students is not allowed on campus.
- Radios, discs, iPods or mp3s and tape players, electronic games and televisions, or any other electronic devices are not permitted on campus or on school trips. Such items will be confiscated by the staff and may be kept until the end of the school year.
- Cell phones and pagers are not permitted on campus; however, if it is necessary for a student to have one, it must be kept inside the school bag at all times.
- The school will not be responsible for any personal property which is lost, stolen or damaged at school.
- The school reserves the right to search student bags or any personal property on its premises, any time, without prior notice.
- Students will refrain from throwing trash or littering on campus.
- Students will not leave campus during the school day without permission.
- Students are not allowed to eat lunch anywhere but inside their classroom

## **Student Dress Standard**

Part of the character training given at Palau SDA Elementary School includes an emphasis on cleanliness, careful grooming, and neatness in school attire. Students are to purchase the standard school uniform. Details are available in the school office. Any variations in fabric or color must be cleared with the school office.

Boys are expected to keep their shirts buttoned and their pant legs rolled down at all times. Girls must avoid wearing shorts that are visible below the skirt hemline. The inside shirt is allowed so long as the shirt is plain white color, no pictures or writings on it. The inside shirt must not be shown below the school uniform. Students who violate this policy will have their shirts confiscated and kept in the office until the end of the school year. Students are required to wear shoes at all times (no wheelers).

Hairstyles should convey a well-groomed appearance, avoiding extremes in styles and fads. Boys must have their hair cut and nicely trimmed. Hairs on the side must not cover the ears nor should they cover the collar of the uniform at the back. The bangs should be above the eyebrows.

Jewelry (all bracelets, Palauan money, necklaces, rings, earrings, chokers and chains, etc.) is not to be worn. This includes body piercing and tattoos. **School Administration will make the final decision on appropriate school attire.**

The following procedures will be applied when students do not follow the above guidelines:

- 1<sup>st</sup> offense- a verbal warning.
- 2<sup>nd</sup> offense- the student will be removed from class until the parent is contacted. If the 2<sup>nd</sup> offense warrants a change of clothing, parents will be asked to bring what is appropriate.
- 3<sup>rd</sup> offense- student will be suspended for one day. Parents must meet with the principal before student can return to school.
- 4<sup>th</sup> offense- student will be asked to withdraw from school until; the matter can be resolved.

Each offense will be followed by a written notification that will need to be signed and return to school.

## **Special Friendships**

As young people get older and mature, there comes a time when special friendships between girls and boys develop. Such friendships should not include physical contact between girls and boys, e.g., holding hands, hugging and kissing, etc. these actions will not be tolerated on campus or at any school activity.

## **Field Trips**

Field trips are approved school functions. All students are encouraged to participate. If your child's classroom is going on a field trip and the parents do not wish for them to participate, then he/she does not attend school that day. It will be an unexcused absence. Any student absent from a field trip will be required to complete an assignment related to the curriculum studied on that trip. Failing to do so may affect the student's grade. Students participating in school sponsored outings/ trips are representing the

school, and as such, are to follow the policies as stated in this handbook in all areas of dress and conduct. Radios, disc and tape players, iPods and other listening devices, electronic games and televisions, or any other electronic devices are not permitted on school trips. Such items will be confiscated by the staff and may be kept until the end of the school year.

Field trips are possible only as transportation is available. At times parents may be asked to help with transportation. Classes are permitted to have 1 field trip per year.

### **Extra-Curricular Activities**

The school plans out extra-curricular activities for students throughout the entire school year. These take place after school, Monday through Thursday. For sport activities there are various sports such as Basketball, Volleyball, Soccer and maybe others. Besides sports, there are other activities such as School Choir, Pathfinders, etc. These extra-curricular activities are available for students to participate but students must earn their privilege to join through their academic records. Therefore students who receive any grade below C's or S's every mid-quarter lose the privilege of participating in all extra-curricular activities until their grades improved to or beyond the mark.

### **Lost and Found**

Items such as sweaters, jackets, lunch boxes, water bottles, shoes and slippers are found often around the campus. These items are kept in a container marked "Lost and Found." This container is located in the office.

### **Telephone**

The teachers and students are not to be called during the school hours except in cases of emergency. The receptionist will deliver messages to teachers and students as needed. Students may only use the telephone with permission from a teacher or office staff member for the purpose of sickness or emergency. Cell phones and pagers are not permitted on campus; however, if it is necessary for a student to have one, it must be kept in the school bag of the student at all times and may be used only after school to call parents or guardians. If a student is caught using his/her cell phone, even if he/she is carrying it outside her backpack he/she should be given a warning. The item will be confiscated and will only be released to parents or guardians. Should the item be confiscated again for the second time, the cell phone or pager will be kept in the office until the end of the school year.

### **Electronic Devices/ Gadgets**

Students are not allowed to bring electronic gadgets (electronic games, music devices such as radios, mp3s, iPods, and other listening devices) to school at any time. If any of the items are confiscated, the office will keep it until the end of the school year.

## **Birthday Celebration**

The birthday celebrations are allowed but only during the last 15 minutes of the last period of the day. If parents are planning to celebrate their child's birthday at school, please only bring cake and ice cream since time is very limited. Inform your child's teacher at least three days prior to the event.

## **Visitors**

Parents or guardians are welcome to visit the school but should obtain permission from the office first. During class time, parents, guardians, or other guests are not allowed inside or near the classrooms because it is disruptive to the students. Other visitors must inform the office before entering the school campus. **No student should bring relatives or friends without prior approval of the classroom teacher and administration.** Parents/guardians are asked to make appointments to meet teachers **after** school hours. The guests are to follow all school regulations. Lunches can be delivered at the classrooms when the lunch bell rings at 11:30am. Parents/guardians are asked to make appointments to meet teachers **after** the school hours.

## **Grievance Policy**

Whenever people interact together, conflicts and misunderstandings may develop. As Christians we expect that all students, parents, teachers, board members, and other persons interested in the school will follow Biblical standards when there is a perceived problem. The Palau SDA School System has adopted the following Grievance Procedure for the school system:

- Present a written summary of the issue to the person(s) concerned
- If the problem is not resolved under step 1, then an open discussion should be held involving the person(s) and the principal to ascertain the basic issues, events and reactions, and come to a fair and amicable disposition of the problem.
- If no resolution is achieved in step 2, the School Board shall be asked to arbitrate the issue.

If parents/guardians have concerns with a teacher we ask that you bring the concerns to the office and please do not approach the teacher directly.

Please remember that we may not always come to a perfect agreement, but we can still work together in a positive Christian manner. The more time we spend holding one another up in prayer and concentrating on the positive things the stronger our school family will become.

## **SCHOOL WIDE DISCIPLINE PLAN**

Palau SDA Elementary School's discipline plan is based on the following belief statements:

- The faculty and staff of Palau SDA Elementary want students to realize that behaviors are the results of choices. Wise choices = acceptable behavior; unwise choices = unacceptable behavior. The faculty is committed to helping students make wise choices.

- The discipline plan is proactive, rather than reactive. The intent of the plan is to prevent problems instead of constantly dealing with problems.
- The written discipline plan will allow the faculty to consider a single “long term” solution to misbehavior over a short period of time, instead of multiple “short term” solutions.
- The faculty and staff of Palau SDA Elementary have high behavioral expectations for the students. This is reflected in the following outline of expected behaviors for students. In contrast, a school with low behavioral expectations is one that allows for misbehavior to repeat itself over a prolonged period of time.
- The student will accept responsibility for obeying school rules and policies. This also includes faculty and staff being responsible for consequences when school rules are disobeyed.
- The faculty and staff are committed to keep parents/guardians informed of what is taking place on campus.
- In order to keep our school campus a safe environment the School Administration has the right to perform a search and seizure of items not allowed in our campus. Up to five time outs of any level may cause suspension or dismissal.

## **LEVEL I**

### **Expected Behavior:**

- ✓ Palau SDA Elementary School is a gum free environment. A fine of \$5.00 is assessed to a student who chews gum inside the campus.
- ✓ Students are expected to move around the classrooms in a quiet and orderly manner. Horseplay, loud or boisterous behaviors are not allowed on campus.
- ✓ Students will not bring electronic equipment (headphones, radios, walkmans, pagers, electronic games, iPods, mp3s, skateboards, roller skates, etc.) to school.
- ✓ Personal grooming will be done at home or in the restrooms.
- ✓ Students will receive authorized permission before using the phones.
- ✓ Students will fulfill any agreement or assignment that has been made because of misbehavior (eg. Notes signed by parents and returned to school by date and time designated).
- ✓ Students are expected to follow teacher direction explicitly.
- ✓ Students are expected to be at their assigned class appointments at the designated time.
- ✓ Students will eat food, snacks, and lunch items in their designated area at the designated time.
- ✓ Students will have class materials and supplies in their possession at the start of class.
- ✓ Students will refrain from hitting, shoving, punching, slapping, or grabbing of a playful nature.
- ✓ Students are expected to use appropriate school language.
- ✓ Students will speak only English during class time with the exception of Palauan class.
- ✓ Students will speak only English when addressing teachers.
- ✓ Students will refrain from intentional littering both inside the building and outside on campus grounds.
- ✓ Caffeinated drinks are not allowed on campus. (eg. Pepsi, Coke, Mountain Dew, Nestea, coffee milk, etc.)

## **Consequences for Violation of Level I Behavior**

For each offense a "Time Out" form should be issued. The form should be signed by both the office personnel and the parents/guardians and return to the library after the staff worship before the student is allowed in the classroom.

First Offense:

- Fill out "Time Out" form;
- Teacher/student conference

Second Offense:

- Fill out "Time Out" form;
- Contact parents/guardians

Third Offense:

- Fill out "Time Out" form;
- Principal/parents or guardians & student conference;
- Possible half of that day will be in-school suspension.

Fourth Offense:

- Fill out "Time Out" form;
- One day out-of-school suspension;

Any Subsequent Offenses:

- Fill out "Time Out" form;
- More than one day out-of-school suspension;
- Appear before the school board/ possible expulsion.

## **LEVEL II**

Expected Behavior:

- ✓ Students will refrain from profanity or obscenity in words or actions toward other students.
- ✓ Students will afford proper respect to faculty, staff, and other adults associated with the school.
- ✓ Students will refrain from making verbal or physical threats to strike, attack, or harm another person's property.
- ✓ Students will refrain from defacing or destroying school property or another person's property.
- ✓ Students will refrain from stealing or taking any item that does not belong to them.
- ✓ Students will refrain from lying.

- ✓ Students must be in their assigned areas unless they have an authorized pass.
- ✓ Students will refrain from verbal or physical harassment of another student (eg. Making fun of, pushing, hitting, and throwing something).
- ✓ Students are expected to dress in accordance with the school wide dress code.
- ✓ Students will demonstrate behavior in class that is conducive to a positive learning environment. Words, actions or non-compliance with requests made by teachers that cause the learning environment to become unsatisfactory will be cause for discipline.
- ✓ Students are expected to be honest and trustworthy with respect to completing their scholastic work. School work must be done in compliance with prescribed guidelines set forth by the teachers (eg. No copying another students work, talking during tests, bringing notes or answers to class for use during a test).
- ✓ Students will not take part in aiding or abetting another student who is in violation of a school rule (eg. Urging, assisting and/or covering another student to do something that is in violation of any school rules).
- ✓ Students will refrain from public display of affection that has sexual connotations.
- ✓ Students who need medication, both prescription and over-the-counter, will give the medicine to the classroom teacher. Students are not allowed to have medicine in their possession or stored in their desk or lockers.
- ✓ Students will refrain from having in their possession poker type playing cards. No gambling will be permitted on school property or field trips.

### **Consequences for Violation of Level II Behaviors**

For each offense a “Time Out” form should be issued. The form should be signed by both the teacher and the parents/guardians before the student is allowed in the classroom.

First Offense:

- Fill out “Time Out” form;
- Teacher/student conference

Second Offense:

- Fill out “Time Out” form;
- Contact parents/guardians

Third Offense:

- Fill out “Time Out” form;
- Principal/parents or guardians & student conference;
- Possible half of that day will be in-school suspension;

Fourth Offense:

- Fill out "Time Out" form
- One day out-of-school suspension

Any Subsequent Offenses:

- Fill out "Time Out" form;
- More than one day out-of-school suspension;
- Appear before school board/ possible expulsion.

**LEVEL III**

**Expected Behaviors:**

- ✓ Bullying is not allowed on school campus at any time.
- ✓ Students will not ignite an open flame in the school building or on school premises.
- ✓ Students will refrain from using profanity or obscenity in words or actions toward the faculty and staff.
- ✓ Students will not forge signatures.
- ✓ Students will avoid hitting, shoving, kicking, slapping, fighting, instigating a fight, or intentionally causing physical harm to another person.
- ✓ Students will refrain from stealing teacher or school property.
- ✓ Students are expected to meet all appointments. Skipping school, leaving the school grounds and/or cutting classes during school hours is prohibited.
- ✓ Students are subordinate to the faculty and staff. Refusing to follow directions or talking back to school personnel in an aggressive, insulting, profane or disruptive nature is prohibited.
- ✓ Students will leave at home materials that are dangerous to health and safety of students, faculty and guests of the school. Some examples would include but not limited to fireworks, chemicals, pocket knives, etc.
- ✓ Students will not commit acts that endanger the health, safety, or welfare of themselves, other students, faculty and guests of the school. The students will obey safety rules and prescribed protocols (eg. Letting air out of car tires, and using equipment requiring teacher supervision without prior approval).
- ✓ Students will not bring to school or have in their possession any pornographic materials.
- ✓ Students will neither give, nor take and use, another student's oral prescription.

**Consequences for Violation of Level III Behaviors**

First Offense:

- Fill out "Time Out" form.
- Parent conference.
- One day out-of-school suspension.

Second Offense:

- Fill out "Time Out" form.
- Parent conference.
- To days out-of-school suspension
- Notification to school board.

Third Offense:

- Fill out "Time Out" form.
- Parent conference.
- Three days out-of-school suspension.
- Notification to school board.

Fourth Offense:

- Expulsion.

**LEVEL IV**

**Expected Behaviors:**

- ✓ Students will not have their possession, purchase provide for or use illegal drugs, cigarettes, alcohol or betel nut. Students will not have on their possession, purchase, provide for or use an instrument whose purpose is associated with any illicit drug. The "sniffing" of any non-medicinal substances, such as glue is prohibited.
- ✓ Student will not have on their possession, purchase, or provide for or use tobacco.
- ✓ Student will not have on their possession, purchase or provide for weapons, firearms, or dangerous instruments, including mace, on school property.
- ✓ Students will refrain from engaging in sexual activity on school property.
- ✓ Students will not sexually harass another student.
- ✓ Students will not commit an act of assault and/or battery toward an employee of the school.
- ✓ Students will not bear false witness or be an accessory to another student or group of students bearing false witness against a faculty or staff member of the school.

**Consequences of Violation of Level IV Behaviors**

First Offense:

- Palau SDA Elementary School has a "Zero Tolerance" policy for Violation of Level IV behaviors
- The policy will be notified.
- Suspension or expulsion.

**ANY SUBSEQUENT ANNOUNCEMENTS OR POLICIES PRINTED AND DISTRIBUTED BY THE ADMINISTRATION HAVE THE SAME FORCE AS THOSE PRINTED IN THIS SCHOOL BULLETIN.**